

Twinkeling Stars Preschool and Child Care
2198 Redtail Dr.
Neenah, WI 54956
420-6605
Stephanie Winkel

Policy Effective Date: 5-23-2017

I. GENERAL INFORMATION

a. Philosophy:

Twinkeling Stars Preschool and Child Care is a family childcare center in Neenah, WI. The philosophy used is based Developmentally Appropriate Practices (DAP), learning through play, and guided learning. This philosophy aids the children in their growth. Children are able to learn in a safe, fun environment that has their best interest in mind. Using the children's own curiosity, community encouragement, and love for learning, Twinkeling Stars builds the children's readiness skills for Kindergarten. The curriculum used is based off of the National Association of the Education of Young Children (NAEYC) principles and incorporates music, art, reading, writing, early math and science skills, as well as large and fine motor skills daily in order to allow the children to grow and develop at their own pace.

b. Open-Door Policy:

Parents are welcome to visit my childcare program at any time during the hours of operation unless prohibited by a court order. If so, I will need a copy of the order. All parents can find my license certificate, latest monitoring visit results, and any warning letter from the department on the bulletin board located in the classroom. My Wisconsin State teaching license is also available under request. Upon enrollment, every parent will be given a summary of licensing rules: "*Your Guide to Regulated Child Care.*" In addition, parents can have access to all files, reports, and records of your child upon request, unless a court order restricts access.

c. Release of Children

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

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

d. Communication:

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication on a regular basis Twinkeling Stars provides scheduled conferences, parent bulletin board, facebook, parent/family days out, daily sheets and written newsletters. Parents are welcome any time during operating times to visit. There is not need to call beforehand; our door is always open when your child is here.

e. Privacy:

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

f. Mandated reporter:

I am a mandated reporter of child abuse and neglect.

g. Field Trips:

Twinkeling Stars will take field trips on a semi-regular basis. All car seats will be provided unless I otherwise request one. I will be the only driver permitted to drive children; my driver's license is current and I have insurance on the vehicle(s) licensed to transport children.

Parents will be given notice of field trips at least 36 hours in advance. For the safety of all those involved, I have sole discretion regarding which children are allowed on field trips. If I do not feel comfortable with your child attending a field trip, you will be given notice and must find other care for the child during that time. If a mealtime occurs during a field trip, children will have the opportunity to eat the meal or snack on the outing. Water will always be brought along. Children MUST wear tennis shoes and socks on field trips unless otherwise specified.

h. Hours of Operation:

Childcare services will be provided between the hours of 6:00 A.M. and 5:00 P.M., Monday through Friday, January through December. No service will be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. All regular fees will be charged for these holidays. If a holiday lands on a weekend, I will be closed the previous Friday or following Monday; the day closed will be announced 30 days prior to the holiday.

All children are given 10 unpaid vacation days. These days may be used for holidays or vacations. Parents must give me 30 days notice of unpaid days.

i. Substitutes and Assistants

Occasionally, Twinkeling Stars has been able to find quality, consistent substitutes to aid the provider in the event of an appointment, conference, or vacation day. If Twinkeling Stars hires a substitute, the substitute will have all educational and health requirements of the State of WI as well as a through background check completed before introduced to the children and the parents.

Twinkeling Stars also works with local colleges to offer college students practicum placements. Students who enter Twinkeling Stars as a practicum student are never left alone with the children, have all necessary paperwork and background checks on file, and are held to a high standard of conduct.

j. Daily Schedule:

Our daily schedule is as follows:

Arrival-7:30: Free play at table
8:00-8:30: Breakfast
8:30-9:30: free play
Potty
9:30-9:45: Clean up
9:45-10:15: Group time
10:15-10:30: Art/Story time/ Music/Sports/ Cooking
10:30-11:00: Outside Play/ Large Motor
11:00-11:30: lunch
11:30- 2:00: nap (varies with child)
Potty
2:00-2:30: snack
2:30-3:30: free play/individual learning
3:30-4:00: Outside Play/Walk
4:00-4:30: Quiet play upstairs/goodbyes

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

Twinkeling Stars will provide care for up to eight children between the ages of 6 weeks and 11 years. I will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. No child may be regularly enrolled for less than 10 hours per week. I do accept children for drop-in care if prior enrollment arrangements have been made and space is available.

Parent must meet with me to discuss their child's specific needs and to review program policies. The following items must be completed and returned to the center by the first day of attendance.

- Child Care Enrollment
- Health History and Emergency Care Plan
- *Parent-Provider Agreement
- *Immunization Form
- *Child Care Health Report (Signed by your child's doctor)
- *Intake Form (if applicable)
- *Child Information Packet (if applicable)
- Child Care School-Age Agreement (if applicable)
- Parents transporting their children policies
- Privacy/confidentiality policy
- Registration Fee
- Food Program Form
- First weeks payment

I will inform you of any updates that are needed and give you 1 week to submit the updated forms.

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.
- Inability of childcare program to meet the needs of the child; I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at scheduled time.
- Failure to complete and return required forms.

Parents must give a 2 week written notice of their intent to withdraw the child(ren), and will be required to pay for those 2 weeks, whether or not the child(ren) continue to attend. All outstanding fees must be paid.

I will give a 2 week written notice of my intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed. Parents are responsible for at least 2 weeks fees even if they chose to remove the children during the discharge period.

I keep a daily attendance record of times children are dropped off and picked up, and may be viewed upon request.

III. INSURANCE

Twinkeling Stars is insured for up to eight children. It has a childcare business coverage, which covers liability for premises and pets. Children will be transported with parent permission. Twinkeling Stars has insurance on the vehicle used to transport.

IV. FEE PAYMENT AND REFUNDS

Fees are to be paid in advance on the first day of attendance for the week's services. There is a \$75.00 enrollment fee to hold a child's spot. There are no refunds on the enrollment fee unless I decide to terminate care prior to the first day of attendance.

No refunds will be given for days when children do not attend for illness or other reasons.

Rates can be found on the last page of policies.

Twinkeling Stars offers full-time care and drop-in care.

There will be an extra fee (\$15.00 per 15 minutes per child) assessed for late pick up of a child, and (\$5.00 per day) for late payment.

If at any time a parent gives a bad check, a \$25 fee will be charges, as well as any non-sufficient funds charges to my account, because of your bad check.

There will be no reductions for additional children form on family. I am limited to the number of children that I may care for at one time.

After a child has been enrolled for 2 months I will allow 2 weeks off per year with no fee required. These days may be used for holiday or vacation time. After these 2 weeks are used, I will require full payment for any absences the rest of that year. Unpaid time off must be given to me at least 30 days prior in order to keep our budget.

2 weeks vacation starts and ends every fiscal year. Vacation days are prorated depending on first day of enrollment and last day of enrollment. For example, if a child enrolls in June, the family is given 5 unpaid vacation days to be used August-December. If a child starts in January, a family is given 10 unpaid vacation days to be used March-December.

I will also take 2 weeks of vacation each year. 1 week of vacation is paid at the contracted weekly fee. 1 week of vacation is unpaid. If I decide to take a professional developmental day to attend a conference, fees will apply. I will let parents/guardians know of these times off at least 3 weeks in advance so you and your family can make alternated arrangements.

If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Current fees appear on the rate sheet.

V. CHILD AND PROVIDER ABSENCE

A. Child Absence

If your child will not attend on a regularly scheduled day please let me know by 7:00 A.M, or I will call you to find out where your child is. Fees apply to child's absence- no refund will be given.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. If a child is arriving via a school bus, I will track

the child/ren by watching from the front porch, where the bus drop off and pick up is visible.

B. Provider Absence

In the event that I, or a household resident, is ill, I will notify the parents of all regularly scheduled children not later than 5:00 A.M. that the center will be closed. In most cases, no substitute will be provided in the event that the provider is ill. If there is a current, regular substitute available, then Twinkeling Stars may provide care. No refunds for provider being sick will be given.

In the event that there is an emergency, Robert Rhode will be the emergency substitute. All parents will be contacted and given the option to pick up their child early.

In the event of a pre-planned absence, no substitute will be provided. Twinkeling Stars will be closed for that portion of the day. Fees may or may not apply per vacation schedule.

VI. HEALTH

a. Child Illness

Smoking is prohibited on the property of Twinkeling Stars, and will never be done in the presence of children.

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

- A temperature of 101 Degrees F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge
- Head lice (child may not return until all the nits are gone)
- Child is too ill to participate in daily activities (Per my discretion)

Minor symptoms where the child may remain or come to Twinkeling Stars are but are not exclusive to:

- A mild cold which does not affect the child's ability to interact, engage, and follow along/keep up with the group.
- Diarrhea/loose stools caused by medication or teething
- A low-grade fever lower than 100 (unless accompanied by other symptoms)
- Non-contagious illness such as ear infection

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

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

b. Communicable Disease:

I will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

c. Injuries:

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. If the child sustains a head injury, even if not an emergency, parents will be contacted so that they may decide whether to take the child in to see a medical professional.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Theda Clark Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911.

d. Medication

I will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.

All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

e. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS I will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the child's physician's authorizes another position in writhing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or care seat I will move them to their crib.
- I will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- I will train all staff members, substitutes, and volunteers on these procedures before they begin working with children.

f. Pets

Twinkeling Stars does have two pets on premises: a pug dog and a cat. The dog and cat have access to the children, but are always supervised. Both are extremely friendly and love children. Twinkeling Stars is vacuumed daily in order to cut down on the fur. If a new pet enters the household, parents will be given a two week written notice. All pets at Twinkeling Stars are vaccinated and up to date on their shots. Twinkeling Stars holds liability insurance. The insurance is aware of the pets, and covers liability in the event that a child is injured due to pets.

g. Safety

Per NAFCC standard 4.19, children under the age of 6 cannot wear necklaces, pacifiers on a cord around the neck, or clothing with draw strings around the neck. Please do not send your children in any of the following, or the children will be asked to remove that article of clothing, necklace, etc.

Concealed weapons are not permitted on Twinkeling Stars property.

The provider or substitute will know where all children are at all times. Provider will do a mental scan of number and whereabouts every 5 minutes to ensure that no child gets hurt or lost. Provider will also carry clipboard with children's attendance on it and files inside it.

VII. NUTRITION

I will follow USDA guidelines when planning our menus. Twinkeling Stars does participate in Child and Adult Care Food Program. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast 8:00 A.M.
Lunch 11:00A.M.
P.M. snack 2:00 P.M. (Or when children wake up)

School-age children will be offered an afternoon snack upon return from school.

Daily records of meals and snacks are available for you review.

Parents providing their own children's meals and snacks will be informed in writing of the USDA nutritional requirements.

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with you child's name. Twinkeling Stars will provide *Parent's Choice with Iron* for any child under the age of 1, unless the parents or guardians bring other formula or breast milk.

If your child has special dietary needs or has food allergies parents must notify the center in writing. There may be forms you will need to fill out and return prior to the child's first day. If the form requires a doctor's signature, you are responsible for completing that form prior to the child's first day.

Any food that a child is allergic to will not be served to that child.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

VIII. DAILY ACTIVITIES

I will plan activities and provide children with a variety of experiences. Some of the activities will include:

- **Language development:** books, music, story time, finger plays, flannel board stories
- **Large muscles skills:** balls, bean bags, swinging, outdoor play
- **Small muscles skills:** arts/crafts, stringing beads, blocks, sensory table
- **Creative expression:** dramatic play, music/instruments, flannel board
- **Self-help skills:** assist with mealtime preparation, dress self for outdoors

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Children including infants and toddlers, will go outdoors daily when weather permits. The children will be kept indoors if the temperatures above 90°, heavy rain, or wind chill of 0° (or below). In the summer, sprinkler play and wading pools are occasionally used. When a wading pool is present, all children are under strict supervision.

a. TV

I will allow children to watch television including videos or DVDs only when educational or related to our weekly topic. Children are not required to watch television and other activities will be available during that time for children to use.

b. School aged children:

School-age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and to participate in food preparation.

c. Infants and toddlers:

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open space for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

d. Naptime and Resting

Rest or naptime will be provided for all children younger than five years of age whom are in care for more than four consecutive hours. Parents will launder the bedding/sleeping bag after every five uses, or sooner if necessary. A crib or playpen is provided however the parent must provide a pack n play sheet. Children over the age of one year will sleep in sleeping bag provided by the parent.

No child will be deprived of nap or woken early. Twinkeling Stars believes sleep is a major necessity for healthy growth and development, and does everything possible to create a sleep-rich environment. Resources for aiding your child in healthy sleep at home are available upon request.

e. Walks

We occasionally take walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

VIII. GUIDANCE/DISCIPLINE

a. Philosophy:

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

b. Inconsolable crying

I understand that there will be times when a child will become distraught, fussy or won't quit crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay

calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

c. Time-out

A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. Time-outs will 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. I will stay with the children and talk about what behavior was unacceptable, and what else he/she might have done or said instead. The child will be praised after completing the time-out, and will be helped to rejoin the group.

d. Behavior Chart

Twinkeling Stars employs a behavior chart to aid children in understanding the consequences of their actions (both positive and negative consequences). Children are encouraged to become a "Twinkeling Star" through positive actions and decisions. If a child "needs help shining" a form will be filled out and given to the parent. I believe this helps keep parents informed of behaviors the need addressing, and keeps the child responsible for his/her decisions. Parents will be given a copy of the behavior chart prior to enrollment so they can reference the children's comments.

e. Variety of Techniques

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

In accordance with "Wisconsin Rules for Licensing Family Day Care" actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or infliction any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child in a confined space such as 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 as a parent's request.

f. Toilet Training

While children are going through toilet training I will take every step to ensure consistency between home and child care. However in the event a child has potty accidents that are causing sanitary or cleanliness issues to the center, the licensee may request diapers/pull-ups be provided.

X. RELIGIOUS PRACTICE

I do not include religious instructions or practices in my daily activities.

We celebrate the following occasions: Thanksgiving, Valentine's Day, Christmas, Easter, Halloween, and each child's birthday. Those holidays listed above that are associated with religion will not be celebrated from a religious point-of-view.

XI. EMERGENCY PROCEDURES

Fire and Tornado evacuation plans will be practiced monthly.

a. Evacuation:

In case of an emergency that would require an evacuation, children will be evacuated through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out to assure that all children are accounted for and all families or notified. Children will be assembled at 2192 Redtail Dr. If we are unable to re-enter the building after a necessary evacuation, I will take the children to 2192 Redtail Dr. and contact all parents or emergency contact person.

b. Tornado:

In the event of a tornado warning, the children will be taken to the laundry room. Blankets, a portable radio and flashlight, will extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contract information will be brought along.

c. Fire:

In the event of a fire, the children will first be lead up the stairs, through the garage or front door (which ever is the safest and most direct route out of the building). All children will assemble at the mailbox. In the event that infants or toddlers unable to climb the stairs on their own are present, I will carry them up the stair and keep

them outside with us. Emergency phone numbers will be kept in an emergency bag that can easily be grabbed. If the primary route out is blocked, the children will be aided out of the window, and lead to the mailbox.

d. Lost Child:

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

e. Other Circumstances:

If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 30 minutes of the specified time on the written agreement signed by the parents, I will call the parents.

If the center should lose the use of heat, water or electricity before the center opens, I will contact all parents that the center will be closed until fixed.

If the center should lose the use of heat, water or electricity while children are in attendance, I will call all parents to pick up their child(ren).

XII. Family Involvement

In an effort to continuously involve families, I will do the following:

1. Hold 1 parent teacher conference in February of every year. If the family or provider wishes to have additional conferences, one will be scheduled.
2. Hold a "Family Day" 3 times a year. These family days will be hosted/organized by Twinkling Stars, and the whole family is invited. These serve to form a sense of community for the program and the children enrolled. Examples of past Family Days are: Fire Station, Heckrodt, Christmas Party, Park, Monkey Joes, and a horse Stable.
3. Send home "How to be involved in our classroom" lists 2 times a year.
4. Encourage families to attend special days such as "Muffins with Mom", "Donuts with Dad", etc.
5. Invite parents and other family members to field trips.

XIII. Orientation Plan

All employees, volunteers, and substitutes will have an orientation before being left in charge of the children. I will provide them with an orientation and document its completion on the form provided by the department.

Substitutes, employees and volunteers' orientation will include, but is not limited to, the following:

1. Names and ages of children in care
2. Current arrival/departure information for each child including the names of authorized to pick up
3. Review of children's records including emergency contact information
4. Any specific information related to child's special health care needs, medications, disabilities or health conditions
5. Procedures to reduce the risk of sudden infant death syndrome
6. Overview of daily schedule including meals, snacks, nap and any information related to eating and sleep schedules
7. Review center's procedures for dealing with emergencies
8. Procedure for reporting suspected abuse or neglect of a child
9. Procedure to contact a parent if child is absent from center without prior notification
10. Review of center policies required under 250.04(2)(e)
11. Review of chapter DCF 250 Family Child Care Centers
12. Review of DHS 12.07(1) regarding caregiver reporting requirements
13. Center Policies

a. Staff:

Staff will receive an updated personnel policies and handbook before beginning. They will also sign a contract stating their hours of employment.

Hours: I will keep track of employee's hours on state attendance records.

Lunch: Employees will receive an hour lunch break if possible during naptime (12:30-1:30). If the employee is left alone with children, they are able to eat lunch when children are eating or during naptime.

Holidays: Per employee contract

Vacation Days: Per employee contract

Sick Days: Per employee contract

Leave of Absence: Per employee contract

Probationary Period: Employees have a 2 week probationary period

Performance Evaluations: Per employee contract

Grievance Procedures: Per employee contract

Disciplinary Process: Per employee contract

Notifying Licensee: employee must notify provider if any of the following occur no later than the next business day. The licensee will notify the WI DCF no later than the next business day:

- a. the employee has been convicted of a crime
- b. the employee has been or is being investigated by any governmental agency
- c. the employee has a substantiated governmental finding against them
- d. a professional license held by the employee has been denied, revoked, restricted or otherwise limited.

In the event of an emergency in which Stephanie could not be providing care and Robert Rhode would need to left with the children, he would receive an orientation before being left in care. This orientation will include, but is not limited to:

1. Names and ages of children in care
2. Arrival/departure information for each child including the names of authorized to pick up
3. Location of children's files including emergency contact information, consent for emergency medical treatment, special health care needs
4. Procedures to reduce the risk of sudden infant death syndrome

b. Substitutes

All substitutes' hours vary depending on contract struck between provider and substitute. Holidays, vacation, sick leave and leaves of absence will be discussed between provider and substitute. Provider and substitute will have a contract that states all of the above. If any problems occur such as breaking WI licensing rules or breaking contract with provider, disciplinary measures will be taken. Disciplinary measures can range from a mandatory training to dismissal of employment depending of severity of problem.

If any substitute, volunteer, etc. is:

1. convicted of a crime
2. been or is being investigated by any governmental agency
3. Employee has been denied, revoked, restricted, or otherwise limited

Then that person shall notify the licensee immediately, and the licensee will notify state officials by next business day.

XIV. ITEMS TO BE PROVIDED

Parent Provided	Center Provided	Items
X		Disposable diapers
X		Baby wipes
X		Lotions
X		Labeled blanket
X		Sleeping bag
	X	Water, and/or milk
X	X	Formula (Twinkeling Stars provides <i>Parents Choice with Iron</i>)
X		Full change of clothing including underwear and socks
X		Sunscreen
X		Insect repellent
X		Clothing suitable for outdoor play for each season
	X	Crib or playpen