

# **POLICY HANDBOOK – LICENSED FAMILY CHILD CARE**

**Growing with Kids**

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## **I. GENERAL INFORMATION: Policy Effective Date: September 2024**

Terms: “parent” is used throughout this document to refer to each child’s caregiver. However, we know all families are different. I look forward to learning more about your family and partnering in the growth, wellbeing and happiness of your child.

Growing with Kids is licensed by the State of Wisconsin, Department of Children and Families ([www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). I am licensed to care for no more than 8 children at any one time. I am inspected regularly to ensure that I meet licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

Growing with Kids will provide care for children ages 0 through 6 years old. With exception to my own children who will be in my care until they turn 5. Once they are school age, they will overlap with the rest of the daycare children briefly in the morning, at the end of day and for school holidays/breaks.

The birth month and year of my three children are as follows:

- March 2019
- January 2021
- July 2022

Child care services will be provided between the hours of 7:30 a.m. and 5:00 p.m. on Tuesdays, Wednesdays and Thursdays. We are open year round, January through December.

Below are the annually observed holidays when we will be closed:

- July 3<sup>rd</sup> - 4<sup>th</sup>
- Wednesday before and the Thursday of, Thanksgiving
- December 23<sup>rd</sup> - 27<sup>th</sup>
- Dec 31<sup>st</sup> - Jan 1<sup>st</sup> (New Year’s Eve and New Year’s Day)

For these days, all regular fees will not be charged and they will not count as absence days.

Parents are welcome to visit at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order.

Children will only be released to persons listed on the enrollment form. For situations where an alternate pick-up person is required, I need to be notified in advance. The person picking up the child may need to show a driver's license or other picture ID. If the pick-up person appears to be under the influence of alcohol or drugs, all reasonable steps will be taken to prevent the person from leaving with the child. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

I will post the following items for your review:

- License certificate
- The current Compliance Statement or Noncompliance Statement and Correction Plan
- Any notice from the department related to rule violations, such as a warning letter or enforcement action. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license
- Center policies

Parents will receive a pamphlet titled *Your Guide to Regulated Child Care*, which is a summary of child care licensing regulations, as part of an enrollment packet.

Growing with Kids' procedure to ensure that the number, names, and whereabouts of children in care are known to me at all times is to:

- Keep childproof locks on all exit doors.
- Provider sight and sound supervision.
- Maintain a current, accurate, and written record of daily attendance for all children.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school, or another activity where adult supervision is present. Parents may use the form *Alternate Arrival / Release Agreement – Child Care Centers* to provide this information to the center.

It is important that we communicate daily, concerning the needs and interests of your child. If there are concerns that need to be discussed, please work with me to arrange a convenient time to talk. Preferably on the phone at naptime or in the evening so we can give the issue the attention it deserves. The easiest way to contact me during hours of operation is by text.

To protect each family's confidentiality, Growing with Kids will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Parents, upon request, have access to all records and reports maintained on their child unless restricted by court order.

#### Liability Insurance on Premises:

Growing with Kids is covered by liability insurance for the premises.

#### Liability Insurance on Business Operations:

Growing with Kids is not covered by liability insurance for the business operations.

#### Items provided by Growing with Kids:

- Sleeping bag
- Pack n' Play with fitted sheet
- Insect repellent
- For children 12 months and older I will provide a morning snack, lunch and afternoon snack

#### Items provided by parent as needed:

- Disposable diapers
- Baby wipes
- Diaper cream
- Pre-made bottles (milk)
- No spill drinking vessel
- Extra set of clothes
- Sunscreen
- Any lovey and/or pacifier
- For infants please provide an outline of their typical schedule
- For children younger than 12 months old I ask that the parents pack food they are comfortable with their infant consuming

Children should be dressed in appropriate clothing for messy and outdoor play.

#### Potty Training Hygiene:

- Before children can be sent to daycare in underwear they need to have 6 consecutive successful daycare days of maintaining a dry pull-up or diaper.
- Children wearing underwear will return to pull-ups if they have 2 or more accidents in 4 consecutive daycare days.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the suspected abuse or neglect to Waukesha County Health & Human Services (262) 548-7212. Each child care provider will receive training at least every 2 years in child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

## II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:

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Prior to the first day of care we will schedule a time to meet in-person, tour the space and discuss your child's specific needs.

The following items must be completed and returned to the center by the first day of attendance:

- *Child Care Enrollment*
- *Health History and Emergency Care Plan*
- *Alternate Arrival / Release Agreement* (if applicable)
- *Intake for Child Under 2 Years* (if applicable)
- *Policy Handbook* with Parent / Guardian signature
- *Child Health Report* (or an electronic printout from a medical professional)  
(Documentation of each child's most recent physical examination - then provide updated report from each future exam)
- *Child Care Immunization Record* or a printout of your child's immunization history

Daily Enrollment Options: All enrollment is based on the number of days, options being 1, 2 or 3 days a week. Regardless of how many hours a child attends, the entire day will still be reserved for them. Each week will be consistent. For example attendance could be every Tuesday or every Tuesday and Wednesday. There is only a daily rate available, no hourly rate. These parameters are in place so that I am able to reserve a space in the daycare for each child while maintaining the adult to child ratio requirements.

Drop-in Care: I accept children for drop-in care if prior enrollment arrangements have been made and space is available. Priority first goes to Daily Enrollment, after that, any random open days will become available for Drop-in Care.

A child may be discharged from the center for reasons, including, but not limited to:

- Lack of parental cooperation.
- Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement.
- Failure to complete and return required forms.
- Failure to comply with the terms of the child care agreement.
- Failure to pay fees on time.

I will give a 2 week written notice of my intent to discharge a child. Should the parent remove the child during this notice period, fees will not be charged for the remaining unused days.

Parents must give me a 2 week written notice of their intent to withdraw the child(ren) and will be required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid.

### **III. PAYMENTS AND REFUNDS:** Policy Effective Date: September 2024

Fees are to be paid weekly. After each week of care, a child care receipt will be issued on Thursday. Payments must be received by Sunday before resuming care the following week.

Acceptable forms of payment are Zelle or check.

There is no enrollment or registration fee.

There is no late payment fee or late pick of a child fee. However, failure to do either of these requirements on time may result in being discharged.

Families will receive a minimum of 6 months notice when a rate increase is planned.

The current rates are as follows:

#### **Daily Enrollment Children Less Than 2 Years of Age**

\$85.00 a day, per child.

#### **Daily Enrollment Children 2 Years of Age and Older**

\$75.00 a day, per child.

#### **Daily Drop-in Care**

\$90.00 a day, per child under 2 years old.

\$80.00 a day, per child over 2 years old.

#### **Hourly Drop-in Care**

\$12.00 an hour, per child, regardless of age.

The financial terms will be finalized upon signing of this parent-provider contract.

### **IV. CHILD AND PROVIDER ABSENCES:** Policy Effective Date: September 2024

#### **Child Absence**

Each child will have 6 days off per year with no fee required. After these 6 days are used, I will require full payment for any absences for the rest of that year.

- The year allotment is reset on the anniversary of your start date.
- Days when the daycare is closed will not count toward the 6 absence days.
- Days when the child's reserved slot is able to be filled with a Daily Drop-in child, will not count toward the 6 absence days.
- Provide a 2 week notice, if your child will be absent due to a planned vacation/event.
- Provide notice by 7am on the day of care, if your child will be absent due to illness, emergency or any other unplanned event.

If a child who is scheduled to arrive at the center does not arrive within 30 minutes of their typical drop-off timeframe, and I have not been notified in advance of the child's absence, I will attempt to contact the parent to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

### **Provider Absence**

Vacation: I will take 0-6 days of vacation each year. No payment will be required on these days. I will notify you in writing of this time off at least 2 months in advance.

Unplanned absence: In case of an emergency situation that requires my immediate attention, I will call my emergency back-up person, Nick Cera, who is also my husband. My emergency back-up person has completed the requirements from DCF to serve in this role. He will come to the center to stay with the children during my absence. Parents will be notified and depending on the nature of the emergency we may request that they pick up their children as soon as possible. Each time an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

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

Illness: Unless an illness prevents me from providing proper care for your child, I will remain open. I will immediately inform you of what is going on and you can make the decision best suited for your family. If you choose to stay home, this will not count as an absent day.

## **V. HEALTH: Policy Effective Date: September 2024**

### **Child Illness / Injuries**

Children who are ill should remain home. The following are examples of such illnesses:

- A temperature of 100.4 degrees F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease, such as chicken pox, strep throat, or pink eye
- An unidentified rash

- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge

I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

If a child should become ill while in my care, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 2 hours.

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care.

I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department, and to parents of all enrolled children.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. I have a current certification in infant and child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED). Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be notified immediately of a head injury. Any minor injury will be informed at pick-up.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Ascension SE Wisconsin Hospital Franklin Campus, 10101 S 27th St. Franklin. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance, and any observation of injuries to a child's body received outside of my care will be entered into the center's medical log book.

### **Medications**

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

### **Smoking**

Smoking is not permitted on the premises of the center.

## **Sudden Infant Death Syndrome (SIDS)**

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

### Children under one year of age:

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

### Children between one and two years of age:

- Pack n' Play shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress.
- Sheets or blankets used to cover a child one year of age or older shall be kept away from the child's mouth and nose, and if sleeping in a Pack n' Play, shall be tucked tightly under the mattress.

## **VI. NUTRITION: Policy Effective Date: September 2024**

For children younger than 12 months, I ask that the parents pack, and label, food they are comfortable with their infant consuming. For all children 1 year and older, I will follow USDA Child and Adult Care Food Program (CACFP) guidelines when meal planning. No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks.

- Morning snack
- Lunch
- Afternoon snack

The primary food being served will be whole-food plant-based. If your child has any food allergies or special dietary needs we will discuss a plan and get it in writing.

For your child's birthday, you are welcome to send along any treat or snack, to share with the other children.

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

Daily records of meals and snacks are available for your review upon request.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I will not provide formula. All bottles should come pre-made and labeled with your child's name.



## **VII. DAILY ACTIVITIES:** Policy Effective Date: September 2024

### **Religious Practices**

In my home the primary message will always be centered around love. We treat others and ourselves with kindness and respect. How this translates into the daily routine:

- I will exemplify this principle of unconditional love through my actions and words
- I will help the children foster compassion for all of God's creation
- I will say grace before lunch, the children may choose if they would like to follow along
- Occasional religious themed music and books
- We will practice owning our mistakes, apologizing and forgiving others
- Although it will not be specifically pointed out, the children may notice religious themed decor throughout the house, such as crosses and a nativity scene at Christmas.

We currently celebrate the following occasions:

Valentine's Day, St Patrick's Day, Easter, Pride Day, 4th of July, Halloween, Thanksgiving, Christmas, and each child's birthday.

This list is not finite. We want to incorporate celebrations that represent each family. Let us know what occasions represent your family as well as which are a particular favorite of your child.

### **Daily Activity Structure**

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

Some examples include:

Reading books, singing, dancing, story time, puppets, building/construction, playing ball, tummy time for infants, arts and crafts, dramatic play, calm down corner, practicing self-help skills, puzzles, sensory table, waterplay, stretching/exercising and gardening.

Play-based curriculum:

Play is a joyful time which makes the children naturally focused, engaged and excited. Creating the perfect opportunity to develop and grow. Play is a hands-on experience that is intentionally child-centered. I actively engage with each child along the way making sure we incorporate the developmental domains of health/physical, social/emotional, language/communication, approaches to learning and cognition/general knowledge. Enough time, materials, and space will be provided for children to actively explore the world around them.

#### Infants and toddlers:

Children under two years of age, will have a flexible schedule which reflects the child's individual needs. They will be given individual attention and lots of time for talking. They will be encouraged to play with a wide variety of safe toys, explore their environment and engage their senses. The body position of non-mobile infants and their location will be changed frequently.

#### Outdoor play:

There is a fenced-in, outdoor play space. Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Raining
- Temperatures above 90 degrees F.
- Temperatures below 30 degrees F.
- Infants (age 0-1) will not go outside unless it is above 45 degrees F.

I do not have a swimming pool on the premises. However, outdoor waterplay will be incorporated through a water table and shallow toys and containers holding water. Occasionally a wading pool and sprinkler will be incorporated. The wading pool will be disinfected daily. When swimwear is required, parents will be notified in advance. All water will be changed daily.

#### Rest or naptime:

All children younger than five years of age who are in care for more than four consecutive hours will take either a nap or have quiet time. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they wake. I will help those children who are awake find appropriate activities. During quiet time I will also play a kid appropriate tv show or movie.

Children under two years of age will sleep in a Pack n' Play inside a dark room with white noise playing, unless otherwise requested by parents. Children over the age of two years will sleep on a sleeping mat with an attached blanket and pillow. I will provide all bedding materials and will launder weekly.

#### Schedule of daily activities:

7:30 - 9:00	Indoor play
9:00	Morning snack
9:30 - 11:30	Outdoor / indoor play
11:30	Lunch
12:00	Story time
12:30 - 2:30	Nap or quiet time
2:30	Afternoon snack
3:00 - 5:00	Outdoor / indoor play

## **VIII. CHILD GUIDANCE:** Policy Effective Date: September 2024

I use constructive and consistent dialog with the children to help them understand boundaries, expectations, responsibility and consequences for their choices. A lot of the conversation surrounding choices will relate back to emotional awareness. We will talk about how we feel, how our actions might make others feel and what we can do to make things right. We will also talk about how emotions and actions are temporary, we have the power to choose what comes next or the strength to be patient.

When children are in conflict my first approach will be to redirect to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior guidance will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy, or have periods of crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child needs some extra attention. I understand that crying is normal, and that all babies experience normal increased occurrences of crying during their development. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I will not hesitate to call you if I feel that it is necessary.

### Time outs:

I use "time-outs" to deal with unacceptable behavior. A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child can hurt him/herself or others. Time-outs will never exceed three minutes and will not be used with children under three years of age. When used, the time-out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else they might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on cool down rather than isolation and punishment. The child will be transitioned back to an activity.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will work closely with the parents on behavior management. If it is a continuous occurrence the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous, or potentially injurious are prohibited. Additional prohibited actions include: any form of corporal punishment, verbal abuse or restraint, confinement, withholding or forcing meals and naps, and humiliating or punishing a child for lapse in toilet training. These forms of punishment will never be used, even at a parent's request.

**IX. TRANSPORTATION:** Policy Effective Date: September 2024

I do not provide transportation. We will always stay on-site at my home.

**X. PETS:** Policy Effective Date: September 2024

Growing with Kids does not have pets on the premises. Prior to adding pets to the center, I will notify parents in writing.

**XI. EMERGENCY PROCEDURES:** Policy Effective Date: September 2024

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

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

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all parents notified. Children will be assembled at the red bud tree in the backyard.

If we are unable to re-enter the building after a necessary evacuation, I will take the children to the neighbor's home across the street and diagonally at W141S9525 Mikayla Ct. Parents will be contacted to pick their children up within 1 hour.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

If the center should lose the use of heat, water, electricity, or other building services before the center opens, I will inform parents immediately and temporarily close until essential utilities are restored.

If the center should lose the use of heat, water, electricity, or other building services while children are in attendance, I will inform parents immediately and request early pick-up.

If local schools are closed due to severe weather, I will remain open. Utilizing childcare that day will be up to Parents discretion. Regardless of attendance or not, this will not count toward the 6 allowed absence days.

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

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

To prevent allergic reactions due to food or other causes, I will closely follow the care plan established with parents during enrollment. Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

If a child has an allergic reaction that doesn't appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen.

#### **PARENT / GUARDIAN ATTESTATION AND SIGNATURE**

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective

date of \_\_\_\_\_. I further attest that I have read and understand these policies, and I agree to abide by them.

\_\_\_\_\_  
Signature – Parent / Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature – Licensee

\_\_\_\_\_  
Date Signed