

Learning Wagon Preschool and Childcare LLC
(608) 633-8562
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Rockland, WI 54653
Policy Effective Date 4/1/2024

Introduction:

I am a stay-at-home mom with a 5-year-old and a 3-year-old. I enjoy doing anything outdoors and doing hands-on activities. I believe that children of all ages learn best through hands-on activities and by using their problem-solving skills. I have my associate degree in early childhood education from Southeast Tech in Winona, MN. I also attended Winona State University for my bachelor's degree in early childhood education from birth to age eight (3rd Grade).

I believe that childcare should be a safe, caring place where children are free to speak their minds and grow. I believe in creating an enriched environment for children that will benefit their social, emotional, physical, and cognitive development. I also want to create an environment that includes the parents' involvement and feelings. I will use strategies to ensure children help with morning meetings, classroom jobs, and problem-solving skills. I expect children to move at their own pace and if they need help, I will be there to support and guide them. Children love to feel independent. By encouraging children to develop self-help skills, they will also develop self-esteem as they accomplish these skills. I will encourage children to dress themselves, use the bathroom, wash their hands the correct way, clean up after themselves, and even ask them to carry their plates to the table. Spills will happen! That is part of the learning process. I love to encourage them to try it first and if they can't get it we will work together to get the job done! It is highly encouraged that you help support your child at home as well. Things as simple as letting them explore their closets and choose their clothes and letting them dress themselves will help promote those skills! Their clothes don't have to match to come to childcare! They will be so proud of themselves.

GENERAL INFORMATION:

Learning Wagon Preschool is licensed by DCF. I am licensed to care for no more than eight children at any one time. I am inspected regularly to ensure that I meet Licensing Standards.

Childcare services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

Learning Wagon Preschool will provide care for children ages 2 months through 13 years with a capacity of 8 children.

Childcare services will be provided between the hours of 6:30 am and 5:30 pm Monday through Friday. January to December.

Holidays:

Learning Wagon Preschool will be closed on the following **Paid Holidays**:

- New Year's Eve
- New Year's Day
- Easter
- Memorial Day
- July 4th & 5th
- Labor Day –
- Thanksgiving & Black Friday
- Christmas Eve & Christmas Day – December 23rd to January 2nd (may change)

Regular tuition will be charged for holiday closures. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

I will post the following items for your review:

- Licensing Certificate
- Latest Monitoring Visit
- Any notice from the Department of Children and Families related to rule violations, such as a warning letter or enforcement action. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the certification.
- Center policies.
- Monthly calendar
- Weekly Newsletters (if any)
- Signup sheets for special events
- *Your guide to regulated care*

Learning Wagon Preschool will ensure that the number, names, and whereabouts of children in care are always known to the provider. Head counts will be done when transitioning from activity to activity and throughout the day. All children will be signed in and out upon arrival and dismissal.

Parents are welcome to visit my childcare program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

I am required to maintain a current, accurate, written record of daily attendance for all children.

Children must be **dropped off no later than 8:30 AM**. It is easier for children to transition when they have time to adjust and unwind before starting their day. Your child will be able to choose activities of their choice upon arrival to help them settle in without being rushed. I understand that things do come up so if your child won't be able to arrive by 8:30 AM, please let me know at least one hour in advance or as soon as possible thereafter.

Children will only be released to people 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, I need to be notified **in writing**, or via text or email in advance. The person picking up the child will need to show a driver's license or other picture ID. I cannot let your child leave with anyone who is not on the authorization list without advanced written permission.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or *under the influence of drugs*, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call 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.

I will not walk the children to and from Bangor Elementary School. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization (included in the enrollment packet) for this activity. School-age children who leave the center unescorted must be traveling to home, school, or another activity (permitting the form) where adult supervision is present. Parents may use the form *Alternate Arrival / Release Agreement – Childcare Centers* to provide this information to the center.

We must **communicate daily** about the needs and interests of your children. If you or I have concerns about your child or the program, 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, Learning Wagon Preschool and Childcare LLC will provide scheduled conferences upon request, newsletters, parent bulletin boards, and daily updates on Daily Connect.

To protect each family's **confidentiality**, Learning Wagon Preschool and Childcare LLC will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

All childcare providers are *mandated reporters* of suspected child abuse or neglect. If a childcare provider suspects a child has been abused or neglected, that provider is required to report the suspected abuse or neglect to La Crosse County Human Services at (608) 784-4357. Each childcare provider and substitute will receive training at least every 2 years in child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. Parents upon request can have access to *all records and reports* maintained on his or her child unless restricted by court order.

Liability Insurance on Premises:

Learning Wagon Preschool and Childcare LLC is covered by liability insurance for the premises.

Liability Insurance on Business Operations:

Learning Wagon Preschool and Childcare LLC is covered by liability insurance for business operations.

ITEMS TO BE PROVIDED

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
X		Disposable diapers
X		Baby wipes
X		Lotions (if desired)
	X	Cot – Pillow and Blanket
	X	Bottles for water, formula, and/or milk (under 2 years old)
X		Full change of clothing, including underwear and socks
X		Sunscreen
X		Insect repellent - Mosquito Repellent Bracelets
X		Clothing suitable for outdoor play for each season
	X	Crib or playpen or cots
X		Winter gear (labeled) to be left here
	X	Meals and snacks
X		Notebook

The bedding will be washed by the provider after every five uses or sooner if needed.

Personal Items

Learning Wagon Preschool and Childcare, LLC is **not responsible** for lost or damaged items brought in from home. I limit children to **one** stuffed animal that they can sleep with during naptime. If the stuffed animal becomes a distraction, your child will be asked to put it in their cubby. Please note that children under the age of 1 are not allowed to have anything with them in their pack-and-play. It is important to remember that we care for infants and NO small pieces are allowed to be brought from home. Please check your child's pockets and backpacks as children like to bring things from home.

ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:

All children will be enrolled for a **trial period of 2 weeks**. During the trial period, either the provider or parent may terminate childcare without advance notice. If your child is discharged during the trial period, tuition will be waived for days not attended.

Before enrolling your child in my program, it is important for us to meet in person to discuss your child's specific needs and review program policies and procedures. I will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center on or before the first day of attendance. These forms will be included in your enrollment packet.

- *Child Care Enrollment*
- *Health History and Emergency Care Plan*
- Registration fee (Contract)
- First week's tuition
- Parent / Provider Agreement
- Under 2 Intake Form
- Any other permission slips included.

The following items must be completed and returned to me within **14 days of the start date**. These forms will also be available in your enrollment packet.

- *Child Health Report*
- *Child Care Immunization Record* or an electronic printout of your child's immunization history

I will inform you when forms need to be updated. You will have one week to submit the updated forms.

Enrollment:

Children may be enrolled on a full-time basis (anything over 24 hours in the week), or a part-time basis (less than 24 hours per week).

Drop-in Care:

I do not accept children for drop-in care.

Discharge of a child:

A child may be discharged from the center for reasons, including, 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. If I have concerns about your child, we will work together to help your child. Community resources will be provided if needed.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the childcare agreement.

I will give 2 weeks' written notice of my intent to discharge a child. In the unlikely event that a child poses a risk to the children, staff, or myself, I will terminate care immediately. When the discharge is due to the parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give 2 weeks' written notice of their intent to withdraw the child(ren) and will be required to pay for those 2 weeks whether or not the children continue to attend. All fees for the two-week waiting period must be paid when you give notice of termination or care will not be provided until the fees are paid.

PAYMENTS AND REFUNDS:

Registration Fee: Learning Wagon Preschool charges, a one-time, nonrefundable registration fee equal to the amount of your first week of tuition. This amount must be paid upon enrollment to hold your child's spot. If you decide not to send your child for any reason, the registration fee will not be refunded. This fee will not be applied to your first week of care.

Annual Supply Fee:

There is a yearly fee that covers field trip transportation (there will be a field trip permission slip with that day's cost to go), crafts, activities, special events, etc. that we do throughout the year. For a single child \$100 or a family \$150. This fee is due when policy and contracts are updated and re-signed in June of each year. The fee must be paid in full by July 1st, if you need to make 4 payments throughout the month of June, we can set that up. A reminder will be sent out at the end of May.

Holidays:

Learning Wagon Preschool and Childcare, LLC, is closed on the following holidays. Full tuition is due for all holiday closures: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, July 4th & 5th and Memorial Day, and Easter – **Families will receive a calendar in January of each year with the dates we are closed for holidays.**

Tuition:

Tuition fees are to be paid in advance no earlier than **Thursday and no later than Friday** of each week for the following week's services. **Payments accepted: Venmo, Cash, Check.** The first week's tuition is due no later than Friday the week before care begins. If there is 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.

Late Payment Fees:

There is a late fee of \$25 per week per child per delinquent account. Accounts are defined as delinquent when payment is 5 days past due. If an account is 10 days past due your contract will be terminated. At 30 days past due there is an additional fee of \$100. A \$25 fee will apply for checks returned for insufficient funds. When enrolling your child, you will need to pay the re-registration fee and the first week's tuition to lock in your spot.

Vacation: Vacation time is limited to two weeks (5 consecutive workdays each) The vacation fee is 50% of your tuition. You must, however, take one full week at a time. Holding fees are due before you leave for vacation. If you use more than two weeks of vacation time, you will be charged regular tuition. If you exceed two weeks' vacation and do not pay tuition, you will need to re-enroll your child and pay a re-enrollment fee of \$75 if a spot is still available.

You may use the week between Christmas and New Year's as one of your discounted vacation weeks if you choose to.

Maternity Leave:

If you are on maternity leave, I will hold your child's spot for up to 6 weeks without a fee. Siblings who already attend care must pay full price whether they attend care or not. For weeks 6 to 12, there will be a holding fee of \$75. Your child may attend up to 2 days per week during this time. Please contact me at least one week in advance to set up a schedule. If your leave goes beyond 12 weeks, you will be charged full tuition rates.

Illness:

Full tuition is due if your child cannot attend care due to illness. In the event that your child needs to be gone for longer than two weeks due to illness, Learning Wagon Preschool and Childcare, LLC will give you a 35% discount per week. You must provide a note from a physician that states the child is unable to attend care and wants their spot to be held until they can return.

Late Pick-Up:

If you pick up your child after **our agreed-upon time**, there will be a **\$10 charge for each 10-minute increment** or any part of the increment. For instance, if you are supposed to pick up by 4:00 pm and don't get here by 4:30 pm there will be a \$30 late fee added on. Continuously picking up late may result in the termination of your child. Should an emergency arise or something come up and running behind, please notify me as soon as possible so that you and I are on the same page and can avoid late fees. Special agreements will be written down and both parties need to be on the same page. This agreement will be added to the signature page. Any hour changes need to be approved before you change them (providers can turn hours down due to ratios) and a new signature agreement page will need to be updated.

Termination:

Voluntary termination of the contract can be made by a parent/guardian or myself by providing a **two-week written notice**. A written notice is required from the child's parent/guardian. Verbal notice will not be accepted. Full tuition is due in advance, for the notice period whether your child attends care or not. I reserve the right to terminate at will and immediately (without a two-week notice) if the parent/client fails to comply with center policies, the contract, and/or state requirements. Full tuition is due for the two weeks at the time of termination. A **10% interest fee** will be applied if the bill is not paid within two weeks of a non-notice termination.

Illness in providers' household:

If I or a household member become ill, I will notify the parents of all regularly scheduled children by text message no later than 5:30 am (I try to message them as soon as possible) that the center will be closed. A **discounted \$30 off** the following week's payment per family not child, if illness in the household causes the daycare to be closed for more than 3 days in a row.

Drop Off:

Children must be **dropped off no later than 8:30 am** due to needing time to transition and interact with their friends before lunch and nap. Children transition better when they have time to adjust and unwind before starting their day and this is their time to do that. – If an appointment or something comes up, I'm notified right away.

Alternative Arrival: Any students who are regularly dropped off from the bus and have a signed contract with their drop-off, parents must notify me at least by 3:00 pm that their child will not be getting dropped off by the bus.

Weekly Tuition Rates

_____ Full-Time: Monday-Friday, \$210 Under 2 Years Old

_____ Full-Time: Monday-Friday, \$175 Over 2 Years Old

_____ Friday for a Preschooler: \$75

_____ Before and After school care: \$50

_____ One-time registration Fee (weeks tuition)

_____ Supplies Fee: Single \$100 or Family \$150

Keep and don't need to fill out

CHILD AND PROVIDER ABSENCES:**Child Absence**

If your child will not attend on a regularly scheduled day, please let me know at least **30 minutes** before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within **45 minutes** after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child's absence, I will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school, Head Start, etc.) but will not be arriving please let me know **at least 30 minutes** before their scheduled arrival time. If the child does not arrive as scheduled and I have not been notified that they will not be here, I will **immediately** attempt to contact that facility, and the parent, if necessary, the emergency contact person, to determine the child's whereabouts.

Provider Absence:**Vacation:**

I will take **2 weeks (10 days)** of **paid** vacation each year (**not including** Christmas break). I will notify you in writing at least **30 days** in advance so you and your family can make alternate arrangements. The 2 weeks will be paid full-time rates. **An additional 1 day per month I will be closed due to appointments or other personal reasons – these days do not include last-minute closers due to illness or injury to myself or my family and have been given a year calendar with the dates.**

Illness in providers' household:

If I or a household member become ill, I will notify the parents of all regularly scheduled children by text message no later than 5:30 am (I try to message as soon as possible) that the center will be closed. A **discounted \$30 off** the following week's payment if illness in the household causes the daycare to be closed for more than 3 days in a row (on day 3 the discount will be applied). **It's your responsibility to have backup childcare (can be friends or family or babysitter) in the event I have to close due to myself or my kids being sick.** My focus is to make sure no one else gets sick and to stop the spread of the sickness the best that I can.

Unplanned absence:

In case of an emergency that requires my immediate attention, Thomas Wermager or Nicole Kneifl will be my emergency backup person. Thomas has been trained in Shaken Baby Syndrome / Abusive Head Trauma prevention. He will care for the children during my absence. Parents will be notified via Daily Connect that I am leaving, and Thomas will be caring for the children. I will provide my emergency backup person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

- The names and ages of all the children in care.
- Arrival and departure information for each child, including the names of people authorized to pick up the child.
- The location of children's files, including emergency contact information and consent for emergency medical treatment.
- Information on any children with special health care needs.
- Procedures to reduce the risk of sudden infant death syndrome.

Emergency Absence:

Full tuition will be due for the first two emergency days per calendar year. If my emergency days extend beyond two days, Tuition will be credited at the rate of \$15 per day the following week. This credit is only if I'm closed due to emergencies, not sickness. (see sickness of provider)

Death of Family Member:

In the event of a death in my family, I will take up to **5 full days** for the loss and funeral. Full tuition will be charged during this time.

Planned absence:

In the event that I am scheduled to be gone, **Thomas, Tessa, or Nicole** will act as my substitute as long as they can and we are at a ratio otherwise, we will be **closed**. My assistant has received Shaken Baby Syndrome / Abusive Head Trauma prevention training. Before my assistant or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide them with orientation. Completion of the orientation will be documented on a form provided by the Department of Children and Families and placed in the employee file. The orientation will include all of the following:

- The names and ages of all the children in care.
- Current arrival and departure information for each child and the names of people authorized to pick up the child.
- A review of children's records, including emergency contact information.
- Specific information relating to the child's health care needs, including medications, special health care needs including disabilities or special health conditions.
- An overview of the daily schedule, including meals, snacks, naps, and any information related to eating and sleep schedules of infants and toddlers enrolled in the center.
- A review of the center's procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions.
- The procedure for reporting suspected abuse or neglect of a child.
- The prevention and control of infectious diseases, including immunizations.
- The administration of medications.
- The handling and storage of hazardous materials and disposal of bio contaminants. "Bio contaminants" includes blood, body fluids, or excretions that may spread infectious disease.
- The center's policies and procedures are required under 250.04 (2) (e).
- The provisions of chapter DCF 250 Family Child Care Centers.
- The reporting requirements for the childcare background check under s. DCF 13.07 (3).
- Go through SIDs procedure to reduce the risk of SID

HEALTH:**Child Illness / Injuries**

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of **100.4 degrees F.** or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- Contagious diseases, such as chickenpox, strep throat, or pink eye, etc.
- An unidentified rash
- **Has not been on prescribed medication for at least 24 hours or continues to have symptoms of illness.**
- Has a constant, thick, colored nasal discharge.

If your child requires fever-reducing medications or cough/cold medications before arriving for care, please keep them home until they have been seen by a physician or are symptom-free for 24 hours. Giving a child fever-reducing medication before bringing them (without notifying me) to care is grounds for being sent home and/or immediate termination. Children may return to the center when they are **symptom-free**.

If your child or family member is home sick during the week or weekend, please notify me so that we can take extra precautions and cleaning methods to help ensure that the sickness doesn't spread. I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, the local health department, and the 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.

I will follow procedures on personal cleanliness and communicable diseases by certification of La Crosse County's rules and the guidelines for exclusion of children from childcare as adapted from the Department of Health Services, Division of Public Health.

If a child should become ill 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 must be picked up within an hour.** If the child is not picked up within an hour, the emergency contact person on the child's enrollment form will be called and asked at pick up. **There will be an additional fee of \$25 if the child is not picked up within an hour.**

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. Parents will be notified immediately of a head injury. I have current certification in infant and child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED).

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 the child is picked up at the center or delivered to the parent or another authorized person. Parents will receive an accident or injury report on Daily Connect explaining what happened and how it was handled.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Sparta Hospital if there isn't time to be taken to the family's hospital chosen. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance, and 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 certified childcare provider, I am required to report suspected child abuse or neglect to the local authorities.

Sick Child Policy Amendment: COVID-19 Or any Health Pandemic

The safety and well-being of all staff, children, and families at Learning Wagon Preschool and Childcare LLC continue to be of utmost importance to us. We are committed to keeping your child and your family safe by taking all of the precautions recommended by the CDC, especially regarding COVID-19. Learning Wagon Preschool and Childcare LLC requires you to follow these policies. This will help ensure the safest environment possible for all of us.

Children will be monitored for signs or symptoms of COVID-19 daily. **Children will be asked to stay home or return home if any of the following applies:**

- **Have a** fever of 100.4 or higher.
- **Have had a** fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours.
- **Have come** in contact with others who have COVID-19

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home.
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up.
- We encourage families to practice frequent handwashing at home.
- Learning Wagon Preschool and Childcare LLC will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing.
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

If an enrolled child or employee tests positive for COVID-19:

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. Learning Wagon Preschool and Childcare LLC will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of COVID-19

Returning to a childcare facility after suspected COVID-19 symptoms.

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the childcare facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than **72 hours after the fever is gone (without the use of fever-reducing medication)** and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a **minimum of 7 days** after the onset of first symptoms. They may return under the following conditions:
 - **If they had a fever:** 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath)
 - **If they did not have a fever:** 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)

I understand there will be times when your child gets sick while in my care and you will be notified immediately if this happens. Failure to follow these policies (knowingly) will be grounds for **immediate termination. Tuition for the following two weeks after dismissal is still applicable.**

Medications

I will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the **authorization form** provided. All medicine must be in its original container bearing the label with the child's name, dosage, and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Before applying sunscreen or insect repellent to a child, I will obtain written authorization from the child's parent. The authorization shall include the ingredient strength and be reviewed and updated periodically.

Smoking

Smoking is not permitted on the premises of the center or in a vehicle used to transport children when children are in care.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS I will do the following:

Children under one year of age:

- The child will be placed to sleep on his or her back in a crib or pack n play unless the child's physician authorizes another position in writing.
- If a child falls asleep in a swing or car seat, the child will be immediately removed from the swing or car seat and placed to sleep on his or her back in a crib or playpen.
- The child will not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, and pacifiers with attached soft objects, or stuffed animals.

Children under two years of age:

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets used to cover a child one year of age or older shall be kept away from the child's mouth and nose, and if sleeping in a crib or playpen, shall be tucked tightly under the mattress.

NUTRITION:

I will follow USDA Child and Adult Care Food Program (CACFP) guidelines when planning meals and snack menus. Parents providing their own children's meals and snacks will be informed verbally and in written form to ensure they follow the CACFP nutritional requirements.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast	8 AM
Lunch	11 AM
Afternoon Snack	2 PM
Evening Snack	5 PM

If your child has **special dietary needs** (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in **writing**. If your child has special dietary needs the staff members will make sure that all food is prepared properly and kept separated from those students who have food allergies. The parents will provide any supplemental food if they don't eat what's on the menu due to a medical condition or personal choice.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be **served only upon written authorization of a child's physician AND upon the written request of the parent.**

Learning Wagon Preschool and Childcare LLC participates in the USDA Child and Adult Care Food Program. By Federal Law and USDA policy, this institution is prohibited from discriminating based on race, color, religious creed, national origin, sex, age, political beliefs, disability, or limited English proficiency. To file a complaint of discrimination, write USDA, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll-free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

When available fresh farm eggs will be given.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served **iron-fortified formula or breast milk** unless written direction is on file from the child's health care professional. I will provide **Up & Up** with Iron formula. I have freezer space available if you are breastfeeding your child. Please label each bag with your child's name and date. Parents must bring at least three bottles to leave here. Bottles will be cleaned and sanitized after each use.

When your child is developmentally ready for solid foods, we will work together to ensure an easy transition. I will provide appropriate foods based on what you are giving your child at home. Parents must supply one component to each meal or snack (breast milk or formula counts as one component).

Examples:

- Baby oatmeal or cereal
- Fruits or Veggies
- Milk (formula or breastmilk)
- Etc.

Puffs and Yogurt bites can be brought in from parents for side snacks.

DAILY ACTIVITIES:**Religious instruction/education:**

I do not include religious instruction or practices in my daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

We do celebrate the following occasions: Valentine's Day, Easter, Fourth of July, Veteran's Day, Halloween, Thanksgiving, Christmas, and a peek into other holidays around the world.

I plan activities according to the age and developmental level of each child in my care and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and overstimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

- Language development: books, fingerplay, music, Storytime, word games
- Large muscle skills: bean bags, hopscotch, dancing, balls, obstacle course, outdoor play
- Small muscle skills: string beads, finger painting, stringing letters and shapes, writing or coloring
- Creative expression: dramatic play, puppets,
- Self-help skills: class jobs, learning proper hygiene skills
- Literacy skills: books, show and tell, writing, I spy books, rhyming
- Social and Emotional skills

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 and manipulative and dramatic play materials. Learning Wagon Preschool and Childcare LLC participates in a play-based learning environment that allows children to learn through discovery and experimentation. Play-based learning is a type of early childhood education based on child-led and open-ended play. The play itself is a voluntary, enjoyable activity with no purpose or end goal. Activities like this lay the foundation for a child to become a curious and excited learner later in life. Play-based learning helps children develop social skills, motivation to learn, and even language and numeracy skills.

School-age children

School-aged children will have a quiet place to study or relax, access to appropriate materials and activities, and will have time for large muscle activities and to participate in food preparation. They will also get to participate in any holiday parties, after school crafts and activities.

Children, including infants and toddlers, will go outdoors daily. Please ensure that your child is dressed appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Raining
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children aged 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

Outdoor play space:

Learning Wagon Preschool and Childcare, LLC has a LARGE outdoor play space on the premises of the center. We will try to get outside for at least **an hour** of outdoor play if the weather is in the right condition. My main goal to be outside as much as possible and even bring crafts and activities inside to the outdoors.

Swimming pools:

I DO NOT HAVE A SWIMMING POOL ON THE PREMISES.

Rest or naptime:

Naps/rest will be provided for all children who are in care for more than four consecutive hours. Quiet activities will be provided for children who do not fall asleep after 30 minutes, and for those who wake early. Drop off and pick up, even for appointments, must be made **before or after naptime or given notice in advance**.

- The bedding will be washed by the provider after every five uses or sooner if needed.

I will not allow children to watch G-rated television or videos. **Children may not bring mobile devices such as tablets, or phones from home**. The children will be allowed to watch television or have screen time in the following situations: holiday movie day or on a designated movie day or yoga story time. Children are not required to watch television and other activities will be available for children who do not wish to watch TV.

Field trips:

We occasionally take field trips and other off-premises activities, including walks around the neighborhood, walks to the park, and trips to the fire station or post office. We are planning to take field trips to zoos, parks in a different town, and other places. Emergency information for each child will be taken whenever the children leave the premises. I will notify you in writing 5 days before the field trip or off-premises activity (besides going to the park across the street unless it's at the end of the day and pick up at the park).

SCHEDULE OF DAILY ACTIVITIES – 04/01/2023

The times are flexible and will vary.

Begin Time	End Time	Activity
6:00 a.m.	to 8:00 a.m.	Arrival
8:00 a.m.	to 8:15 a.m.	Breakfast
8:20 a.m.	to 9:30 a.m.	Outside or Free Play (depending on weather)
9:30 a.m.	to 9:45 a.m.	Hang clothes (winter gear or spring) / bathroom
9:45 a.m.	to 10:45 a.m.	Circle Time
10:45 a.m.	to 11:00 a.m.	Cleaning hands and transitioning to lunch
11:00 a.m.	to 11:30 a.m.	Lunch
11:30 a.m.	to 2:00 p.m.	Nap/Rest This is where there's a 30-minute block to change diapers and bathroom breaks and read a book. - Potty-trained kids are free to go whenever.
2:00 p.m.	to 2:15 p.m.	Snack
2:15 p.m.	to 3:45 p.m.	This time will be spent doing child-led activities either indoors or outdoors.
3:45 p.m.	to 4:00 p.m.	
4:00 p.m.	to 5:00 p.m.	
5:00 p.m.	to 5:30 p.m.	

School Curriculum: September to May

I will use the Little Dreamers Dream Big Curriculum. Little Dreamers Dream Big Curriculum can be adapted to each child's developmental level and provides an individual learning experience through creative expression, play, and open-ended discovery.

Of course, no child will be forced to participate.

Assessments will be done one month after your child begins attending care than in October and April (I will be using my own assessment and Little Dreamers Dream Big progress reports as well).

CHILD GUIDANCE:

Children's behavior will be guided by setting clear limits or rules for children. Teaching your child social-emotional and self-regulation skills is the most important part of my job. To help ensure that your child will be successful, I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "Remember to use your walking feet" 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. Positive guidance techniques will help children develop self-control, self-esteem, and respect for the rights of others. I will work with a kid on being independent and set goals that they can achieve at their pace! **Kids love feeling they can do anything with minimal help which is great for their self-confidence. I help children learn self-help skills by encouraging them to dress themselves and be self-efficient by lining up, grabbing their chairs, getting dressed, and carefully carrying their own food (yes, they will spill but that's ok it's a learning moment).**

I understand that there will be times when a child will become distraught, fussy, or have periods of 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 experience increased occurrences of crying during their development. 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.

Time outs:

I use "time-outs" to deal with unacceptable behavior. A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to offer a child an opportunity to calm down and regain composure while being supported by me. Time-outs will never exceed three minutes and will 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 child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relaxation/cool down rather than isolation and punishment. The child will be transitioned back to an activity. 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.

By DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous, or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats, or derogatory remarks about the child or the child's family; physical restraint, binding, or tying the child to restrict the child's movement, enclosing the child in a confined space such as a closet, locked room, box, or similar cubicle; withholding or forcing meals, snacks, or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Anti-bullying

The Learning Wagon Preschool and Childcare LLC takes, bullying seriously and it will not be tolerated. Information on bullying has been included with your enrollment packet. An acknowledgment form must be signed by the parents stating that you understand the steps that are needed to ensure the safety of all students.

<https://www.stopbullying.gov/prevention/how-to-prevent-bullying>

Biting

Biting is often a typical behavior in children. I know this can be very stressful for all of us, but please understand that it can and does happen in a childcare setting. The child who is biting is often frustrated or teething. I will work with children and families to discourage this behavior by giving the child alternatives such as teething. I will closely monitor the child who is biting to find a cause and help them learn better strategies. Often it is as easy as helping the child communicate their needs via language or sign language. For more information, please see the information included in your enrollment packet or the link below.

http://csefel.vanderbilt.edu/documents/biting-parenting_tool.pdf

Potty Training

When your child **shows signs** that they are **developmentally ready**, we will assist your child with potty training, as long as you have started and established a potty-training routine at home first. Information and an acknowledgment form will be provided during this time. Parents must sign and return this form that acknowledges their understanding of what I will do to make this transition as stress-free as possible for your child.

Pull-ups must be provided by parents for nap time (even if they “don’t nap”).

<https://www.healthychildren.org/English/ages-stages/toddler/toilet-training/pages/psychological-Readiness-and-Motor-Skills-Needed-for-Toilet-Training.aspx>

TRANSPORTATION:

I will contracted with a busing company for transportation services from Learning Wagon Preschool and Childcare to our field trip destination (field trip permission slips in advance). Contracted transportation services are provided through Southwest Bus Service-Sparta. Southwest Bus Service-Sparta, located at 1700 Old Airport Road, Sparta, WI. They can be reached at (608) 269-2069.

You will be notified in advance of the date, time, and destination of any field trip requiring transportation. Children will never be left unattended in any vehicle.

To track children being transported and ensure that their whereabouts are documented from the time the child is dropped off, head counted once on the bus (both loading up and unloading). I will have a written attendance list to help headcount to ensure that all children are accounted for by name and sight at each transition, including each time they enter or exit the bus. All vehicles will be visually checked upon reaching a destination to ensure all children have exited.

PETS:

Learning Wagon Preschool has 2 female cats on the premises. Pets will not be accessible to children during the hours of operation. The cat’s food and water and the litter box are out of reach of the children. All pets for which there is an effective vaccine against rabies have been vaccinated. Before adding pets to the center, I will notify parents in writing. If your child has pet allergies, please inform me verbally and be sure to write them down on the Health History and Emergency Care Plan under the **non-food allergies section**.

There will be a parent awareness form stating you understand there are pets on the premises to be signed and returned. This will be included in your enrollment packet.

EMERGENCY PROCEDURES:

A fire evacuation plan shall be practiced with the children monthly and tornado drills shall be practiced with the children monthly from April through October. Completion of all practice drills will be documented.

In the event of a **tornado warning**, the children will be taken to the basement of the house. Blankets, a portable radio, a flashlight, and extra batteries are always kept in the tornado shelter area. The attendance form and emergency contact information will be brought along.

In case of **an emergency that would require an evacuation**, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for, and all parents notified. Children and staff will meet across the street by the fire hydrant.

If we are **unable to re-enter the building** after a necessary evacuation, I will take the children to Gaylord Memorial Park in Rockland and parents will be contacted to **pick their children up within 1 hour**.

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 notified immediately. I will notify the Department of Children and Families within 24 hours after the occurrence.

If the center should **lose the use of heat, water, electricity, or other building services** before the center opens, I will contact all parents and let them know as soon as possible that I'm out of the heat, water, electricity, or other building services had happened. If it's something that is out but can still operate safely without it, we will be open but will be told about it. If it's too cold or too hot outside we will stay indoors and do large motor skills indoors, such as stepping stones, music, etc.

If the center should **lose the use of heat, water, electricity, or other building services** while children are in attendance, I will call someone to come fix the problem, and if it can't be fixed within 2 hours parents will be contacted and asked to **pick their children up within 1 hour**. The center has a cell phone if cell phone service is lost, we will go to the neighbors to use their phone.

In **the event of a flood, before the center opens**, I will contact parents before opening and let them know as soon as possible when I'll be open again. In the **event of a flood, while children are in attendance**, I will contact the parents and have the students picked up as soon as possible.

If **local schools are closed due to severe weather**, the center will not close. Parents will be warned about the severe weather and that there is a school closing, and they are welcome to pick up early if possible.

If the center receives a **threat to the building or its occupants** (e.g., bomb threat, bodily injury threat, etc.), I will immediately contact law enforcement and the parents to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lock-down may be required.

In the event of a **medical emergency**, I will contact emergency medical services (911) and the parents to alert them of the situation.

To prevent **allergic reactions** due to food or other causes, I will make sure all children's food allergies are posted in the kitchen and always change gloves or wash hands between children's food. Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication. If a child has an allergic reaction that doesn't appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen.

PARENT / GUARDIAN ATTESTATION AND SIGNATURE FOR POLICIES

I, the parent/guardian, by my signature below, attest that I have received and read a copy of Learning Wagon Preschool and Childcare Center’s policies that are effective as of 04/01/2024. I further attest that I have read and understood these policies, and I agree to abide by them, and all questions are answered. New rates and fee will begin June 1st.

Signature – Parent / Guardian

Date Signed

Signature – Licensee

Date Signed

FIELD TRIPS AND VISITORS

I give _____ permission to participate in all the special activities and field trips that involve going to the park, post office visits, and other businesses/visitors that come to Learning Wagon Preschool and Childcare LLC to teach and show (animals/exotic, food, equipment, ETC.) the children what they do in their line of work. Learning Wagon Preschool and Childcare LLC will give notice ahead of time before anything takes place. I understand that Learning Wagon Preschool and Childcare LLC is not responsible for any injuries or damaged clothing. Learning Wagon Preschool and Childcare LLC is dedicated to the children’s health and safety and loves to have them be a part of these special days and events throughout the summer months (June-August) and sometimes fall.

Signature – Parent / Guardian

Date Signed

Signature – Licensee

Date Signed

TUITION AND FEES

I acknowledge that I have read, understood, and will abide by the placement and fee contract, all necessary enrollment forms, and all state and center rules. I agree to pay the fees due to Learning Wagon Preschool and Childcare LLC promptly each week (either Thursday or Friday the week before service); **failure to do so will result in late fees and could involve the termination of my contract.**

This contract can be re-negotiated by the Director at any time.

Registration Fee: \$ _____ Paid

Hours: _____ am to _____ pm

Tuition agreement: \$ _____

Supplies Fee: \$ _____ Paid

Hour’s approval: Yes or No

Signature – Parent / Guardian

Date Signed

Signature – Licensee

Date Signed

COVID-19/SICKNESS

I acknowledge that I have read and understand the COVID-19 and sickness information. I understand that I need to communicate any time my child is sick and keep them at home when necessary.

Signature – Parent / Guardian

Date Signed

Signature – Licensee

Date Signed