Edgar Child Care, Inc.

Parent Handbook

January 1, 2023

**Edgar Child Care**

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**Non-Profit Organization**

Edgar Child Care, Inc. is a non-profit 501©3 organization and includes Edgar Child Care, Wildcat Early Learning Center, and School's Out Club. All three of our sites are licensed by the State of Wisconsin. Edgar Child Care, Inc. is overseen by an Executive Board consisting of a President, Vice President, Secretary/Treasurer, and additional Directors. The Executive Board holds quarterly meetings each year.

**Licensing & YoungStar**

We follow the licensing rules for Group Child Care Centers (DCF 251) through the Department of Children and Families, which is the Division of Early Care and Education. We also participate in YoungStar, Wisconsin’s child care quality rating and improvement system. All three of our sites are currently rated as a Three Star Program.

**Presence of Firearms**

The Wisconsin Department of Children and Families restricts the presence of firearms, ammunition and other potentially dangerous items on the premise of a licensed child care facility. DCF 251.06(2)(c).

**Non- Discrimination Statement & Americans with Disabilities Act Statement**

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

**Disclaimers**

Policies can be changed or added to at any time with a written two-week notice.

Edgar Child Care, Inc. is not associated with or responsible for any care (babysitting) provided by Edgar Child Care, Inc. employees outside of our programs.

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***Edgar Child Care, Inc. is a nonprofit organization whose purpose is to serve the needs of the families in the our community and the communities that surround us.***

# Mission Statement

Our focus is to foster the whole child by providing social, emotional and cognitive play-based learning experiences in a safe, stimulating and nurturing environment. Teachers guide each child’s development through teachable moments, helping them discover about themselves and the community around them.

# Vision Statement

Edgar Child Care, Inc. will provide community-based, quality child care to each family we partner with, establishing stimulating childhood learning environments that inspire children to discover a love for learning that they will take with them throughout their future adventures.

# Our Philosophy

## Edgar Child Care…The First Step to Quality Care!

We believe that happy, loved, and cared for children are destined for success in every facet of their lives.

## “Hug First, Then Teach”

Edgar Child Care, Inc. has built its foundation on the philosophy to “Hug First, Then Teach”, as we look to foster the whole child. We are continuously working to strengthen every facet of our children’s development emotionally, socially, creatively, intellectually, and physically through the quality care we provide, in addition to our partnership with our families.

## Involve Families

Our programs are an extension of home. When teaching children, we understand the importance of involving the families in their child’s developmental milestones and accomplishments – from infant care to school age care. By having the parents, the child, and the teachers work together, we maintain a close and consistent connection between home and childcare. We have an open-door policy and welcome and encourage family involvement.

## Dedicated Teachers

Our teachers build off the children's natural curiosity in a fun and educational environment. We train our staff to guide each child by using individual learning techniques and by creating the foundation needed to develop their independent skills.

**Welcome**

Edgar Child Care, Inc. is made up of 3 child care programs, Edgar Child Care, Wildcat Early Learning Center, and School's Out Club. Parents are encouraged and invited to visit our programs at any time!

# Hours of Operation

Edgar Child Care 6:00am-5:30pm, Monday through Friday, open year round

Wildcat Cat & School’s Out Club 6:00am-5:30pm, Monday through Friday, open year round

We are closed on the following holidays, free days may not be used for these days:

* New Year’s Day
* Memorial Day
* Independence Day (4th of July)
* Labor Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day
* Annual Professional Development Day

When holidays occur, a survey will be taken to check attendance. If less than 50% of enrolled children are scheduled to attend, it is the program Director’s and Administrator's decision to close. Parents will be given at least a one-week notice if the center is closing for the day.

# Inclement Weather Policy

Edgar Child Care, Inc. will make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting the families’ needs for child care. When Edgar Public School has a morning delay, due to inclement weather, Edgar Child Care, Inc. Programs will open at 7:00am. When Edgar Public School closes, due to inclement weather, Edgar Child Care, Inc’s hours of operation will be from 7:00am to 5:00pm. When Edgar Public School has an early release, due to inclement weather, then Edgar Child Care, Inc. will close at 5:00pm. On days Edgar Public School is not in session and there is inclement weather, it will be at Edgar Child Care, Inc.’s discretion whether to change the operational hours. Any additional program hour changes will be communicated on Procare.

# Capacity and Ages

Edgar Child Care cares for children between the ages of 6 weeks to 3 ½ years of age, accommodating a maximum of 22 children.

Wildcat Early Learning Center cares for children between the ages of 3 to 13 years of age, accommodating a maximum of 20 children.

School’s Out Club cares for children between the ages of 5 to 13 years of age, accommodating a maximum of 32 children.

# Administrative Structure

As a non-profit organization, we have an Executive Board made up of volunteer community members that oversee our Program Administrator. Our Program Administrator partners with each site’s Director, who manages the program’s day-to-day operations, mentors’ staff, and collaborates with families. Our Billing and Finance Coordinator is responsible for all sites’ monetary transactions.

# Staff and Volunteers

Edgar Child Care, Inc. staff is made up of a group of caring individuals with training in early childhood education. Their guidance and help will provide a relaxed yet stimulating experience for your child. All of our staff meet the state licensing requirements and attend additional trainings through the year to enhance their professional growth.

Volunteers assist the classroom teachers by helping them with tasks, planned activities, and interacting with children, though they are never left unattended. All volunteers must be 16 years or older and must complete an orientation.

# Admission

## Methods of Enrollment

Families interested in joining our program may call, email, or visit in person to enroll their child into any of our three programs. Visitation appointments should be made with any of our Site Center Directors or our Administrator. We do request your child to visit the center with you.

## Enrollment Information & Forms

Children ages 6 weeks to 13 years are welcome on a first come-first serve basis. Preference is given to employees and currently enrolled families.

Our licensing capacity varies at each site.

A waiting list will be maintained for available openings.

* The Center Contract, Child Care Enrollment Form, and Health History and Emergency Care Plan Form must be completed *before* the child begins attending the program.
  + The Under 2 Intake Form is also due before the first day of attendance if your child is two years old or younger. This form must be updated every 3 months.
  + The Obtain & Release of Information Form & Alternate Arrival/Release Form are due before the first day of attendance if your child attends Edgar Public School.
* The Household Size – Income Statement & Photo Permission Form must be signed and completed within the first week of attendance.
* Child Health Report & Immunization Record must be signed and returned to the Center no later than 30 days after the child’s first day of attendance.

If forms are not returned as stated, following the timeline above, your child care will be discontinued until the paperwork is completed and returned.

***When filling out your child’s paperwork, please read through the directions carefully. We will send back paperwork that is incomplete.***

Parents are required to notify the center immediately of any changes in telephone numbers, address, employment, authorized pick-up persons, or emergency contacts. We must be able to reach you at all times. A parent, upon request, has access to all records and reports maintained on his or her child.

## Confidentiality

All records and reports maintained on a child will be kept confidential. Staff will not discuss or disclose information regarding the children and facts learned about the children and their relatives. This does not apply to the parent or a person authorized in writing by the parent to receive the information, any agency assisting in planning for the child when informed written parental consent has been given, any agencies authorized under S. 48.78, Stats, and licensing representatives.

Children may be photographed by a staff member for program use only if a parent has given written consent on the Photo Permission Form returned within the first week of attendance.

Parents that have children attending Edgar Public School will need to have a completed Obtain & Release Information Form in their child’s file. This form grants or denies all program staff permission to verbally communicate with district staff to ensure a consistent care plan for your child.

## Reporting Abuse and Neglect

A licensee, employee, or volunteer of Edgar Child Care, Inc. is required to report to Marathon County Social Services or our local law enforcement agency when they have reasonable cause to suspect that a child has been abused or neglected. Suspicions of abuse and neglect will be documented and placed in a confidential record. Staff are trained bi-annually in identifying signs of abuse and neglect.

# Attendance

A digital record of the daily attendance and hours of arrival and departure for each child will be recorded in Procare by the staff.

If your child will not be attending on a regularly scheduled day, please let staff know as soon as you are aware. This can be done through Procare, email, or verbally. We appreciate as much notice as possible.

If a child who is scheduled to arrive at the center does not arrive within 15 minutes after the specified time (on the written agreement signed by the parent) and staff have not been notified in advance of the child’s absence, we will attempt to contact the parent or guardian to determine the child’s whereabouts for the child’s safety. 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) and does not arrive as scheduled, staff will immediately attempt to contact that facility and the parents, if necessary, to determine the child’s whereabouts.

## Items Needed from Home

|  |  |  |
| --- | --- | --- |
| Edgar Child Care | Wildcat Center | School’s Out Club |
| * Spare clothing * Outdoor clothing * Diapers/Pull-Ups * Small blanket (Infant) * Formula (Infants) * 3 Bottles (Infants) * Pacifier (Infants) | * Spare clothing * Outdoor clothing * Pull-ups/Underwear * Sleeping bag * Slippers | * Spare clothing * Outdoor clothing |
| ***All items must be labeled with your child’s name.*** | | |
|  | | |

The center provides all the materials children need to be safe, busy and happy while in our care. It is not necessary to bring toys from home other than on specified days. Your child’s teacher may, on occasion, request materials for special projects (such as shoe boxes or plastic soda bottles). Please be sure to label any items brought from home.

## Lost and Found

Edgar Child Care, Inc. is not responsible for lost or stolen articles. Please label all belongings and bring only necessities to the center.

## Spare Clothing

Please dress your child comfortably, ready to play, **without worry of getting their clothes dirty**. Each child must have at least one complete set of extra labeled clothing at the center. If your child is potty training, an infant, or prone to accidents, please have multiple sets of labeled clothing. Please check on occasion to make sure your child’s extra clothes are season-and size-appropriate, as children grow quickly.

## Weather Appropriate Clothing

As we try to get outside twice per day, it is necessary to have daily outdoor clothing. Shoes with rubber soles are much safer for everyday activities. It is always better to dress your child with a sweater or sweatshirt that can be removed. Caps and mittens are sometimes necessary for cool Spring/Fall days, when they may not be needed for the ride to school. Again, please label all outer clothing. You may leave a daycare set of outdoor clothing at the center to avoid carrying it back and forth.

# Arrival/Departure

## Authorized & Unauthorized Pick-Ups

On your Child’s Enrollment Form, parents must fill out Authorized Persons that can pick-up their child from our program. If staff do not recognize a person who has arrived to pick-up a child, we ID the individual and verify with the Child’s Enrollment Form or a parent. If you need a one-time pick-up by a person not listed as an Authorized Person, you can either call or give written consent to our staff with the individual's full name and phone number. We will check the individual's photo ID at pick-up.

If you do not notify a staff member with changes regarding your child's departure, we will not release your child with them, if the parent cannot be reached.

Staff have the right to request proper identification from anyone asking to see or pick-up children.

## Custody Disputes

We respect our families' privacy; however, we ask to be informed of significant changes that happen at outside of care, such as a new baby, moving to a new house, parents separating, etc., as this can greatly affect the child. In cases of separation or divorce, we ask for a copy of custody arrangements so that we know the child's placement schedule, if there are court orders regarding who is allowed to drop-off or pick-up the child, and who is responsible for tuition payments, etc. We appreciate your cooperation with this sensitive matter.

## Under the Influence/Impaired Judgment

If at pick-up, a parent appears to be under the influence or has impaired judgment, a staff member may offer to call another authorized person to pick-up the child. If a parent refuses or becomes aggressive, law enforcement will be called, and a description of the vehicle will be given.

# Curriculum

## Creative Curriculum (CC)

Edgar Child Care, Inc. implements the Creative Curriculum in our Edgar Child Care and Wildcat Early Learning Center programs. The Creative Curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical-thinking skills. It is designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

## Wisconsin Model Early Learning Standards (WMELS)

The Wisconsin Model Early Learning Standards specify goals for children between the ages of birth to six years of age. The standards contain developmental domains, sub-domains, developmental goals, performance standards and program standards. The five developmental domains are: Health and Physical Development; Social and Emotional Development, Language Development and Communication, Approaches to Learning, Cognition and General Knowledge.

## School-Age Curricular Framework (SACF)

The School-Age Curricular Framework is a combination of goals and objectives for the children. Teachers implement these goals using daily routines, peer interactions, child choice activities, group experiences, outdoor play, and so on. The School-Age Curricular Framework focuses on 9 different learning domains to foster the whole child: Language, Literacy and Numeracy, Arts and Culture, Global Learning, Health and Wellness, Media and Technology, Science, Technology, Engineering, and Math Education (STEM), Social Emotional Development/Character Education, Environmental Learning, Service Learning.

## YoungStar

YoungStar child care ratings give parents an easy way to weigh their options. YoungStar evaluates Wisconsin child care programs, preschools, day camps and after-school programs each year. All programs receive a quality rating—one to five stars of quality of care—based on the points they earn across four key categories: The Provider’s Education & Training, The Learning Environment & Curriculum, The Program’s Professional & Business Practices, and The Children’s Health & Well-Being. Edgar Child Care, Inc. programs have each earned a Three Star rating, meaning we have met proficient levels of quality standards.

## Infant & Toddler

Each child will receive physical contact and attention daily, such as rocking, talking, singing to, and going on walks outside the center, weather permitting. Daily routines such as diapering, feeding, playtime, nap time, and outdoor activities will be used as opportunities for language and learning experiences.

The position and location of non-mobile children will be changed frequently, throughout the day. When the infant's neck muscles develop and are strong enough to allow them to hold their head up, they will be given tummy-time in short time frames.

Children under the age of 1 year may not sleep in a playpen that contains soft or loose materials, such as pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, stuffed animals, or sheepskins. No blankets or other items may be hung on the sides of the playpen.

Mobile children will be given opportunities each day to move around freely by crawling or rolling in a safe open area. Staff will encourage infants and toddlers to explore with a wide variety of safe toys and materials daily. Infants and toddlers can be a part of a mixed-age group to allow flexible staffing, due to enrollment, however the group size will not exceed more the 8 children.

Parents and staff will work together to reach developmental milestones, such as transitions from bottles to sippy cups, from formula to cereal to table food, etc. Teachers will follow through with what the parent initiates at home while still implementing our licensing regulations.

## Toileting

Parents are responsible for providing disposable diapers or cloth diapers, pull-ups, and underwear. We suggest bringing in a large labeled pack of diapers periodically, rather than trying to guess how much your child needs for each individual day. If you are using cloth diapers, we require that you provide a closed container that used diapers may be stored in. Your child’s teachers will let you know when your supply is running low. Children’s diapers/pull-ups are checked and changed at least every two hours or more often, as needed. If parents want staff to apply diaper ointment, it should be labeled with the child’s name and a medication authorization form must be completed. Staff follow strict diapering procedures to ensure a sanitary environment. For children under 2 years of age, no routine attempts will be made to toilet train at the center. When you and your child are ready to begin toilet training at home, let us know and we will be happy to work with you at the center, to provide consistency. Toilet training children are taken to the bathroom more often. Training attempts and successes are noted on Procare. Please remember that children that are toilet training will have accidents and should have multiple sets of labeled clothing that are easy for them to remove. Wet or soiled clothing will be changed promptly and the clothes will be sent home in a plastic bag for laundering. We are not able to rinse out soiled clothing, per state regulations.

As children grow, staff will assist them with toileting needs while encouraging independence and self-help skills. When children transition to the Wildcat program, they should be near to mastering the skill of toileting. Children in child care settings do share bathrooms. School-age children use separate boy’s and girl’s bathrooms.

## Preschool

Our curriculum revolves around the whole child. We use monthly units and weekly themes to expand our children's experiences with a broad range of topics. The weekly lesson plans focus on developing social and emotional skills, language and literacy concepts, cognitive and general knowledge, and physical skills, both large and small motor.

The day is organized to be predictable for the children as teachers provide specific learning activities throughout the day. The children’s day will include many of the following:

Free Play: Children explore their learning environment, choosing from a variety of materials that interest them. They may choose from more active areas, like blocks or dramatic play, to more quiet activities, like doing puzzles or looking at a book. Free Play can last up to 50 minutes and is uninterrupted; this gives the children the ability to truly “learn” from their environment.

Large Group Activities: Children are encouraged to interact in a group setting, practicing skills such as taking turns and listening to and responding to others.

Small Group Activities: Children work closely with the teacher to work toward gaining independence while mastering ongoing skills.

Circle Time: The teacher introduces and leads the children in activities regarding the weekly theme, incorporating activities that develop language and listening skills, math and science concepts, character development, and school readiness skills. Teachers will guide the children through calendar and weather concepts, reading stories, singing songs, and doing flannel board stories, puppets, or finger plays.

Story Time: Children are exposed to a variety of literature, while practicing print concepts and listening skills.

Music and Movement: We explore a myriad of genres of music, playing rhythmic instruments, dancing and moving to music, and using materials such as scarves and ribbons.

Theme/Skill Based Activities: Teachers focus on furthering children's skills toward independence by using a theme to create activities that practice these abilities repeatedly. Activities examples: art, cooking, math, science, fine motor skills, etc.

Large Motor Activities: Children strengthen and challenge their growing muscles and bodies by participating in activities such as running, balancing, climbing, throwing, and jumping.

## Preschool Environment

Children explore the various areas of the classroom, playing with learning materials and toys that teach specific concepts. The physical space of the Creative Curriculum classroom is organized into 10 interest areas: Blocks, Dramatic Play, Toys and Games, Art, Library, Science Discovery, Sensory, Music and Movement, Cooking, and Technology. Children are encouraged to experiment, discover, learn, create, increase self-understanding, develop social, motor and language skills, and to acquire new skills.

## Technology and Screen Time

Edgar Child Care, Inc, limits the use of technology and screen time. Screen time is not recommended for children 2 years and younger and no child will be required to watch T.V. In the event that screen time is used, it will be limited to less then 30 minutes per day, for children ages 2 years and older.

## Outdoor Learning

Playing outdoors gives children the opportunity to explore, discover, practice, wonder, change, create, and learn about the world around them. Children’s basic needs for freedom, adventure, experimentation, and just being children are enhanced by outdoor environments. Children can express themselves with more active movement, louder voices, and messier activities in outdoor settings. Children will go outside twice per day (60 to 120 minutes each day), depending on their age and weather permitting.

Edgar Child Care's program provides a variety of textures, riding toys, sand play, swings, slides, and climbing features in their play yard. Children participate in planting, caring for, and enjoying food grown in our backyard gardens. Children should wear footwear that provides support and allows children to be able to run or climb such as tennis; flip flops are not encouraged.

Wildcat Early Learning Center and School's Out Club have access to a small playground behind our Wildcat building that features several outdoor dramatic play opportunities. The children can also enjoy free play on the Edgar Public School playground, on the premises.

## Naptime

The children are very busy throughout the day, and resting provides their growing bodies the opportunity to recharge for more afternoon activities. To comply with licensing regulations, all children under 5 years of age will have a minimum of 30 minutes per day of resting. Children who do not fall asleep or who awaken early are provided with quiet activities. Children under two years of age sleep and wake according to their own schedule. Blankets must be taken home to be laundered on a weekly basis.

## School Age

Before-school care is provided from 6:00am to 8:00am with a variety of activities being offered. Children can enjoy free play throughout the morning. Breakfast is served to the children between 7:30-7:45am, by the school.

After-school care is provided from 3:00pm to 5:30pm with children being offered a snack at 3:30pm. There are a variety of activities such as art projects, board games, homework help and organized team sports in the gym.

Our school-age programs also provide care for early release days, snow days, and other school closures, offering additional activities throughout this time.

Throughout the summer, School’s Out Club offers all-day care from 6:00am to 5:30pm. We provide wrap-around care for those children who choose to participate in Edgar Public School's Summer School Program. Staff will take children on field trips, exploring local parks daily and a handful of traveling field trips near the end of the summer.

## Parent Communication

A complete copy of the Edgar Child Care, Inc. Parent Handbook, State of Wisconsin Licensing manual, the State of Wisconsin Licensing certificate, the most recent licensing Compliance Statement, program exceptions, and any parental notices are available in the front lobby of Edgar Child Care and Wildcat Early Learning Center. School's Out Club posts this information on their white board and on their teacher cabinet in the Edgar Public School cafeteria. Should you have any further questions, please contact your Site Director.

Edgar Child Care, Inc. has an open-door policy and you are always welcome to visit. Please communicate with your child’s teachers on a regular basis to maintain a strong partnership so staff can provide quality care. Parents can help foster their partnership by volunteering to help with class activities and special events, by discussing their child’s progress daily, and by attending parent educational events. Flyers regarding the program's special events will be posted and given to parents.

Edgar Child Care, Inc. uses Procare, a tool for classroom management, communication, photos, videos, online bill pay, and much more.

Parent Mail Pocket

Each family is given a parent mailbox at either Edgar Child Care or Wildcat Early Learning Center. Mailboxes should be checked for communications that cannot go through Procare.

Bulletin Boards

Bulletin Boards are in the program entrances and throughout the classrooms. Please check bulletin boards for upcoming events, lesson plans and objectives, classroom schedules, and fun artwork displays. Many of these things will be on Procare as well.

Newsletters

Edgar Child Care, Inc. will release a quarterly newsletter on Procare regarding information on upcoming events, reminders, special activities, and program updates.

Phone, Email, Procare, or Verbal Communication

In-person connections are our preferred method of communication. If we are unable to communicate in-person regarding the events of your child's day, staff will make every effort to contact you via Procare, phone, or email when you request to speak with them. If you have something confidential to discuss, please see administrator or director, as all staff can view Procare messages.

Parent-Teacher Conference

Parents may request a meeting from their teacher at any time. Parent-Teacher conferences may be held bi-annually and will review your child's adjustment to the program, child's portfolio milestones including growth and development and on-going assessments.

## Cultural Diversity & Holiday Celebrations

As part of our culturally diverse curriculum, we learn about and enjoy a wide variety of holidays. We do not teach about religion, nor force children to celebrate holidays. If you have any concerns about your child’s participation in a holiday celebration, please speak with your Site Director.

## Early Morning & Late Afternoon Care

Children that attend early in the morning (before 7:00am) and late in the afternoon (after 5:00pm) will be provided with a variety of activities as they free-play. There are opening and closing classrooms for each program. Edgar Child Care's opening and closing room is the Toddler room. Wildcat and School's Out Club combine in the mornings and afternoons at the Wildcat Center. As staff members arrive in the morning, classes of children are transferred to their primary classroom by their teacher and as staff members leave for the day, the remaining children are transferred to the closing classroom.

## Daily Transitions

Whenever children are being transitioned to another area throughout the day, teachers will do a verbal and visual roll call with the classroom roster. Counts will be done when leaving, returning to classrooms, and periodically at each location. Teachers will limit the amount of time children are required to wait during a transition as much as possible. Teachers will provide activities, songs, and other transitional tools to aid the down time.

## Classroom/Center Transitions

Edgar Child Care, Inc. works to partner with parents in assessing a child's social, emotional, and physical developmental readiness for progression into the next stage of our program. As children grow and develop, they need new challenges and social interactions with other children at their developmental stage. Children's transitions into the next classroom or program are based on their age, developmental readiness, state licensing requirements, and space availability.

During the transition from one program to another, your child's future lead teacher will meet with you and your child to integrate them into their new classroom. Our goal is to create continuity that involves building on children's prior and current experiences to help them discover about themselves and the community around them.

# Field Trips & Transportation

Edgar Child Care, Inc. does not provided transportation to or from any of our centers, except when children are attending a field trip. Children attending Edgar Public School’s 4K program will be walked from the school to the center across the road with a signed Alternate Arrival/Release form completed by the parents.

Field trips are a fun and educational part of our programs. By checking and signing the permission statement on the Child Care Enrollment Form, parents are granting permission for children to attend field trips such as walks or picnics to local community parks. When 9 or more children are on a field trip there will be at least 2 child care employees present.

Field trips that include transportation are contracted through Fischer Transportation. Children must be 4 years of age or older to ride the Fischer bus. Parents will receive a handout or newsletter of forthcoming transported field trips, including date, time and destination. Permission slips must be signed and returned before the field trip if your child is to attend the event. Field trip fees will vary and costs will be kept to a minimum. Field trip fees are nonrefundable if your child does not attend the trip.

## Transportation Procedures

Children’s safety, when being transported, is of the utmost importance to Edgar Child Care, Inc. To ensure that no child is left unattended in a bus and to ensure that all children board and exit a bus before and after being transported to their destination, attendance is taken when children board the bus, as well as when children exit the bus. Attendance is taken through sight as well as a verbal roll call from the written daily roster. After all children and staff have exited the bus and the sight and roll call attendance has been completed, a final “back to front sweep” will be performed by a member of the staff. All buses are equipped with a Child Safety Alarm System. This alarm, in the back of the bus, signals the bus driver to check all seats for children and left behind belongings after children have disembarked, before the bus is shut off. No child may be in transport for a fieldtrip for more than 60 minutes for a one-way trip.

Children’s emergency information listed on the Child Care Enrollment Form, including phone numbers for parents and emergency contacts and names, addresses, and phone numbers of physicians, will be carried with the staff throughout the transportation and field trip.

Children needing special assistance will be transported utilizing a plan written and reviewed by parents, staff, and center management.

In the event of a vehicle accident employees will call 911 for immediate medical assistance and then contact Fisher Transportation to let them know an accident as occurred and request another bus be provided. Parents will then be notified of the accident as well as if any additional medical attention was required.

## Water Attraction Field Trips

If the program is on a field trip to a water attraction or pool, certified lifesaving personnel will be on duty. Children must be of 4 years of age or older to attend. While children are in the water, staff-to-child ratios will be 1 staff per 6 children. At least 2 staff must be in the water whenever children are in the water, while other staff will be out of the water to supervise children not in the water.

# Child Guidance

During the adolescent years of life, children are just beginning to learn how to handle their own emotions and conform to the behavioral expectations of society. It is our responsibility to guide children in becoming happy, sensible, and respectful participants through employing positive teaching techniques in a safe and nurturing environment. Our goal is to increase children’s respect for themselves by guiding them to become accountable for their own actions and to help them grow in their respect for others’ feelings.

## Comforting Your Child

We understand that there will be times when a child continues to cry or becomes distraught or finicky. Our first step will be to try to determine the cause of the distress, as it may be related to a basic need such as hunger, comfort, or additional attention. We understand that crying is normal, and during these times, we will remain calm and comfort your child. If a teacher is unable to soothe your child, they will ask a co-worker or director to assist them while they care for the other children.

If conflict between children should occur, then limitations will be implemented to maintain a safe environment for everyone. It is our goal to work with the child, listening to what they say and trying to help resolve the conflict through effective communication and positive reinforcement. We know there is a reason for a child’s behavior and through talking with the child, observing the child, and talking with parents, we try to identify the reason for the behavior. Once we begin to understand the child’s behavior, we can start working on strategies to help the child be successful.

## Guidance Techniques

Our guidance techniques look to set clear limits and expectations, guide behavior, and help children to learn how to demonstrate appropriate choices. It is solution-oriented and designed to help support children to learn the skills to problem solve independently. We use the following forms of guidance techniques in our programs.

1. Discussing the Situation: Teachers will communicate with the children about the situation, working to guide the children in how to resolve conflicts with others.
2. Redirection: A child is directed to a new location or activity when they are struggling to succeed in their current location or activity. Teachers will be active by anticipating problems and intervening before or as they occur.
3. Distraction: Teachers will work to change a child’s focus from the current situation until the child is able to revisit the situation.
4. Ignoring: Teachers will not give attention to a behavior that is not desired. For example, if a child is making a repetitive noise to get attention, we would focus on giving attention when the child is not making the noise. Teachers will not ignore behaviors that could become harmful.
5. Time Away: If children are unable to understand their emotions or control themselves then the teacher will assist them by providing a separate cool-down location. This is not a punishment, but rather an opportunity to allow the child to regain control and revisit the situation.

## Harmful Behavior

The above guidance techniques will be the first steps teachers take in resolving behavioral situations, however, if a child’s behavior continues or becomes harmful to themselves, other children, or staff, the child’s parents will be notified. A behavior or series of behaviors that require constant one-on-one attention or that are causing physical or emotional harm to other children or staff, despite repeated attempts to redirect or resolve the behavioral issues, will be identified as a serious behavioral situation. A parent may be asked to pick their child up immediately if the director deems it necessary. Parents will have one hour to pick up the child if asked. If they do not pick up the child within one hour, they will be charged the Late Pickup Fee. Persistent, serious behavioral situations will result in parents being asked to attend a conference with the Lead Teacher and Site Director to develop an equitable plan to resolve the behaviors. If a child continues to struggle or a parent is unwilling to participate in their child’s behavioral plan with the staff, the family will be dismissed from the child care program. Please see page 31 regarding termination for harmful behavior.

## Prohibited Actions

Physical or verbal abuse will never be used to resolve conflict by the staff, even at the parent’s request. Edgar Child Care, Inc. cannot allow others, including parents or children, to do so within the program. Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.

Examples of prohibited actions include all the following:

* Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment.
* Verbal abuse, threats, or derogatory remarks about the child or the child’s family.
  + “Verbal abuse” is defined to mean profane, insulting, or coarse language sometimes but not always delivered in a loud or threatening manner or language which is ego deflating, causing loss of self-esteem.
* Physical restraint, binding, or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or small cubicle.
  + Physical restraint does not include:
    - Briefly holding a child to calm or comfort the child.
    - Holding a child’s hand or arm to escort the child from one area to another.
    - Moving a disruptive child who is putting him/herself/others in danger and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful.
    - Intervening or breaking up a fight.
  + If a child has an outburst that puts him/herself or another person in danger of harm, the program has the responsibility to protect the child and others from danger. Once a child has an outburst, the program will meet with the parents to develop a plan to help manage the child’s behavior in a way that does not include use of physical restraint. The program may refer the family to the child’s pediatrician, Birth-to-3, public school, or a mental health professional for an evaluation.
* Withholding or forcing meals, snacks, or naps.
  + Children can be encouraged but cannot be forced to try all their food or finish one food prior to receiving seconds of required foods.
* Actions that are cruel, aversive, frightening, or humiliating to the child.
  + A child may not be punished for lapses in toilet training.
  + Aversive “behavior modification” techniques are prohibited (except time away as specified above).

Inappropriate discipline of a child by a staff member must be reported to the department within 24 hours after the occurrence under s. DCF 251.04(3)(j).

## Biting Policy

As with any behavior, how biting is dealt with depends upon the age of the children involved, the reason for biting (if it can be determined), frequency of the biting and other specific circumstances.

Every behavioral issue regarding a child is confidential. To ensure the privacy of the child and family, the name of the child that has bitten is confidential information, as well as the name of the child that bit. General guidelines for biting include:

* Helping the bitten child feel better or providing appropriate first aid (wash with soap & water, ice pack applied).
* Incident will be documented on an Accident/Incident Report and in Medical Log.
* Anytime a biting incident occurs, both the biter’s parents and the bitten child’s parents will be talked to, separately. This will typically happen at the time of pick-up, when parents are asked to sign the Accident/Incident Report or the parents may be called prior to pick up.
* Depending on the ages and circumstances involved, additional actions might include:
  + Discussing solutions with all children and families involved.
  + Shadowing of involved children.
  + Ensuring that the environment provides enough engaging activities.
  + Carefully observing the involved child to identify precipitating events and prevent reoccurrences.
  + Maintaining a log to track when the behaviors occur.
  + Conferences with parents to discuss the child’s actions at home, parental guidance techniques, search for additional resources (such as Birth-to-3), etc.

With multiple occurrences, a conference will be held with the Lead Teacher, parents, and Site Director to outline a written behavior plan to discuss suitable solutions. If the behavior continues, the child may be removed from the center for the safety of the other children and staff for a period of time. This will be determined by the Site Director. Parents may also be requested to consult a pediatrician or behavioral specialist, such as Birth-to-3.

# Nutrition

Edgar Child Care, Inc. participates in the Child Adult Care Food Program and complies with all meal components and regulations of that program. By participating in the program, we comply with the civil rights requirement outlined on page 2. We provide the children with a well-balanced diet, incorporating all the food groups and ensuring each child can receive the proper portions as outlined by the USDA. Children are offered water throughout the day. Meals and snacks are provided at no extra cost to parents. Edgar Child Care, Inc. posts copy of the menu on Procare and in the kitchen.

Edgar Child Care

Breakfast is served between 8:15-8:30am, lunch 11:15-11:30am, and an afternoon snack 2:15-2:30pm.

Wildcat Early Learning Center

Breakfast is served between 8:15-8:30am, lunch 11:15-11:30am, and an afternoon snack 2:15-2:30pm.

\*Students attending Edgar Public School’s 4K Program for the day will receive breakfast at 7:30 am at the school and will also receive snack at 3:15pm, after returning from school at 3:05pm.

School’s Out Club

An afternoon snack is served at 3:30pm during the school year.

When Summer School is in session, an afternoon snack is served at 2:30pm.

When Summer School is not in session, School’s Out Club serves breakfast at 8:30am and snack at 2:30pm. (School’s Out Club does not serve lunch – sack lunches are provided by the parents daily). Lunch time takes place at 11:30am.

Mealtime is meant to be a relaxed and social time. Many skills, including language, social and fine motor abilities are fostered during mealtime. Hands are to be washed before and after each meal. Children will sit at the tables during meals with the teachers joining them. Meals are served partially family style and children are encouraged to serve, feed themselves, and assist with cleaning their spot at the table. Teachers model the use of age-appropriate table manners. They are encouraged, but never forced, to try each type of food served. Food is never used or withheld as punishment.

## Food Allergies & Special Diet

If your child requires a special diet, please notify the Site Director. Specific food allergies should be documented by parents on the child’s Health History and Emergency Care Plan Form. In addition, your child’s physician should identify and describe any specific allergies when completing the Child Health Report. You may be required to supply any substituted food or milk your child may need.

## Allergic Reactions

In the event that a child has an allergic reaction, due to a food allergy, insect bite, medicine, chemical or other substance. Reactions can range from mild to life-threatening. Some children will have a mild rash, hives and itching or stomach cramps. In severe reactions, swelling of the child's tongue and throat can close up the airway and breathing is affected. If a child is prescribed an Epi-pen, it must be given to the staff on or before the first day of attendance. The following care instructions will be followed in regards to allergies:

* If the allergy is known, support the child to avoid it.
* Try not to let the child scratch hives or a rash, instead place a cold, moist towel on the skin.
* Place icepacks on hives, swelling, or insect stings for 10 to 15 minutes at a time.
* Doctor prescribed antihistamines or over-the-counter medications that are allowed by parents; read and follow instructions on the label.
* For severe reactions a child may be provided epinephrine (EPI Pen), this is doctor prescribed.
* If a child is administered an EPI Pen, you must call 911 and monitor the child.

The child's teacher or site director will notify the parents is any allergic reaction occurs while the child is in care. If the allergic reaction is considered life-threatening then 911 while be called immediately.

## Special Treats

Store-bought birthday or other special treats are welcome. Please see your child’s teacher regarding any food allergies in your child’s classroom. We will make sure that all food is properly stored in our kitchen until being served. The daycare snack will be served first to meet USDA requirements and then the special treat will be served.

## Infant Nutrition

Parents of infants may choose to provide formula or breast milk or utilize the formula provided by the center. If needed, bottles are heated in warm water. Children will be held or placed in portable highchairs when being fed; no bottles will be propped. If a child drinks only a partial bottle, the remaining formula/milk cannot be served to the child. When your child begins eating table foods, we will start offering our center’s foods. Accommodations are made to the menu to make foods appropriate for children under two (i.e. steaming and cooling carrots instead of raw carrots for snack). Edgar Child Care provides baby cereal, baby food, and other infant snacks. We also provide whole milk to children 12 months to 2 years of age. (*We are not allowed to serve whole milk to children prior to 12 months without a physician’s note.)*

# Health

## SIDS

Edgar Child Care, Inc. follows Sudden Infant Death Syndrome (SIDS) risk reduction guidelines. Infant under 12 months of age will be placed in their Pack-n-Play on their back to sleep. No soft items or blankets are allowed in the Pack-n-Play. Children that can roll over will be placed in the Pack-n-Play on their back, but will not be disturbed should they choose to roll over to their side or stomach. Children that fall asleep in a swing or bouncy seat will be removed from that location and placed on their back in their Pack-n-Play. If parents would like their infant to sleep in a position other than on their back or in a location other than their Pack-n-Play, the center must first receive a note from the infant’s physician identifying the medical reasons for this request.

## Mildly Ill Child Care

Edgar Child Care, Inc. is not licensed to care for mildly ill children. Care of mildly ill children may only occur if a center provides a separate room which is designated specifically and solely for the care of ill children, which Edgar Child Care, Inc. cannot accommodate. In consideration of all children and staff in our programs, please keep your child home when they are sick.

## Ill Child/Covid Policies

Edgar Child Care, Inc. is not licensed to care for sick children; caring for sick children requires a separate license. The safety and well-being of all children, families, and staff at Edgar Child Care Inc. continues to be of utmost importance to us. We commit to taking the necessary precautions to ensure a healthy environment while still providing the best care possible. To be able to do so, Edgar Child Care Inc. will be using the guidelines taken directly from the CDC, our state and county health departments, and DCF. This policy is subject to change based on guidance from the departments listed above. The Edgar Child Care Inc. leadership team will have final discretion regarding if a child should be sent home due to illness. Children will be monitored for signs or symptoms of COVID-19 daily.

**Children will be asked to stay home or be sent home if any of the following apply:**

* Temperature of 101° or higher
* Have had a temperature of 101 or higher **or** other potential symptoms of COVID-19, such as but not limited to shortness of breath or persistent dry cough, within the last **72 hours**
* Have come in close contact with others who have COVID-19
* Vomiting-one time
* Diarrhea-two within an hour or three throughout the day
* Undiagnosed rash
* Symptoms of a communicable disease or virus (such as chicken pox, cold sores, strep throat, RSV, and hand, foot & mouth disease)
* Excessive atypical behaviors (whining, crying, lethargy)
* Inability to participate in regular daily activities
* Discharge from the eye (pink eye) \*If your child has blocked tear ducts, please inform your Lead Teacher or Site Director.

## Ill Child Procedures

The following procedures shall apply when a child with an illness or condition that has the potential to affect the health of other children or staff is observed in the program.

1. The child shall be isolated until picked up.
2. The child in the isolation area will be provided with a cot or Pack-N-Play, and a sheet and blanket or sleeping bag, with a staff member within sight and sound of the child.
3. The child’s parents will be contacted as soon as possible after the illness is discovered and parents will notify staff when they can arrive.
   1. Parents must pick-up their child within one hour after contact. If they fail to pick up their child within one hour, they will be charged the Late Pickup Fee.
4. If a child’s parents cannot be reached and staff left a message with no return call after 15 minutes, the listed Emergency Contact on the Child Care Enrollment Form will be contact to pick-up the child.

**\*Non-Covid symptoms\* A child must be symptom-free for 24 hours before they may return to the center. Children sent home with a fever, diarrhea, or vomiting must remain home for 24 hours after the symptoms have ceased.**

**Covid-19 Procedures**

You will notice in the following policy that Edgar Child Care(ECC) has a stricter policy than Wildcat(WELC) and School’s Out Club(SOC). We have made this decision based off of several reasons, such as but not limited to: older kids can social distance and wear masks if needed, older kids don’t chew on toys, older kids are more self-sufficient and don’t need a teacher holding, rocking, etc,.

Children will be monitored for signs or symptoms of COVID-19 daily.

**Children will be asked to stay home or be sent home if any of the following apply:**

* Fever of 101° or higher
* Have had a fever of 101° or higher **or** other potential symptoms of COVID-19, such as but not limited to shortness of breath or persistent dry cough, within the last **48 hours**
* Have come in close contact with others who have COVID-19 and cannot be kept away from person with COVID-19.

**To prevent the spread of COVID-19:**

* Children with signs/symptoms of COVID-19 **OR** children who have been exposed to others with COVID-19(ECC only) will be asked to stay home. WELC & SOC may return masked.
* Children who develop signs/symptoms of COVID-19 while at the program will be isolated and the program staff will contact the family member and/or emergency contact to pick the child up.
* Edgar Child Care Inc. will practice handwashing/sanitizing before meals and snacks, after outdoor play, after using the bathroom, 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 daily, including tablets, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

**If an enrolled child or staff member tests positive for COVID-19:**

* The program will notify families of any confirmed staff or child case of COVID-19 via Procare.
* **Edgar Child Care** center will be shut down for 5 days. Children that have NO SYMPTOMS may return to the center. Children with symptoms may return with a negative test result. Home tests are allowed. This is subject to change at the discretion of the leadership team. All children and adults able to mask, must mask for the following 5 days.
* **Wildcat and School’s Out Club** will not shut down AS LONG AS THERE IS AMPLE STAFF TO RUN THE PROGRAM. Masks will need to be worn for the following 10 days.
* The child/staff that tested positive for COVID-19 may return on day 6 ONLY if they can wear a mask for the next 5 days AND they are symptom free.
* The center directors/administrator will announce the dates for return for both situations when announcing any closure or isolation.
* The closure and Covid case will be reported to DHS and we will follow any additional rules they implement.

**If an enrolled child has a family member that has been exposed to COVID-19:**

* ECC children must quarantine away from the person with COVID-19. If they cannot remain distanced from the person with COVID-19 then they must do a full 10 day quarantine. WELC and SOC may return to the center as long as they do not show any signs or symptoms of COVID-19 AND they can remain away from the infected family member during the duration of the family members isolation.
* Should the child begin exhibiting symptoms of COVID-19 OR tests positive for COVID-19 the child will be asked to isolate following the guidelines given above.

**Eligibility regarding return after suspected COVID-19 symptoms**

If a child or staff has symptoms of COVID-19, they can return to the child care 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 48 hours** after the fever is gone (**without the use of fever-reducing medication**) and symptoms improve.
* If the person’s symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.

Definition of Isolation- Keeping someone infected away from others, even while at home.

Definition of Quarantine- Keeping someone who might have been exposed to the virus away from others.

Failure to follow this amended sick policy, could directly impact the operation of our program and families.  This could be grounds for termination.

## Lice

If a staff member finds any signs of lice, including nits, while in care, the parents will be contacted for immediate pick-up to minimize exposure to other children. Head lice must be treated with an effective louse killing treatment and removed from the hair before returning to the center. Your child may return 24 hours after their lice treatment. It is assumed that any remaining nits have been killed by the treatment, or will be killed by additional treatments, if needed. Staff will check previously infected children for any presence of live lice before they can return to the center.

If a child is deemed to have a chronic case of lice, it will be reported to the local health department to determine the best approach to resolve the infestation.

## Reportable Communicable Diseases

A child with a reportable communicable disease specified in ch. DHS 145 may not be admitted to or be permitted to remain in a child care center during the period when the disease is communicable. When it is determined that a person in contact with children or a child enrolled in our program has a reportable communicable disease under ch. DHS 145,(such as German measles, infectious hepatitis, measles, mumps, COVID-19, or meningitis) the local public health officer, Marathon County Health Department, and the parents of exposed children shall be notified, as defined by licensing regulations.

A child may be readmitted to the program if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department. Illnesses will be posted at each program with the most recent date of exposure listed and date the notice was posted.

**If your child will be absent due to illness or any other reason, please call your program office before 8:00am.**

## Medication Authorization & Administration

If your child has medication they need to take while in our care, a parent must fill out an Authorization to Administer Medication Form prior to any admission of medicine by our staff. Over-the-counter medication may be given as directed in writing by your child's physician. All prescription medication and over-the-counter medication must be in the original container with all labels intact. Staff will not administer more medication than the amount listed on the label as the recommended dosage. A child's first and last name and the dosage must be written on the container. Children who need diaper cream, lotion, cough drops, or Chapstick will also need a form filled out prior to our staff's administration of the medicine. Medication will be stored in a container that is out of the reach of the children.

All medication, including cough drops and Chapstick, must be handed to program staff and cannot be sent in the child's backpack, coat pocket, or left in their cubby. All medication must be kept out of the reach of our children. Staff record all medications administered on the Authorization to Administer Medication Form and in the classroom's Medical Log book.

## Sanitation of Toys

Toys are sanitized by center staff on a weekly basis. Our sanitizing solution consists of 1 teaspoon of bleach to 1 gallon of water, and toys will be washed in soap and water and then soaked in this solution for at least two minutes.

# Safety

## First Aid, CPR, & AED

All Edgar Child Care, Inc. staff are trained in First Aid, Infant/Child/Adult CPR, AED usage, Shaken Baby Syndrome, Abusive Head Trauma, SIDS, and Child Abuse & Neglect.

## Minor Injuries & First Aid

Minor injuries will be treated using simple first aid. All skin abrasions will be cleaned with soap and water before being covered for protection. Bumps, bruises and swelling will be iced in increments for 5 minutes or less, depend on the child's participation. All minor injuries and first aid given will be documented on our Accident/Incident/Observation form and parents will be notified at pick-up.

## Serious & Off-Site Injuries

If your child's injury is more severe, we will attempt to contact you. If you cannot be reached, we will attempt to contact the Emergency Contact listed on your Child Care Enrollment form. Depending on the severity of the injury, we will call an ambulance and have the child taken to the Aspirus Wausau Hospital, or the closest hospital to our location. If staffing allows, we will make every effort to send a staff member to accompany your child.

**Injuries Requiring Medical Attention**

If a parent decides to take their child in for medical attention regarding an injury sustained while in care, it is the parent's responsibility to notify their child's teacher or Site Director as soon as the decision is made. Staff will fill out and return to you a form to be completed by your child's attending physician. This form must be returned to program staff on your child's next day of attendance. This is a state form that our licensing specialist needs to receive from us within 24 hours of learning of medical attention.

## Medical Expenses

Parents are responsible for any medical expenses related to any injury their child incurs while participating in the program. Edgar Child Care, Inc. does not carry supplemental health insurance for any of its programs. Please file any medical claims with your personal health insurance company. In the event of an injury, documentation will be completed by staff on necessary forms.

## Pet Policy

Occasionally a classroom may have freshwater fish as a class pet. Children learn responsibility by caring for the pet and assisting the teacher in feeding them. If additional pets are welcomed into the center, parents will be notified, in writing, prior to the pet’s addition.

# Contingency Plans

Emergency numbers are posted at each center, including the Fire Department, Police Station, Poison Control, and Child Protective Services, etc. Staff also has 2 emergency contacts that will be available within 5 minutes. In the event of an emergency, we will ensure the needs of all children (including 2 years of age and under and children with disabilities are being met).

## Extreme Temperature Policy

The space designated for use by children may not be less than 67 degrees Fahrenheit and may not exceed 80 degrees Fahrenheit. If the temperature exceeds 80 degrees Fahrenheit, central air or the use of fans will be provided for air circulation.

## Loss of Building Services

In case of a building maintenance concern or loss of building services; such as a power outage, lack of water, furnace not working, or loss of telephone use. The Site Director or Administrator will decide if the children should remain in care, and if adequate care can no longer be provided, parents will be contacted to pick-up their child via telephone. If children event that the children need to be re-located for any reason:

* Edgar Child Care will relocate to Wildcat Center
* Wildcat Center will relocate to Edgar Public Elementary School Cafeteria
* Schools Out Club will relocate to the Wildcat Center or Edgar Public School, depending on which location they are at.

In the event the phone services are lost the Site Director or Administrator will use their personal cell phone to make calls or contact the parents as needed.

If any of the programs need to close due to loss of services, the center will then remain closed until services can be restored and the licensor will be notified.

## Severe Weather

Daily outdoor playtime is a healthy, important part of our program. Children attending should be well enough to participate in all day-to-day activities. If your child is not well enough to participate in our daily activities, you will be contacted to pick-up your child.

If temperatures should exceed 90°F (with heat index) all children will remain indoors. Gross motor activities will still occur, but children will practice their large motor skills in their classroom.

If temperatures should drop below 100°F (with wind chill) for children 2 years of age and younger, these children will remain indoors. If temperatures should drop below 0°F (with wind chill) for children 2 years of age and older, all children will remain indoors. Gross motor activities will still occur, but children will practice their large motor skills in their classroom.

**In the Event of a Lost or Missing Child**

1. Teacher shall contact the Site Director immediately.
2. The teacher will remain with the children while the Site Director searches the surrounding environment for the missing child.
3. If the child is not located, the Site Director will contact the Administrator and local authorities.
4. Parents will be called after the local authorities have been contacted.
5. Our licensing specialist will be notified immediately.

## In the Event of a Lockdown

1. If there is a threat to the building or its occupants, 911 will be called immediately.
2. Each classroom teacher will take their attendance and direct children to a safe location with few to no windows, unobservable from outside and potential lines of fire.
3. Staff will close and lock all windows and doors, close window blinds, and obscure door windows with paper.
4. Staff will turn the lights off.
5. Children will be encouraged to remain quiet.
6. Staff will silence all cell phones.
7. No individuals will be allowed to enter or exit the building until the lockdown is over.
8. Parents will be contacted as soon as possible to inform them of the current situation.

## Fire & Tornado Drills

Fire Drills are practiced monthly at each location, while Tornado Drills are practiced during the months of April through September at each location. Evacuation routes are posted in each classroom. Smoke detectors will be tested monthly and maintained by the Site Director. Fire extinguishers will be checked and maintained annually.

## Edgar Child Care Fire & Tornado Policy

In the Event of an Emergency Evacuation:

* Children from Edgar Child Care will be relocated to the Wildcat Center as an alternative safe location.

In the Event of a Fire:

1. The Site Director will notify the Fire Department immediately.
2. Each classroom teacher will take their attendance and move all their children outside, to the backside of the outdoor play fence.
3. Teachers will do a verbal and visual roll call.
4. Parents will be contacted as soon as possible to pick-up their child.
5. In the event of a fire during winter months, children will be relocated to the Wildcat Center.

In the Event of a Tornado Warning:

1. Each classroom teacher will take their attendance and move all their children to the southwest area of the basement.
2. A battery-operated flashlight will be in the southwest corner of the basement.
3. Teachers will do a verbal and visual roll call.
4. In the event of an actual tornado children will lay down in an egg shape, with their hands coving their head.

## Wildcat Fire & Tornado Policy

In the Event of an Emergency Evacuation:

* Children will be taken to Edgar Public School as an alternative safe location.

In the Event of a Fire:

1. The Site Director will notify the Fire Department immediately.
2. The classroom teacher will take the attendance and move all the children outside, to the sidewalk across the street in front of Edgar Public School.
3. Teachers will do a verbal and visual roll call.
4. Parents will be contacted as soon as possible to pick-up their child.
5. In the event of a fire during winter months, children will be relocated to Edgar Public School.

In the Event of a Tornado Warning:

1. The classroom teacher will take the attendance and move all the children to the boys’ bathroom of the Wildcat Building, if School’s Out is in the building OR in the staff bathroom, if they are not.
2. A battery-operated flashlight will be in the office next to the bathroom and in staff bathroom.
3. The teacher will do a verbal and visual roll call.
4. In the event of an actual tornado children will lay down in an egg shape, with their hands coving their head.

## School’s Out Club Fire & Tornado Policy

In the Event of an Emergency Evacuation:

* Children will be taken to the Wildcat Early Learning Center, if located in Edgar Public School building OR to Edgar Public School if located in the Wildcat building, as an alternative safe location.

In the Event of a Fire:

1. The Site Director will notify the Fire Department immediately.
2. The classroom teacher will take the attendance and relocate all the children to the Wildcat Early Learning Center, if located in the Edgar Public School, OR across the street to the sidewalk in front of the Edgar Public School, if located in the Wildcat Early Learning Center.
3. Teachers will do a verbal and visual roll call.
4. Parents will be contacted or to the as soon as possible to pick-up their child.

In the Event of a Tornado Warning:

1. The classroom teacher will take the attendance and move all the children to the bathrooms located by the Edgar Public School cafeteria, if located in Edgar Public Schools OR in the staff bathroom if located in Wildcat Early Learning Center.
2. A battery-operated flashlight will be in the teacher cabinet at school and in the staff bathroom at WELC.
3. The teacher will do a verbal and visual roll call.
4. In the event of an actual tornado children will lay down in an egg shape, with their hands coving their head.

In the Event of School Closing:

* If the Edgar Public School closes due to weather or other emergencies, School's Out Club will be available for those who regularly attend the program. No other children can be dropped off at the program without previous arrangements being made, paperwork being completed, and payment made in advance.

In the Event of the School Building Closing:

* If Edgar Public School closes the building for any reason, e.g. Covid-19, School’s Out Club will operate out of the backroom of Wildcat. Depending on the circumstances, a waiting period may need to be implemented. This is licensed for 14 children. Currently enrolled full-time children will take priority over part-
* enrolled children. Once all currently enrolled children have a spot, we will offer spots in the following order: families currently enrolled, other children previously enrolled.

**Withdrawal/Disenrollment Policy**

## Parent Termination

It is the responsibility of the parent/guardian to notify Edgar Child Care, Inc. in writing (or email), two weeks in advance, prior to the date of withdrawal. Verbal notice will not be accepted and you will be reminded to submit a written two-week notice. Your signature on the Edgar Child Care, Inc. form verifies your agreement and understanding of this policy. Failure to give a two-week written notice will result in tuition charges for two weeks from the date written notice is given, whether the child attends or not.

## Mutual Termination

If the Site Director and parent/guardian agree that the enrollment of the child in the center is not in the child's best interest, the written notification of two weeks may be waived and the child may be withdrawn without penalty to the parents or program.

## Edgar Child Care, Inc. Termination

If a parent/guardian and Site Director are unable to come to a mutually satisfying course of action after identifying and processing a problem, the Administrator reserves the right to terminate the enrollment of the child for one or more of the following reasons:

* The parent/guardian fails to follow the policies set forth by Edgar Child Care, Inc. outlined within this handbook
* The parent/guardian fails to follow the payment plan selected by the parent/guardian in the agreed upon Edgar Child Care, Inc. contract
* The parent/guardian fails to complete and return any of the forms listed in our Admission Policy (pg.7)
* The parent/guardian fails to follow the stated business Hours of Operation (pg.6)
* A child's behavior becomes a safety concern to staff or other children in the program
* A child has special needs of which the staff or facility is unable to meet effectively
* If a child cannot adequately adjust to the group program
* Excessive "no show" absenteeism
* Another situation as deemed by Center Director or Administrator

Edgar Child Care, Inc. reserves the right to terminate a child enrollment if his/her behavior is harmful to the other children, the staff, or to oneself. Steps taken to help the child learn more appropriate behavior will be documented and parents will be informed during a parent-teacher-director meeting that a child’s enrollment is in danger of being discontinued if the behavior continues or worsens. Decisions regarding enrollment termination and the timeframe involved in making this decision are based upon the severity of the behavior, the child’s age, the length of time the behavior has been occurring, and the family’s willingness to work with Edgar Child Care, Inc. staff to help the child succeed.

**Fee Definitions**

**Registration Fee:** There is a one-time $50 registration fee, per child, upon enrollment. This fee will be charged on your first billing statement. In the event of a cancellation, all registration fees are non-refundable. If your child does not attend their program for more than 60 business days, your child’s enrollment will be terminated. If you choose to re-enroll in the program, a new registration fee will be charged.

**Holding Fee:** $100.00 per child for up to 30 days. This fee will be credited to your first bill after beginning care. In the event of a cancellation, all holding fees are non-refundable.

**No-Show Fee:** If your child is scheduled to attend Edgar Child Care, Wildcat Early Learning Center or School’s Out Club’s Before-School Program, we must be notified of any absence before 8:00am that day or a $10.00 No-Show Fee will be applied to your account, per each occurrence, per child.

If your child is scheduled to attend School’s Out Club’s After-School Program, we must be notified of any absence before 3:00pm that day or a $10.00 No-Show Fee will be applied to your account, per each occurrence, per child.

**Early Drop-Off Fee:** We are licensed from 6:00am to 5:30pm. Children may not enter the center before 6:00am. If a child is dropped off before 6:00am, you will be charged a $1.00 per minute. Time is determined by the clock in your child’s classroom. Reoccurring violations will be grounds for dismissal.

**Late Pick-Up Fee:** We are licensed from 6:00am to 5:30pm. If your child is not picked up from the center by 5:30pm, you will be charged a $1.00 per minute for every minute after 5:30pm. Time is determined by the clock in your child’s classroom. If your child is not picked up by 5:45pm, staff will make every effort to contact parents/guardians, authorized persons, and emergency contacts as listed on your Child Enrollment Form. If your child is not picked up by 6:00pm and we were unable to get a hold of any of your listed contacts, local authorities will be contacted. Reoccurring violations will be grounds for dismissal.

**Field Trips:** There may be additional fees, depending on the trips School’s Out Club takes.

**Late Payment Fee:** All weekly payments are due on Wednesday, by 5:30pm. A $10.00 Late Fee will be assessed if payments are not made on Wednesday, by 5:30pm. If your child does not attend on Wednesday, please make your payment in advance. Any family with past due fees must pay in full, including late fees, before your child can return to the center.

**Holiday Attendance Late Fee:** If a Holiday Attendance form is returned after the listed due date or not returned at all, and a staff member has to reach out to you, a $10.00 Holiday Attendance Late Fee will be applied to your account. Dates listed on the Holiday Attendance form are not eligible for free days when the Holiday Attendance Late Fee is applied.

**Returned Checks:** If any checks are returned due to non-sufficient funds (NSF), there will be a $25.00 fee applied to your account.

**Extended Leave:** We will hold an enrolled spot for no more than 60 business days (12 weeks). The fee to hold a spot for your child will be $100.00 per 20-business days (4 weeks). Once this fee is paid, your extended leave period will begin. This fee can be prorated on a week-by-week basis.

# Edgar Child Care& Wildcat Center Payment Plans

## Enrollment Policy

Edgar Child Care, Inc. makes every effort to accommodate a part-time schedule if there is availability in the programs. Full-time enrollment receives priority over part-time schedules. Families needing part-time care can attend opposite other part-time enrolled children to equal a full-time position. If Edgar Child Care, Inc. is in the position to have to turn away a prospective full-time child due to a current child’s part-time schedule, the part-time family will be given 1 week to decide if they would like the full-time option or to forfeit their child’s spot. If you choose to forfeit your child’s spot you will be given a two-week notice at which time your child care services will end. Our currently enrolled families are given priority and first choice of spaces that are available. Please see the Site Director to discuss part-time enrollment options for your child.

**Full-Time:**

Flat Rate: Full-time care means that children are enrolled for Monday through Friday attendance. Children are welcome to attend anywhere between 6:00am – 5:30pm.

**Part-Time (Wildcat Center):**

PT Flat Rate: Part-time care means children can attend up to 10 days per month. Children can attend anywhere between 6:00am-5:30pm on the days they attend.

## Free-Day Policy

Credits or discounts are not given for holidays. If a child is absent from their full-time enrollment, Free Days may be used, if eligible. After 2 consecutive months on flat rate, you are entitled to 6 Free Days, 3 days to be used between January - June, with the remaining 3 to be used between July - December. Free Days do not carry over from period to period, if not requested, you forfeit them. Free Days will be prorated for children not on flat rate for the full year. To receive credit for a Free Day, a one-week written notice must be given to the center to be eligible for Free Days.Children on PT Flat Rate do not receive free days.

## Multiple Children Discount

Families with more than one child enrolled will receive a 5% discount. The child with the lowest weekly fee will receive the discount. Children must be regularly enrolled to receive the discount.

**School's Out Club Payment Plans**

## Enrollment Policy

Edgar Child Care, Inc. makes every effort to accommodate a part-time schedule if there is availability in the programs. Full-time enrollment receives priority over part-time. Families needing part-time care can attend opposite other part-time enrolled children to equal a full-time position. If Edgar Child Care, Inc. is in the position to have to turn away a prospective full-time child due to a current child’s part-time schedule, the part-time family will be given 1 week to decide if they would like the full-time or to forfeit their child’s spot. If you choose to forfeit your child’s spot you will be given a two-week notice at which time your child care services will end. Our currently enrolled families are given priority of spots that are available. Please see the Site Director to discuss part-time enrollment options for your child.

Before & After-School (School only): Full-time care means that children are enrolled for Monday through Friday attendance. Children are welcome to attend our Before-School Program from 6:00am-8:00am and our After-School Program from 3:00pm-5:30pm. All Days Off/Early Release/Snow Days are included in before & after school rate.

Flat Rate (summer only): Children can attend anywhere between 6:00am – 5:30pm for more than 6 hours per day, Monday-Friday.

**Part-Time:**

Before-School (School only): Children may attend Monday-Friday from 6:00am-8:00am.

Care is provided at Wildcat Early Learning Center from 6:00am to 7:30am.

Care is provided at Edgar Public School cafeteria from 7:30am to 8:00am.

Any changes will be listed on the whiteboard in the Edgar Public School cafeteria.

After-School (School only): Children may attend Monday-Friday from 3:00pm – 5:30pm.

Care is provided at Edgar Public School cafeteria from 3:00pm to 4:30/5:00pm.

Care is provided at Wildcat Early Learning Center from 4:30/5:00pm to 5:30pm.

Any changes of location will be listed on the whiteboard in the Edgar Public School cafeteria.

Limited Before & After School (School only): Children may attend a total 5 sessions of any combination of before or after school sessions per week. (Ex. 2 before + 3 after= 5 sessions.)

Inservice/Holidays/Snow Days ONLY: Children that only attend on days off from school can attend anytime between 6:00am-5:30pm for the day if space allows.



## Multiple Children Discount

Families with more than one child enrolled will receive a 5% discount. The child with the lowest weekly fee will receive the discount. Children must be regularly enrolled to receive the discount.