



Grow in
PEACE
LEARNING CENTER

2019-20

Handbook
and
General Policies

Grow In Peace Learning Center

General Policies

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Center Information

Grow in Peace Learning Center
1007 Stonehaven Drive
Sun Prairie, WI 53590
growinpeace@peacewels.org

Grow in Peace Learning Center is affiliated with Peace Lutheran Church and School. We are also a member of the Wisconsin Evangelical Lutheran Synod and are in full agreement with their teachings.

Grow in Peace Learning Center has a maximum capacity of 72 and serves children ages 6 weeks - 5 years. The center is a full year program that is open Monday - Friday from 6:30 AM - 6:00 PM. Please refer to the Schedule of Operation section for holidays and days the center is closed.

Our Federal Tax ID#: 39-1148940

Philosophy

Providing a nurturing Christian based and safe environment is the foundation of the center. The center's purpose is to help children learn Christian values, develop positive ways of interacting with children and adults, and feel loved as a unique and special person.

Staff set a Christian example of balance, positive attitude, leadership and responsibility. Teachers and staff play *with* children -- not just watch them. Outdoor spaces are divided to create both age group specific and common areas. Play equipment is scaled appropriately, and other equipment is selected and constructed to ensure safety and to minimize risk of injury.

Teachers and staff support parents in their role in raising their children. The center strives to meet the needs of families by providing Christian, professional, competent, loving adults who understand the developmental needs of young children. Staff will meet with families to discuss their child's progress.

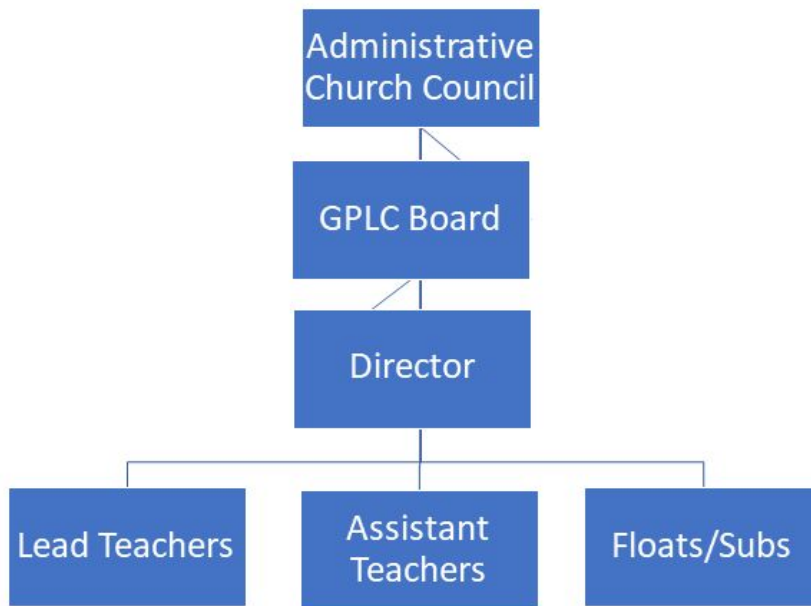
License

The center is working towards receiving a license through the Department of Children and Families, Division of Division of Early Care and Education. The center is a Christian-based, outreach of Peace Lutheran Church and School.

Once the center's license is finalized, the Licensing Rules for Group Child Care Centers DCF 251 and the license from the Department of Children and Families will be posted in the center hallway near the check-in kiosk. Any non-compliance found by the Department of Children and Families will be posted in this same area along with the plan for compliance. Parental notices, center policies, and other parent information will be posted by the check-in kiosk to ensure these items are available to parents.

Administrative Structure

Director is present 8 am to 4 pm Monday through Friday. When the director is not present, then Michelle Chesterman (6:30-8 am) who opens and Michelle Schoenherr (4-6pm) who closes will be immediate contact for closing/opening routines or issues.



Fee Payments and Refunds

Please refer to the Rate Sheet for the most up to date rates, additional fees, and vacation and sick time policies. The cost of lunch is included in tuition. At this time, GPLC will not be attending field trips off site so there will be no extra fees for this. Payments will be made using the Brightwheel Online Systems.

Admissions and Enrollment

Grow in Peace Learning Center does not discriminate on the basis of race, color, sex, socioeconomic status, creed or religion, national origin, ancestry, age, gender, marital status, sexual orientation, political persuasion, veteran's status and/or disability in its admission, education, employment and/or programming policies and practices. The programs at Grow in Peace Learning Center are inclusive of all children, including those with identified disabilities and special learning and developmental needs. The center will make reasonable accommodations to meet the needs of children with disabilities as described in the Americans with Disabilities Act. All staff assigned to special needs children will be aware of their special needs (physical, health, mental) and any intervention plans. Staff may make appropriate professional referrals when necessary

Procedure

Enrollment is limited. Members of Peace Lutheran Church and the children of current Peace Lutheran School families will have priority to fill the open spaces in the various rooms of the center. This priority will occur through an early enrollment period. Once the general enrollment period begins, enrollment will be taken on a first-come, first-served basis, subject to availability.

1. Prior to enrollment of a child, the parent or guardian and the child must visit the center for orientation to the center's program and policies.
2. Families will receive a policy manual and visit with the Administrator or Director prior to admission of the child.
3. Families will apply using forms provided by the Director.
4. The Administrator or Director approve enrollment of each child.
5. Parents or guardians must provide the following completed enrollment forms:
 - a. DCF 251 Enrollment Form
 - b. Attendance Contract and Payment Agreement
 - c. Child Health Report (Physician's exam within 90 days after entrance. This must be based on a physical exam by a physician performed no longer than six months before the child enters the center or within six months after entrance)
 - d. Health History and Emergency Care Plan
 - e. Authorization to Administer Medication
 - f. Personal Information or Under Age 2 Intake Form
 - g. Permission slips, where appropriate
 - Ointment/Powder Permission Form (children in diapers)
 - Sunscreen and Insect Repellent Permission Form (all children)
 - Walking Field Trip Permission Form
 - Field Trip Transportation Permission Form
 - h. Immunization Record within 30 days after entrance
 - i. Use of Name and Media Release Form
 - j. Emergency Medical care or Treatment Consent

k. Handbook Signature Page Acknowledgement Form

6. A non-refundable deposit of the registration fee upon enrollment to secure the spots for your child(ren). You will receive confirmation of enrollment once all forms are turned in
7. Payments will be made twice a month through our Brightwheel online service.

Infant/ Toddler Additional Pre-Admission Requirements

All Parents, who are enrolling children under the age of two, are required to have a pre-admission meeting with the child's teacher to determine the following:

- a. Scheduling and routine of meals and feeding as well as the timetable for trying new foods.
- b. Toileting and diapering procedures.
- c. Sleep and nap schedule.
- d. The child's way of communication and being comforted.
- e. Development and health history.

Adjustment Period

Each new child will be orientated to our program. There is an adjustment period of four weeks. If a parent wishes to withdraw their child during this period, the parent and Director will agree upon a date of withdrawal, and the parents will be responsible for tuition up to that date

Waiting Lists

If there are no openings currently available, your name (child's name and birthdate) can be added to the waiting list. There is no charge to be put on the waiting list.

Holding a spot for future enrollment

If you need to hold your child's spot for a later date, you will be charged \$100 per month that the child is not yet enrolled. Upon enrollment, 50% will be credited as a deposit towards tuition. The remaining 50% will be the fee to hold your child's spot open. If for some reason the child does not enroll, the money paid in as a deposit will be forfeited.

This policy is subject to change with a 30 day notice at any time.

Updating Forms

Changes in enrollment must be communicated to the Director as soon as possible. It is extremely important to keep the Director current on all phone number and address changes. Child Intake forms for children under 2 years of age must be updated every three months. Your child's teacher will provide you with a copy of the form to be updated. Please complete and update the form promptly and return it within 10 days to your child's teacher. *Your child's teacher will request an updated form when needed.*

Confidentiality

All data and records in the children's files is kept confidential. Staff will keep children's information confidential at all times and share information only as needed or required. Federal and state law allows parents and guardians to inspect and review their child's file upon request. A copy of admission information for infants and toddlers will be kept in the classroom and be known by all caregivers. A copy of emergency contact information will be kept in all classrooms and will be used on field trips. If a parent or guardian wishes to view a child's records, that parent or guardian should speak to the child's teacher, the Director

A child's file is open to the child's parent or legal guardian, to the Licensee, to the center Administrator or Director, to the child's teacher(s), and to the state-licensing specialist.

Grievance Procedure

If you have questions or concerns about your child's class or the educational program for your child, please discuss these with your child's teacher. If you feel further discussion or more action is needed, please speak with the Director or Administrator.

Schedule Of Operation

Hours of Operation

Grow in Peace Learning Center is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. Full time children may not exceed 10 hours of care per day.

Occasionally parents may need to have their child come earlier or depart later than scheduled. Whenever possible, we will do our best to accommodate these requests. We ask that parents call the center first to clear these requests. Extra hours are figured based on the tuition agreement.

Days of Operation

Grow in Peace Learning Center is open year-round with the following exceptions:

The Center is closed on the following holidays for which the parents are charged:

- Labor Day
- Thanksgiving Thursday and the Friday After
- Christmas Eve Day
- Christmas Day through New Year's Eve. **Families will not be charged for this week.**
- New Year's Day
- Good Friday
- Memorial Day

- Independence Day (The center reserves the right to close either a day before or after Independence Day. This will be established at the beginning of the calendar year.)

3K and 4K Schedule

September-May 8:00 AM-11:30
Before care: 6:30 AM - 8:00 AM
Aftercare: 11:30-6:00 PM

Child Schedule Change

Requests from parents for a change in their child's scheduled hours will be considered only if space is available. All changes in hours of enrollment must be submitted in writing and approved by the Director.

Maximum hours of care

Children enrolled in GPLC are allowed to attend up to 10 hours per day, maximum 50 hours per week. Attending longer than 10 hours per day will result in a fee of \$15 per every 15 minutes or portion of a 15 minute period per child until the child is picked up.

Arrivals and Departures

Parking

Parents may use any of the unassigned parking spaces in the parking lot on the west side of the campus, off of School Street.

Accessing the Center

Grow In Peace Learning Center is a completely secure facility, access to the center's interior corridor will require a fingerprint from an authorized adult. Each parent, guardian or other authorized adult must have identification, and fingerprint on file with GPLC prior to being allowed to drop off or pick up any child(ren).

Drop-Off

To ensure the safety of each child upon arrival, an adult must accompany the child to the classroom. It is the responsibility of the adult to ensure that the teacher knows that the child has arrived before the parent departs. Children must also be logged into/out of brightwheel at time of drop off and pick up.

Attendance

Attendance monitoring will be completed through the use of brightwheel software. by the teacher in the child's classroom. Children should be signed in prior to coming to the classroom. This is our legal record that the child is in our care for the day and an acknowledgement that a parent or guardian has regained responsibility for the child at the scheduled pick-up at the end of the day.

If a child does not arrive by 8:30 AM, that child's teacher will notify the Administrator or Director that the child has not arrived. If the child is scheduled to arrive at the center later than 8:30 the child's teacher will notify the Administrator or Director that the child has not arrived one hour after scheduled arrival. It is then the responsibility of the Administrator or Director to call the parents of that child to find out the reason for his or her absence. At least two attempts will be made to contact that child's parents and this will be documented on the sign in and out sheet. In the event that the Administrator or Director is not available to make the phone calls, it will then be the teacher's responsibility to make the attempts to contact the parents and document these attempts.

Pick-up

When arriving to pick up a child, it is imperative that the parent/guardian inform the teacher that the child is departing and sign him or her out with the attendance monitor. It is essential that children are picked up by 6:00 p.m., which is when the center closes. PLEASE call ahead to the center if for some reason you are unable to arrive by 6:00. Late fees will be assessed for any pickup after 6:00 P.M.

Releasing of Children

The center will not release a child to anyone other than his/her parent or legal guardian or a person so listed on the enrollment form. Written permission, signed by the parent/guardian, must be provided before a child is released to anyone else. Forms for this are provided in the Director's office. Any time one of the authorized persons on the child's list (other than the parent/guardian) is picking up your child, he/she must show proper identification, such as a valid driver's license, before we will release your child. No one under 16 years of age is permitted to pick up a child from the center

In circumstances where a custodial agreement is in place, it is important that you indicate on your enrollment form who the custodial parent is and who may pick up your child. Children will not be released to non-custodial parents/guardians unless the Center has documentation allowing this. The parent with custody is required to provide a copy of the notarized custody declaration, which will be kept in your child's confidential file.

In order NOT to release a child to a parent due to court-ordered placement, **we must have a copy of the court order on file.** Without this, we cannot refuse a parent who comes to pick up his/her child.

Children will not be released to a person who appears impaired by drugs or alcohol. The center will contact another person on the child's authorized pick-up list to pick up the child.

What should parents bring for their children?

Infants

Forms—if you have not already turned them in), diapers, wipes, ointment or powder, if desired (permission slip required), two changes of clothing, pacifier, formula, breast milk, bottles, cereal, jar food, , weather appropriate outerwear, and a small photo of your family The center will provide bowls, bibs, burp cloths and crib sheets. Please do not bring any crib bedding or toys. (Please refer to SIDS policy for more information.)

Toddlers

Forms—if you have not already turned them in), diapers, wipes, ointment or powder, if desired (permission slip required), sleeping bag for use at nap time, nap blanket or "Nap Buddy", 2 changes of clothing, pacifier, formula or breast milk (if needed), bottles, , weather appropriate outerwear, and a small photo of your family. Our staff works closely with parents to approach toilet training in a consistent and developmentally appropriate manner when the child is ready.

Preschoolers

Forms—if you have not already turned them in), diapers, Pull-ups, wipes, 2 changes of clothes, sleeping bag for use at nap time, nap blanket or "Nap Buddy" (soft, cuddly toy, if desired), , weather appropriate outerwear, and a small photo of your family

3K Preschool

Forms—if you have not already turned them in), weather appropriate outerwear and shoes, extra change of clothes, and a small photo of your family.

4K Preschool

Forms—if you have not already turned them in), weather appropriate outerwear, extra change of clothes, and a small photo of your family.

Sunscreen and Insect Repellent

Sunscreen is provided by the school. If you wish to bring bug spray, , please fill out a sunscreen and insect repellent permission slip. Please also be sure that your child's name is written on the bottles. Sunscreen and insect repellent will be applied to the child every time the child is exposed to sun for more than 10 minutes. If you would like to bring in a sunhat or sunglasses for your child, we will be sure the child wears those when going outside also.

Clothing

Dress for fun and activity in comfortable clothing. Children will be learning through hands-on activities, playing outside, using dramatic play areas each day. During winter months, please dress your child appropriately with a coat, mittens, hat and boots, as necessary (having a second set of mittens available is a great idea, too). Classrooms may ask that you provide a smock or older shirt for your child's use during messy art and science activities. Please label everything you bring to the center with your child's name.

Families are asked to provide an extra set of clothing to keep at the center. Check the supply regularly to be sure the clothes still fit and are appropriate for the current season, and that a full set (underwear, socks, pants, and shirt) remains available here.

Outside play is an important part of the child's day. Tennis shoes or similar shoes only are allowed when the children go outside or go on fieldtrips. Sandals can be worn to school, if they have a strap that goes behind the child's heel. Flip flops are not allowed at any time.

Bedding Policy

Bedding will be stored in sanitary conditions. If personal bedding becomes soiled, it will be bagged or stored separately and parents will be asked to take it home that day for cleaning. Either that cleaned bedding or other bedding will be needed at the center for the next attendance day.

Parents must take their child's personal bedding home every 5 uses to be washed.

Personal Belongings

Children often have security items which they need to bring from home. That is accepted, but we ask that you only bring one security-type item to the center. Please keep in mind that the item needs to fit into your child's cubby, and, infants will not be allowed to have such items in their crib. There may be special event days or show-and-tell days where bringing items is accepted. Your child's teacher will alert you to those events. Please label anything you bring to the center with your child's name. Grow in Peace Learning Center is not responsible for personal items that are lost or damaged.

Educational Plan and Curriculum

Curriculum

Grow in Peace Learning Center will use COR Advantage/Highscope as our curriculum and assessment tool. The curriculum includes Christian principles and values and will incorporate areas of emotional, cognitive, social, sensory, and physical development. Transitions will be planned to reduce standing in lines or waiting in large groups.

Programming will also incorporate

- Old and New Testament Bible lessons
- Social and emotional development
- Large and fine motor development
- Arts and crafts
- Music and dance
- Science and discovery
- Math activities
- Literacy activities

The center will provide a balance between active and quiet play, individual and group activities, and indoor and outdoor activities. Staff will lead some activities and also allow time for children to make their own choices during free play.

Children are assigned to a classroom based on their age, for the major part of the day. The teachers for each class are responsible for planning and carrying out the daily activities.

All children are expected to participate in class activities, including outdoor play. The center does not have extra staff to supervise children who must stay inside. Water activities will be planned in the summer such as sensory bins of water. There will be no wading pools.

Teachers and staff are also encouraged to use various philosophies and curriculum models within their classrooms to provide the most enriching environment for children. All teachers will also incorporate the following elements into their program:

- Sharing the message of Christ's love throughout the school day
- Using the gift of prayer regularly with the students
- Open-ended discussions and questions with children
- Process-oriented and hands-on projects and activities
- Self-selected activity time (encouraging children to make their own choices and explore new areas)
- Planned time for large group, small group and one-on-one learning activities
- Building activities from the current interests of the children
- Large and small muscle development
- Cultural diversity

- Problem-solving skills development
- Language development
- Outdoor exploration

Infant/Toddler Educational Plan & Curriculum

- Staff members shall respond promptly to a crying child's needs.
- Each infant and toddler shall be allowed to form and follow his or her own pattern of sleeping and waking.
- Each child under one year of age shall be placed to sleep in his or her back in a crib 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.
- Emphasis in activities shall be given to play as a learning and growth experience.
- Throughout the day each infant and 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.
- 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.
- When a non-mobile child is awake, the staff member 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.
- The non-walking child who can creep or crawl shall be given opportunities during the day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.
- Staff members shall encourage infants and toddlers to play with a wide variety of safe toys and objects.
- Infants and toddlers shall be taken outdoors for part of each day except during inclement weather or when this is not advisable for health reasons.

Typical Daily Schedule

INFANTS – 1 YEAR OLDS:

6:30 am: Center Opens

Individualized routines are maintained for all infants. Daily activities may include:

Feeding

Diapering

Sleeping

Free play

Structured activities for older children

Outdoor exercise and fresh air

6:00 pm: Center Closes

1 –3 YEAR OLDS:

Center Opens: 6:30 AM
Transitions for drop-off and selected activity
Large group time (Calendar, weather, 'what's happening')
Small group time (art, music, science, math, reading, etc.)
Self-selected activity or free play
Snack
Outside activities
Large group time
Self-selected activity or free play
Lunch
Story time and nap / quiet time
Large group time
Self-selected activity or free play
Snack
Outside activities
Small group activity
Center Closes: 6:00 PM

3K PRESCHOOL PROGRAMS:

7:45-8:00 am arrival
Fine-motor activities
Circle Time
Outdoor Play
Bible Lesson
Snack
Free Play
Final circle with a story
11:30 morning preschool Dismissal

4K PROGRAMS:

7:45-8:00 am arrival
Story Time
Planning and Work Time (Free Play)
Bible Lesson
Music and Movement
Snack
Small Group Time (art, science, math, social studies, or literacy)
Outdoor Play
11:30 morning preschool Dismissal

Planning Time

Teachers will be given paid planning time throughout each week to plan curriculum activities, ideas and plans. Teachers are required to make and post a daily schedule for their rooms. Teachers are required to have a written plan of weekly activities.

Rest & Naps

Children 5 years and under at the center for 4 hours or more will be given the chance to rest or nap. We will work with parents and the child's home schedule in regard to napping.

The Department of Children and Families requires that all children under age 5, who attend a full day, must rest for 30 minutes. Children who are awake after 30 minutes are able to get up and play under supervision.

Parents are required to provide a sheet and a blanket for naptime for all children age one and older.

- 1 year olds who still need a morning and afternoon nap will be given that opportunity.
- A child who does not sleep after 30 minutes or who wakes while others are still sleeping will be able to play with quiet activities.
- Parents must supply a sleeping blanket for their child (ages 1 and up). Each child will be placed at least 2 feet away from the next resting child.
- If a parent requests their child be woken from nap after a certain period of time rather than the child waking on his/her own, a teacher will not attempt this until the child has been asleep for 1 full hour. If the child does not wake easily, the teacher will not insist the child wake up. If the child has a difficult afternoon as a result of not getting complete rest, the child will not be wakened in the future. Enough rest is a very important part of a child's development.

Infant sleep policy includes:

- Infants will sleep on their own schedule.
- Every infant at the center will be placed on his/her back in the crib for sleep. The child will then be allowed to move to his/her most comfortable sleeping position.
- Bumper pads, comforters, large or fluffy blankets, stuffed toys, pillows and other soft items are not permitted in the crib with the child.
- The infant will be placed with feet toward the end of the crib.
- If an infant falls asleep in a caregiver's arms, on the floor or in an infant seat, the child shall be moved to the crib and placed on his/her back.
- If an older infant (who can lift his/her own head and roll over) is placed on his/her back for sleep and rolls over onto his/her tummy, staff may allow the infant to sleep in that position.
- When an infant wakes, he or she shall be taken out of the crib.

Playground Policy

The center has two playgrounds: one that infants and toddlers share and another that 2-year olds through 4 year-olds share. Both playgrounds are very spacious and house developmentally appropriate and safe equipment. Weather permitting, all children will go outside year-round at least once a day often in the morning and a second time each afternoon. Please refer to the Inclement Weather Policy for weather conditions when children will not go outside.

Children will be given a choice of activities to engage in while on the playground, however, teachers will be moving through the groups guiding and assisting children where needed. Whenever possible, new activities and equipment will be brought out throughout the year to keep the play areas fresh and interesting.

Children must wear shoes at all times, especially outside—preferably a sturdy shoe such as a athletic shoe.

Pets In the Center

If a classroom has a pet present, that classroom will have a sign posted, on the parent board, stating the type and number of pets that are in that classroom. If a pet is added to your child's classroom after enrollment, the parents will be notified in writing and via email of the type and number of pet additions. The children will not be allowed to handle any pet that is in the center's possession without prior, written permission from that child's parent. Cleaning and sanitation of cages and aquariums will be done regularly. Teaching staff will supervise all interactions between children and animals instructing children on safe behavior when close to animals.

Ratios

All staff must know the state required classroom ratios regarding the number of staff needed to the number of children in each classroom and the maximum group size.

Children will move to the next classroom at a time that meets the needs of the children as well as the center and classroom availability.

<u>Child's Age</u>	<u>Teacher:Child Ratio</u>	<u>Max # Children in Group</u>
Birth – 2	1 : 4	8
2 – 2.5	1 : 6	12
2.5 – 3	1 : 8	16
3 – 4	1 : 10	20
4 – 5	1 : 13	24
5 – 6	1 : 17	32
6 +	1 : 18	32

During the first and last couple hours of the day, the enrollment may be low within the center. Groups of children may be combined as State Teacher/Child ratios allow. Teachers will remain with children as they move from one room to another. During these times, children will engage in free play, outside play, dramatic play, block play and in other classroom center areas.

When enrollment is low, or if there is an emergency, and there is only one staff person present (i.e., at the beginning of the day~6:30 am), a second adult is available within 5 minutes of the center for emergencies. The second adult's signed statement and contact information is located in the Director's office.

Child Guidance Policy

Through consistent, Christian, positive guidance by the teachers, and through learning clear-cut limits and rules that are appropriate to the child's ability to understand, each child is encouraged to respect him/herself as well as others.

Children at Grow in Peace Learning Center will not be subjected to any form of punishment that is abusive, humiliating or frightening to a child. Children will not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking. Children will not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, making derogatory remarks about the child or his family, or using language and tones that threatens, humiliates, or frightens the child. Toileting habits (or lack of them) will not be a cause for punishment of any form. The withholding of food, clothing or medical care will not be used as punishment. No physical or mechanical restraints of any kind will be used on a child, except to physically hold a child when containment is necessary to protect a child or others from harm. The staff will strive to enforce consistent Christian center rules so that the children will know what is expected.

Staff will be alert to interactions among children and will try to intervene before inappropriate behavior occurs. Staff will encourage children to use their words to express their feelings rather than inappropriate language or becoming physical.

Families should inform staff of changes in their child's life that may affect moods and behavior. Some situations staff should be made aware of, for the sake of the child, include:

- Changes in the family situation (e.g. separation, divorce, and new sibling)
- Parent/guardian out of town
- People visiting the child's home
- Child taking medication
- Family pressure such as loss of job or final exams

All of these and other situations may affect the child's behavior. The staff can be sensitive to the child's needs if they are aware of such circumstances.

Time outs are prohibited for any child under the age of three years old. If a child is choosing to not cooperate with an activity, he/she may:

- Choose to change behaviors and participate
- Choose to do a quiet, individual activity at the “quiet table” in the classroom. Such activities may be doing a puzzle, reading a book, working on clay, etc. The child will not be sent out of the room but will be slightly separated from the group.
- If a child’s behavior becomes a safety issue for the children in the classroom or so intense that the rest of the children cannot focus, the teacher will call the office and the child will be removed from the classroom to calm down in the office. Once the child has regained control, he/she will return to the classroom.
- If the child cannot regain control and remains a safety issue, the child’s parents will be called and the child may be sent home for the remainder of the day

A short time out may be used for older students if other strategies for handling the misbehavior fail. Time outs will be used as an interruption of the behavior, and will be followed with a discussion about desirable behavior. Time outs will occur in the immediate setting, within sight and sound of a staff member and in a designated area. The following guidelines will be used in determining the length of a time out:

Under age 3 years = time out will never be used

3 years old = no more than 3 minutes

4 years old = no more than 4 minutes

5 years old and older = no more than 5 minutes

At the end of the time out, the staff member will again talk to the child about the behavior, give the child reassurance and redirect him/her to an appropriate activity.

When physical injury is involved in a conflict, staff will follow the Health Policy procedures for treatment of injuries. Staff will inform the Director of the incident as well as report the injury to the parent of the injured child. The name of the child who caused the injury will be withheld from the injury log and will not be given to the parent of the injured child. Staff members will respect and protect the rights of the individual children.

Appropriate Ways to Manage Crying, Fussing or Distraught Children

Staff are to remain calm when dealing with a crying, fussing or distraught child. Staff are trained to view a child’s crying as their first step of communication. Caregivers should acknowledge to the child why they feel they are crying and make steps to help the child to feel better. Teachers will try to pick the baby up, help the child to feel better, feed or change the child when appropriate. Staff will be trained using handouts from DCF.

Biting: Biting is not entirely unexpected when very young children are together in groups, we don't want any of your children to be bitten, and we want any child who bites to learn more appropriate behavior. We will put children's safety first and provide appropriate first aid as well as comfort, support, and advice to any child who is bitten. We have a brief brochure on biting which will be provided if biting becomes an issue in your child's classroom.

Prohibited Actions (even at parent request)

In compliance with State Licensing rules, Grow in Peace Learning Center strictly prohibits the following actions:

- Actions that are abusive, cruel, humiliating or frightening
- Actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious
- Spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment
- Verbal abuse, threats or derogatory remarks about the child or the child's family
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle
- Withholding or forcing meals, snacks or naps
- Punishment for lapses in toilet training

Inappropriate discipline of a child by a staff member is not tolerated and will be reported to the State of Wisconsin Department of Health and Family Services licensing department within 24 hours after the occurrence under s. HFS 46.04(3) (j).

Consent for Photographs

We occasionally take pictures of the children during school activities, birthdays, special events, and for posting on brightwheel Parents may give their consent for taking photos using the permission form at registration.

Parent Involvement

Grow in Peace Learning Center has an open visitation policy for parents. Parents are welcome to visit at any time.

Conferences

Conferences with teachers will be offered at least once during the year for children age one and up. Parents that have children under the age of two will need to meet with their child's teacher and update the Child Care Intake for Child Under 2 Years form every three months. In addition, parents/guardians are encouraged to arrange times to meet with teachers any time that concerns exist.

Communication

Each room will post newsletters, classroom schedules, and any other information that pertains to that group in the classroom. Daily notes about each child's meals, naps, and diapering/toileting schedule will be sent home. Newsletters and other written forms of communication will be put in each child's folder or emailed.

Grievance Procedure

If you have questions or concerns about your child's class or the educational program for your child, please discuss these with your child's teacher. If you feel further discussion or more action is needed, please speak with the Director or Administrator. We want to be sure you are satisfied and happy with the program and your child's progress.

Termination and Withdrawal

Parents or guardians must provide written notice of intent to withdraw a child at least 14 days in advance. Parents or guardians are financially obligated for 14 days from date of the written notice.

Unpaid vacation time may not be used as part of a two week notice for change in enrollment. Fee payments for the final two weeks are due when notice is given. If parents choose to not bring their child during their final two weeks of care, payment for those two weeks is still required.

If parents and center staff mutually agree that the placement of the child is inappropriate, or feel that the center is unable to meet the child's needs and a more immediate withdrawal is necessary, the two-week notice requirement may be waived.

The Center may terminate enrollment for the following reasons:

1. Parents failure to pay fees
2. Parents failure to comply with policies and practices
3. Parents failure to submit forms required by the Center and the Wisconsin Department of Health and Family Services Licensing Regulations
4. A child's behavior is creating an emotional or physical danger to other children in the center. Each situation will be assessed on an individual basis. Timeframes and specific methods will be determined case by case. In all situations, parents will be involved from the beginning.
5. The Center is closing. The Center will give a minimum of two (2) weeks notice to parents if the Center is forced to close for reasons other than fire or natural disaster.

If the Center does decide to terminate a child's attendance, the Early Childhood Committee would be making this decision. The parents would be given a written and verbal notice. The notice will be immediate if necessary but will give 2 weeks notice when possible and appropriate

for all children in the center. The steps prior to discharge would be kept in the director's office and documented. The center director would communicate with parents about issues and steps before discharge when possible. The center does not offer an appeal process if the Early Childhood Committee has decided to discharge or terminate a child's enrollment.

Weather Related Closures/Schedule Changes

Snow Days and Inclement Weather

We understand that center closing days are very difficult for families. However, there are circumstances in which the center must close or open late for the safety of its staff and in order to meet licensing ratio guidelines.

The following provides guidance on this:

- Grow in Peace Learning Center will follow the Sun Prairie School District's decisions regarding weather related closings and delays.
- If it is necessary for the center to close mid-day due to severe weather, parents will be notified via phone, text, and email and asked to pick up their child(ren) immediately. In this situation, adequate staff must remain to maintain classroom ratios until all children have been picked up.

The center must be sure that we have enough staff on site to meet State licensing regulations regarding staff/child ratios. If we do not have enough staff to cover all the classrooms because they could not get to work due to snow, cold, etc. we may have to close a classroom or the center. As always, during cold weather we have an obligation to make sure that children are safe.

Tornado warning or other emergencies

In the event of a tornado warning or similar emergency, children will be taken stage/multi-purpose space. Infants and toddlers will be taken to the staff break room. An emergency bag is kept equipped with transistor radio, flashlight, emergency numbers, books, etc. Fire drills will be practiced each month, with the Administrator or Director. The dates, time and evacuation time will be recorded on the appropriate form and posted. Tornado drills will be held monthly, April – October. If there were a fire, gas leak or other emergency, State licensing rules require us to evacuate the building in 2 minutes.

Outdoor Temperatures for inclement weather

Children are to have time to play outdoors each day unless the weather is inclement or when it is not advisable for health reasons. Teacher's discretion will always be used.

_ Children will not go outside if:

- The temperature or heat index is over 90 degrees.

- The temperatures and/or wind chill is below 0 degrees. Children under 2 years old will not be taken outdoors if the temperature or wind chill is below 20 degrees.
- It is raining and/or lightning has been spotted

Health & Safety Policy

Physical Exams

Each child under 2 years of age is required to have an initial physical examination within 6 months before or 3 months after the enrollment date. A follow-up health exam is required at least once every 6 months after admission until the age of 2.

Children age 2 to 12 years are required to have a physical exam not more than 1 year before enrollment or no later than 3 months after the first day of enrollment. A follow up exam is required at least every 2 years after the initial exam.

The Wisconsin Department of Health and Family Services requires all physicals to be on a Department-approved form which the Center will provide. The attending physician or physician's assistant must sign the physical form.

Illnesses/Symptoms

Children who have the following symptoms will be excluded from the childcare setting until a physician has seen the ill child and certified the symptoms are not associated with an infectious agent or the child is no longer a threat to the health of other children at the center, or 24 hours have passed with no sign of symptoms:

- **Fever:** Axillary or oral temperature of 100 degrees or higher.
- **Respiratory Symptoms:** Difficult or rapid breathing or severe coughing; chest congestion.
- **Diarrhea:** An increased number (two or more) of abnormally loose stools in the previous 24 hours.
- **Vomiting:** One or more episodes of vomiting within the previous 24 hours.
- **Eye/Nose/Ear Drainage:** Mucus or pus draining from the eye or nose. A discharge from the eye area may be a sign of pink eye which is very contagious. Your child should be seen by a physician, and if diagnosed, needs to have taken antibiotics for 24 hours and have no discharge remaining before returning to the Center.
- **Skin Problems:** Rash -- skin rashes, undiagnosed or contagious; infected sores. An unexplained rash that has the appearance of Chicken Pox, roseola, hand-foot-mouth disease, fifth disease, impetigo or other communicable disease must be cleared by a physician before returning to the center. Children with other types of minor rashes may be at the center as long as they are participating normally, in good spirits and fever free.
- **Itching:** Persistent itching (or scratching) of body or scalp. We have a no nit policy for head lice. Even if the child has been treated, he/she is not able to return to school until all nits have been removed.

- Appearance/Behavior/Skin Color: Child looks or acts differently (unusually tired, pale, yellow, lacking appetite, confused, irritable, difficult to awaken, unable to participate in regular program activities).

When, in the opinion of the Administrator, Director or staff member, the well-being of other children and staff dictate a child be excluded on account of illness, the center reserves the right of exclusion.

Notification If Your Child Is Ill

Please call the center by 8:30 am if your child will be out ill.

Fever-Free Policy

Your child must be fever-free (at 98.6 degrees) (without the use of fever-reducing medication) for 24 hours before returning to the Center after being sent home. Children may not attend GPLC the day following being sent home for a fever

Nit-Free Policy

A child with head lice must be treated with medicated lice and nit killing shampoo, and, all lice and nits must be eliminated from the hair before the child can return to the center. Parents must check in with administration upon returning so that the child can be checked to ensure all lice and nits are gone before being dropped off in the classroom.

Immunization Records

A record of immunizations for each child is required by the state. This must be on file within 30 school days of enrollment. The immunization history must include the dates on which each of the following vaccines was received: DPT/DT/TD, ORAL POLIO, MMR (Measles, Mumps, and Rubella), HEPATITIS B, HIB, and VARICELLA (Chicken Pox).

Immunization requirements may be waived upon the signature of the parent stating that the child may not be immunized for personal or religious reasons or upon receipt of a signed physician's statement explaining that the child may not be immunized for health reasons.

A continuing immunization record will be kept at the center for each child. When the child receives an additional immunization, please indicate the type/dose and date on a note. The note will go into the child's file and the Director or Administrator will update the immunization record.

Non-Compliance

As required by Wisconsin law and administrative rule, the District Attorney will be notified that a child has failed to comply with immunization requirements. Staff will notify parents of the need for compliance and if parents still do not comply, the District Attorney will be notified.

Non-compliance will be defined as:

1. Children who do not submit an immunization record within 30 school days of enrollment.
2. Children whose record at 30 days after admission indicates they do not have at least the first dose of each required vaccine.
3. Children who fall behind schedule of required vaccines.

Medications

The center maintains a medical log in each classroom which includes notations on any prescription or non-prescription medications given to your child (upon your written request) while at the center. Whenever medication is given, it is recorded in a permanent medical log maintained in the classroom.

Medications may be left at the center only for the period of time the child is taking the medication and must be accompanied by a completed "Authorization to Administer Medication" form. This form will need to be completed each week if the administration of medication exceeds one week. All medications must be in the original, pharmacy or manufacturer-labeled container with your child's name, drug name, dosage, administering directions, date and physician's name. Non-prescription medication must be in the original container labeled with the child's first and last name, administering directions and dosage. No medication may be left at the center to be used "as needed". If medication doses were missed or there was an error in distribution, the center will immediately contact the parent and/or medical personnel.

Medications will be placed in a locked cabinet located in the staff break room, an area not accessible to children, and should never be left in the child's cubby. Medications requiring refrigeration will be placed in the refrigerator in a covered container labeled "Medication".

Allergies

If your child has allergy issues, please speak to your child's teacher and the Director so proper precautions can be taken.

Children with Special Needs

The center will work with parents of children with special needs to ensure that their needs are being met. Reasonable accommodations (within our budget and ability) will be made to

curriculum and environment to accommodate these needs. Staff will be aware of all children and their particular needs. Specific information from the child's parents (conditions, issues to watch out for, how to help the child, emergency information, etc.) will be maintained in the classroom and in the child's main file.

Pick-up of an Ill Child

If a parent is notified that the illness requires that the child be removed from the center, parents must make arrangements to have their child picked up from the center immediately (within 1 hour of being notified).

A crib or cot and blanket will be provided for a child who is ill and they will be allowed to lie down and rest until a parent or designated person arrives to pick them up. A staff member will remain with them.

Communicable Disease

Parents must notify the center within 24 hours if their child has been diagnosed with a communicable disease. Examples are but not limited to: strep throat, roseola, chicken pox, impetigo, scabies, ringworm, lice, etc. When a child is suspected of having chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis, or other reportable communicable disease under ch. HSS145, the Director will notify the local public health office.

Exposure Notices

If children at the center have been or may have been exposed to a communicable illness or disease, a written notice will be posted including symptoms to watch for, incubation period and recovery time. Staff will watch children for symptoms of the illness. A child, after having an illness, may be readmitted without a written statement from a physician only after the child has been absent for a period of time equal to the longest usual incubation period for the specified illness.

Accident and/or Injury

Any accident or injury that does occur at the center will be taken seriously. First aid will be provided and the event will be recorded in the Injury Log. The account will detail what happened, first aid provided, name of witness if applicable and the signature of attending teacher. In addition, an Incident Report will be completed by the attending teacher, signed by the Director and placed in the child's cubby for the parent. When a child's injuries require a visit to a doctor, the center must fill out a state issued accident report and send it to the Department of Children and Families. The parents must supply the following information: physician seen, clinic where treated, and treatment.

Each child at the center will have on file:

- Written permission from the parent giving the center authority to seek medical help or treatment for their child in an emergency situation;
- Name, address, and phone number of the child's health care provider, to be called in case of injury/emergency
- Immunization Record and Child Intake Form (children under 2 years of age) to assist emergency personnel in administering aid to the child.

In the event that an accident or injury occurs while on a walking field trip, the teacher/director will have a cell phone to call 911 in the case of a severe injury or accident. The teacher/director will also have Emergency Information Cards for each child as well as a first aid kit and ice pack. Staff will administer first aid for minor injuries and will also provide first aid until emergency personnel arrive in the event of a severe accident or injury. Staff will wear gloves during first aid treatment.

Most injuries are minor and do not require immediate notification of a parent. However, in the case of a minor injury with a questionable need for medical care, the center will notify a parent by phone so the parent has input as to the next step. If this cannot be done, person(s) listed, as emergency contacts will be called.

St Mary's Hospital in Sun Prairie is the facility the center will use for emergencies.

Child Abuse/Neglect Reporting

All staff are required by the Wisconsin Department of Health and Family Services to report suspected or known child abuse or neglect to the Dane County Department of Human Services or law enforcement. Employees who know or have reasonable cause to suspect that a child is being abused or neglected are required to report this information to the Dane County Department of Human Services or a law enforcement agency. No employee or volunteer will be reprimanded or risk loss of her/his job as a result of such reporting. Any situation, suspected or confirmed must be documented immediately in the accident /injury log.

An informal check will be done of each child upon arrival at the center. If the child has evidence of unusual bruises, contusions, lacerations or burns, it shall be noted in the accident/injury log and immediately reported to the Director or Administrator. If a staff member has reason to believe abuse might be occurring, they will contact the Dane County Department of Human Services or law enforcement and report it immediately. The staff member will also report any suspected abuse to the Director and it will be documented in the child's file. The staff member is ultimately responsible to report any suspected abuse to the Dane County Department of Human Services or law enforcement.

Universal Precautions & Glove Usage

Staff members who come in contact with bodily fluids containing blood must wear single use gloves to take care of the situation. Gloves should be worn when changing diapers and dealing with any bodily fluids. Gloves that came into contact with blood must be removed appropriately and disposed of in a plastic bag and hands washed with soap and warm running water. Gloves used in other circumstances must be removed appropriately and disposed of and hands washed with soap and warm running water. Any surface, that comes in contact with any bodily fluid spills, must be washed and disinfected with the standard bleach solution of one (1) tablespoon (T) bleach to one (1) quart (qt) water made fresh daily or a quad-4 sanitizing cleanser.

Handling bodily secretions: Runny noses, eye drainage and coughed up matter will be wiped with a tissue and disposed of at once in a plastic lined container. Bodily secretions on any surface shall be washed immediately with soap and water and cleaned with the standard bleach solution of one (1) tablespoon (T) bleach to one (1) quart (qt) water made fresh daily or a quad-4 sanitizing cleanser. Hands must be washed after any handling of body secretions.

Hand Washing Procedures

Children's hands will be washed with soap and running water before and after snack and meals and after diapering and toileting. For children under 1 year, hands may be washed with soap and a fabric or paper washcloth.

Staff will wash hands with soap and warm running water before and after diapering a child or helping a child with toileting, after helping a child with any bodily secretions, and before any snack or meal activity. Staff will wash their hands any time they feel the potential of passing bacteria due to what they have just done. Staff will wash hands after using the restroom themselves. Staff must turn off running water with a paper towel, not their bare hand in all situations.

SIDS Policy

Every child will be placed on his/her back for sleeping unless there is a written medical authorization signed by a doctor stating why a different sleep position is required. Non-mobile babies will spend time on their tummies when they are awake to engage and strengthen neck and head muscles, but safe from potential SIDS.

All employees must complete SIDS training to learn about SIDS techniques and prevention strategies before working with infants. Even if a staff member does not regularly work with infants, they must still complete the SIDS training.

Each parent of a new infant enrolled in the Center will be given a current SIDS informational brochure. The brochure will give more information about SIDS and ways to prevent it.

Diapering & Toileting

- Children's wet or soiled diapers will be checked at least every 2 hours, and/or as needed. Wet or soiled diapers and clothing will be changed promptly.
- Disposable gloves will be available for staff to use when changing diapers. Staff will use gloves and the bleach solution cleanser immediately to clean up any surface that possibly may have been exposed to spills of bodily fluids (vomit, urine, feces, etc.).
- Children will not be left unattended on a surface from which they might fall.
- All toilet articles will be identified and separated as to each child and kept in sanitary condition.
- Diaper changing surfaces will be cleaned with soap and water and a disinfectant solution before and after each use.
- Soiled disposable diapers and gloves will be placed in a plastic-lined covered container and disposed of frequently throughout the day.
- A separate sink located near the changing table is designated for diapering use only. Staff will wash their hands with soap and running water before and after each diapering or assistance with toileting routines.
- If parents or a child's physician direct staff to administer lotions, salves, or powders, those will be applied to an infant or toddler during diapering.
- After diapering or toileting, children's hands will be washed with a disposable towel used only once.
- Toilet training will be initiated when a child is ready and in cooperation with the parents.
- Toddlers will be given ample opportunities to use the bathroom throughout the day and whenever they indicate they have a need to go.
- Preschoolers and school-age children will have the opportunity to go to the bathroom several times throughout the day (usually before meals, snacks and recess).

Sanitation of Toys and and Equipment

- Tables will be washed with soapy water, sprayed with a bleach solution or other disinfectant solution(1 tablespoon bleach to 1 quart of water, made fresh daily) and wiped clean and dry with fresh paper toweling before each snack or meal, after each snack or meal, after each messy activity, and at the end of each day.
- Chairs will be washed with the bleach solution at the end of each day.
- Countertops will be cleaned and sanitized daily.
- Classrooms and common areas will be swept, vacuumed and/or mopped as needed throughout the day as well as weekly.
- Carpets will be cleaned as needed and will be replaced as needed.

- Center-provided cloth toys, blankets, pillows and clothing will be disinfected in the washing machine using the hot, sanitizing cycle with detergent, followed by drying in a hot dryer.
- Toys, equipment, cots, etc., will be washed and sanitized by running them through the complete dishwasher cycle or with the standard bleach solution (one tablespoon bleach to one quart water made fresh daily) as they become soiled. Infant and toddler toys will be sanitized daily or as they are mouthed by a child. If there is not an opportunity to wash and sanitize the infant/toddler toys that day, the dirty toys must be placed into a “dirty toy” container and will not be used again until they are washed and sanitized (at the next earliest opportunity).

Nutrition Policy

Food Service

Grow in Peace Learning Center will have their food prepared in the well-equipped commercial kitchen.

Infants & Toddlers

Parents must provide a fresh supply of formula or daily milk/breast milk and jar food for children not able to consume the daily snacks and lunch (infants and young toddlers). Please label all with the child’s name.

Infants will be held while being fed. Bottles will not be propped for feeding and children are never given a bottle in their crib. Bottles are kept in a refrigerator in the classroom. Bottles are heated according to parent’s instructions using a bottle warmer or warm water. Formula, breast milk and baby food are never microwaved. Heating instructions for each child’s bottle/food are posted in the classroom. Bottles left overnight at the center will not be used, and will be discarded.

Bottle and solid feedings are recorded on the child’s daily or weekly record sheet. Bowls, infant spoons, sippy cups will be used when appropriate and introduced in conjunction with home introductions. High chairs or tables with chairs or infant seats will be used for feeding children under age two.

Jar food will be stored in the child’s cubby. When jar food is opened it will be dated and stored in the classroom refrigerator and used within 2 days. Any unfinished jar food will be discarded after 2 days. Children will never be fed directly from the jar. Food must be transferred to a feeding dish before feeding to the child.

Parents may indicate to the teachers when their child is ready for jar food or table food, and the staff may suggest readiness to the parents. Teachers will encourage older infants and toddlers to self-feed. Ample time is allowed for each child to eat.

Pre-School

For those children attending full-day care, “no school days” and during the summer program, a nutritious morning snack, lunch and afternoon snack will be served. For those children that are not able to eat breakfast at home before coming to the center, parents may provide a breakfast for their child to eat at the center before 8:00 am. Part-time children will participate in the snack that occurs during their attendance. Menus will be posted in our monthly newsletter and by the sign in kiosk. Lunch includes protein, bread, fruit, vegetable, dessert and milk. All meals and snacks will meet State of Wisconsin licensing guidelines for nutrition and regularity. A third snack will be available to children still in care at 5:30pm

The food will be delivered from the kitchen and made inside the commercial kitchen on campus. Menus will be posted monthly for parents to view by the kiosk as well as distributed in our monthly newsletter.

All food is stored in the kitchen/pantry, is prepared in the kitchen and delivered to the classrooms. All meals will be served family style in each classroom. Children will eat at a size-appropriate table. If possible, children will assist in the setting of the table. The teachers will sit with the children while eating and will be able to assist children who require help. Children are encouraged to try new things and to eat everything, but are not forced to do so. If possible, children will clean up their own area and help in cleaning up the room when they are finished eating. All leftover foods, dishes and food waste will be returned to the kitchen.

Kitchen staff will adhere to all sanitation rules as well as proper dishwashing methods at all times. Detailed instructions for us, storage, and preparation are located in the kitchen. Our kitchen staff are hired by the school board and have their safe serve certification.

Special diet

If a child has a special diet, vegetarian, allergy, kosher, or dietary restriction, it will be noted in the child’s file, in the classroom and in the kitchen. The cook will provide a substitute if possible. In the case of severe allergies or food restrictions, the parents may be asked to bring in food items to meet their child’s needs.

Special Treats

At times, parents may bring in “treats” for the class, they need to be store bought with the ingredients label attached. This is necessary to ensure we are aware of contents for children will allergies. Before allowing the children to eat these treats, teachers will review the food restrictions list and make sure that the restrictions are followed. Parent-supplied treats may not

be a substitution for the menu meals and snacks. However, they may be offered in addition to what is on the menu.

Transportation Policy

The center does not have or use a company vehicle nor does it contract transportation services for the daily transportation of children to and from the center. Parents and/or guardians are responsible for their child's transportation to and from the center. There will always be a vehicle available at the center for emergency transport.

Field Trip Policy

At this time, GPLC will not be leaving campus for field trips. Only for walks around the campus.

Walking Field Trips

The center will provide the same quality supervision on field trip as it provides while children are on center premises. Parent volunteers will also be in attendance as needed, and will be oriented to our safety procedures prior to chaperoning an outing. Medical release forms and emergency cards on each child and a portable first aid kit will be taken along anytime a group leaves the premises.