

Growing Stars Child Development Center Policy and Procedures Handbook

711 W. Montgomery Street

Sparta, Wi 54656

608-633-9276

POLICY EFFECTIVE DATE: 07/30/2016



CENTER PHILOSOPHY

Growing Stars provides a quality childcare experience in a comfortable, familiar, home-like environment. Our program reflects the belief that learning takes place primarily through exploratory activities, discovery and play. The amount of adult guidance varies with each activity, as it is our belief that a great program offers both directed and non-directed experiences, encouraging your child to plan and think about their actions.

Each of our rooms provide a child-centered environment with a wide range of materials and developmentally appropriate activities, which allows each child to create, manipulate, explore and discover according to their particular and unique interests. Each child is valued and recognized as a unique individual with a large capacity for growth and development.

A partnership between parent/caregiver and staff is very important in your child's experience at Growing Stars. Good communication and teamwork is essential to fulfill the needs of your child and give him/her a meaningful learning experience. We believe that children need to be given choices to help them become independent, learn self-control and to become responsible.

MISSION STATEMENT

Our mission at Growing Stars is to foster the development of a positive self-image and instill confidence in all of the children in our center through the joy of learning and socializing. We strive to provide the best possible quality care and learning experiences for our students through a partnership between families and staff. Our program focuses on developing physical, emotional, social and cognitive skills through a well-organized, structured, curriculum designed to stimulate the children's own creativity, imagination and independence.

At Growing Stars, we understand that each individual child has a natural desire to learn and explore. We work hard to motivate their curiosity while encouraging the children to develop a strong sense of pride and achievement

Our administrative structure is as follows:

PROGRAM DIRECTOR
ASSISTANT DIRECTOR
TEACHERS
ASSISTANT TEACHERS
COOK
5 MINUTE PERSON

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ADMISSON

GROWING STARS CHILD DEVELOPMENT CENTER is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by Michelle and Scott Schultz as an LLC. An onsite Director will manage the day-to-day operations. We are inspected regularly to ensure that we meet licensing standards.

GROWING STARS is licensed to care for 88 children at any one time. GROWING STARS will provide care for children ages 6 Weeks through 12 years.

We will post the following items for parents' review at the front entrance on the parent information board: License certificate, results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action including, license revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.

We will post the following items for parents' review on the Parent board in the front entrance: center policies, parental notices and any other parent information.

Limitations

No limitations at this time.

Child care services will be provided between the hours of 6:00 A.M. to 5:30 P.M., Monday through Friday January through December

No service will be provided on:

New Year's Day

Memorial Day

July 4th

Labor Day

Veteran's Day (Staff Training day)

Thanksgiving Day

The Friday after Thanksgiving (Staff Training day)

Christmas Eve (Center will close no later than 2:00 p.m.)

Christmas Day

All regular fees will be charged for these holidays. 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. If the center closes due to weather or any other extenuating circumstances, parents will be notified and information will be located on local media stations and on GROWING STARS homepage.

GROWING STARS is covered by liability insurance, which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

Child's absence without notification procedures are as follows. If a child who is scheduled to arrive at the center, does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. If a child is transported to the center and does not arrive and we have not been informed they will not be attending, we will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

Attendance will be kept in each classroom daily arrival/departure times recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed and staff leaves the center. Teachers will know the names of each child and their whereabouts at all times. Staff will use picture/name card to establish, face to face/name count. They will also have sign in/out attendance sheets in each classroom. Staff is required to know ratios at all times during the duration of each day.

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will maintain classroom attendance records, recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the children's whereabouts at all times. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day. If you know your child will not be in attendance, please notify the center as soon as possible. We use attendance numbers for staffing and meal counts.

Children may be enrolled on a full-time basis FOR 30 or more hours per week, or an hourly basis 29 hours or less per week if space is available. GROWING STARS will accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available.

ITEMS THAT PARENTS ARE REQUIRED TO PROVIDE

Parents are expected to bring in diapers, wipes, a full change of clothes, Breast milk or formula (for infants) if not using the formula provided by the Center, bottles, water bottle, sunscreen, diaper rash ointment, lotion, and any needed outdoor clothing depending on weather. The center provides all food for meals, dishes, silver wear, cups, art supplies, etc.

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

As a child care center, all staff is required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

ENROLLMENT PROCEDURES

Parents interested in enrolling their children at GROWING STARS must meet with the Director to discuss their child's specific needs and to review program policies. This can be accomplished by calling and making an appointment with the center director or stopping by the center to talk to the center Director. The following items must be completed and returned to the center (along with registration fee and tuition) within 3 days of appointment to guarantee a spot for your child.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Heath History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)

The Director will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms.

Due, completed, within 30 days after child starts attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Due, signed by medical professional, within 90 days after child begins attending:

- Form DCF-60, "Child Health Report"

We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Parents must meet with the Director to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

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

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

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

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 staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

GROWING STARS does not have pets on the premises. Prior to adding pets to the center, staff will notify parents in writing.

If your child has pet allergies, please inform the center staff verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

Accesses to children's records Parents have full access to review their child's records. Please call the main number to make a request to review the records so that they can be prepared for you. Children's records and medical logs are kept on file in the Center Director's office at the center.

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

CONCEALED WEAPONS IN GROUP CHILD CARE SETTINGS

GROWING STARS in accordance with licensing rules per Wisconsin Department of Children and Families, DCF 251.06 (2 (c) addresses the presence of firearms and ammunition in a licensed group child care center as follows: Firearms, ammunition and other potentially dangerous items **may not** be kept on the premises of a center.

Premises - means the tract of land on which the center is located, including all buildings and structures on that land. GROWING STARS does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of GROWING STARS. If a person is found to be in noncompliance with this regulation they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted. Anyone having questions regarding this policy should contact the Department of Children and Families at http://dcf.wisconsin.gov/memos/BRL/2011/2011_06.pdf.

DISCHARGE OF ENROLLED CHILDREN

Child's progress communication between center and parents:

It is important that we communicate daily concerning the needs and interests of each child. Parents will be provided a copy of the Policy's Handbook, which a copy will also be kept in the office. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, GROWING STARS provides written newsletters/parent bulletin board and daily conversations.

Circumstances and procedures for termination of enrollment

Child related:

GROWING STARS will regularly advise parents on their child's progress through daily sheets and scheduled conferences. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face to face conference. At this meeting, the teacher will state her concerns and discuss observations made of the child's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

Parent related:

If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the teacher will contact the parents for a face to face conference. At this meeting, the teacher will state her concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a minimum 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

Time Frame & Verbal vs. written notice:

Parents must give a 2 week written notice of their intent to withdraw the child/children and will be required to pay for those 2 weeks whether or not children attend.

Should the center decide to terminate a child's enrollment, the parents will be notified in a face to face meeting. In this meeting, parents will be told verbally as well as in writing of their child's termination. Parents will be given a minimum 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final 2 weeks even if the child does not attend.

Parent initiated mutual decision, center initiated, and involuntary discharge:

A child may be discharged from the center for many reasons. Often **parents initiate** the termination. Occasionally, after an action plan has been tried without good result, the center and the parents come to a **mutual decision** to end the child's enrollment. In some circumstances the termination may be **center initiated**.

Involuntary discharge of a child could result for the following reasons:

1. Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
2. Lack of parental cooperation
3. Inability of child care program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. These steps will be documented in the child's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.

Behavior related discharges. Acting out, inability to follow classroom rules, inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior.

Steps will be taken prior to child's discharge. All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans and outcomes will be **documented** and placed in the child's file.

Outside agency involvement:

Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to birth to 3, speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

Decision making:

All decisions regarding the discharge of enrolled children are summarized in the section above, *Circumstances and procedures for termination of enrollment*.

Discrimination issues:

If you feel your child has been discharged due to discrimination, please bring these concerns to the director for a thorough review. It is our policy to never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Appeal process:

Should you disagree with the termination of your child for any **reason**, please discuss your concerns with the Center Director.

Reasons: e.g. fee payment, policy compliance

GROWING STARS will give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed. Parents are expected to comply with all the policies and procedures (a copy is available in the entrance on the information board and/or in the center director's office upon request) of the daycare center; failure to comply could result in the termination of your child's enrollment.

FEE PAYMENT AND REFUNDS

- If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. We do accept the Wisconsin subsidy program.
- Payments will be made bi-weekly with cash, check, or credit/debit card on Friday's. Payments are due by the end of the business day on those Friday's or a late fee of \$10 will be assessed to your bill. If payment is not made by the end of the business day on Monday, another late fee of \$10 will be assessed to your bill. If payment is not paid by end of business day on Monday, care will not be provided for your child/children until debt is paid.
- **Refunds WILL NOT** be given for days when children do not attend for illness or other reasons.
- The Director will establish a regular rate based on each child's hours of enrollment.
- Rates are higher for children under 2 YEARS OF AGE than for older children.
- There will be a 10% discount for second oldest child (only on children age 2 years and above) from one family. **We do not offer referral bonuses at this time.**
- GROWING STARS **DOES** charge a registration fee. A yearly registration fee of \$50 (\$75 for families with more than one child) must be paid at time of enrollment (and thereafter on anniversary date) /with the first tuition payment and required paperwork.
- There **WILL** be an extra fee assessed for late pick up of a child. A late fee of \$1.00 per minute for every minute after closing time will be assessed and the total amount will be need to be paid when you arrive to pick up your child.
- You will be charged an additional fee of **\$30** if your check does not clear the bank.

Fee determination methods (attendance, parent sign in) GROWING STARS will charge a fee based on your child's hours of enrollment. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per week/month for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. There will be **additional fees for field trips and enrichment activities** from time to time. Parents will be advised of any additional fees in writing 2 WEEKS in advance. Receipts and payment records for your child will be available upon request.

Full / Hourly attendance definitions

Fee calculating methods (hourly and daily) a full-time rate is offered for children who will be in care for 30 or more hours, 4 or more days per week.

An hourly rate is charged if children will attend fewer than 4 hours each day, or fewer than 29 hours per week. (If space is available) (See rate sheet for before and after school age children)

For current fees, see the attached Rate Sheet.

CHILD EDUCATION POLICY

There is not a religious component to our program. We do not offer mealtime prayers, songs, stories or displays of the religious aspects.

Groups of children may be combined at the beginning and at the end of any given day. Being that GROWING STARS is open in the early morning and late afternoon we have a written plan for activities, which meet the individual, needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Our plan includes opportunities for children to rest and eat and to use materials and engage in activities which for the most part do not duplicate activities planned for the major part of our program.

The Wisconsin Model Early Learning Standards are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353.

GROWING STARS staff will plan a schedule of activities (a week or more in advance) and provide children with a variety of experiences. Staff uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on theme based interests of the children and lesson plans are available for parents to view. Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum (**Creative Curriculum**) will provide exposure to a **variety of cultures** through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children **waiting in lines** or assembled in large groups.

Children, including infants and toddlers, will go outdoors twice daily when weather permits, so dress your child appropriately for the weather. Make sure they wear sturdy shoes that will let them be very active. During warmer days, we may have water play and other Teacher directed outdoor activities. Staff/Children ratios will be maintained at all times. Supervision of the children during outdoor activities is required at all times, during outdoor play. Best practices recommend at least 15 minutes of teacher-led physical activity each time children are outdoors. GROWING STARS has a variety of outdoor equipment that we utilize daily. Best practices recommend that there is a variety of fixed and portable play equipment that allow for mastery of balance and coordination (tunnels, balance boards, safe climbers), travelling skills (tricycles, scooters, push/pull toys) and large manipulative skills (balls, hoops). Best practices also recommend that there are multiple pieces of equipment so that multiple children can participate in an activity at a time and that there are spaces for children of all ages, including infants. When weather does not permit outdoor play, children will have a variety of games and activities to utilize indoors for active physical play.

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces are not allowed. If we choose to provide a wading pool for the children, staff will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

We DO NOT HAVE A SWIMMING POOL ON THE PREMISES. The center WILL be using an off-premises (Sparta Aquatic Center) pool, wading pool, and/or water attraction for field trips. If we decide to utilize any of these off-premises, water-oriented facilities, staff will follow all safety and supervision requirements as specified by licensing rules.

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parent's about the child's activities and disposition for that specific day.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy.

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

At GROWING STARS, we promote healthy habits from the earliest years by making physical activity and nutrition a part of daily routines. Infants are provided opportunities for tummy time three times each day while they are awake. Use of equipment that restricts movements, such as swings and bouncy chairs is limited and is used for no more than 15 minutes at a time. Mobile children under the age of 2 are provided with at least 90 minutes of physical activity for every 8 hours in care, with 30 minutes being led by a teacher. Children two and older are provided with 120 minutes of physical activity for every 8 hours in care, with 60 minutes being led by a teacher. Our staff regularly encourages children to be active and join others in active play both indoors and outdoors. Our opportunities for physical activity are based in play and are developmentally appropriate. Activities are fun and engaging and draw upon a variety of gross motor skills. Children choose when to participate and when to rest. Preschool age children are rarely seated for more than 30 minutes.

GROWING STARS does not promote every day "screen time" or other technology. On the occasion that screen time is available to children it is aligned with the content of our curriculum and the time used will be limited to no longer than 60 min. No child is forced to engage screen time. Other developmentally appropriate activities are made available to children.

Night Care

We ARE NOT licensed to provide care between the hours of 9 P.M. and 5 A.M.

It is important that we communicate daily concerning the needs and interests of each child. The center offers parent-staff conference opportunities at least 2 times per year to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed,

parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, GROWING STARS provides scheduled conferences/written newsletters/parent bulletin board and daily conversations. To support healthy child development, we intentionally include information about physical activity, gross motor development and nutrition in our communications with families.

With parental consent and consultation, we try our best to coordinate programming activities with the local school district, Birth to Three agencies and/or any other agency for those families who have children who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP)

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

GROWING STARS has a written weekly program of activities, which are suitable for the developmental level of each child and each group of children. Teachers are responsible for creating and posting lesson plans each week. GROWING STARS uses the **Creative Curriculum**. The program provides each child with experiences which will promote all of the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth and literacy.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. GROWING STARS will launder the bedding after every five uses, or sooner if necessary. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play.

A crib or playpen is provided for each child less than one year of age. Children age one and older will sleep on a cot with a sheet and blanket, or on sleeping bags provided by the center.

CHILD GUIDANCE POLICY

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms; e.g. "you need to use an inside voice" rather than "don't yell". Rooms are set up to ensure that it is "child friendly" and arranged in a manner so the children can develop self-help skills. Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring, and inquire if this might indicate onset of an illness.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is similar to an extended form time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior of selectively ignoring disruptive behavior. Children are removed for a brief time. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again.

"Time-out" is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child. Time-out is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only by well-trained teachers and caregivers when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring. Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences." The child will be praised after completing the time-out, and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, **we will request a conference with parents to consider how to deal with the behavior.** If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care. In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfiting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, 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 or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Biting Policies

Our Program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our Program, then does not focus on punishment for the biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses: Care for and help the child who was bitten. Help the child who bit learn other behavior. Work with the child & parents who bit and examine our program to stop biting. Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. A meeting with parents may be necessary if the problem persists. We do not and will not use any response that harms a child or is known to be ineffective. We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten on the top of the hands

and the skin is broken, we recommend that they be seen by their health care provider. When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given a copy of our incident report form. When we experience ongoing biting in a toddler room, we develop a plan of action with strategies, techniques, and timelines to work on the problem. Biting is always documented on our standard incident report form. It is completed and signed by the teacher and administrator. It must also be signed by the parent. It is kept in the child's folder in the Office. The parents may request a copy to take home. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

CONTINGENCY PLANS

Fire and Tornado evacuation plans will be practiced monthly. The Director will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. Children/staff with Special needs will have a plan set in place for a safe evacuation. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and be taken outdoors to the far side of the parking lot to the sidewalk. School age children will go out through their entry way and out to the sidewalk as well. All other children will be taken outdoors to the far side of the playground, against the fence. The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. The director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to the Sparta High School Gymnasium until parents or another authorized adult can be reached and come for them.

In the event of a tornado warning, the children will be taken to the **School age room** by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

In the event of a lost child, the Center Director 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 within 24 hours after the occurrence. If a staff member is alone on the premise they will contact the five-minute emergency person.

In the event of severe weather children will be kept in doors and if necessary the tornado evacuation plan will be initiated.

Procedures for extreme heat or cold

The children may be kept indoors during inclement weather such as any of the following:

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

If there is a threat to the building or occupants, we follow the American Red Cross Guidelines available at: <http://www.redcross.org/prepare/disaster> depending on what the emergency may be. If possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed or police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

Loss of building services procedures are as follows, if the center should lose the use of heat, water or electricity before the center opens; parents will be notified by 6:00 AM and will be advised that the center is closed and the parent will be responsible for finding alternate care for their child until the situation is resolved.

If the center should lose the use of heat, water or electricity while children are in attendance, the Center Director will call the parents of all children to let them know the center will be closing and advise them to pick their child/children up within one hour.

If there is a medical emergency with a child or adult staff will perform first aid, initialing check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety.

When there is only one staff person on site with eight or less children we will ensure that an emergency provider is available within 5 minutes. That person will be trained on Shaken Baby Syndrome (SBS), and will sign a document agreeing to serve as an emergency back-up.

Reports to the department, the center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 *Licensing Rules for Group Child Care Centers*.

All emergency phone numbers will be posted in each room occupied by children as well as in the centers office, staff and kitchen areas in the center. The address and phone number of the facility will appear on the phone list.

A MOTOR VEHICLE IS IMMEDIATELY AVAILABLE AT THE CENTER AT ALL TIMES IN CASE OF AN EMERGENCY AND/OR THERE IS A PUBLIC OR PRIVATE RESCUE OR EMERGENCY VEHICLE AVAILABLE WITHIN TEN MINUTES OF A PHONE CALL. A first aid kit with supplies will be kept in vehicle at all times.

Emergency supplies such as radio and flashlight with extra batteries for both, first aid kit and blankets will be kept in the shelter area at all times. A flashlight is also kept in each classroom at all times.

Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any **special evacuation needs** the child will have and accommodations will be made to ensure their safe removal from the building.

HEALTH CARE POLICY

Sudden Infant Death Syndrome (SIDS)

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

- All infants will be placed to sleep on their backs, unless the **child's** physician's authorizes another position in writing.

- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.
- **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 will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

Child Illness

We are not authorized to care for mildly ill children. Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 101 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

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

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

In the event of a communicable disease exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.

Medication log procedure are as follows: All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. The director will review the medical log book every six months and document this procedure. Parents will have access to entries regarding their child. Trained/authorized personnel will only be allowed to administer medications.

Medications

Growing Stars 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 from a licensed physician.

All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will **not** double up. You will be notified and missed dosage will be documented in medical log.

Non-medicinal products:

Sun screen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name.

The center will maintain confidentiality of child and family in regard to health care needs. Information will only be shared with those staff that provides care to the child.

Cleanliness will be maintained at all times. Tables will be washed and sanitized before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

Infants and Toddlers:

Diapering: Follow Diapering procedures as displayed on wall above each diapering station.

Diapering Procedure 1. Before beginning the diapering procedure, clean your hands by using proper hand hygiene procedures (as detailed below). 2. To minimize contamination, prepare for diapering by getting out all of the supplies needed for the diaper change and placing them near, but not on, the diapering surface, for example: Enough wipes for the diaper change, including cleaning the child's bottom and wiping the teacher's hands and child's hands before putting on the clean diaper (wipes must be taken out of their container) A clean diaper A plastic bag for soiled clothes and a set of clean clothes (if soiled clothing is anticipated) Non-porous gloves (if used) A dab of diaper cream on a disposable paper towel (if used) Changing table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change) 3. Place the child on diapering table. Remove clothing to access diaper. If soiled, place clothes into a plastic bag. 4. Remove soiled diaper and place into a lined, covered, hands-free trash container 5. Use wipes to clean child's bottom from front to back (one wipe per swipe) and throw away into trash container. The diaper can also be left open under the child during the cleaning step and then discarded with the soiled wipes before continuing with Step 6. If gloves are used, they must be discarded at this time. 6. Use a wipe to remove soil from your hands and throw into trash container. 7. Use another wipe to remove soil from child's hands and throw into trash container. 8. Put on clean diaper and redress the child. 9. Wash the child's hands following the proper handwashing procedure. Return the child to the play area without touching any other surfaces. 10. Clean the diapering surface by spraying it with a soapy water solution and drying with a paper towel or by wiping it with a water-saturated paper towel or wipe. 11. Disinfect the diapering surface by spraying it with disinfectant-strength bleach-water solution (1/2-3/4 cup bleach per gallon of water) and wait at least 2 minutes before wiping (or allow to air dry). A quaternary ammonia-based product, prepared in accordance with label directions, may be used in place of bleach and water. 12. Clean your hands by using proper hand hygiene (as detailed below).

Handwashing Procedure 1. Moisten hands with water and use liquid soap. 2. Rub hands together away from the flow of water for 20 seconds. 3. Rinse hands free of soap under running water. 4. Dry hands with a clean, disposable paper towel or air dry with a blower. 5. Turn off faucet using paper towel. 6. Throw the used paper towel into a hands-free trashcan.

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

sanitized daily with a toy sanitizing bleach solution at the end of each day, unless needed sooner. Toys that can be laundered or placed through the dishwasher may be done weekly.

CHILD AND STAFF INJURIES

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

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to MAYO CLINIC HEALTH SYSTEM, 310 W MAIN STREET, SPARTA WI 54656. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

When children or staff is off-site for a walk or field trip, teachers will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed. If the injury is serious 911 will be called and taken to the nearest hospital.

Special Health Care Needs

When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child, but will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

Shaken Baby Syndrome (SBS)

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work in the center.

All children will need to have a **Health Report** on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at GROWING STARS. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

Children will need to be **properly immunized** and an immunization record will need to be on file within 30 days of the first day of attendance.

Child biting health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort. The incident will be documented in the medical log book and parent informed upon pick up.

CARE OF MILDLY ILL CHILDREN

We ARE NOT licensed to include care of mildly ill children.

NUTRITION POLICY

Food service personnel orientation and training:

The cook and any kitchen staff shall receive the annual mandatory training of at least 4 hours in kitchen sanitation, food handling and nutrition.

Meal time routines: We will provide breakfast, lunch, afternoon snack to all children in attendance at the times identified in the daily schedule. School-aged children will be offered an afternoon snack upon return from school. Children will eat family style and will be allowed to serve themselves. As caregivers we make sure the food we provide healthy, nourishing meals and understand that it is a child's role to decide whether and how much to eat.

Child guidance and food:

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils. Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

Meal time socialization:

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Our staff model health eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking unhealthy foods in front of children. Often times, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves.

Menu requirements, preparation and changes, age appropriate menu, USDA guidelines

GROWING STARS participates in The USDA Child and Adult Food Program. All food is prepared on the premises. We follow USDA guidelines when preparing and planning our menus. Serving sizes will match age appropriate amounts as outlined in the USDA guidelines. Any changes or substitutions in the menu will be posted with the original menu. Refer to Healthy Bites: A Wisconsin Guide to Promoting Childhood Nutrition for recommendations on specific nutrition policies related to fruits, vegetables, whole grains, meats, meat alternates and beverages.

See below our snack and meal schedule:

- x Breakfast
- x Lunch
- x PM Snack

Infant and toddler feeding:

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with

your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of immediately. Refer to Healthy Bites: A Wisconsin Guide to Improving Childhood Nutrition for more ideas on infant feeding policies.

School age children and eating: School age children will be offered a snack upon arrival after school.

Night care and food:

GROWING STARS does not offer night care.

Specialty menus/diets and food allergies:

Accommodations can, in most instances, be made when **specialty menus such as vegetarian and kosher** are requested by the parent. Arrangements need to be made with the Center Director and the parent will need to provide written authorization from a licensed physician at time of enrollment.

If your child has food allergies, parents must notify the center and include it on the Health form that is provided by the center or provide a doctor's note at time of enrollment or if found in future, immediately upon discovery. This will prevent any incidents from happening while in care. Food allergies/specialty diets will be posted in the classroom and the kitchen.

Menu posting:

WEEKLY records of meals and snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Kitchen cleanliness, dishwashing:

Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

Food storage:

Food will be stored up off of the floor and once opened, in airtight containers.

Food delivery:

We may order food from distributors and have it delivered to our facility. But, we will be preparing all meals in our kitchen.

Special treats, holidays, etc.

Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing a food-based treats with creative activities, such as a book or a goodies bag (ex: crayons, mini playdoh, bubbles, etc.)

Detailed kitchen instructions (equipment, requirements, food prep., hand washing, cleaning aids):

- GROWING STARS DOES have a kitchen with a stove refrigerator and microwave. The kitchen has been inspected and meets all building code requirements.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all of the sinks.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

TRANSPORTATION POLICY

Center provided transportation: GROWING STARS DOES NOT provide transportation for field trips and/or to and from school and/or to and from home.

Contracted transportation services: GROWING STARS DOES contract for transportation services. Contracted transportation services are provided through LAMERS BUS LINES, located at 1700 Old Airport Road Sparta, WI 54656. They can be reached at (608) 366-1925.

Use of staff vehicles: GROWING STARS DOES NOT transport children in staff vehicles.

NIGHT CARE

Growing Stars does not provide night care.

PERSONNEL

GROWING STARS is an equal opportunity employer. We will not discriminate in our hiring practices. When a position becomes available we will advertise locally. Qualified applicants need to complete an application form and provide documentation of their training and experience in child care. Job descriptions will be available for all positions. The owner is taking the position as the acting Director at this time but, if there is a time when this position may come open, the owner/Administrator will interview Director candidates and the Director will interview for all other positions.

There will be a 90-day probationary period for all new employees. Wages are based on training and experience. Pay periods will be bi-weekly on Tuesday's, unless it falls on a holiday, in which funds will be disbursed on the day prior.

Criminal Background Information:

The Director will need to do a complete background check within 60 days of hire and every year thereafter on

- All employees
- All volunteers used to meet staff-to-child ratios
- All individuals who are contracted by the licensee to provide services to children

The Department will conduct a complete background check every 3 months on the Licensee.

Staff must notify the licensee when any of the following occurs, ASAP, within 24 hours. This responsibility will be explained during new staff orientation. "Employee" refers to anyone subject to a caregiver background check, including substitutes and volunteers serving as staff.

- Employee has been or is being investigated by any governmental agency for any act, offense or omission, including charges related to abuse or neglect of a child or other client, or misappropriation of property.

- Employee has a substantiated finding against them for a charge listed above.
- Employee has had a professional license denied, revoked, restricted or otherwise limited.
- There are other known convictions, pending charges or other offenses which could potentially relate to the care of children or center activities.

The licensee must report such an occurrence to the licensing office no later than the next business day.

Employee files will be maintained on all of the staff at GROWING STARS. The staff record checklist will be maintained to document completion of **required forms** and **contract** for all staff. Staff is required to have **physical exams** upon employment. A **TB skin test**/result is also required upon employment responsible to the employee.

The owner will conduct annual performance reviews with the Director and with all staff at GROWING STARS.

Results of the performance review will assist the owner in determining a wage increase.

GROWING STARS offers full-time and part-time positions. Hours of work are determined by enrollment. Staff is expected to show up for work on time and to be prepared to get started immediately. If you will be late you are expected to call as soon as possible. We design our staff schedule around the children's arrival time and departure time. We need to be in compliance with staff/child ratios at all times. If you are unable to work due to illness or other situation you are expected to call the Director as soon as possible so she can make arrangements to have your position covered. If you fail to do so, it may result in termination of your employment at GROWING STARS.

One 60 minute, unpaid break will be given to all full-time employees. One week of paid vacation is granted after one year of employment to full-time employees. After 90 days of employment, staff is granted paid holidays. Paid holidays include: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. To be eligible to receive holiday pay, all employees must work the last scheduled day before the holiday and the first scheduled day after the holiday. These holidays need to be pre-arranged with your supervisor/Director.

Two paid Personal Days will be granted to all fulltime employees after one year of employment. These days must be pre-arranged with the Director and will not be used in conjunction with vacation or paid holidays.

Employees will Clock in and out with a personal 4-digit pin using the "Pro-care Management System." The System will be maintained by management and reviewed by the Director. Any attempt to falsify work hours will result in disciplinary action and possible termination. Employees will be paid bi-weekly. Each paycheck will include earnings for work performed through the end of the previous payroll period.

Since employment with GROWING STARS is based on mutual consent, both parties have the right to terminate employment at will, with or without cause, at any time. GROWING STARS will provide worker's compensation insurance as required by law. We will withhold the appropriate payroll deductions for taxes and other insurances as required by law.

Staff is required to attend the regularly scheduled staff meetings. Agendas for these staff meetings will be kept on file for licensing to review. Staff will be paid for the time they spend at staff meetings and the time they spend participating in the required continuing education.

Staff is required to communicate issues, progress, and any information with families. At GROWING STARS, our goal is to build strong, trusting relationships with the children and their families. Staff member's are required to incorporate "Family style dining" into their classrooms and are expected to sit with the children model eating.

Parking spots in the GROWING STARS parking lot are for parent drop off only. Unfortunately, employees will have to find parking along the street.

GROWING STARS expects each member of the staff conduct themselves in a professional manner as a mature adult, respecting each member's contributions. Comments and complaints should be made to the Director. Employment and family records and conduct at the center are considered confidential.

Staff may not place pictures of other staff and/or children/families on personal **social media**. Staff should refrain from "friending" families of children in their care. It is recommended to separate personal life from professional life. While using social media, please remember that we live in a small community and that information travels fast. Be responsible and respectful.

Dress Code: Employees are expected to dress in a professional manner that will allow them to appropriately perform their job duties. No long fingernails, high heels, open toed shoes, pants or leg wear with holes/tears, short shorts or short skirts will be allowed. All employees will be issued 2 GROWING STARS logo shirts and/or smocks to be worn daily. The care and cleanliness of issued items will be the employee's responsibility.

Cell phones are not permitted in any classroom at any time while children are present (unless authorized by Director). Please leave in car or a spot will be available for safe-keeping.

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

Disciplinary Action: If an employee's behavior is inappropriate or against an established policy s/he will be issued a verbal warning for the first offence. If the behavior continues or if an additional infraction occurs a written warning will be placed in the employee's personnel file. The third infraction would result in suspension or termination. **Sexual harassment will not be tolerated.**

In extreme cases of emotional instability, abusive behavior or theft, employees will receive immediate suspension without pay. Facts will be gathered about the incident and an employment decision will be made.

Reduction of Hours: If enrollment numbers decrease we may need to reduce the hours of employees. We will try to give all employees as much notice as possible and we will attempt to fill enrollment positions through child recruitment efforts.

Grievance Procedures: In the event an employee has a grievance regarding an employment issue, s/he needs to discuss it with the Assistant Director (if there is one) or Center Director immediately. At that

time the issue can be discussed and possibly negotiated. However, GROWING STARS owner/management will make the final decision.

Paid Vacation: After 1 year of employment, employees will be granted one week of vacation. This time needs to be pre-arranged with the Director. Other Benefits: None at this time.

ORIENTATION OF STAFF POLICY

ORIENTATION LIST

- Time frame for completion 251.05(2)(a)
- Licensing rule 251.05(2)(a)1
- Center policies 251.05(2)(a)2
- Center contingency plans (fire/tornado evacuation plans and use of fire extinguisher) 251.05(2)(a)3
- First aid procedures 251.05(2)(a)4
- Job responsibilities/descriptions 251.05(2)(a)5
- Childhood illnesses/infectious disease/hand washing/universal precautions 251(2)(a)6
- Schedule of activities of center 251.05(2)(a)7
- Child Abuse/Neglect laws and center reporting procedures 251.05(2)(a)8
- The procedures for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times, to include transportation 251.05(2)(a)9
- Child management techniques 251.05(2)(a)10
- Procedure for sharing information related to a child's special health care needs including any physical, emotional, social, or cognitive disabilities with any child care worker who may be assigned to their care 251.05(2)(a)11
- Procedures for reducing the risk of Sudden Infant Death Syndrome (SIDS) prior to employees first day of work 251.05(2)(a)12
- Procedures for contacting a parent if a child is absent from the center without prior notification from the parents 251.05(2)(a)13
- Information on any special needs of a child enrolled in the center may have and a plan for how the needs will be met 251.05(2)(a)14
- Confidentiality
- Emergency training including first-aid, CPR, and AED
- Procedures for tracking transported children

All staff, volunteers and emergency providers will have an orientation **within one week** of assuming responsibilities.

The orientation will include all of the items on the Staff Orientation Checklist (DCF-2026) provided by the state. This form documents the date, the person being oriented and the person performing the training/orientation.

Before beginning work, training on:

- Sudden Infant Death Syndrome (SIDS) must be completed by anyone caring for infants.

- Shaken Baby Syndrome (SBS) must be completed by anyone caring for children under age 5. Emergency training must include CPR and Automated Electronic Defibrillators (AED).

“Special health care needs” includes children with physical, emotional, social and cognitive disabilities.

The owner is responsible for the orientation of the Director and the Director will be responsible for orientation of all other employees.

The orientation checklist will be reviewed regularly and it will guide the Continuing Education Plan for the center. Items such as child abuse and neglect, emergency procedures and licensing regulations will be review at our regular staff meetings.

Staff will be trained to manage the established system of knowing the whereabouts of all children. Parents are encouraged to call if their child will not be attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child.

CONTINUING EDUCATION POLICY

We will document continuing education hours on the form provided by the state. Employees will maintain their own record of continuing education. These records will be kept in the employee file and reviewed by the Director on a regular basis. Also we require employees working with children to possess a certificate from The Registry, verifying training requirements have been met.

Staff is required to attend the regularly scheduled mandatory staff meetings. If we include topics that pertain to programming rather than GROWING STARS business, staff meeting hours may be counted as continuing education. Staff meetings will be held in order to share information, discuss issues and concerns and provide continuing education. Agendas for these staff meetings will be kept on file for licensing to review. We will conduct staff meetings every second Wednesday of the month and will be 2 hours long. Staff will be paid for this time.

Staff continuing education requirements for employees working more than 20 hours per week must earn 25 hours of continuing education each year. Employees working 20 or fewer hours must earn 15 hours of continuing education each year.

All staff must maintain a current certificate in **child and infant CPR and AED training**. Copies of certificates will be kept in employee files. Training in reducing the risk of SIDS and Shaken Baby Syndrome is also required.

All staff will be mandated reporters of **child abuse and neglect** and will make a report to **Child Protective Services at (608) 269-8600**. All staff will receive training every two years in child abuse and neglect recognition and reporting procedures and document in file.

All staff will receive training in the use of **fire extinguishers** as well as their location in the building.

GROWING STARS will provide all mandatory state trainings for employees. Any Staff that misses the mandatory training will have to make it up and **will not** be refunded if any cost incurs for the training. Staff will not be paid for any time that is used to make up the trainings.

Any courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year the credits were earned and for two years after.

A limited portion of continuing education can be obtained through reading pertinent information or viewing appropriate informational videos. The state provides a form to document this.

GROWING STARS will utilize a variety of community resources (**WECA, The Parenting Place (LaCrosse), Family Connections (Platteville), and The Registry**) to obtain the required continuing education. Staff may use naptime as a time to study if all duties for the classroom and children have been accomplished.

JOB DESCRIPTIONS

Center Director

Qualifications:

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the DCF approved combinations as stated in the rules book.
- Possess certificate from The Registry, verifying training requirements have been met

Duties:

- Ensures the safety of the facility
- Supervise planning and implementation of center's program
- Supervise staff
- Conduct staff meetings
- Orientation for new classroom staff
- Plan continuing education trainings for staff
- Organization/updating files
- Answering phones/tours of center
- Interacting with parents
- Shopping for supplies/groceries

Assistant Director

Qualifications:

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rules book under *Center Director*
- Possess certificate from The Registry, verifying training requirements have been met

Duties:

- Ensures the safety of the facility
- Supervise planning and implementation of center's program
- Supervise staff
- Assisting with planning continuing education trainings for staff
- Assisting with organization/updating files
- Fill-in for staff if needed

- Maintaining/Cleaning of Center if needed
- Answering phones/tours if needed
- Interacting with parents
- Shopping for supplies/groceries

Supervised by: Center Director

Child Care Teacher

Qualifications:

- At least 18 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rules book
- If working with Infants and Toddlers, must also have completed a course in the care of Infants & Toddlers.
- Possess certificate from The Registry, verifying training requirements have been met.

Duties:

- Lesson plans, implementing the plans
- Supervising daily activities for classroom
- Interacting with children and parents
- Maintaining classroom in orderly and clean fashion

Supervised by: Center Director and/or Assistant Director

Assistant Child Care Teacher

Qualifications:

- At least 18 years of age
- Satisfactorily completed 1 DCF-approved course, or be enrolled in a training within 6 months after assuming the position.

Duties:

- Assist the child care teacher.
- When fully meeting training requirement, may be the staff person in charge for first two, or last two, hours of the day.

Supervised by: Center Director and/or Assistant Director

Cook

Qualifications: Must be at least 18 years of age, and will receive 4 hours of orientation and training each year on proper food handling, kitchen sanitation and nutrition.

Duties:

- Preparing menus
- Preparing meals and snacks
- Maintaining sanitary conditions in the kitchen
- Washing and storing dishes
- Shopping for groceries

Supervised by: Director and/or Assistant Director