



# *Belle City Learning Center*

## **Parent Policy Manual**

Philosophy: Belle City Learning Center commits itself to creating an environment that fosters the complete development of every child in our care. With qualified, trained early childhood providers, working collaboratively with parents and community organizations we will strive daily to offer a high-quality child care program.

Each program activity is designed to facilitate the physical, cognitive, and psychological development of children 0 days – 12 years, in an attempt to meet the following objectives:

- Offer children the skills necessary to become successful in reading, language, math, and daily living skills.
- Encourage and promote positive self-image.
- Encourage positive attitudes of social cooperation and moral responsibility.
- Encourage children to appreciate and respect themselves, others and the world around them.
- Encourage the independence and creative thinking of all individuals

We promise to offer an education program for young children, based on current knowledge of child development and early childhood education. In a safe, healthy learning environment, we dedicate ourselves to creating an education process that is responsive and relevant to each child's individual needs. By identifying each child's interests and capabilities, we will provide them with a variety of stimulating opportunities to learn through their own expression. Our teachers will effectively create and implement classroom lesson plans based on the needs of

children. We do recognize all holidays including Christmas and Easter. Although we do not promote a particular religious denomination, we do reserve the right to include prayer and references to God and Jesus in our day to day programs.

**Principles of Early Childhood Education:** Our curriculum is based on a compilation of skills from the high scope and the Creative Curriculum standards. Our program is guided by the following principles of early childhood:

**A. Learning Environment**

1. Child sized equipment
2. Sensory/Discovery table.
3. Fine motor skills
4. Gross motor skills
5. Language arts materials
6. Social studies materials
7. Pre-mathematic materials
8. Materials for creative expression
9. Dramatic play.

**B. Staff/Child Interaction**

1. Observation
2. Nurturing
3. Role model
4. Limit setter

5. Goal facilitator
6. Activity Planner
7. Mediator
8. Advocate

C. Programming – As we plan activities for children, the following are considered:

1. The mental, physical and cognitive development of the individual child according to developmentally appropriate practices for their age group.
2. The general development level of each group of children
3. The interests of the individual child in accordance with their age.
4. The classroom materials and equipment as well as outdoor, which includes slides, swings, sand box and climbing activities.
5. The personality and moods of individual children from day to day.
6. Skills and interests of the staff
7. Available community resources
8. Upcoming holidays, special events, seasons of the year, prevailing weather conditions, and how these affect children.
9. Opportunities for parent involvement
10. Parent concerns or goals for children
11. Cultural diversity, such as dolls, foods, posters, clothing, and much more

Please note that all programs and curriculums will be based on developmentally appropriate practices for the individual age groups. Following are some examples:

1. Infants will need to be held more than a Three-year-old would be
2. Infants will be held during bottle feedings if unable to hold their own bottle
3. Infants positions will be changed every 15-20 minutes if infant is immobile
4. Toddlers will have posters and pictures at their eye level or on the floors for the crawlers
5. 2-5 years of age will be able to explore the rooms
6. 2-5 years of age will be encouraged to participate as classroom helpers and learn to be more independent
7. School age kids will be offered opportunities to explore, learn and creatively express themselves in a fun challenging environment
8. Second shift children will receive developmentally appropriate programming and be encouraged to brush their teeth. A cot or crib will be available for each child

As childcare professionals, it is very important that all our staff continue to grow and learn new teaching techniques, as more information is learned on child development. All staff working 20 hours or less per week is required to obtain 15 hours of continuing education each year and 25 hours of continuing education for staff working 26 or more hours. Our staff will receive continuing education each year. They will receive continuing education hours through seminars, workshops, conventions, classes offered by a college, university, or early childhood affiliated

organization. All staff will communicate with parents daily and offer parents opportunities to actively participate in the classrooms. Portfolios will be kept and regularly updated for all enrolled children as children develop. Parent/Teacher conferences will be offered twice yearly to discuss their child/children cognitive, physical and social development. All staff will be orientated during the first week of employment on center policies, licensing regulations, confidentiality, child abuse and neglect recognition and reporting, health observation and precautions, infectious disease control, recognition of communicable diseases, emergency training, knowing the whereabouts of children at all times, integration of special needs, child management techniques, job responsibilities, and scheduled activities. First aid and CPR training will be offered annually and be required for some staff. All staff will be orientated on SIDS and Shaken Baby Syndrome before entering a classroom.

Admission: We encourage parents to receive a full tour of the daycare area, read over the parent policy manual and voice any questions or concerns before enrolling your child/children. Once you have decided to enroll your child you must first completely fill out the registration packet and return it to initiate the enrollment process. All children under the age of 2 years must have an intake form filled out and returned. The state requires that all intake forms be updated every 60 days until the child reaches 24 months of age. All children are required to have their immunization records turned in within 30 days of enrollment, and a physical report within 90 days of enrollment. All transportation, health history, and enrollment forms must be submitted before your child may start. If you have any questions regarding state rules and regulations, there is a State Certification and Licensing Rules for Day Care Centers available for parents to view, as well as a copy of this Policy Manual. All notices, information, and documentation regarding certification or licensing rules or violations will be posted within view within parents' view on the designated parent board.

**Fees and Payments:** All fees will be charged per your contracted hours. Full-time is considered 27 hours or more, anything less than 27 hours is considered part-time.

Birth – 2 years

|           |                |           |                |
|-----------|----------------|-----------|----------------|
| Full-time | \$220 per week | Part-time | \$170 per week |
|-----------|----------------|-----------|----------------|

2 - 4 years

|           |                |           |                |
|-----------|----------------|-----------|----------------|
| Full-time | \$185 per week | Part-time | \$135 per week |
|-----------|----------------|-----------|----------------|

2-5 years

|           |                |           |                |
|-----------|----------------|-----------|----------------|
| Full-time | \$170 per week | Part-time | \$120 per week |
|-----------|----------------|-----------|----------------|

6-12 years

|           |                |           |                |
|-----------|----------------|-----------|----------------|
| Full-time | \$165 per week | Part-time | \$100 per week |
|-----------|----------------|-----------|----------------|

These fees include CACFP approved a.m. Snack (served at 6 a.m.), Breakfast (served at 9 a.m.), lunch (served at 12 p.m.), P.M. snack (served at 3:00 p.m.), Dinner (served at 6:00 p.m.) and Evening snack (served at 8:30 p.m.). **All payments and co-payments are due one week in advance on Fridays.** Co-payments are calculated as the remaining balance after Shares subsidy payments have been made. Current bills will be issued to parents weekly. Payments may be made by check, cash, or money orders. There will be a \$35.00 fee for all returned checks. There will be a \$5.00 late fee applied for any payment made after the due date. If payments are not kept current and up to date, it may result in suspension or disenrollment of your child. Balances exceeding 30 days past due will be subject to collection procedures. For families with more than one child enrolled, a 10% discount will be offered for the eldest and each additional eldest child. Belle

City Learning Center does require a two week notice to be given before removing your child. Failure to do so will result in a two-week charge to your account. Please give us a two weeks' notice if your child/children's hours or days are subject to change. If a parent neglects to supply their child with diapering supplies, the center will charge \$1.00 a diaper. Children that have attended the center for one year full-time or two years part-time will receive 2days free tuition. Each continued year of enrollment will receive a credit of one additional free day for a maximum of 5 days. Each continued year after 5 days will earn ½ additional days. A \$25 credit will be given to any enrolled family whose referral results in another family's child enrolling after that child has attended for a minimum of 90 days.

Calendar of Program Opening and Closing: Belle City Learning Center hours of operation are Monday – Sunday from 5 a.m. – 11:59 p.m.; year-round. We will be closed on the following days Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day , Martin Luther King Jr's birthday, Memorial Day , Labor Day, Independence Day, Good Friday, the Saturday following Good Friday, and Easter Sunday. Other closings for additional days will be determined based on student enrollment; parents will be advised. For severe weather and snow days, we reserve the right to be closed whenever Racine Unified School District is closed, however parents will be notified in case of exception.

**Drop- off and Pick Up:** Any person picking up a child will need a Driver's License or state I. D. If we are unfamiliar with the person picking up a child, they will be asked to present the afore said identification and their name must be on the authorized pick up list unless the parent has notified the center. This is a state requirement and a safety precaution for the children. All children will be expected to be dropped off and picked up at their scheduled contracted hours and days.



There will be a \$5.00 hourly rate for any children that exceed 15 minutes beyond their scheduled contracted hours.

We do realize that due to uncontrollable circumstances there will be times when you may be late to picking up your child/children at their scheduled pick up time, please call to inform the center when this occurs. Any child/children not picked up by closing time or contracted time will be charged \$5.00 per 15 minutes per child until the child/children are picked up. If you are a parent of a child 2 years of age and younger, you will need to fill out a daily sheet each day concerning your child's last meal, last change and the last time the child slept. This enables our teachers to offer your child more efficient care. Throughout the day, we will continue to keep track and record your child's daily feeding, resting, and changing information on each child's daily form. This form will be returned to you at the end of the day to inform of how your child's day went. If the information on this form seems insufficient I encourage you to speak with management.

**Policies governing Ill /sick children:** Please do not bring your child to the center if he/she has been ill within the last 24 hours. An illness prevents your child from fully participating in the program as well as exposes other children and staff to health risk. In accordance with state licensing, we cannot accept your child if he/she has any of the following health problems: fever, rash, vomiting, or diarrhea. If your child becomes ill while in our care, you will be called to immediately pick up your child. If you cannot be reached, we will call the authorized adults listed on your child's emergency card. Your child will be kept in an isolation area to await pick up. Ill children will be offered activities and kept as comfortable as possible until they are picked up. Children will be observed at all times. An ill child may not return to the center until they have been without fever, rash, vomiting, or diarrhea for 24 hours. If your child has a communicable disease, your child may need to see a family physician, and /or be removed from daycare

until disease is no longer contagious, or until child has been on antibiotic treatment for at least 24 hours, or a Dr. has authorized the child's return to daycare. If your child has a communicable disease it is vitally important that you inform the center immediately so that we may attempt to stop the continued spread of an illness in the center and post a notice for parents. The parent or child's name will not be released. No prescription or nonprescription medication may be administered to a child except under the following conditions:

1. A signed, dated, completed authorization from a parent or guardian is on file. You may request an authorized form from the teacher.
2. Prescription medication must be in the original container and labeled with child's name, name of medication, dosage, directions for administrations, date, and physicians name
3. Non-prescription medications must be labeled with the child's name and directions for administration. This includes, cough drops, chap stick, sun block, lotions and diaper rash ointments.
4. Any non-prescription medications that states to consult a physician on the label will not be administered without a written physician authorization.
5. All medication brought to the center must be given to a teacher by the parent. Please do not put any medication in back packs, lunch boxes, premixed formula bottles, sippy cups, or cubbies assuming we will find it. This may be an endangerment to your child and other children.
6. All medication will be kept in a locked medicine box or in a clearly labeled medication container in the refrigerator.

Please note that all children must have current shot and physical records on file with the center.

Accident Policy: If a child has been hurt in an incident form will be filled out and a copy will be filed in the child's file, and the incident will be recorded in the medical log. All children's files are kept confidential, and may only be viewed by authorized staff, parents, and licensing officials. Routine cuts and scratches will be cleaned with soap and water and covered to protect it. If your child becomes seriously ill or injured, we will administer first aid and the parent or authorized adult will be immediately notified. If medical attention is required, we will call the local ambulance service or transport the child to the nearest Hospital. We will have children's emergency cards and first aid kits at all times. If a child is hurt off the center property (walks, field trips, ect.) we will provide first aid as needed, minor injuries will be cared for with the first aid kit. If a major accident occurs off site, the following procedure will be followed:

1. The staff member in charge will administer first aid.
2. A staff member will call an ambulance.
3. A staff member will call the injured child's parents.
4. A staff member will leave the center with the child's file and meet the child at the hospital.
5. The staff member administering first aid will ride with the child in the ambulance to the hospital.

The child care keeps a medical log of all incidents and accidents that occur on and off the center property. All injuries are recorded immediately after the injury is under control. Each medical or injury log will be dated and signed. Parents may view medical log information pertaining only to their child upon request. All requests must be made to the owner. In the case of an accident or injury, the child's family insurance coverage will be the primary coverage.

**Emergency procedures:** Each child present will be signed in on the sign in sheet when they arrive, and signed out when they leave. The tornado and fire evacuation maps are posted. All children will be evacuated to the designated area according to the evacuation map posted.

In case of a flash flood warning, we will call 911 and attempt to evacuate to higher ground. In case of loss of services, the staff will follow the following procedures; 1. Contact WE Energies to restore heat or electricity if necessary. 2. Contact Racine Water Utility in emergency cases of loss, and/or complications with water supply. Contact parents to pick up children if situation cannot be handled in a timely fashion that reduces health risk to children. All emergency numbers will be posted. The center temperature must be 67 degrees or above.

**Child Abuse and Neglect policy:** According to Wisconsin Statutes, Chapter 48.981(2): all childcare professionals are required by law to report any time they have reason to believe a child is being abuse or neglected. Therefore, we may ask you to explain any injuries that your child has sustained outside the center. Injuries are recorded in the centers medical log books.

**Discipline policy:** We view discipline as an opportunity to teach self-control rather than a process of punishing the child. We believe that children learn best through positive guidance and direction. We will guide and direct the child by following the process outlined below. Our goal is to help children verbalize and express their needs and wants in an appropriate manner. We will treat your child with love and kindness while guiding them through the appropriate process, and encouraging them to maintain their independence. Our discipline procedures are as follows:

1. Establish and communicate clear rules and limits.

2. Consistently reinforce previously set limits through positive guidance.
3. Recognize and reward appropriate behavior and encourage children to think of alternatives to unacceptable behavior.
4. Redirect children to alternate activities.
5. Remove the child from the group so the child can consider appropriate ways to handle the situation.
6. Remove child if inappropriate behavior continues and affects the learning of other children in the classroom.
7. Notify parents of the behavior, consider parent suggestions, and request the continued cooperation of parents in the discipline process.
8. Communicate and prepare child for possible consequences throughout the discipline process.

Please be aware that all corporal punishment including but not limited to spanking, slapping, biting, pushing, yelling, hitting, shaking, pinching, verbal abuse, derogatory remarks about the child or the child's family, binding, tying, enclosing in a confined space, withholding or forcing meals, snacks, or naps, or using food as a reward or discipline are prohibited. A child may not be punished for lapses in toilet training. Any time out procedures will not be used for children under 3 years of age, and time out will not exceed 5 minutes.

**Discharge policy:** No parent or child will be discharged based on race, sex, religion, handicap, creed, nation origin, ancestry, or political persuasion. Children may be discharged for one or more of the following reasons:

1. Disruptive qualities that can cause injury to self or others.

2. Disruptive qualities that require the full attention of one teacher for extended periods of time.
3. Disruptive qualities that cause damage to the center or property.
4. Disruptive qualities that continually affect our ability to teach and or the children's ability to learn.
5. Lack of cooperation by parents or guardians.
6. Failure of parents or guardians to make proper payments as listed and agreed upon in the fee schedule.
7. Failure of parents or guardians to comply with established center and DHSS requirements.
8. Failure of parents or guardians to observe the rules relating to arrival and departure on a regular basis.

**Health Care:** Due to the many germs that may circulate in a day care facility, we do practice universal precautions procedures, by wearing glove when handling body fluids or preparing food, and appropriately disposing of used gloves. All staff is required to successfully complete a physical and T.B. test that is kept on file, at the time of hire. All children and staff will be expected to wash their hands before and after meals and toileting and/or diaper changes, and as needed at any times. Handing washing procedures will be posted near all hand washing facilities. We will sweep, vacuum, wipe, down tables and pick-up their classroom throughout the day, and every night before leaving. We will wash mouthed and handled toys daily with soap water and a disinfectant. All larger toys and equipment will be washed and disinfected weekly or as needed due to illnesses. Bedding will be washed weekly or as needed if soiled. To prevent Sudden Infant Death Syndrome, babies will be placed on their backs to sleep unless otherwise signed and

authorized by the parent and a physician, and no fluffy or loose bedding will be allowed.

**Nutrition:** All snacks, lunches and evening meals will be well balanced and USDA approved. A menu will be provided and posted each week. Any menu changes will be made known to the parents. If a parent feels their child/children cannot eat what is on the menu due to allergies or religious beliefs, then a substitute meeting nutritional standards will be provided for the child. Toddlers' meals will be cut into smaller portions sizes to prevent choking. Infants will eat according to their individual eating schedules; all food allergies will be posted and available to all staff. We will follow the nutritional guidelines provided for us by the state.

**Toileting and Clothing:** Parents are required to supply the center with diapers, pull-ups, wipes and extra set of clothing (in case of spills or accidents) at all times. Toilet training is encouraged and supported by our staff, whenever the parents and teachers of the child feel he/she is developmentally ready. Please be aware that every child is different and require different needs. A plan suitable to fit the needs of each individual child will be made and followed with the parent's input. Any soiled clothing will be placed in a plastic bag and placed in the child's cubby for the parents to take home immediately. Children attending night care need proper clothes for sleeping provided by the parent. State Regulations require that children must be brought outside on a regular basis, whenever the weather permits it. Please dress your child appropriately for the current weather conditions. I will attempt to allow the children out if the temperature is below 30 degrees or during severe weather.

**Rest period:** The state requires that any child under the age of 5, that is attending the center for 4 or more hours in a day, must have a supervised nap/rest period. The centers' nap/rest period will follow after the children have eaten lunch, and after evening snack. It is the parents' responsibility to provide a rest mat and blanket or sleeping bag for your child. All blankets and sleeping bags must be taken home to be washed on Fridays and returned on Mondays. Soiled blankets

or sleeping bags will be bagged and sent home to be washed and returned immediately for your child to use. Any soiled sheets will be washed by the center. The infants and toddlers will eat and sleep according to their individual schedules. The teachers will attempt to work with parents to coordinate a schedule conducive with home for infants and night care.

**Visiting:** All parents are encouraged and welcome to visit any time during operational hours. Parents, grandparents, and other family members are encouraged to participate as volunteers in their child's classroom anytime, please inform the teacher or management ahead of time. If contact with a parent or legal guardian of a child is prohibited by a court order, we must have a copy of court-ordered papers on file. Any person legally prohibited will be asked to leave the premises immediately, if the individual is uncooperative, we will call the police.

**Children's Record:** All children's records are confidential and accessible only to authorized staff, authorized state officials, or the child's parent or legal guardian.

**Toys:** We request that all toys be left at home. In the event that a child brings a toy from home, we are in no way responsible for any lost, stolen, or broken toys. Please make sure that any toys from home are labeled with your child's name on it.

### **What to Bring From Home:**

Infant and Toddlers:

1. Blanket
2. Favorite security item
3. Diapers
4. Wipes



5. 2 extra sets of clothing
6. Breast milk or formula
7. Special snacks
8. Bottles
9. Prescription medication (if needed) in its original container

Two Year and Older:

1. Diaper and wipes (if not potty trained)
2. Extra set of clothing (please label)
3. Blanket
4. Prescription medication (if needed) in its original container

Children Attending Night Care:

1. Pajamas
2. Toothbrush
3. Blanket

I have received a copy of the parent policy manual and agree to pay all fees and adhere to the schedule selected.

I agree to follow the policies of Belle City Learning Center.

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Parent Signature

Date

Dear parent:

The program is developing marketing materials that will show the children and staff in the childcare facility. The program is requesting the use of your photograph. The photo will be used to highlight the activities of the child care program on the website or other materials. No other information about you will be given. If you are willing to allow the program to take pictures and/or video of you, please sign the authorization form below. If you have any questions please feel free to contact me. Sincerely, Program Director -----

Release for Use of Photograph

I hereby consent to the photographing of my child,  
\_\_\_\_\_ (child's name) and the use of these  
photographs for advertising, publicity, commercial or other business purposes. Further, I understand that the photograph will be used only for the purposes stated in the above request letter and I may withdraw my consent to use the photograph, through written notification, if the ended use is, in my opinion, deemed inappropriate or harmful to my child. In signing this consent, I hereby release Belle City Learning Center and any of its associated or affiliated companies, their directors, officers, agents, employees and customers, and appointed advertising agencies, their directors, officers, agents and employees from all claims of every kind on account of such use.

\_\_\_\_\_

(Parent/Guardian Signature)

\_\_\_\_\_

(Date)