



PARENT HANDBOOK

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Welcome to *Beautiful Minds Child Care*, a childcare facility designed to meet the individual needs of your family. Beautiful Minds Child Care is licensed by the state of Wisconsin, Department of Children and Families. It is owned and operated by Bagwolff LLC and Jean Baglien Wolff, as a Limited Liability Corporation. An on-site director and the owner manage the day-to-day operations.

Beautiful Minds Child Care is licensed for 111 children at any one time. We serve children 6 weeks through 12 years old. We will never refuse to enroll a child based on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation. We comply with the Americans with Disabilities Act.

We offer several different options for care including full time (4-5 days per week), part time (3 days per week), drop in (as needed, but not guaranteed), and evening care. We are closed on New Year's Day,

Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Parents may use allotted vacation days to cover these holidays if they wish.

We offer a preschool program for 4 year olds and another for 3 year olds. We offer 4K through the Eau Claire Area School District. We also offer a full school age program with before and after school care, evenings, school breaks, and summer.

Mission Statement

We believe each child is unique and strive to let each child express their personality. Each child will be treated as an individual with unique needs, which will be met on a daily basis, and each family will be treated with respect and courtesy by our professional child development team. We employ a variety of teaching and play techniques to enhance each child's experience, but regardless the activity, we believe childhood should be fun, and will work with each child to instill a positive, fun sense of purpose.

We believe children learn best in an environment that nurtures their curiosity and creativity, while providing a safe, secure and stimulating place to learn and grow. We know how difficult it can be to find high quality childcare for families with schedules that do not fall into the typically structured workweek. We help provide a solution to your scheduling needs by offering excellent care and education services with flexible and extended scheduling options to accommodate your particular needs.

All staff is educated in the field of early childhood development and will meet the state regulations at all times to insure each child has a safe environment. Each family will be respected for their family's values and are welcome to participate in the child's care.

We value the opportunity to make a difference in your child's life, while providing support to you and your family. We will work directly with the school district, Birth to Three, and any other program that your family needs.

Delegation of Administrative Authority

Jean Baglien Wolff
Licensee/Owner/Administrator

Tonya Bauer
Director

Jennifer Thompson
Assistant Director

Lead Childcare Teachers

Assistant Childcare Teachers

Kitchen Staff

5-Minute Emergency Contact
Rachael Fischer

~STATE LICENSED~
April Callihan

Offering:

- Full day, part time, drop-in, AND evening childcare options!
- Flexible scheduling to meet the needs of families.
- Developmentally appropriate curriculum emphasizing learning through play!
- Childcare for children ages 6 Weeks ~ 12 years!
- Full 4 year old preschool program

Capacity of 111 children / 42 children after 9pm

Open Monday thru Friday 5:30am until 1am

Our Classrooms:

Baby Bears: Infant Classroom

Ages 6 weeks ~ 10 months (or when developmentally ready to move up)
*8 children/2 teacher

Penguins: Toddler I Classroom

Ages 10 months to 18 months (or when developmentally ready to move up)
*8 children/2 teachers

Turtles: Toddler II Classroom

Ages 18 months to 24 months (or when developmentally ready to move up)
*6 children /2 teachers

Ponies: Toddler III Classroom

Ages 24 months to 36 months (or when developmentally ready to move up)
*10 children / 2 teachers

Monkeys: Preschool I Classroom

Ages 30 months ~ 4 years (or when developmentally ready to move up)
* 16 children/2 teachers

Frogs: Preschool II Classroom

Ages 3 ½ ~ 4 ½ years (or when developmentally ready to move up)
* 12 children/2 teachers

Parrots: Preschool III Classroom

Ages 3 ½ ~ 5 years (or when developmentally ready to move up)
* 17 children/2 teachers

Zoo: Preschool III classroom/ School Age Classroom

Ages 5 ~ 12 years
34 children maximum

*Our classrooms are designed to maximize each child's opportunity for growth and development through age appropriate individual and group experiences. The age breakdowns listed above are established as a general guideline and each child's unique development will be considered when determining classroom placement. We work with the parents, administration, and teachers as a team when getting ready to move a child to the next group. Children are moved when they developmentally ready or when the team has determined it is appropriate.

General Information

- Beautiful Minds Child Care is licensed by the State of Wisconsin's Department of Children and Families. We are inspected regularly to ensure that we meet licensing standards. Regular inspections are done to ensure that licensing standards are continuously met. Our licensing certificate, the results of the most recent inspection, any notices of enforcement action, stipulations, conditions and exceptions or exemptions, and a copy of the licensing regulations are posted at the front entrance of the building.

- Distribution of tuition information, receipts, and any other information for parents and guardians will be in individual slots by the check-in area at the front entrance of the building. All center policies and procedures are detailed in this manual, which is given to each family during the enrollment process. A completed signature page indicating that you have read and agree with these policies and procedures will be retained in your child's file.
- **Smoking is not permitted anywhere on the premises of the center, indoors or outside.**
- NO firearms or other significant hazards that pose a risk to children and staff are allowed in the building.
- The center has a fish tank for the children's enjoyment. No other pets will be allowed on the premises. If new pets will be added in the future, a notice will be posted to inform parents in advance, and will state whether or not children will have access to the pet(s). Any allergies children may have will be taken into consideration.
- We will post the following items for parents' review at the front entrance on the parent information board: license certificate, a complete copy of operating policies and procedures, parental notices, the results of our most recent licensing monitoring visit, a notice of enforcement action, stipulations, conditions, exceptions or exemptions, and menus.
- Records of all children are confidential. Persons having access to these records shall be the parent/guardian, persons authorized in writing by the parent/guardian or a court order to receive the information, administration, and the child's teacher(s).
- It is our policy to remain neutral in all custody matters. Furthermore, the center may not serve as a visitation site. As a condition of enrollment, a copy of the signed custody decree that indicates who has primary placement of the child, a copy of the current custody agreement, and a copy of the visitation schedule must be on file in the center. Parents are to notify the center immediately of any changes in the order. This notification must be in the form of a signed court order.
- In the event that a parent chooses to enroll a child without including the child's other biological parent on the authorized pick up list, the enrolling parent must provide a copy of an official court document which indicates that the non-enrolling parent is not authorized to pick up the child. Absent of that document, the center does not have the authority to restrict the non-enrolling parent from picking up the child, and we may release the child to that parent, provided the non-enrolling parent has legal documentation stating his or her paternity or maternity of the child. This confidential information will remain in the child's file.
- Parents frequently ask our teachers to baby-sit. Beautiful Minds Child Care does not take responsibility for any services that an employee may provide outside of the program. We simply ask that any arrangements not conflict with the employee's work schedule. Any parent who approaches a Beautiful Minds employee in the hopes of hiring the employee as a full-time nanny may be asked to leave the program immediately.
- The program maintains facilities so they are free from harmful animals, insects, and poisonous plants.
- Our program is committed to providing quality care for all children. If a child is enrolled in the program and has a special need, the program will make every effort to accommodate those needs within reason. While working with various county agencies and the parents, this information will be shared with staff assigned to care for that child.
- As a child care center, all staff members are required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. We must notify the proper authorities if we suspect that any child is being improperly treated.
- Our facility was remodeled prior to opening in January, 2012. Maintenance of the facility and equipment in the facility is regularly monitored, and repair and replacement is done as needed.
- Beautiful Minds Child Care is covered by liability insurance in the amounts required by DCF.

Admission/Enrollment

- Enrollment is open to all children regardless of race, sex, religion, national origin, ability or sexual orientation.
- We value the rights of all children, regardless of their diverse abilities, to participate actively in a natural setting.
- Children ages 6 weeks through 12 years may be enrolled on a full or part time basis.
- *Beautiful Minds* understands that not everyone's schedules are the same; therefore we offer flexible childcare options to meet the individual needs of your family, including part time, evening, and drop-in.
- Prior to enrollment, a parent/guardian is required to meet with the Administrator and/or Center Director in order to review program policies and procedures, as well as to discuss any special needs that your child may require.
- Reasonable accommodations will be provided for a child with disabilities as specified under the Americans with Disabilities Act.
- Your child is considered enrolled on the first day they attend and is considered no longer enrolled after one week of absence with no payment or written notice. The position will be made available to the next child on the waiting list. You will be charged for a 2 week notice to end care.
- Any child that will be out for an extended period of time (due to maternity leave of the mother, extended vacations, layoffs, or such) are required to pay the minimum of 3 days a week to hold their position, unless prior arrangements have been made with the administrator or director only. Drop in care is also available during this time, but will not hold a position in the center.

- ❑ If a child will not attend on a regularly scheduled day, parents should let management know within one hour of their normal drop off time.

Payments

- ❑ Weekly rates apply for children enrolled five or three days per week.
- ❑ Daily rates will be charged for children attending the center on a drop in basis.
- ❑ *Beautiful Minds* does allow for call drop-in care if prior enrollment and registration forms have been completed and accepted. 24-hour advance notice is requested for drop in care and will be granted based on availability that allows for adequate teacher-child ratios to be maintained.
- ❑ *Beautiful Minds* requires a non-refundable registration fee upon enrollment and annually thereafter. This fee must be paid in full prior to the child's first day of attendance. Your child's space in the program will not be secured until the registration fee has been received. All deposits are considered non-refundable.
- ❑ If you pay a deposit to hold a position, you must fill out a contract and interest form with a start date. This is an anticipated start date and we understand that situations may change.
- ❑ Payment is due on Friday for the next week of care.
- ❑ Drop in fees will be collected at the time of service.
- ❑ Payment is considered late if not received by Monday.
- ❑ A \$20 late fee will be assessed for all late payments. Subsequent care will not be provided until your account is paid in full or payment arrangements have been made with office.
- ❑ Checks should be made payable to "Beautiful Minds" and placed in the tuition box located outside of the Office at the front entrance of the building. A \$30 fee for any returned checks will be added to your account. If three checks are returned, we will no longer accept checks on the account.
- ❑ If you qualify to receive financial aid from an outside source such as human services, you must show proof of authorization validated within 2 weeks of starting.
 - ✓ Until authorization is complete a minimum payment of \$50.00 a week must be paid on account.
- ❑ Any co-payment that is due will be collected according to the above stated payment policy. All families with an account balance over \$100 at the end of the week will not be able to return for care until the balance is paid; and then only if there is still space available for your child.
- ❑ Beautiful Minds Child Care will announce any tuition increases at least one month in advance.
- ❑ NO refunds will be given for days when children do not attend for illness or other reasons.
- ❑ Parents must give a 2 week written notice of their intent to withdraw the child. Personal days or vacation days cannot be used by the parents during their two week notice; all fees must be paid in full.
- ❑ A 10% discount will be offered to families with two or more children attending on a regular, full time basis. 10% will be deducted from the lesser of the childcare rates due. For example, if you have a four-year-old child and a 9-month-old child both attending on a regular basis, childcare rates would be calculated at 100% for the 9-month-old and at 90% for the four-year-old.
- ❑ A 10% discount will be given to all military families enrolled in the center.
- ❑ Field trips are a part of our activities in some of the older classrooms. The cost of field trips is an extra cost.
- ❑ Each family is given keys to access the building.
- ❑ There is a \$10 deposit for each key. When keys are returned the amount \$10 will be returned. If you lose a key, there will be a \$10 replacement fee added on your account.
- ❑ Accounts not paid in full at the end of your enrollment will be sent to collections if not paid within 2 weeks of leaving, or payment arrangements made before leaving.
- ❑ In the event your account is sent to collections you will be assessed a 35% collection fee on the balance.

Scheduling Policy

- ❑ Your child may only use up to 12 hours of care a day.
- ❑ Children may not be in child care for more than 12 hours per day, without a state approved exception.
- ❑ You will be charge \$10 for every 5 minutes you are late past time we close.
- ❑ You may not bring in your child earlier than your contracted hours unless you have it approved by the director. Bringing your child in early may put the center out of ratio. The staff arrival is based on the scheduled needs of the center.
- ❑ If you are going to be late picking up your child, we ask that you call the center ASAP. If a child is not picked up within a half hour of their scheduled time the parents will be called.
- ❑ If your schedule rotates each week and varies in hours, you must submit it to the director by Tuesday for the following week.

- If your schedule is not turned in by Tuesday, your child will be scheduled for full time, and you will be responsible for paying for the time they are scheduled.
- If you are in need of a more flexible schedule, and may not always need the same days, you are welcome to use our drop-in care service. However keep in mind that we will not guarantee care will be available for your child. Only children enrolled 3 or 5 days will be guaranteed care.

Vacation Policy

- Children who are attending on a regular, full time basis will be allowed 10 days of vacation/sick time per calendar year.
- Children who are attending on a regular, part time basis will be allowed 5 days of vacation/sick time per calendar year. Any children on "drop in care" status will NOT receive vacation days. You will not be charged childcare rates on these days.
- Children must be enrolled in the center for at least 3 months before they can start to use vacation/sick days.
- Children enrolled in our Summer Program will be allowed to use 5 consecutive days in the summer. This is only if you are planning for your child to be gone for a week. These vacation days cannot be used 1 day at a time.
- All families that have a "balance due" will not be allowed to use a vacation/sick day until their balance is paid in full.
- There is not vacation days available for drop-in care enrolled children. If you schedule your child for a day of drop-in care and then do not need it, you will be charged, unless you give us a 24 hour notice that care is not needed.
- Vacation/personal days cannot be used during your two week notice to end care.
- Please schedule your vacation days at least one week in advance; using a vacation request slip located next to the tuition payment box near the front entrance. In order to utilize a vacation day, you must fill out a request slip and submit it to management or you will be charged the regular tuition amount due.
- After your allotted vacation days have been utilized, childcare rates will be charged for all subsequent absences on regularly scheduled days.
- We understand that sick days cannot be scheduled in advance, but ask that you please notify the center immediately if your child is not well enough to attend on a scheduled day. If you want to use a vacation day as a sick day, you must inform management.
- Vacation days may not be carried over to the next contracted year. A year is figured by your child's start date.

Holidays

- The center will be closed on New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.
- Services will be provided on New Year's Eve; however the center will close at 6pm.
- All regular fees will be charged for these days.
- Parents may use allotted vacation days to cover these holidays.

Drop off and Pick up of Children

- Our doors open at 5:30am; we cannot allow you to drop off your child prior to this for any reason.
- Your child must be signed in and out via the computer system by a parent/guardian or authorized adult, as specified on your child's registration form.
- A current phone number must also be kept on file where you can be reached throughout the day.
- Please take your child to the room they are to go to. Do NOT leave children unattended in the hallways. If your child wants to wave good-bye, get a teacher or the director to watch them while they do this.
- Please call the center and let us know if your child will not be attending as scheduled.
- We will attempt to contact parents if a child has not arrived at the center within 30 minutes of his/her scheduled time.
- You will be charged for all scheduled days whether your child attends or not.
- All emergency contact persons listed on your child's enrollment form should be notified that you have listed them and must be available for picking up your child within one hour.

- ❑ **Children will not be released to any person who is not authorized by the parent/guardian.**
- ❑ Prior written consent must be given by the parent/guardian in the event that any person, other than those listed on the child's registration form should need to pick up a child.
- ❑ In addition to consent by the parent/guardian, the person picking up will also be required to show proof of identification.
- ❑ All children who are under the age of 8 are required to have a car seat. We are required to notify the police if you are improperly transporting children.
- ❑ If a parent/guardian 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 person. We will not hesitate to call the local authorities if we feel that a child is in danger.

Withdrawal

- ❑ In order for a parent to withdraw from childcare services, a written notice must be given two weeks in advance. Regular tuition payments are due during this time.
- ❑ You are responsible for all fees during those two weeks, even if you do not give a two week notice.
- ❑ If a regularly scheduled child is absent from the center for a period of one week or longer without notification, it will be considered parent initiated withdrawal and a 2 week notice will be billed to your account.
- ❑ We will make every attempt to meet the needs of every family and child in our program. However, we realize that one program may not be the ideal environment for every child. If this is the case, we will provide every opportunity to discuss the situation and work towards a mutually agreeable outcome.
- ❑ A child may be discharged from the center for reasons such as, but not limited to:
 - ✱ Failure to pay fees on time
 - ✱ Lack of parental cooperation
 - ✱ Inability of childcare program to meet the needs of the child (referrals can be made)
 - ✱ Failure to complete and return required forms
 - ✱ Violation of any policy rule
- ❑ Non-compliance situations will be discussed with parents/guardians and documented in a child's file.
- ❑ Management also reserves the right to discharge a child without notification if she/he feels that such action is necessary for the safety and well-being of other children and staff.
- ❑ Child behaviors will be documented and parents will be notified when a child hurts themselves, staff members or other children. If the child's harmful behavior continues, the child will be terminated.
- ❑ To appeal any decision of discharge a meeting will be set up with the parents and management to determine the best plan.

Forms and Records

The following forms must be completed and returned to the center on or before the child's first day of attendance:

- ✱ **Childcare Enrollment Form**
 - ✦ This form is required on the first day of attendance.
 - ✦ Be sure to fully complete this form including the first day of attendance, who is authorized to pick up your child, and all emergency contacts.
 - ✦ Emergency contact MUST be someone who can be available to pick up within an hour.
 - ✦ Enrollment form must be updated annually or if your family moves.
- ✱ **Health History and Emergency Care Plan Form**
 - ✦ When filling out the health history form be sure that you have given us all the emergency information regarding procedures for emergencies and allergy information.
- ✱ **Food Program Income statement**
 - ✦ This form is required by the last day of the first month your child starts care.
 - ✦ This form gets updated every August by everyone.
- ✱ **Intake for Child Under 2 year**
 - ✦ This is required for all children under the age of two and must be submitted on the first day of attendance to assure that we are providing the same routine for your child as you would at home.

- ✦ This form also helps us understand and care for children who are not able to communicate yet.
- ✦ This form needs to be updated every three months for changes. If you make changes sooner, please ask your child's teacher for the form to update.
- ✦ Please note for all infants are required to be put to sleep on their back. The parents must sign the SIDS information statement on this form.

✦ **Child Intake form**

- ✦ This is for all children over the age of two and must be submitted on the first day of attendance to assure that we are providing the same routine for your child as you would at home.
- ✦ This form also helps us understand and care for children who are not able to communicate yet.
- ✦ This form needs to be updated every six months to 1 year for changes. If you make changes sooner, please ask your child's teacher for the form to update.

✦ **Child Insurance information**

- ✦ This form asks for child insurance information and gives us permission to seek medical care or treatment for your child. Having insurance information available in case of an emergency can be very important.
- ✦ Please fill out the form and return it to the office with all other paperwork. We can copy your insurance card if you wish to attach a copy of it to this form.

✦ **Immunization Record**

- ✦ This needs to be filled out and in your child's file within 30 days of their first day of care.
- ✦ Each time your child receives a new vaccination, you must update this form.
- ✦ If your child is overdue for immunizations, you must provide an appointment date to enroll your child or your child will not be able to attend until immunizations are taken care of.
- ✦ If you do not immunize your child make sure you have a completed and signed the bottom section of this form.
- ✦ If a child is under immunized because of a medical condition (documented by a licensed health professional) or because of the family beliefs, and is exposed to a disease that is vaccine preventable, that child will be removed from the classroom and will wait in the office while the parents are notified.
- ✦ If you need help getting your child immunized and cannot afford it, contact the health department at 715/833-6933.

✦ **Child Health Report**

- ✦ This must be completed and signed by a health care professional and must be dated no earlier than 6 months prior to the child's admission and no later than 30 days after admission.
- ✦ All children under the age of 2 must have a new physical on file every 6 months. All children over the age of 2 must have a new physical on file every 2 years.
- ✦ If your child is overdue for a well-child check, you must provide an appointment date to enroll your child or your child will not be able to attend until immunizations are taken care of.
- ✦ If you wish for us to mail in physical & immunization papers for you, you must sign a release for us submit to the doctor's office.
- ✦ All children who have already been in school do not need a physical on file.

✦ **Signed Parent acknowledgement, photo consent, and contract**

- ✦ This is verification that you have received and understand our policies.
- ✦ This form is required on the first day of attendance and annually thereafter.
- ✦ We ask that all parents sign for their child to be in public pictures.
- ✦ We have a website and Facebook page and occasionally the paper or TV may come in.
- ✦ If you do NOT want your child to be photographed please let the director know.
- ✦ Your child will NOT be photographed for public viewing without this form.
- ✦ The contract lets us know the hours of care and what meals they will be attending for.
- ✦ Please note that this is a legal document and all changes in contracts require a 2 week notice to change or terminate your child's position.

☐ All information obtained will be kept confidential.

- ❑ Records will be available only to the child's teachers, program administrators and authorized personnel of appropriate licensing and/or referral agencies, as well as the child's parents or legal guardians and anyone authorized with a court order to do so.
- ❑ A copy of the enrollment form will be given to each child's teacher so that they have access to emergency information if necessary.
- ❑ Copies of court orders are also kept with each child's teacher so they have it available in case of an emergency.
- ❑ Failure to complete the forms at the required times may result in termination of your child's position.

❑ **What to bring and what we provide**

✚ **Please label all items clearly with your child's name or initials**

- ✚ Disposable diapers-if your child is in diapers, please send an adequate daily supply. If you choose to send them in bulk, your child's teacher will notify you when the supply is getting low. All diapers will be labeled with your child's initials.
- ✚ Baby wipes-we ask that every child in diapers bring in a box of wipes. Teachers will notify you when the supply is getting low.
- ✚ Lotions and ointments (if applicable)
- ✚ Bottles at least three so they have a chance to be washed before reusing.
- ✚ Formula or breast milk (unless using daycare provided formula)
- ✚ Toothbrush
- ✚ Full change of clothing to be kept at the center (including underwear and socks). Please put clothes in a zip lock bag and label it with your child's name.
- ✚ Outdoor wear for the winter
- ✚ Swim suit and towel in the summer
- ✚ Blanket
- ✚ Pacifier (if needed)
- ✚ Slipper or indoor shoes for all children and staff.

❑ **The center will provide the following:**

- ✚ Cribs/pack 'n plays and sheets
- ✚ Sleeping cots and sheets
- ✚ Developmentally appropriate toys/equipment
- ✚ Nutritious meals and snacks
- ✚ Simply Right Complete Milk-based Infant Formula with Iron
- ✚ Infant cereal and baby food
- ✚ Toothpaste
- ✚ Adequate space for personal belongings

- ❑ Your child will experience a variety of fun, interactive activities including outdoor play each day, weather permitting.
- ❑ We will try our best to avoid unnecessary messes, but it is likely that your child will leave the center wearing some evidence of this fun! Please dress your child accordingly so that he/she will be comfortable and able to participate fully in our daily activities.
- ❑ Beautiful Minds Child Care is not responsible for stained clothing.
- ❑ It is recommended that you leave an extra set of seasonal outerwear at the center, such as a sun hat, a sweatshirt, snow pants, and boots; as children will play outside daily, weather permitting.
- ❑ Each child will be provided with adequate space for storing personal belongings in the classroom. However, it is suggested that your child bring only those items that are necessary, as toys can easily be misplaced in the classroom.

Curriculum

- ❑ Play is the major component of our program.
- ❑ Play is essential for every child's wellbeing and development.
- ❑ New concepts, improved skills and enhanced comprehension come to children through play.
- ❑ While playing, children learn to originate and organize ideas, become more flexible in problem solving and develop longer attention spans.

- During play, children also learn to communicate their thoughts, feelings, ideas and needs.
- Play encourages children to experience the world around them and develop imaginations that take them anywhere they want to go!
- We offer many stimulating choices in a safe, nurturing environment that promote each child's individual growth and wellbeing.
- A flexible daily program is planned to provide a balance of small and large group activities along with a strong focus on individualized care.
- Learning activities are developmentally appropriate and are emphasized through play and exploration.
- Our classrooms provide a variety of opportunities for children to discover the world around them through hands-on activities in creative expression, imaginative play, music, language arts, math, science, cooking and large and small motor skills activities.
- As a center we follow the WMELS (Wisconsin Model Early Learning Standards) when we prepare our lessons. Our curriculum will include the following areas of development:
 - ✿ Health and Physical Development
 - ✿ Social and Emotional Development
 - ✿ Language Development and Communication
 - ✿ Approaches to learning
 - ✿ Cognitive and General Knowledge
- Detailed daily schedules are posted in each classroom.
- A written plan for the morning activities is posted in each room over age 2. Children will be offered something different every morning; however this is a more structured time of the day.
- Classroom teachers are responsible for preparing a weekly, theme-based lesson plan for each classroom. These are also posted in each classroom.
- We do not include specific religious instruction within our curriculum. However, we strive to maintain a loving environment that emphasizes good will towards one another and an appreciation and reverence for the earth and all living creatures. Acceptance and appreciation for each individual child's religion/spirituality will be demonstrated by all staff members.
- Celebration of the following holidays will take place within the center: Martin Luther King, Jr. Day, Valentine's Day, St. Patrick's Day, Easter, Fourth of July, Halloween, Thanksgiving, Christmas and birthdays of children and staff. If there are additional holidays or celebrations you would like us to address, please feel free to discuss them with your child's teacher.
- *Beautiful Minds Child Care* does not have pets in our classrooms. There is an aquarium in the main hall of the center. If the opportunity should arise for pets/animals to be brought to the center at any time, parents will be notified in writing in advance.
- Children also may be taken on walks within several blocks of the center, weather permitting. If you wish that your child did not participate in walking fieldtrips, please notify your child's teacher or the Center Director.
- During the summer, each classroom will have an opportunity to play in the water every week. We ask that parents bring in a swim suit and towel to be left here for these days. Children that are not potty trained need to also have swim diapers on hand. The pool is emptied and sanitized with bleach after each use.
- We incorporate cultural diversity in our curriculum through food, literature, and art. We encourage families to provide ethnic materials and recipes to help educate the children on other cultures.
- If any families wish to share with the center or their child's classroom information about their culture, a musical talent, or would like to help out in any other way, please talk to your child's teacher. Volunteers are always welcome.
- All transitions from one activity to another will be planned using activities, songs, chants, and games to provide as little wait time as possible. A schedule is posted in each classroom to help children make transitions easier and have an idea of what to expect at all times of the day. Children are also notified in advance that a transition is coming.

Assessment

- Child assessment is an ongoing part of the daily routine.
- Each child will be assessed using the "Ages & Stages Questionnaires" within 3 months of enrollment. This assessment is sent home with parents to fill out and return.

- Staff will use a developmental checklist to assess child skills and check for red flags every 6 months.
- Individual child assessments will be kept in their portfolios and will be locked up so that the information is kept confidential.
- Assessment provides important information that helps the program monitor each child's development and learning, guides planning and decision making, identify children who might benefit from special services, identify children's interests and needs, communicate with families, and know where we need to improve our program.
- Formal assessments, such as norm-referenced and standardized tests, may be used during a referral process when seeking information on eligibility for special services or when collecting information for overall program effectiveness. Formal assessments are used by the staff from the program doing the assessment, such as Birth to Three or Eau Claire School District.
- The "Ages & Stages Questionnaires" and Child Development Checklists will be shared with families at parent teacher conferences two times per year or more often if needed.
- Parent-teacher conferences are an important step in building the bridge between home and school to ensure the highest quality of education for children. The purpose of parent-teacher conferences is to discuss the academic, behavioral, and social well-being of your child.
- As a team parents and teachers will set goals for their children to help with their development. Progress towards these goals will be shared with the parents in forms of notes and conversations with the parents.
- For more information about our assessment tools, please talk to your child's teacher or to management.
- Teaching staff are trained in the assessment process at orientation and annually thereafter. Teachers are trained on the purpose of assessment and on effective ways to do assessment. Children will be assessed by their classroom teacher that they are comfortable with, to ensure accurate results. The results of assessments are shared with parents at conferences or more often if needed.
- When staff suspect a child has a developmental delay or other special need, this possibility is communicated to families in a confidential, supportive meeting. Working as a team to ensure the best education and care for your child is very important. Staff will document all concerns and explanations for concerns, talk to administration, set up a meeting with parents, and offer resources to help. Staff is trained in confidential matters and will not discuss your child with anyone except administration, co-teachers involved, parents, and anyone the parents give written permission to.
- Staff and administration will help support any child needing special services (including physical therapy, occupational therapy, speech therapy, and/or any other specific service). Staff and administration encourage parents to be advocates for their children and their needs. Services can be received while in care at the center. Administration and staff will also help with the referral process for any child. If you need assistance with a referral or finding the right referral for your child please talk to your child's teacher or the administration.
- Resources of assistance can also be found in a binder in the family resource area at the front of the building.
- Staff and administration have contacts through the Eau Claire Area School District to help with referrals and choosing the right referral for your child.

Outside Times

- All classes will be given 2 outdoor times, one in the morning and one in the afternoon. The evening care will go outside after supper during the summer hours. It is very important that all children get outside when weather permits. The temperature for when children may go outside is as follows:
 - ☀ Infants and Toddlers above 20 degrees with a wind chill above 20 degrees and below 90 degrees

- ✿ Ages 2 and up over 0 degrees and below 90 degrees
- ▣ **Playground Safety**
 - ✿ Children under the age of two cannot be on climbers over 3' tall
 - ✿ Children over the age of two are not permitted in the infant swings
 - ✿ Children over the age of 3 are not to ride on toddler toys
 - ✿ Only one child on the slide at a time
 - ✿ Children must swing on their bottoms only
 - ✿ No jumping from the swings
 - ✿ No twisting the swings
 - ✿ Children must go down the slide only, not to climb up
 - ✿ Children may not climb on top of climbers
 - ✿ No throwing sand
 - ✿ Sand is to stay in the sand area
 - ✿ No digging except for the sand area
 - ✿ No allowing children to leave the playground by themselves for any reason
 - ✿ Staff will supervise children at all times and not be involved in socialization
 - ✿ Children are not allowed to go into the building for any reason unsupervised
- ▣ **Outdoor protection**
 - ✿ Children need to wear clothing that is dry and layered for warmth in cold weather. Please make sure your children have adequate clothing for indoor and outdoor activities.
 - ✿ Children will have an opportunity to play in the shade and the sun. Sun screen will be applied to all children that have permission from their parents on file. Children without permission to apply sunscreen will have limited play in the sun to protect them from sun burn.
- ▣ **Field trips**
 - ✿ We try to provide outside activities as much as possible.
 - ✿ We will try to schedule a field trip for the preschool age children at least once a month.
 - ✿ The school age summer program will go on field trips at least 3 times per week.
 - ✿ Permission slips will be collected ahead of time for all children.
 - ✿ All field trips will be planned in advance (except for walks in the neighborhood). Parents will be notified in writing and must sign a permission slip allowing their child to attend.
 - ✿ To ensure the safety of the children while on walks, staff must always go with another teacher. One teacher will lead the group and one teacher will be last to ensure that no children are left behind or wander off.
 - ✿ All emergency contact information for children must be kept up to date at all times. Please notify staff immediately if you have a change in your contact information.
 - ✿ An emergency bag with parent contact information will be taken with on the field trip/walk.
 - ✿ Parents are welcome to join us on field trips. Please talk to your child's teacher if you wish to join us.

Transportation Policy

- ▣ Our center does provide chartered transportation for field trips but does not provide transportation to and from school and/or to and from home.
- ▣ Parents will be notified of any upcoming field trips in writing and will be required to sign a transportation permission slip.

- ❑ To be sure no child is left unattended in a vehicle, an attendance form will be carried along, with children checked whenever they board the vehicle and whenever they exit.
- ❑ General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teachers in charge.
- ❑ A first aid kit will always be in the vehicle.
- ❑ The vehicle will be kept clean and uncluttered, with the aisle open for quick exiting.
- ❑ Smoking is prohibited in the vehicle.
- ❑ Should there be an accident, the center administrator must verbally inform the licensing office within 24 hours, and provide a written report within 5 business days after the incident.
- ❑ Children may not be unattended in a vehicle.
- ❑ A second adult, in addition to the driver, must be present if more than 5 children under the age of 5 are in the vehicle, or if more than 3 children are under 2 years in age and have a handicap that limits their ability to respond in an emergency.
- ❑ When transportation is contracted or chartered, the name, address, and phone number of the contracting firm and after-hours contact information for a representation of the firm will be on file at the center.
- ❑ Staff vehicles will not be used to transport children, other than in case of an emergency

Infant care

- ❑ We take infants starting at the age of 6 weeks.
- ❑ It is very important to us that we know your routine at home so that we can try to follow that same routine here.
- ❑ Make sure that before you start that you take the time to fill out the intake under two forms as complete as possible.
- ❑ Parents will receive a daily communication sheet from their infant's teacher stating what the child did that day. The form will include: feeding times and how much was eaten, naps that were taken, diaper changes, and any comments on how the infants day was.
- ❑ Parents are required to supply
 - ✱ Diapers -at least enough stock to keep on hand for a week
 - ✱ Wipes-a container to stay at the center. Refill bags can be brought in after the first initial container
 - ✱ Bottles-at least 3 to 4. They will be sanitized at the center.
 - ✱ Formula, unless using center provided formula (formula brought into the center must be in a factory sealed unopened can)
 - ✱ Breast Milk- should be bagged and frozen. Requests that parents bring in at least a 3 day supply (if applicable)
 - ✱ Extra Clothes
 - ✱ Pacifier to stay at the center
 - ✱ Blankets
- ❑ Infants will have floor play and tummy time each day to develop large motor skills.
- ❑ With older infants, sippy cups, pacifiers, and/or bottles are not allowed to be carried around the classroom, however water is available at all times to children that want to drink, but will be served at the table or in a highchair.
- ❑ Infant providers encourage language development through reading stories and talking to the babies during changing time, feeding time, and while rocking them.
- ❑ Infants are introduced to sensory experiences, which may involve messy things.
- ❑ Music is played in the room to enhance audio stimulation.
- ❑ Infants who are not able to hold their own bottle will be held during feedings.
- ❑ Infants are not allowed to sleep in swings or car seat and will be placed on their backs to sleep to reduce the risk of SIDS.

- ❑ Employees will always lay infants to sleep on their back (considered to be the safest and healthiest sleeping position) unless the child's parent and doctor sign a waiver.
- ❑ The use of sleep wedges or positioning devices for infants is not allowed without a doctor's order.
- ❑ Infants and toddlers will be supervised within sight and sound at all times.
- ❑ All infants and toddlers will sleep in their classroom so that they are always in sight and sound of the teachers.
- ❑ While infants are sleeping in cribs, staff will check on them regularly to ensure safety.
- ❑ All infants and toddlers shall be easily seen either in the direct line of sight or by staff slightly adjusting their position, even while sleeping.
- ❑ Supervision of children is the responsibility of all teachers in the room. If additional help is needed, staff will call the office for assistance.
- ❑ Infants will be allowed to sleep on their own schedule.

- ❑ Infant cribs and pack and plays meet or exceed safety standards required by the state.
- ❑ Blankets cannot be used in a crib for infants under 8 months of age. If a blanket is used for infants over 8 months of age, the infant will be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- ❑ The infant's head remains uncovered during sleep.
- ❑ With the exception of meals and stroller rides; "Bucket time" or being placed into containers will be limited to no more than 15 minutes at any one time. Infants will instead be placed on the floor mats and given room to move and the opportunity to build support muscles.
- ❑ Our classrooms are designed to maximize each child's opportunity for growth and development through age appropriate individual and group experiences. The age breakdowns listed above are established as a general guideline and each child's unique development will be considered when determining classroom placement. We work with the parents, administration, and teachers as a team when getting ready to move a child to the next group. Children are moved when they developmentally ready or when the team has determined it is appropriate.
- ❑ Infants/ Toddlers will be kept with their teacher as long as the room is still age appropriate for that child. We look at development of children and / or if they are "rough" (ie: a biter) with the other children in the group and if another infant/toddler group would be more appropriate.
- ❑ Infants younger than 12 months should not have pillows, quilts, comforters, sheep skin, stuffed toys or other soft items in their cribs.

Toddler Care

- ❑ Toddlers are becoming more independent.
- ❑ These are a very busy classroom and the teachers in these rooms watch very closely as biting may start in this room. Biting is often a child's way of communicating.
- ❑ Sippy cups are not allowed to be carried around the classroom, however water is available at all times to children that want to drink, but will be served at the table or in a highchair.
- ❑ Biting is a natural way of communication for this age and they will outgrow it.
- ❑ Many hands on activities are happening in this room.
- ❑ Your child will get messy at times.
- ❑ Parents will receive a daily communication sheet from their child's teacher stating what the child did that day. The form will include: feeding times and how much was eaten, naps that were taken, diaper changes, activities that were done, and any comments on how the child's day was.

- ❑ Language development is very important at this age.
- ❑ Toddler curriculum focuses mostly on social skills and language development.
- ❑ We try to refrain from using a pacifier, except for as a comfort measure or at rest times, so they can express themselves verbally and develop oral communication skills.
- ❑ Parents need to bring
 - ✿ Diapers -at least enough stock to keep on hand for a week
 - ✿ Wipes-a container to stay at the center. Refill bags can be brought in after the first initial container
 - ✿ Extra Clothes
 - ✿ Blankets
- ❑ Our classrooms are designed to maximize each child's opportunity for growth and development through age appropriate individual and group experiences. The age breakdowns listed above are established as a general guideline and each child's unique development will be considered when determining classroom placement. We work with the parents, administration, and teachers as a team when getting ready to move a child to the next group. Children are moved when they developmentally ready or when the team has determined it is appropriate.
- ❑ Infants/ Toddlers will be kept with their teacher as long as the room is still age appropriate for that child. We look at development of children and / or if they are "rough" (ie: a biter) with the other children in the group and if another infant/toddler group would be more appropriate.

Two year old care

- ❑ Two year olds are becoming more and more independent.
- ❑ All children are introduced to toilet training and we ask parents to work with us to make this consistent.
 - ✿ It is very important that the communication between parents and teacher be consistent as to the methods of training.
 - ✿ Be sure that you have a supply of extra clothes at the center.
 - ✿ We ask that parents have plastic underwear for their child to wear while in the center.
- ❑ Two year old curriculum will focus on building friendship and playing with others.
- ❑ The two years olds also begin to work on colors and shapes as well as motor development.
- ❑ The teachers encourage independence by learning to dress themselves, put toys away, and follow directions and rules.
- ❑ We also encourage independence by allowing children to make choices in play and activities.
- ❑ Many hands on activities are happening in this room.
- ❑ Your child will get messy at times.
- ❑ We encourage self-feeding skills using proper utensils and drinking from an open cup, when developmentally ready.
- ❑ We initiate table manners and taking turns.
- ❑ Children are now independent in washing their hands with minimal assistance from the teachers.
- ❑ This is a very busy classroom and the teachers in this room watch very closely as biting may occur in this room. Biting is often a child's way of communicating.
- ❑ Biting is a natural way of communication for this age and they will outgrow it.
- ❑ Parents will receive a daily communication sheet from their child's teacher stating what the child did that day. The form will include: meal times and what and how much was eaten, naps that were taken, diaper changes, activities that were done, and any comments on how the child's day was.

- ❑ Parents need to bring
 - ✿ Diapers -at least enough stock to keep on hand for a week
 - ✿ Wipes-a container to stay at the center. Refill bags can be brought in after the first initial container
 - ✿ Extra Clothes lots if toilet training
 - ✿ Blankets

Preschool care

- ❑ Preschoolers begin to have a focus on more defined skills with more structured activities such as longer more defined circle time, music, art, science, math, and language centers.
- ❑ We focus on listening and cognitive skills in preparation for school.
- ❑ A big focus is given to fine motor development as children learn to and master cutting and holding a pencil/crayon/marker properly.
- ❑ We allow for free play to allow children to make choices and interact with other children.
- ❑ Verbal skill development is very important and we work to see that children are using words instead of physical actions to communication.
- ❑ Projects in this room can be very messy and the children should be dressed appropriate for messy projects.
- ❑ We try to keep waiting in line during transitions very minimal. During this wait time we will read stories, sing song, dance, or allow the children to use their imaginations to come up with other ideas.
- ❑ Children are served meals “family style” allowing them to serve their own portions and make their own food choices.
- ❑ Hand washing is emphasized and teeth-brushing is done daily after lunch and after the night time snack.
- ❑ Preschool children will be monitored when using the restroom and assisted as needed.
- ❑ Parents need to bring
 - ✿ Spare clothes
 - ✿ Sleeping bag or blankets (Sleeping bags or blankets will be SENT HOME ON FRIDAYS for the parents to wash)
- ❑ Upon parent request, parents will receive a daily communication sheet from their child’s teacher stating what the child did that day. The form will include: feeding times and how much was eaten, naps that were taken, diaper changes or bathroom times if potty training, activities that were done, and any comments on how the child’s day was.

School Age Program

- ❑ We offer before and after school care, but do NOT transport to the schools.
- ❑ Your child must go to a school on our bus route or transportation be provided by the parent. All bus transportation must be set up by the parents.
- ❑ Parents must sign an Alternate Arrival form giving us permission to put their children on and off the bus.
- ❑ Staff will walk all children to and from the bus stop to ensure that they are safe and accounted for.
- ❑ We offer care for all days that the schools are closed for snow days, vacations, conferences, and in-services. However, you MUST call the director at least one week ahead of time to ensure that we have proper staffing available (except for snow days).
- ❑ We offer a summer school age program. This is fun program with field trips and age appropriate activities. All field trip fees are an extra cost and are due at the beginning of the month.
- ❑ Information for the summer program is available in May.

Evening Care

- ❑ The program for evening care starts at 5pm

- ❑ The program for evening care will run as follows
 - ✿ 5:00-5:30 Supper
 - ✿ 5:30-5:45 Clean-up/wash up
 - ✿ 5:45-6:15 Outdoor play
 - ✿ 6:15-7:00 Choice time/centers/homework time
 - ✿ 7:00-7:20 Snack
 - ✿ 7:20-7:40 Wash up time, brush teeth, and getting into pajamas
 - ✿ 7:40-8 Circle time with stories
 - ✿ 8:00 Quiet time for sleep
- ❑ Children wanting to go to sleep earlier will be allowed to lay down when they are tired.
- ❑ School-Age children will be allowed to stay up until 9pm on non-school nights.
- ❑ Curriculum is developed by certified teachers to provide educational materials to the children. Curriculum is based on age and needs of the children.
- ❑ The enrollment is limited to 42 children after 9pm.
- ❑ Children of school age are given time and a quiet area to do homework.
- ❑ If your child needs assistance with homework, please let us know so that the staff can help.
- ❑ Parents need to bring
 - ✿ Spare clothing
 - ✿ PAJAMAS required by state

Rest Periods

- ❑ Children attending the center for four or more hours who are less than five years of age will be provided a rest period. We feel strongly that children need adequate rest in order to achieve optimal growth and development.
- ❑ Please notify your child's teacher of any special circumstances regarding sleep habits or patterns that your child may require.
- ❑ Infants will always be placed to sleep on their backs. If your child has a medical need for a different sleeping position, an authorization signed by a medical professional will be required.
- ❑ Children that have not fallen asleep within a half hour of lying down will be offered a quiet activity to do.

Nutrition

- ❑ A variety of nutritionally balanced, high quality foods are prepared and served on the premises each day.
- ❑ All meals and snacks served meet the U.S. Department of Agriculture Childcare Food Program minimum meal requirements.
- ❑ Our cook is trained in all procedures for meal service including meal prep, portion sizes, and sanitation.
- ❑ Our cook will attend the mandatory yearly training: Feeding Kids in the CACFP.
- ❑ Meals and snacks will be served according to each classroom's daily schedule; however, children will never go more than three hours without being offered a meal or snack.
- ❑ Infants will be fed according to their own individualized schedule.
- ❑ A menu is prepared every week in advance and posted in the kitchen and on the bulletin board at the front entrance of the building.
- ❑ A monthly menu is posted on the parent board. If a child has a food allergy, the program must be notified in writing including the symptoms resulting from the allergy and the remedies and precautions to be taken. All allergies are taken into account when planning our menu. Copies of the menu are available upon request.
- ❑ Parents are required to provide meal substitutes for children with special dietary needs.

- ✿ Supper 5:00pm
 - Milk
 - Meat/Protein
 - 2 fruit/vegetables
 - Bread
 - ✿ Snack 7:00pm
 - 2 items from different groups (milk, bread, fruit/vegetable, or meat/protein)
 - ✿ Snack 10:00pm
 - A light snack is provided to any children still at the center and awake.
- Children who arrive 30 minutes after the scheduled mealtime may not receive a meal unless prior arrangements have been made.

Food Guidelines

- The center will provide one type of iron fortified formula w/Iron for infants to age one. If other formula is required for the child, the parents will need to supply it.
- Breast milk must be in dated bags and frozen with a supply to last the whole day or longer.
- Breast milk must be labeled with the date and the child's full name.
- Breast milk will be stored in individual colored cooler bags in fridge in the infant room. Breast milk must not be in refrigerator for more than 48 hours. Frozen breast milk can be stored in the freezers in the pantry/kitchen.
- Breast milk and formula will NOT be micro waved.
- Breast milk bottle will be gently mixed a warmed bottle. (Don't shake) to preserve special infection fighting and nutritional components in human milk.
- A mother who wishes to come in and breastfeed their infant are welcome to do so. Please talk to the infant room teacher, and arrangements will be made in a place where you are comfortable.
- Infants are served on their own feeding schedule. Infants that are breastfed can be fed on the mother's schedule.
- Infants under 6 months will not receive fruit juices, unless recommended by his/her pediatrician.
- Infants under 4 months will not receive solid foods unless it is recommended by his/her pediatrician and per parent request.
- If a child has special dietary needs they need to be documented on the intake form and have a doctor's note stating such needs. This includes putting solids into bottles (ie: infant cereal)
- NO gum or candy is allowed.
- Staff will eat with the children to establish good modeling of eating habits and to socialize with the kids. During this time we encourage children to try each food.
- Meals are served family style and second portions are available if needed/wanted.
- Please refrain from sending your child in with Sippy cups and/or food. If children arrive with food they will be placed at the table. Food is not allowed in our play areas. Children also may not carry a Sippy cup during the day.
- The children will taste a new fruit or veggie once or twice a month. Fruits and veggies they like will be added to the menu.
- Staff doesn't offer children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Fresh, frozen, or canned fruit is served at breakfast instead of juice every day.

- ❑ Staff cut foods into pieces no larger than ¼-inch square for infants and ½-inch square for toddler/twos, according to each child's chewing and swallowing capability.
- ❑ We only serve:
 - ✱ Formula and/or Breast Milk to children under 12 months
 - ✱ Whole milk for children ages 12-23 months
 - ✱ Skim milk for children age 2 years and up
 - ✱ All other request must be in writing from a doctor.
- ❑ Water will be clearly visible and available to children at all times.
- ❑ Juice is not served with regular meals or snacks, but 100% juice may be served with snacks on field trips.
- ❑ Kitchen staff will discard food that is expired and/or food that has been prepared and in the fridge for 36 hours.

Child Guidance

- ❑ We strive to ensure that every child is safe while in our care.
- ❑ Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children.
- ❑ Appropriate behavior is encouraged through positive techniques, which guide children's behavior and set reasonable limits.
- ❑ Discipline always consists of positive techniques, which are appropriate for the situation, including redirection and logical consequences.
- ❑ Children are never subjected to punishment, including physical or emotional harm or humiliation.
- ❑ Discipline is never associated with food, rest or toileting.
- ❑ The following techniques and procedures are used to encourage positive behavior and discourage unwanted behavior:
 - ✱ Consistent routines are established with clearly defined expectations.
 - ✱ Positive reinforcements are consistently used to encourage desired behavior.
 - ✱ Redirection is used to avoid conflict and inappropriate behavior.
 - ✱ Problem-solving and logical consequences are used when unwanted behaviors arise.
 - ✱ Removal from the situation will result if physical or emotional harm to a child has occurred.
 - ✱ Children are encouraged to "take a break" when undesirable behaviors are repeated after several attempts to change the behavior have been made. A break period will never last longer than one minute per age in years of the child, up to five minutes.
- ❑ **Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age.**
 - ✱ For safety and health concerns, we take biting seriously.
 - ✱ When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers.
 - ✱ It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.
 - ✱ Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy.
 - ✱ Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and/or attention.

- ✿ Knowing that the effect of their biting will hurt another person is not yet a part of the mindset of a child of this age, so the “cause-effect” relationship is not internalized.
- ✿ Our teachers plan activities and supervise carefully in order to prevent biting from happening.
- ✿ There are times, however, when everyone cannot be within immediate reach to prevent a bite.
- ✿ Our policy for handling a biting incident is the following:
 - ✿ The biter is immediately removed from the situation.
 - ✿ The bitten child is consoled and the bitten area washed with soap and water.
 - ✿ If necessary, ice is applied to reduce any swelling or bruising.
 - ✿ The biter is talked to on a level that he/she can understand, and then redirected.
 - ✿ A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
 - ✿ We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
 - ✿ We work with each biting child on resolving conflict or frustration in an appropriate manner.
 - ✿ We try to adapt the environment and work with parents to reduce any child stress.
 - ✿ We make special efforts to protect potential victims.

▣ With regard to infants, we understand that there will be times when a child will become distraught, fussy or won't quit crying.

- ✿ A teacher's first action in these situations will be an attempt to determine the cause of the distress.
- ✿ It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention.
- ✿ We understand that crying is normal, and that all babies will have times when they cannot stop crying.
- ✿ At these times, teachers will stay calm and will do whatever we can to soothe your child.
- ✿ Sometimes this may mean just allowing the child to cry for a few minutes and then trying again.
- ✿ However, there also may be times when we need your advice or assistance. If we feel that your child is having an unusually difficult time while in our care, you will be contacted in order to make you aware of the situation, as well as to seek your advice or suggestions for soothing your child.

▣ Please remember that changes at home may affect your child's behavior in the classroom. Please notify your child's teacher of any significant changes in your child's environment so that we can work together toward implementing the change.

▣ Preschool children will be monitored when using the restroom and assisted as needed.

▣ School age children will be monitored when using the restroom. School age children will be allowed to use a bathroom pass to go upstairs to a larger more private bathroom. Bathroom passes will be shown to the office and office staff will ensure that the child returns to their classroom in a timely manner. Teachers in the school age room will call the office to ensure

someone is available to supervise that child while upstairs. If no one is in the office, a teacher or teacher assistant will go upstairs with that child.

- ▣ Developmentally appropriate teaching staff-child ratios are always maintained within group size to facilitate adult-child interaction and constructive activity among children. Teaching staff-child ratios with group size are maintained during all hours of operation, including indoor times, outdoor times, during any transportation and on field trips.

Staff

- ▣ We take pride in our highly qualified, fun-loving staff!
- ▣ All of our teachers have experience working with children and have acquired the appropriate, state required credentials for the positions they hold.
- ▣ All staff members have received training in First Aid/CPR, Shaken Baby Syndrome, Sudden Infant Death Syndrome (SIDS), and are required to participate in on-going staff development and continuing education opportunities.

Parent Participation

- ▣ Parents are welcome to visit or observe the childcare program at any time during the hours of operation unless prohibited by a court order. In this case, a copy of the order must be presented to the office.
- ▣ We encourage you to share any ideas, suggestions or concerns that you may have.
- ▣ The parent-provider partnership is extremely important in providing high quality care for your child.
- ▣ Open communication between you and your child's teacher concerning the daily needs and interests of your child is critical in ensuring this.
- ▣ Daily progress sheets will be completed by your child's teacher and sent home for all children under age three.
- ▣ Be sure to discuss any information that may affect your child's overall state of wellbeing with your child's teacher.
- ▣ If teachers are not available during regularly scheduled drop off and pick up times, or in the event that an extended conference is needed or wanted by either the parent/guardian or the child's teacher, one will be scheduled during a mutually agreed upon time.
- ▣ Telephone conferences are available as well.
- ▣ Family events will be held at the center at least 2 times per year.
- ▣ All parents are welcome to volunteer in their child's classroom and/or on field trips. All volunteers are important and no one will be turned away. If you want to help on a field trip, read to the kids, and/or play music with/for the children you are welcome to do so. Please talk to the director or your child's teacher to set this up.
- ▣ If you are interested in serving on our parent advisory board, please talk to the administration. The parent advisory board leads the "Giving Tree" project at Christmas time, helps run and plan the carnival in the summer, develops field trip opportunities for the children, and other tasks as desired by the board.

Conferences

- ▣ If at any time you want to have a conference with your child's teacher, a conference time will be set up to meet your needs. Notify the office if you would like to have a conference.
- ▣ Twice a year, in the fall and in the spring there will be set conference days. All parents are encouraged to sign up for a time slot to talk to their child's teacher.
- ▣ If at any time you want to discuss something with your child's teacher, disagree with something that your child's teacher is doing, have a concern about your child's safety, education, and/or wellbeing, have a suggestion for the classroom, and/or want to negotiate difficulties we will arrange a conference with all parties involved and management.

- ❑ We encourage parents to vocalize their opinions and concerns to their child's teacher and/or management.
- ❑ If at any time you wish to contact the administrator or directors, you may do so by calling the center or emailing directly to jean@bmindsc.com tonya@BMindsCC.com or jennifer@bmindsc.com

Health, Safety, & Medications

- ❑ We strive to maintain a healthy environment for children and staff!
- ❑ A child who is ill will not enjoy his/her day at the center and should be kept home until he/she has remained symptom-free for a full 24 hours and is able to participate fully in our program.
- ❑ We understand that it can sometimes be difficult to determine whether or not your child is too ill to attend. Therefore, in order to establish specific guidelines for everyone, we ask that children displaying any of the following symptoms DO NOT attend:
 - ✱ A temperature of 101 degrees F or higher
 - ✱ Vomiting (one or more occurrence in a 24 hour period)
 - ✱ Diarrhea (2 or more occurrences in a 24 hour period)
 - ✱ Rash of unknown origin
 - ✱ Respiratory difficulty
 - ✱ Red, irritated eyes with yellow discharge present
 - ✱ Any other symptoms that would indicate the presence of a communicable disease, including but not limited to: measles, mumps, hepatitis, meningitis, conjunctivitis (pink eye), strep throat or chicken pox.
- ❑ If your child has a communicable disease it is very important that you contact the center immediately so we can notify other parents that their child has been exposed.
- ❑ If a child is under immunized because of a medical condition (documented by a licensed health professional) or because of the family beliefs, and is exposed to a disease that is vaccine preventable, that child will be removed from the classroom and will wait in the office while the parents are notified.
- ❑ All communicable diseases will be reported to the local health department, licensing department and to the parents of all enrolled children. This information will be posted at the front entrance of the building near the sign-in counter.
- ❑ If a child should become ill while at the center, a parent will be contacted immediately.
- ❑ Sick children will be removed from the classroom if possible and made as comfortable as possible in the office.
- ❑ We ask that sick children be picked up within 30 minutes after a parent has been notified.
- ❑ If a parent cannot be reached within 10 minutes, the emergency contact person on the child's enrollment form will be contacted.
- ❑ *Beautiful Minds Child Care* is not authorized to provide care for mildly ill children.
- ❑ Some reasons your child may be sent home are as follows:
 - ✱ Fever – any child with a temp of 101 or above needs to be treated. Parents are welcome to stop by and bring in medication to be given to your child. However, if your child's temp does not go down with fever reducer, they must go home.
 - ✱ Communicable Diseases – this includes pink eye, strep throat, impetigo, hand foot and mouth disease, fifth's disease, and others.
 - ✱ Vomiting – we will assess the situation first. If it is a one-time episode and the child continues to play, the child may stay. If the vomiting continues, we will contact parents and the child will need to go home immediately.
 - ✱ Diarrhea – we will assess each child on an individual basis. Loose stools can be for a number of reasons such as runny noses (mucus), diet, antibiotics, stress, or

immunizations. If the child continues to play and has no fever, they may stay at the center. If the stools become uncontrollable we will contact the parents, as it is a health hazard to other children. We are not allowed to rinse out soiled clothing; they will be placed in a plastic bag for the parents to take home.

- ✿ Children may NOT return to the center until they have remained symptom-free (without the use of medication) for at least 24 hours.

- ☐ Staff will not administer medication to a child unless authorized to do so by a parent or guardian.
- ☐ All medication must be given to staff members so that it can be properly stored and must remain in the original container.
- ☐ All medication given to children will be documented in the medical log books, located in each classroom.
- ☐ Please do not leave medication in your child's belongings or diaper bag.
- ☐ A written authorization form must be completed and signed by a parent or guardian whenever medication is administered, whether it is prescription or non-prescription.
- ☐ Prescription medication will only be administered according to a licensed physician's prescription. Parents must bring in the prescription label for all prescription medications.
- ☐ Non-prescription medication will not be administered for longer than a five day period, without authorization from a licensed physician.
- ☐ Pay close attention to the medication bottle, if the bottle says to ask a doctor if under a certain age, then we can NOT give the medication without a doctor's written permission. For example: the Infants Tylenol bottle reads: "under two ask a doctor".
- ☐ *Beautiful Minds Child Care* will not provide ANY medications for children.
- ☐ Sunscreen-We provide sunscreen each year from April to October. You must sign a medication form for us to apply sunscreen. You may also provide your own sunscreen as long as you fill out a medication form.

Sanitation Procedures

- ☐ Each day toys that have mouthed are sanitized with a quaternary disinfectant. Each toy is individually washed, rinsed, and air dried.
- ☐ All changing tables are disinfected between each child.
- ☐ Table surfaces are sanitized with a quaternary solution before meals are served.
- ☐ All carpets are cleaned after any messes, and are professionally cleaned as needed.
- ☐ Hand washing
 - ✿ All children over the age of one and staff are required to wash their hands under running water using an antibacterial soap before and after diapering/toileting, before and after meals and snacks, after exposure to body fluids (such as wiping noses).
 - ✿ All children under the age of one will be assisted in washing their hands after diapering using a wet wipe,
 - ✿ All children will have their faces and hands washed before each meal/snack.
 - ✿ All children will have their faces and hands washed after playing outside.
 - ✿ All evening care children will be washed before getting ready for bed.

Diapering

- ✿ All diapers and wipes shall be provided by the parents. Diapers must be disposable and not cloth.
- ✿ Diapers are changed every two hours and as needed.
- ✿ The staff will wash their hands before starting a diapering procedure.
- ✿ All soiled clothing is bagged for parents to take home and wash.
- ✿ The child's and staff's hands are washed at the end of the procedure.

- ✿ The diaper is documented on the daily sheet for the parents.

☐ Universal Precautions

- ✿ All body fluids that may contain blood shall be treated as infectious and preventive measures taken to not expose staff or children.
- ✿ Staff shall be supplied with gloves, which are available during diapering but not required, unless there is blood present.
- ✿ Gloves are required anytime there is visible blood present.
- ✿ Gloves and infected materials shall be disposed of in a sealed container or plastic bag to prevent future exposure.
- ✿ Gloves are a one-time use only and shall be disposed of after use.
- ✿ Staff must wash hands after handling blood, even after using gloves.
- ✿ Spills of body fluid are cleaned up immediately with detergent and then with water rinsing. After cleaning, staff sanitizes the surfaces by using procedure for sanitizing that particular surface. Carpeted areas will be shampooed with the spot bot cleaner.
- ✿ Children will not be bathed in our sink. Disposable wipes will be used to clean children who are dirty with food, feces, etc.

Severe Conditions Closings

- ☐ In the event of severe weather or any type of national or local disaster, information regarding closings, late starts or early dismissals will be announced on your local TV or radio stations.
- ☐ If there is a severe weather or disaster announcement, you must pick up your child immediately.
- ☐ Severe conditions could include but are not limited to, extreme cold or hot temperatures, blizzard conditions, freezing rain, flood conditions, tornados, fire and/or any local or national disaster.

Accident or Injury

- ☐ In the event of a minor injury or accident, standard first aid procedures will be followed and an accident report form will be completed and sent home.
- ☐ Parents will be notified immediately in the event of a serious injury. If a parent cannot be reached, the emergency contact person listed on the child's enrollment form will be contacted. If immediate medical attention is required, staff will contact 911 and the child will be transported to Sacred Heart Hospital. A staff member will remain with the child until a parent or the emergency contact arrives.
- ☐ The same procedure will be followed on field trips.
- ☐ The same procedure will be followed for staff members if they become injured and need immediate emergency care.

Emergencies/Protective Measures

- ☐ Being prepared for emergencies will help children feel less frightened if one were to occur. All staff members are trained in responding to emergencies and are familiar with the designated exit routes for each location within the building.
- ☐ Fire drills are conducted monthly and tornado drills routinely during tornado season.
- ☐ Maps of the most efficient escape routes are posted in each classroom.
- ☐ Emergency telephone numbers are posted near each telephone in the center.
- ☐ Flashlights, extra batteries, blankets and other emergency supplies are kept safely in the designated emergency meeting areas.
- ☐ In the event of a fire emergency, staff will gather all children and calmly remove them from the building.
- ☐ Our designated meeting area for a fire emergency is the grassy area beyond the parking lot on the north side of the building.

- ❑ If it is dark outside or we are experiencing inclement weather, we will meet inside the Sammy's Pizza, located on London Road, and gather in the lobby area.
- ❑ Attendance sheets will be taken in order to account for all children.
- ❑ Children and staff will remain in the designated meeting place until approval has been given to re-enter the building.
- ❑ The proper authorities, as well as parents and guardians will be notified.
- ❑ In the event of a tornado emergency, children will be escorted to the basement and will assume the tornado drill position until the tornado or warning has passed.
- ❑ The proper authorities, as well as parents and guardians will be notified.
- ❑ If the center incurs a loss of heat, water or electricity for an extended period at any time during operation, children will be evacuated to Sammy's Pizza with working services and parents will be contacted to pick children up.
- ❑ Teachers always account for all children at all times. Attendance lists are taken with whenever staff and children leave the classroom.
- ❑ In the event that a child is unaccounted for at any time, staff will notify management immediately and every effort will be made to locate the child. If the child is not located, the proper authorities, as well as parents or guardians will be notified.
- ❑ A staff member has been identified who can act as an emergency contact and arrive at the center in five minutes or less.

Reporting Child Abuse and Neglect

- ❑ *Beautiful Minds Child Care* shall ensure that every employee and volunteer who comes in contact with children at the center has received training in the following:
 - ✱ Child abuse and neglect law
 - ✱ How to identify children who have been abused or neglected
 - ✱ The process for reporting known or suspected cases of child abuse or neglect
- ❑ All staff members are mandated by the State of Wisconsin to protect the health and welfare of all children. Any case of suspected physical, verbal, emotional or sexual abuse or neglect abuse or neglect must be reported to proper authorities.
- ❑ Extreme confidentiality will be maintained in all cases.

Physical, Emotional or Sexual Abuse

Beautiful Minds Child Care is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Beautiful Minds Child Care is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of Beautiful Minds Child Care. All employees and volunteers working in the center are expected to support this Policy and to comply with the Procedures developed to implement the Policy.

We would like to thank you for choosing *Beautiful Minds Child Care Center* for your childcare needs! We are excited about being a part of your child's life and look forward to a long and happy relationship with your family. Please be sure to address any questions or concerns that you may have with your child's teacher and

management team. Please sign the attached sheet acknowledging that you have received and read the policy book.



I have read any received and read the Beautiful Minds Parent handbook.

Sign:

Date:

Updated 11/12/2015