



# PARENT HANDBOOK POLICIES AND PROCEDURES

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\*This parent handbook is a work in progress.

*The intent of this Parent Handbook is to familiarize parents/guardians with BrightMinds Childcare and Preschool policies and procedures. It is the parent/guardian's responsibility to read this guide. All parents/guardians will sign a contract stating that they have read, understand, and agree to all policies and procedures in this guide.*

Updated December 2024

**BrightMinds**  
**Childcare and Preschool**  
POLICIES AND PROCEDURES  
TABLE OF CONTENTS

**ADMISSION POLICY**

Nondiscrimination Policy	4
Forms and Timelines For Submission	4
Terms of the license including capacity, ages, hours, months, and days	4-5
Parent Responsibility During Pickup and Drop-off Times	5
Release of Child (adult under the influence of drugs/alcohol)	5
Registration Fee	5
Payments	5
Late Pick-up	5-6
Tax Credits	6
Daily Registration	6
Policy Concerning the Use of Photos	6
Special Needs Children	6

**DISCHARGE OF ENROLLED CHILDREN**

Termination of Contract	6
Rules and Policy of Termination	6-7
Procedure of Termination	7
Circumstances for Termination	7
Outside Agency Involvement	7

**POSTING FOR PARENTS/CENTER UPDATE INFORMATION**

Posting rules, license and violations	7
Parental notices, observation, other parent information	7
Newsletters, Announcements, and Notices	7
Helpful Information Forms	7
Daily Attendance	8
Confidentiality	8

**STAFFING**

Staff Qualifications	8
Administrative Structure	8
Child abuse & Neglect Reporting	8
SIDS Training	8
Abusive Head Trauma (AHT)	8

**CONTINUING EDUCATION POLICY**

Documentation of Continuing Education	8-9
CPR Training for Staff	9

**MEDICAL INFORMATION**

Emergency Medical Source	9
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**PARENT CUSTODY/RELEASE/OBSERVATIONS/CONFERENCES**

Parent Access to Center for Observation, Conferences, etc., Unless Access Denied by Court Order	9
Supervised Visitation	9
Custody and Release of Children	9
Progress Report	9-10

**INFANT/TODDLER INFORMATION**

Infant/Toddler Admission Information	10
Schedule Coordination With Home (infant/toddler)	10
Health Related Forms	10
Diapering and Toileting	10-11
Items Parents Provide	11
Moving to the Next Classroom	11-12
Infant/Toddler Feedings	12
Guidance Techniques Children Under 2 Years of Age	12

Developmentally Appropriate Programming for Infants and Toddlers	12
Policies Regarding Biting	12-13
<b><u>2 YR OLD, 3 YR OLD, AND PRESCHOOL INFORMATION</u></b>	
Items Parents Provide	13
Developmentally Appropriate Programming for Preschool Children	13
Development of Good Self Image	13
Social Interaction	13
Self Expression, Communication	13
Creative Expression	13
Large and Small Muscle Development	13
Intellectual Growth	13
Guidance Techniques Children Over 3 Years of Age	13-14
Positive Attitude, Self Esteem	14
<b><u>CHILD GUIDANCE POLICY</u></b>	
Specific Guidance Techniques for All Children	14
Staff Guidelines for Use of Time-outs	14
Time-out Procedures	14
Guidance Techniques for All Children	14
Parental Involvement	14-15
Toilet Training	15
Child Guidance and Food	15
Prohibited Punishments	15
<b><u>EDUCATION POLICY</u></b>	
Religious Training	15
Curriculum	15
Outdoor Activities	15-16
Daily Schedule	16
Curriculum Planning Guidelines	16
Behavior Documentation	16
Communication With Parents	16-17
Cultural Diversity	17
<b><u>FIRE/TORNADO AND OTHER EMERGENCY POLICIES</u></b>	
Fire	17
Tornado	17
Inside Building Temperature	17
Flash Flooding	17
Children Location	17-18
Medical Transportation	18
Emergency Phone Numbers	18
Emergency Contact Person	18
Sleeping Children	18
Extreme/severe weather	18
Building Services Lost	18
Emergency Treatment (Child/Staff)	18
Lost Child Procedure	18-19
<b><u>HEALTH CARE POLICY</u></b>	
BrightMinds Health Policy	19-20
Antibiotics	20
Injuries	20
Medical Log Book	20
Medication Policy	20
Cleanliness	20
Bathroom Cleaning Supplies	21
Sanitation of Toys and Equipment	21
<b><u>NUTRITION</u></b>	
Meal Time Routines	21
Snack Time	21
Food Service Personnel	21
Menu Requirements and Changes	21
Birthdays	21

## **OTHER POLICIES**

Discrimination	21
Smoking	21
Alcohol, illegal substances & firearms	22
Parking	22
Nondiscrimination statement	22
Delegation of authority	22
Grievance procedure	22
Field Trips	22
Swimming	22
Babysitting	22
Fundraising	23
Donations	23
Pets	23
Building Premises	23

## **TRANSPORTATION**

Procedure to ensure NO child is left behind in a vehicle	23
Emergency Information to Be Carried in Vehicle	23
Child safety restraints	23

## **ADMISSION POLICY**

### **Nondiscrimination Policy**

BrightMinds is an equal opportunity business and does not discriminate on the basis of race, color, sex, sexual orientation, special needs, religion, marital status, political beliefs, or national/ethnic origin in admission, hiring, policies, or other aspects of its operations.

### **Forms and Timelines for Submission**

Before a family makes a decision on whether or not they would like to accept an opening here at the center, we ask that they come visit the center for a tour and take a look over our parent handbook, which states all of our policies and procedures here at the center. If you have decided to accept an opening here at the center, all forms must be completed and returned to BrightMinds before the first day of attendance, so that the staff is able to review the child's file. The Administrator will also need time to review the paperwork to confirm that everything is filled out correctly, so that each family's first day of attendance is carefree. All required state forms, medical forms, emergency contact information, and any forms required by BrightMinds will be completed and kept in each child's file at all times. The required forms are Health History, Immunization records, Child Health Report, Under 2 Intake forms, Child Enrollment. The health report and immunization records need to be updated every 6 months for under 2 year olds.

Depending on the enrollment at the center there could be times where we have an opening for children within a few days, or it could take up to a couple months until a child is able to move up to fill a spot (this would most likely happen if we were at full capacity). We will have a list of expectant moms who have toured the center and are interested in child care, as well as their expected due date and estimated date of attendance. Those families who have paid their admission fee and have set a date for attendance will be considered before accepting other children into the center.

### **Terms of the license including capacity, ages, hours, months and days**

The maximum number of children in care at any given time is 74 children. We are given a number of square feet that each child requires by the state and need to follow those guidelines at all times. Our program is designed to prepare children ages six weeks through six years with the social and academic skills needed to ensure an easy transition into Kindergarten. BrightMinds Childcare and Preschool will be open Monday through Friday between the hours of 6:00 a.m. and 5:30 p.m. with the exception of the following holidays:

\*New Year's Day

\*Presidents Day

\*Good Friday

\*Memorial Day

\*Independence Day

\*July 3rd or 5th (if the 4th of July falls on a Tuesday we will be closed on the 3rd. If the 4th of July falls on a Wednesday or Thursday, we will be closed on the 5th.)

\*Labor Day

\*Thanksgiving

\*The day after Thanksgiving

\*Christmas Eve

\*Christmas Day

\*New Year's Eve (closing at 3pm)

**\*We reserve the right to be closed on days before or after a holiday depending on enrollment\***

If a holiday falls on a Saturday or Sunday, it is the center's discretion to be closed either the previous Friday or the following Monday, depending on the holiday.

Full tuition is charged for all holiday weeks. Vacation day holding fees can be applied to 5 days a year which cover family vacations/staycations or special trips. We are only offering full time enrollment. Full time enrollment is 10 hours or less a day and 5 days a week. Parents will be notified to pick-up their children if the declaration happens during the day. If an emergency is declared the night before expected weather, the center will close the following day. Closings for weather will be aired on WXOW, WKBT, and messages on Brightwheel will be sent out to parents, as well as updates on our social media site. Tuition will not be credited for weather related closings.

#### **Parent Responsibility During Pickup and Drop-Off Times**

It is each parent's responsibility during pickup and drop-off times to be available for the teachers to meet with. Please make sure that you are off your phone during these times and available to hear about your child's day.

We also want to make sure you follow through with the expectations that we set forth throughout the day. Please make sure that all the children are walking in our hallways. We want to put their safety and the safety of all the other children first in our setting. Children should not be opening the door without adult supervision.

#### **Release of Child**

If a child is to be picked-up by someone other than a legal guardian, prior notification is required.

Releasing a child to an adult "under the influence" or to a non-custodial adult - The well being of all children enrolled is of primary importance. The responsibility of the provider is to see that the child is safely supervised. We can not stop a parent from taking a child, but we will call the proper authorities after the parent and child have left the building. Staff will ask for identification when the person picking up is at the request of the staff at any time.

Staff will be aware of all the children in their care at all times. This includes:

- Staff should know at all times how many children are assigned to their group.
- Routine head counts should be taken.
- Face to names on list checks.
- Children must be signed in and out by a parent on the attendance sheet.
- If staff is not familiar or does not recognize a person picking up a child, they will ask for identification.
- This identification should be compared to the list of persons who are authorized by the parent to pick up.
- If an adult comes to pick up a child who is not on the pick up list and we do not have consent from their parent, we will call the police.

#### **Registration Fee**

For all new enrollments and all returning enrollments, there is a non-refundable registration fee of \$50.00 per child or \$75.00 per family. For first time enrollment there is a non-refundable first week's tuition due at the time of enrollment. This fee confirms a place for your child in the center, subject to all terms of the contract. This fee will not be applied towards your weekly tuition. There will also be a yearly registration fee of \$50.00 per child or \$75.00 per family at the beginning of each January..

#### **Payments**

Our program, as well as licensing, requires us to employ staff based on the number of children enrolled. Because of this, we cannot give tuition refunds for days children are absent from the center.

**Weekly tuition for children are as follows: Under 3 is \$260 per week and Over 3 is \$230.**

Weekly tuition is due on Friday and will be pulled from Brightwheel for the following week. If there are cash payments, they need to be made by the close of business on Fridays. If payment is not made, there will be a \$25 late fee added and the total balance will need to be paid before the children can return. Payments that do not go through on Brightwheel will need to include a \$25 late fee. The payment then needs to go through by Wednesday the following week or your child/children will not be able to attend until payment is received. Designated holidays will be charged as contracted. Tuition fees may be changed at the discretion of the center owner/administrator.

If a child will be gone for a period of time (i.e. vacation, family time, medical emergency) a holding fee will be applied, as well as one week's notice. The holding fee is \$23.00 a day for children 3 years of age and older, and \$26.00 a day for children under 3 years of age. Holding fees will be withdrawn through Brightwheel on Fridays with normal tuition. Each child per family will be allowed 5 holding days a year. After the week or weeks have been used, the regular weekly fee will apply if more time is requested.

We accept My Wisconsin Childcare. If you would like to know more, we can send you more information upon request.

#### **Drop off**

Academics are done in the classrooms between the hours of 9am and 11am daily. We ask that children are brought in by 9am each day of attendance so they are not missing out on the academics they will be learning. This also helps with structure and routine. We do know that children have appointments or other prior engagements that prohibit them from attending during these hours and we ask that the parents please notify us if your child will be gone during these times.

### **Out of hours and Late Pick-Up**

Our center staff for the hours you as parents put on the Hours sheet. Please be aware that if you are more than 5 minutes late, there will be a \$10 charge per child unless we are made aware of the late pick up before your actual pick up time. We understand that things come up and you as parents might be late, but we also have to staff accordingly and having late kids means a staff member might not be going home on time.

Our center closes promptly at 5:30pm. All persons must be out of the building by 5:30, so please make sure when picking up that you are giving yourself enough time to gather your children and all belongings and be departed from the center at or before 5:30pm. There is a \$20.00 automatic fee per child when picked up after 5:30pm. This fee will need to be paid at pick up that night or the next morning at drop off or your child will not be able to attend until paid. The break down of this charge is as follows starting at 5:31pm and ten minute intervals after that:

5:31 = \$20  
5:31-5:41 = \$30  
5:41-5:51 = \$40  
5:51-6:01 = \$50

After 30 minutes of no communication from a parent or guardian, we will contact the Holmen Police department.

We have a 10 hour a day policy for children at the center. This means, your child can only be in our care a max of 10 hours per day. If you go over 10 hours in a day, without any communication of being late for a pick up, you will be charged a \$10 fee as well. This fee will be added to your weekly tuition to Brightwheel on the next Friday after the occurrence.

Parents, please be considerate of your teacher's time when you come in right at 5:30pm. Some of our staff have evening classes to get to, family commitments, and some even have second jobs. If you want to meet with a teacher, schedule an appointment for a mutually convenient time.

### **Tax Credit and Receipts**

Most families should qualify for a tax credit under provisions of the Federal Tax Reform Bill. You will receive a statement in January to use for income tax reporting. Parents who participate in a pre-tax plan are able to get a receipt as required by their employer. Let the office know if you need receipts monthly for your tuition payments. Year-end tax statements are done for all currently enrolled families and by request only for previous clients. YEAR END TAX STATEMENTS ARE DONE FOR ALL FAMILIES IN ATTENDANCE AT THE CENTER AT YEAR END and will be found on Brightwheel. There are step by step instructions on how to find your tax documents on Brightwheel.

### **Daily Registration**

All children must be signed in and out of the center daily by an adult. No child may be left unattended when their parent is in the building. Children must stay with their parents/guardians and should not be running around the halls or into other classrooms at drop off or pick up. If this happens, we will escort your child back to you and ask you to please keep a hold of them as it is unsafe for them to be running around.

A child will not be released to anyone other than the parent or guardian unless the person is designated on the pick-up authorization and has photo identification. If either parent is not allowed to pick-up the child, a court order must be part of the child's file. In the event a person comes to pick-up a child and the center was not informed about the alternate pick-up, that person will be required to wait outside of the building until the parent can be contacted.

If a child is going to be in attendance 5 minutes earlier or more than 1 hour later than their normal contracted hours, you are required to notify the center. This notification needs to be made 24 hours in advance. The change of hours forms will be located around the sign-in area. Please place those in the office slot to be approved or send us a message on Brightwheel. If there are issues with the change of hours, a center staff will contact the child's parent. This is done out of respect for our staff and their daily schedules as well.

*\*\*When a child is going to be absent we ask the parents to let us know either with a phone call, email, or a message on Brightwheel. If we have not heard from you and it has been 1 hour past your child's drop off time, we will be calling to make sure everything is ok. \*\* Call to parents will be documented. If a child does not arrive by alternate means, ie School bus, the center will contact the school and parent. These calls will be documented.*

### **Policy Concerning the Use of Photos**

Photographs and videos are taken on different occasions. We use these photographs/videos for our website, Facebook, teaching, arts and crafts, and many other things. You will be given a form to complete to allow the center to use your child's photos and videos on our website and Facebook. If you choose not to sign the form, we will not publish photos or videos of your child.

### **Special Needs Children**

There may be children attending the center who require special needs. The process that we follow is to first talk it over with the parents as to what the extent of the special needs are. We will want the parent to provide us with information on the special condition of the child. In certain cases we will need to have information from the physician about the condition that we do not know about. The caregiver for this child will receive training if necessary.

## **DISCHARGE OF ENROLLED CHILDREN**

### **Termination of Contract**

The contract may be terminated without cause by either party upon a two week written notice from the terminating party. The center reserves the right to terminate the enrollment of a child without notice to the parent/guardian if the center feels, in its sole discretion, that the retention of the child may prove to be detrimental to any or all involved. Other reasons for termination can be, but not limited to: a direct non-compliance of BrightMinds policies/rules, or licensing rules, non-payment of fees, violation of the contract, failure to complete required forms, abusive language, sexual harassment, or intimidation of staff. If given less than two weeks notice by the parent, two full weeks tuition will be charged.

### **Rules and Policies on Termination**

If we feel that it is necessary to terminate a child, we will discuss this with the parent and give the parent a two week notice so that they are able to find child care elsewhere. If the parent decides not to use our center for that two-week period, we do require them to pay for those two weeks. If a parent decides on their own to pull their child from the center, then they are required to give the Center Director their two-week notice. If they choose not to give notice, they will need to pay for the two weeks. Registration fees are due in order to hold a child's place within the center and are non-refundable.

### **Procedure for Termination**

The procedure for termination is that the parent needs to fill out a termination slip, which they can access upon request. Included on this termination slip is the child's name and the last day of attendance the child will be receiving care from us. This slip will also have a paragraph stating that the parents must give a two-week notice. If they do not give a two-week notice, they will be required to pay for those two weeks, even if their child is not there. The procedure for terminating a child from the center is for the teacher to speak with the parent letting them know what has been happening. The parent should already know most of this because the teacher should be telling the parent what has been happening. Most of the time, the parent and the teacher have been working together to help the child adjust and when it does not work, the parent usually understands and accepts the termination. The parent is given a two week written notice, which should give them substantial time to locate another center.

### **Circumstances for Termination**

Some reasons for termination are as follows: If the child has a certain behavior that affects the other children such as biting, hitting, screaming, or verbal abuse. We try to work with the child in various ways such as; having them hold a wash rag on another child's bite wound, having them sit for a few moments, or directing them onto more positive activities. It is our last resort to terminate a child and is very rare.

If the child's tuition charge gets too far behind and non-payment is made to the tuition to become current the termination process will begin. We will work with the parent to set up a payment plan before termination becomes an option. Usually the parents will work with us to get their account paid.

Another reason for termination is when a parent is repeatedly unhappy with the center and the way things are done. Sometimes a parent will disagree with what is said or done and will not give and take as circumstances may arise. If we are unable to come to a mutually acceptable course of action, it may become time for the parent to find a daycare that better suits their needs.

Sometimes a child has a hard time adjusting to being around others in a large day care environment.

If the parents neglect to fill out and return the necessary paperwork in the time frame allowed. The parent is made aware of the time limits and if this is not kept, termination occurs. The process that we follow when terminating a child is done verbally. We will hold a conference with the parent and let them know what has been happening, which is all documented in the child's file. In some cases we will give the parent time to work with their child and have them restart at the center. As far as an appeal process, parents have the right to appeal, but the childcare center has the right to stand behind their decision as well.

### **Outside Agency Involvement**

We usually can handle all situations on our own and do not have any need to pursue an outside agency for advice or involvement. In the event that we need help, we can call the school district early childhood program and have the child observed to get advice from an outside source. The Director is to make the final decision after having a conference with the parents as to whether a child will be terminated or not. We try to do things fairly and in a way that the parent understands and also feels that it is what is best for the child.

## **POSTINGS FOR PARENTS/CENTER UPDATED INFORMATION**

### **Posting rules, license and violations**

All forms that we receive from the state of Wisconsin that apply to any/all of the parents at BrightMinds, or pertain to our license or written violations will be posted on the Parent Board. Licensing Rules Handbook and BrightMinds Parent Handbook will be available at the check in/out area for parents to read.

#### **Parental notices, observation, other parent information**

The bulletin board by the front entrance will have information posted for all interested and current center families. We will post interesting articles and notification of events taking place within the daycare by the bulletin board. The weekly menu will also be posted on the board in the entryway next to all licensing forms. For any menu changes, look at the informational parent board located by the sign in area.

#### **Newsletters, Announcements, & Notices**

Monthly newsletters, menus, and calendars will be sent to families via Brightwheel. Hard copies are available upon request and we do keep several extra on hand at the center for any family needing one.

#### **Helpful Information Forms**

These forms are available by the check in area for you to notify us of anything new concerning your child (file organizer hanging on the window in the entrance way). These forms could be holding days, days being absent, change of hours, someone other than yourself picking up your child, if you are at a different work number for the day, or there is a change of address or phone number, a temporary change of schedule, etc., please fill out the form and place it into the office mailbox, which is located right outside the office door. Do not place medication forms into this box; medication forms should be given to your child's teacher.

#### **Daily Attendance**

You are encouraged to sign your child in and out of the center each day. This means using the QR code in the entrance way and going through the steps on the Brightwheel app to sign them in. If a child is to be picked up, by someone other than a legal guardian, prior notification is required. As a legal guardian, you should provide the center with at least two names of persons authorized to pick up your child in case of illness or an emergency. A photo ID is required for anyone picking up a child. If either parent is not allowed to pick up the child, a court order must be part of the child's file. In the event a person comes to pick up your child but is not listed in the child's record, that person will be required to wait outside of the building until you can be contacted. You will then be informed that your child cannot leave the center with someone who is not authorized.

#### **Confidentiality**

Each child has a file, which will contain all the required forms, any written communications from the parent(s) and any information that the teacher may add in regards to the child. The child's file is available to the Director, Administrator, the child's teacher(s) (with permission from the Director and Administrator). Names, addresses, phone numbers or any other information will not be disclosed to anyone. Parents may request access to their child's file at any time. Staff may not discuss any child or child's family information with other center families.

BrightMinds shall maintain the confidentiality of all children's records. The records shall be property of the center. The Administrator shall maintain and secure records against loss, tampering, or unauthorized use. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.

#### **STAFFING**

##### **Staff Qualifications**

All staff employed by BrightMinds meet or exceed the education requirements that fulfill licensing standards. A criminal background check is done through the Department of Justice on each staff member before they are officially hired.

The center owner holds an Associates Degree in Early Childhood Education and a Business Analyst Degree. Teachers have a Bachelor's Degree in Early Childhood/Elementary Education, an Associate's Degree in Child Care and Development, or a Certificate of Completion for Wisconsin approved Early Childhood Course.

##### **Administrative Structure**

The Administrator and the director of the center will manage the business of the center. There are qualifications that each applicant/hire must obtain before assuming a position at BrightMinds. All classrooms will have a Lead teacher with some having an Assistant teacher as well depending on child to staff ratios.

Report needs and concerns to Heidi Davis, Owner.

##### **Child abuse/neglect reporting**

The employees and volunteers of BrightMinds are required legally and ethically to report child abuse. The employees will also have training initially and every 2 years thereafter for Mandated Reporter Training.

##### **Sudden Infant Death Syndrome**

SIDS Policy

BrightMinds will use the following rules regarding infant sleep positioning and their sleep surroundings, as stated by the American Public Health Association and the American Academy of Pediatrics:

- Infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep time
- The infant's head shall remain uncovered during sleep time.



- No blankets are allowed in a pack and play/crib for children under the age of 1.
- All pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib.
- Unless the child has a note from a pediatrician stating otherwise, infants shall be placed in the supine position for sleeping to lower the risk of SIDS.
- When infants can easily turn over from their supine to the prone position, they shall be put down to sleep on their backs, but allowed to adopt whatever position they prefer to sleep in.
- Unless a pediatrician specifies the need for a positioning device that restricts movements within the crib, such devices shall not be used.

### **Abusive Head Trauma Training**

All staff, substitutes, emergency backups and volunteers who might be used to meet required staffing levels, must have AHT training in preventing and recognizing AHT. Abusive Head Trauma occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death.

## **CONTINUING EDUCATION POLICY**

### **Documentation of Continuing Education**

BrightMinds will use a form provided to us by the licensing department. This Child Care staff Continuing Education Record is to document the completion of continuing education and is required on file for anyone who gives supervision to children under the age of 5 years old.

### **CPR Training for Staff**

All employees are required to obtain training in an approved infant and child CPR and First Aid course within 3 months of their hire date. The State of Wisconsin is requiring that all staff have AED training. This training can be obtained at the same time CPR training is taken.

## **MEDICAL INFORMATION**

### **Emergency Medical Source**

A teacher will:

- a) Call the designated staff person, if alone.
- b) Call 911
- c) Call the legal guardian to inform them of where you will be taking the child for treatment and to meet you there.
- d) All records on the child being treated will be retrieved from the office and taken with that child to the medical facility. In those records is a permission form signed by the parent to treat the child in a medical emergency.
- e) A staff member will accompany the child in a medical emergency.
- f) After the emergency, a report on the accident and injury will be filled out, one for the child's file and one for the licensing person.
- g) Medical log will have a section for the accidents and injuries and they will be entered here.
- h) In case of other injuries of lesser emergency the staff that witnesses an incident will write a note explaining the situation. The area, if need arises, will be washed with soap and water and a band-aid will be applied.
- i) If medical attention is needed but not a matter of emergency, a parent will be called to come and take the child to the doctor. Written permission will be kept on file to call or take a child to a physician if need be.
- j) Review of the accidents will be done to see if there is a problem with equipment. Qualified first-aid personnel will give yearly in-services to the staff.

## **PARENT CUSTODY/RELEASE/OBSERVATIONS/CONFERENCES**

### **Parent Access to Center for Observation, Conferences, etc., Unless Access Denied by Court Order**

Parents are encouraged to stop by the center at any time throughout the day to observe their child and the different types of activities and procedures that take place throughout their child's day. Parents are not required to call ahead of time to inform the staff that they will be stopping in, nor do they need to schedule a time to do so. Our door at BrightMinds is always open to parents who have their child(ren) enrolled in our center, as well as those parents who wish to enroll or are visiting several daycares within the area as a means of care for their child/children.

If a parent is denied access to their child through the courts for any reason, BrightMinds will need a current copy of that report to place in the child's file in order to accommodate that action. We are unable to deny a parent access to their child unless we are provided the court documents.

### **Supervised Visitation**

The center at no time will be used as an area for court ordered supervised visitation. At no time will the center act as a liaison or mediator for supervised visitation. In addition, the center will not be used as a meeting area for such visitation. The parent or legal guardian agrees to abide by this rule at all times and will notify any court to not order supervised visitation at the center.

### **Custody and Release of Children**

If a parent/guardian is contending he/she has certain rights under a Court Order, then a certified copy of the most recent order should be on file at the center and it is the parent/guardian's responsibility to provide a certified copy.

If a person is the legal guardian of a child, that guardian's certified court order, or certified letters of guardianship needs to be on file with the center at the time of enrollment, at his or her cost.

If a non-contracting parent, not on the emergency card, has a valid, certified copy of a Court Order stating that they have the legal right to pick-up a child, the center will have no choice but to release said child to said person.

In a potential abuse or neglect situation, the center will release the child, after verification of proper identification, to the Child Welfare Worker or Police Officer upon a request. If done, the center will make all attempts to notify the parents/guardians.

### **Progress Report**

Progress reports are done by the teachers on each enrolled child. This is not an academic evaluation or test done on your child. It is a tool used to measure how the child is adjusting to the center.

Twice a year, we will hold Parent/Teacher Conferences, where you will have the opportunity to meet with the center's staff to discuss your child's progress, or receive a written progress report for your child's activities and participation in the center. Center staff must bring any special or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Parent/Teacher conferences are held every six months. For those families that wish to meet with their child's teacher in between conferences, a conference can be scheduled at any time.

### **INFANT/TODDLER INFORMATION**

#### **Infant/Toddler Admission Information**

Every child enrolled in the center will have an individual file kept on site; each file will contain each child's emergency contact and medical information, name, birthday, parents full names, address and telephone number, date of attendance, transportation authorization, medical care/treatment consent, child's health history, immunization history, intake forms, parent and teacher/staff communications, medication administration forms, food program and financial information. Every child under the age of two will need to fill out an under two-intake form, which will need to be revised every three months. This form contains information on that child's eating and sleeping patterns, diapering, medications, moods, likes and dislikes, as well as any other information that the child's parents want the teacher to know in order to make their child's transition into their room smooth. The teacher will have an emergency contact form for each child in their room, in an area that is easily accessible.

Parents/guardians are welcome and encouraged to tour and visit the center at any time before or after the enrollment of your child.

#### **Schedule Coordination with Home (Infant/Toddler)**

Parents are always required to fill out an "Under 2 Intake Form" that the child's teacher thoroughly goes through in order to make their job easier, as well as making the child's transition into the center go as smoothly as possible.

Here at BrightMinds, we believe that within the infant/toddler rooms, the children make their own schedules. The teachers are trained in feeding the children on demand, unless the parent states otherwise. The parents will talk with the teachers to come up with a schedule that they both feel comfortable with; with the understanding that as the child grows, there may need to be alterations within the schedule that they set forth at the time.

Infants need plenty of sleep throughout the day and as they show signs of sleeplessness, the teacher will comfort the child until he/she is able to comfortably lie down. As children age, they are awake for longer periods of time, which helps as they are transitioning into a schedule that we try to maintain with the toddlers enrolled at BrightMinds.

As for toddlers, we look forward to working with the parents to set forth a schedule that the children will carry with them throughout their years at BrightMinds. We work with the parents and share our daily schedule in the case they would like to try the schedule at home as well. Consistency is key with children and if we can keep the children on a consistent lunch and afternoon nap schedule, it would make the child's transition times between daycare and home easier.

#### **Health Related Forms**

A "Health History and Emergency Care Plan" Form needs to be included within each child's file that is kept on the premises of Little Feet & Helpful Hands Childcare and Preschool. This informs our staff of any medical problem or condition that the child within our care has previously had or has. It also indicates whether the child has any known allergies. We are required by the state of Wisconsin to have a Health Report filled out by each child's doctor that states the condition of the child, and whether the child has any type of diseases that would be detrimental to the other children within the center. This form is provided by the center and is required to be in the

child's file within 30 days from the child's enrollment date. This is the form that will need to be filled out and signed by the child's physician every two years for children over 2 years in age and every 6 months for children who are under the age of 2. Another requirement is that each child has to have an immunization record in their file with all the updated shots listed. It is the parent's responsibility to inform the center of when their child receives shots, so that we are able to update their immunization sheet. If a child does not receive immunizations because of their parents personal preference, we need a signed form in the child's file stating that their child will not be receiving shots and state the reason as to why they chose to do so.

#### **Diapering and Toileting Procedures**

We are not allowed to make routine attempts at toilet training until the child is 18 months of age. Toilet training is planned in cooperation with the parent, so that the child's routine is consistent. We will be changing the children's diapers at least every two hours and also when they are wet or have a bowel movement. We will apply lotions, powders, or salves to the child as long as we have written direction by the parent or the child's physician. The changing pad will be disinfected before and after changing each child with a solution made daily. For changing pads that are off the ground they will have a barrier or restraint system. Disposable soiled diapers and gloves, when used, are placed in a plastic lined, foot activated, covered container. For those parents who choose to use cloth diapers, you will supply the center with a container and lid, which is plastic-lined and foot activated for us to put the soiled diapers in. You will need to take this container home daily, empty it, and bring it back the following day disinfected. The correct diapering changing procedure will be posted in all rooms where diaper-changing takes place.

Any soiled clothing or bedding is placed in a plastic bag and sent home to be washed. In the infant/toddler rooms, soiled crib sheets are washed immediately.

#### **Items Parent Provide:**

Each family is responsible to provide their child with the following labeled items:

- All admission forms required by the state.
- All information regarding the child and any special needs.
- Sunscreen, bug spray, and any medication with a completed form granting permission to give the medication.
- A change of clothing
- Pull-ups for children who are being potty trained for nap-time
- Any seasonal outdoor clothing
- Each child under two must have an "Under 2-Intake Form" completed before the first day of attendance.

#### **If a child is under one year of age, parents may need to bring one or more of the following:**

Formula or Breast Milk

Diapers and Wipes

Pacifier (labeled)

Bottles (at least four, labeled)

Baby Food (if in a home container, labeled with contents, and child's name and date)

All children are required to bring a sleeping bag or blanket for nap time. Children are also allowed to bring a pillow to sleep on. Infants can have a sleep sack or swaddle for sleeping that is age appropriate. All bedding should be taken home on Friday's to be washed and returned on Monday. It is a state guideline that all bedding be washed after 5 uses. If your child is without sleeping materials, you will be charged \$2.00 per day for the use and cleaning of a center sheet or blanket. If both a sheet and blanket needs to be used, there will be a \$5.00 per day charge.

All children ages 12 months to 5 years are required by licensing to rest for 30 minutes or longer. BrightMinds has a rest period from 12:00 to 2:00 following our lunch hour. Children who are awake after 30 minutes will be offered a quiet play activity, if they quietly rested for the 30 minutes.

Children should arrive at the center wearing well-fitted and washable play clothing. The children will play outside almost everyday, weather permitting; children should be in appropriate clothing each day. Children must have a complete set of spare clothing left at the center. Children under the age of 2 or who are potty training should have at least 2 or 3 pairs of extra clothes here in case of accidents or spills. Please label all clothing, jackets, boots, etc. with your child's name. When you pick up your child, please check his/her cubby for any soiled clothes and replace them the following day even if there is no request for replacement of those clothing articles. If your child needs extra clothes, we will have to call you to bring in clothes for your child as we do not have extra clothes at the center. This is something that is a responsibility as a parent to bring in in a timely manner and replenish if need be. Jewelry is strongly discouraged at the center. We are not responsible for lost or damaged jewelry.

Small hair clips are not permitted within the center because of the choking hazard that they potentially could cause. If your child is sent to the center with small hair clips, we will remove them and place them in your child's cubby for the day.

#### **Moving To The Next Classroom**

Children move to the next room based on development, age, and availability. Changes will be discussed with the parents. However, to manage the center and everyone's best interest, we will consider all the classrooms and which other children are moving, leaving or waiting to enter. Children will spend a few hours in their new classroom daily starting 1 week before the transition into a new classroom (if we have the available room and staffing to make these transitions happen).

We cannot guarantee that children will move to the next classroom on their date of birth.

When a child turns 10 months, we will start working to transition him/her to one nap per day. We will also start weaning them off of the bottle at the parents' request. We will try using a sippy cup for all meals and snacks. We will start introducing table foods to them throughout the day at 11 months. We can only do this with the consent of the child's physician. We will ask for a signed Child Health Report from the child's physician stating which foods they should avoid through this transition until the age of one. This transition to table foods also means that their meal times will be scheduled at the same times as the center mealtimes. This will prepare them for mealtimes in the one year old classroom. Children eat their meals and snacks together and must be seated at the table.

Upon entering the 12 month classroom, we will be using the pacifier less, which will consist only during nap periods. We will work with you when you want to begin weaning your child off the pacifier. We will continue to follow parents and children's schedules until the age of two.

### **Infant/Toddler Feedings**

Infants and toddlers are on their own personalized feeding schedule, which is determined by each other. Generally the children like to eat every 3-4 hours. The formula and food that is brought to the center needs to have the child's name and date plus its original label. Leftover milk and formula will be discarded after each meal. The children's bottles will not be propped. Leftover baby food in the containers should have the child's name and date on it and can be only reused within a 36 hour period. We put the baby food in a separate container when it is served to the children. The child will not be fed from the baby food jar. Once a child goes off bottle feedings and is drinking from a sippy cup, this is also the time we will try using the pacifier less and less as long as the parents agree. Breast milk that is brought to the center needs to come in bottles labeled with the child's name and date, and will be heated by a bottle warmer. Breast milk is never to be heated in the microwave and the remaining portion will be discarded. Parents who are nursing will be allowed to come to the center and have a private room for breastfeeding as long as one is available. If you feel your child is ready to eat table food from home or from the center, and your child is under the age of one year old, we will need a doctor's note.

### **Guidance Techniques - Children under the age 2**

We understand that there will be times when a child will become distraught, fussy or won't quit crying. The 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, we will stay calm and will do whatever we can to soothe the child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there may be times when we may need to call parents for advice and assistance.

### **Developmentally Appropriate Programming for Infants and Toddlers**

During the first two years of life, children are working on acquiring a sense of trustworthiness of oneself and others. This is the sense of safety and security that comes from responsive and predictable care from familiar others to whom the child is attached. In the toddler years, a strong sense of autonomy is building. This comes from being treated as an individual and being allowed opportunities for independence.

When children feel the sense of independence, power, and competence, they can step out into the world and be active learners and problem solvers. Young children need a safe environment full of opportunities to explore and have fun. They need to be able to see, touch, feel, and move.

The curriculum for the infants and toddlers involves everything that happens to the child throughout the day. Responsive caregiving is the key component to setting up a safe and secure environment and trusting relationships. Everything that a child experiences is a learning opportunity. For example, diaper changes are perfect opportunities for learning experiences: language, singing gently to a child, showing gentle touches, gently moving their legs in a bicycle motion stimulating movement or having them reach and grasp for an object. It's important to let the child know that this is not a hurried or rushed experience and that he/she is valued and is a precious individual. Throughout the day, teachers will take advantage of these caregiving experiences that are so important in the early years of life and turn them into meaningful and positive experiences for a child's healthy development.

Along with the individual caregiving moments, teachers will also plan and organize their environments to provide experiences which enhance motor development-reaching, grasping, crawling in and out, throwing, pulling; cognitive development-object permanence, cause and effect experiences, language, listening and responding to sounds and voices, and problem solving, social development-playing among others, positive peer interactions, and expressing emotions towards others.

Planning for infants and toddlers does not necessarily involve “lessons” but rather opportunities for experiences that as individuals they can make the most out of. When teachers organize materials for the room, they take into account children’s individual differences along with their interests, their new skills, and their reactions to materials. As the children grow and change, the teachers change the classroom environment. They may put out more challenging climbing equipment or add a building area with different toys. A classroom may look very different at the end of a semester than it did at the very beginning.

#### **Policies Regarding Biting**

The center does have a policy regarding biting. The policy states that if a child bites 3 or more times within one day, the parents of that child will be called and asked to pick their child up immediately. The child will not be able to return to the center until the following day. \*These bites will be specified as actual bites, not just as attempted bites on a child. It will have to have been 3 bites that leave some sort of a mark on another child that we would consider as bites to send home.\* We put the policy into effect for the safety of the child doing the biting, as well as the children who are being bit. The Director will have the final say over whether or not the child will be sent home for the day. If the Director is questioning that decision, they will be in contact with Heidi and they will make that decision together.

The center will notify parents, either a phone call or a message on Brightwheel, if their child was bitten to the extent of drawing blood or severe bruising. We will not call or message for a regular bite but there will be a boo boo note written for parents to sign at pick up.

#### **2 YR OLD, 3 YR OLD, AND PRESCHOOL INFORMATION**

In the toddler and preschool rooms, we have a basic routine throughout the day, but it is flexible. Both individual and group play are beneficial to children. We do encourage participation, but we do not force it (except meal times, nap time, and going outside time). During individual play, children can use any of the supplies in the classroom and may play with one another if they choose. Group play includes: stories, dance, music, art, etc.

There is no religious aspect to our program. All teachers are here to enhance each child’s social, emotional, and cognitive development by providing a variety of developmentally appropriate activities.

#### **Items Parent Provide:**

Each family is responsible to provide their child with the following labeled items:

- All admission forms required by the state.
- All information regarding the child and any special needs.
- Sunscreen, bug spray, and any medication with a completed form granting permission to give the medication.
- A sleeping bag or a blanket
- A change of clothing
- Pull-ups for children who are being potty trained for nap-time
- Any seasonal outdoor clothing

#### **Developmentally Appropriate Programming for Preschool Children**

The daily program of BrightMinds Childcare and Preschool is to meet the needs of the whole child. The daily activities provide a variety of activities to help the child grow both physically, emotionally and socially. This is done through outdoor large muscle activities and during small group, small muscle activities that concentrate on many hands-on construction activities and open-ended activities for children. At least 30 minutes of rest time will be available to all children under age five years old.

#### **Development of good self-image**

- a) Unit activities will include a variety of open-ended activities.
- b) Creativity will be encouraged through art, drama, and use of puppets.

#### **Social interaction**

- a) Children will be encouraged to problem solve with a friend and to play together.
- b) Children are encouraged to take part in all discussions and all responses are handled, so the children feel positive about themselves.
- c) People of different cultures are invited to the center to share their experiences.
- d) People with disabilities are invited to the center to share their experiences and challenges in today’s world.
- e) Social skills can be learned and improved on during mealtimes.

#### **Self-Expression and Communication**

- a) Children will be encouraged to use their language effectively through puppets, dramatic plays, computer programs, and music.
- b) During a large group, speech is learned through songs and fingerplays that repeat the leader's words.
- c) With the interactions of different age groups, they learn from one another.

#### **Creative expression**

- a) Creativity will be encouraged through art (paints, crayons, scissors, etc.), dramatic plays, puppets, dress-up and dance.
- b) Children will also be given the opportunity to express themselves and their feelings through the making and the use of play-dough.

#### **Large and small muscle development**

- a) Large muscle activities will be developed through outdoor activity such as play gyms, balls, a sandbox, slides, swings, and teeter-totters.
- b) During small groups, small muscle activities that concentrate on many hands-on construction activities and open-ended activities for children.
- c) Construction activities will include: lacing cards, string beads, puzzles, snap together blocks, pegboards, large Legos and unit blocks.

#### **Intellectual growth**

- a) Children will develop and communicate intellectual growth through daily circle time and individual activity.
- b) Teaching will begin at a young age and gradually expand as they grow in age.

#### **Guidance Techniques - Children over 3 years of Age**

The guidance technique we use to teach the children is repetition and redirection. We follow the same routine every morning at group time. This way, the child is hearing the same thing every day until they get the routine down. After they are familiar with the routine, we will implement a few new activities into the routine. We review everything the children have learned once a week. The children are kept on a schedule so they keep busy and feel more secure in a structural environment. We also use redirection with the children. This technique helps redirect the child's attention to a different activity.

#### **Positive Attitude/Self Esteem**

We want all children at BrightMinds to feel that they are all equal and that each of them are special in their own way. When a child is taken out of a situation, we do it in a way that the child does not get embarrassed, such as taking the child aside so that the other children do not hear what is going on. We teach the children to love and respect themselves and to do the same to others.

#### **CHILD GUIDANCE POLICY**

##### **Specific Guidance Techniques for all Children**

Our goal is to promote the child's self-esteem through practicing positive non-evaluative guidance, providing experiences that match their developmental level and meeting their needs responsively. Supporting children's play is important.

Teachers will give guidance as needed, but try not to interfere in a child's activity. We will use positive redirection and staff will be kind and composed at all times. Children will be offered choices when possible. Staff will never label (positive and negative) or shame a child.

If a child displays repeated inappropriate behavior and shows little progress toward changing that behavior, the teachers may call parents to work cooperatively in developing strategies that will meet the child's needs.

Any disciplinary action that warrants calling parents will be documented and kept in the respective child's file.

##### **Staff Guidelines for Use of Time-outs**

As stated in Wisconsin's "Licensing Rules for Group Child Care Centers", "Time-out period" means removing the child from the situation in a non-humiliating manner and they will be offered to go to a quiet space in the room to de-escalate from the situation and not be removed unless they are endangering themselves or others in the room.

As stated in Wisconsin's "Licensing Rules for Group Child Care Centers", "Redirection" means directing the child's attention to a different program activity.

Here at BrightMinds, our positive guidance and redirection skills, including the limits that we set forth for each individual age group will help each child develop self-control, self-esteem and respect for their teachers, as well as others within their age bracket.

##### **Time-Out Procedures**

Any child may not have a *time-out period*. Children may have a time-away, where they are given a toy, book or activity to complete on their own if they need time-away from their friends. If a child is given a time-away, they still need to be under the supervision of a childcare worker. **If a child is having a hard time, they will be offered to go to a quiet space in the room to de-escalate from the situation and not be removed unless they are endangering themselves or others in the room.**

Positive reinforcement and redirection will be used to correct negative actions. The only time that time outs would be used is if a child is hitting, using abusive language, or endangering another child, and never for more than one minute per age per year, after the child is 3 years of age, but no longer than 3 minutes. The staff will remove the child from the situation in a non humiliating manner and ask the child if they would like to go to a

quieter space in order not to interrupt the other children's learning. If another child is involved and injured, the staff member will attend to that child and then go to the child that was using unaccepted behavior. The teacher will explain and model acceptable behavior for that child and reassure the child that though his/her behavior may not be acceptable he/she is still liked.

#### **Guidance Techniques - For all children**

The guidance techniques that we use for children under 3 years of age is positive reinforcement and distraction. We use these techniques when a child is showing negative behavior such as hitting, biting or taking a toy from another child. We distract the child with another activity or toy and then use positive reinforcement by commenting on the child's good behavior.

#### **Parental Involvement**

When the children act out, the steps we take are as follows: First, we will remove the child from the situation, get down to eye level, and explain why the behavior is not acceptable. If the child continues in this behavior, we will ask for your involvement. Sometimes it is necessary to go to the family and inquire about the child's home life that may have brought about a change. We need to keep open communication with the parents so that if problems arise, we know what may be causing them and that may help to find a solution. If nothing seems to be happening at home, we will ask the parent to talk with their child and see if they can get any feedback.

#### **Toilet Training**

Toilet training is planned in cooperation with the parents so that the child's routine is consistent. We are not allowed to make routine attempts on toilet training until he/she is in our Sunflower's classroom as that is when they will be going into the bathroom with our child size toilet. Some signs that a child is ready for potty training are when he/she sees the other children going potty and say they want to try or talk about going on the potty. We feel that the same training that is done at home needs to be done at the daycare center also.

#### **Child Guidance and Food**

When the children are eating, we try to encourage good table manners such as saying "Please and Thank You". We also try to encourage not talking with our mouths full or getting up from the table until you are excused. The children are simply reminded of good table manners if they are not practicing them. One staff member sits with the children at meals to help model table manners and proper table etiquette. This is also a good way to stay aware of what is happening at the table and make sure children are safe.

Discipline at BrightMinds is developed with support and encouragement of positive behavior through a planned environment, which provides a variety of activities from which the children may choose. Methods of reinforcing positive behavior includes verbal praise, smiles, and pleasant attention. BrightMinds staff maintains a safe, non-threatening environment. BrightMinds staff fosters creativity, encourages children to explore, and allows them to make discoveries. When inappropriate behavior occurs, it is dealt with immediately. Teachers individualize responses to the children's behavior, in relation to the particular child and the situation. They try to identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the child's way of signaling that he/she needs help in dealing with a certain task or situation. Teachers can then modify the learning environment and/or activities to help resolve the situation.

#### **Prohibited Punishments**

Actions which are humiliating or frightening to a child are prohibited. Some examples of prohibited actions are spanking, hitting, pinching, shaking, and inflicting any other form of corporal punishment. Any staff or volunteers who use corporal punishment shall be terminated immediately. All parents, staff, and volunteers are provided with a copy of our Child Guidance and Discipline Policy.

- No child shall be punished for lapses in toilet training.
- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers, or parents while on center property.
- No child or group of children shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed.
- The withholding of food, water, a nap or rest, or bathroom facilities is to never be used as punishment for a child.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly, with intimidation or ridicule.
- Adults are never to discuss a child's behavior with another adult in the presence of other children or other parents.
- Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.
- Children may never be punished if they falter while toilet training.

### **EDUCATION POLICY**

#### **Religious Training**

BrightMinds will not have religious training as part of our center's program.

### **Curriculum**

The director and the teachers plan the themes monthly. A calendar is put together for the parents so they know the weekly themes and any special events for the month. Each unit we plan is for one week and we try to celebrate special days each month. Here at BrightMinds, we use Creative Curriculum. Children's portfolios will be passed along to the next classroom for the new teacher to look over. Once their original portfolio is full, a new one will be started.

### **Outdoor Activities**

Weather permitting, all children including infants, will spend from 20 minutes to two hours per day in daily outdoor play. It is necessary that children have freedom of movement, so it is requested that children are dressed accordingly. Shoes are required. As we encourage children to explore, there may be times when their clothing may become messy. For this reason, we request that you send one to two complete changes of clothing to remain at the center. Please label all articles of belongings.

Children will be outside daily unless it is inclement weather. Accommodations cannot be made for children to remain indoors if they are feeling "under the weather." A child too sick to be outside is probably too sick to be around other children.

\*"Inclement weather" as stated in "Licensing Rules for Group Child Care Centers" means stormy or severe weather such as any of the following:

- A. Heavy rain
- B. Temperatures above 90 degrees F.
- C. Wind chills of 0 degrees F. or below for children age 2 and above.
- D. Wind chills of 20 degrees F. or below for children under age 2.
- E. Air quality is in the unhealthy zone (red zone).

All parents are encouraged to bring in sunscreen for their children who are 6 months and up to keep at the center during the summer months; as well as winter wear, including jacket, snow pants, boots, hat and gloves at the center during winter months. A sunscreen/bug repellent permission slip will need to be filled out and signed by a parent or guardian, in order to apply sunscreen and bug repellent.

### **Daily Schedule**

This schedule may change from time to time, but all activities are fulfilled daily.

5:45 am	Prepare for daycare
6:00 am	Arrival of children, quiet play
8:00 am	Clean up/Bathroom Break
8:30 am	BREAKFAST TIME
8:45-9:00 am	Clean up for daily activities
9:00-9:45 am	Circle time: Calendar, Weather, Shapes, Letter or Number of the week
9:45 a.m.	SNACK TIME (for children under 2)
10:00-10:45 am	Activity or craft time
10:45-11:15 am	Outdoor play, weather permitting *OR DIRECTED PLAY in centers
11:15-11:30 am	Bathroom Break
11:30-12:00 pm	LUNCH TIME
12:00 pm	Clean up for story time
12:00-2:00 pm	NAP TIME
2:00-2:30 pm	Wake up kids, get ready for snack time/Bathroom Break
2:30-3:00 pm	Story/Snack
3:00-3:30 pm	Structured Movement
3:30-5:00 pm	Outdoor play, weather permitting *OR DIRECTED PLAY in centers
5:00-5:30 pm	Quiet time, small manipulative games, puzzles, and books, play dough, Etc.
5:30 pm	DAYCARE CLOSED

- Schedule is subject to change without notice, due to weather, kids, provider, etc...
- Outdoor play may be replaced with indoor small group activities due to inclement weather conditions.
- Diapers will be changed as needed OR every two hours.
- Every classroom has a scheduled time for outdoor play that they are expected to follow.

### **Curriculum Planning Guidelines**

While each class at BrightMinds Childcare and Preschool has its own distinction, there are at least five principles that are consistent from the youngest group of children to the oldest. These principles are most influenced by the theories of educational practice that are based on an understanding of child development. BrightMinds Childcare and Preschool has adopted the Creative Curriculum guidelines.

### **Behavior Documentation**



The best way to teach young children good behavior is by practicing it ourselves and by being role models. When a child does something that is not safe or beneficial for him/her or others, we redirect the behavior by gently guiding him/her towards positive alternatives. All children and staff members will be protected and provided a safe and secure environment.

All teachers must objectively document unacceptable behaviors on a "Incident Report" form. The teacher will notify the parent(s) on the day that the problem was observed. All reports are confidential and are not to be discussed with other parents. BrightMinds reserves the right to terminate immediately if circumstances warrant such an action.

### **Communication with Parents**

Effective communication with families strengthens the quality of the program. Staff-family communication should include the following:

- Opportunities for obtaining information about the child in care
- Encouragement of family involvement within the program
- Family-teacher conferences conducted as needed, but at least twice a year. The center will try to hold parent-teacher conferences during the months of April and November. It is the parent's responsibility to sign up for a time to meet with their child's teacher.
- Ongoing communication with families regarding the well being of the child in care.

Staff is encouraged to communicate with parents through a variety of means including orientation activities, informal telephone conversations, face-to-face conversations, daily reports, notes or monthly newsletters.

### **Cultural Diversity**

Because of cultural differences in our area, we will have special units to show the children that differences should be welcomed. We will incorporate special speakers, activities and foods into these units.

The children will be introduced to several nationalities as we study different groups of people. We introduce their cultures through books, songs, and celebrating holidays. This will be done in a way that is not discriminating and is solely for the purpose to expose the children to the different ethnic groups that surround us.

## **FIRE/TORNADO AND OTHER EMERGENCY POLICIES**

### **Fire**

Evacuation plans will be located in every room in the center to indicate what path the children will take in case of an emergency. The exits are clearly labeled on the plans and need to be unobstructed by furniture or other items. Fire drills will be practiced monthly and recorded on the appropriate documents. The procedure is as follows:

- Sound alarm
- Children will line up by the teacher; the teacher will secure their children's emergency cards and sign in/out form
- The children and teachers will immediately evacuate the building to the designated meeting area.
- One teacher will lead the group outdoors, and the other will follow making sure that all students stay in line and make it out of the building safely. On the way out, the last teacher will make sure that all doors are closed.
- Roll call/Face to names on list will be taken/done once outside to make sure that all of the children are accounted for.
- The staff are responsible to get the children out safely. Everyone will meet on the grass area by the dumpster (South location) or on the sidewalk in front of the building (North location). The director will use the center's cell phone to call the fire department once the children are safe and secure at O'reilly's Auto Parts. We will wait there for the parents to pick up the children/
- Parents will be contacted as soon as possible.

A teacher will be designated to bring the Emergency Book and master copies of emergency cards from the office when evacuating the building.

### **Tornado**

Tornado drills will be practiced monthly (from April to October) with the children. The procedure for the drill is as follows:

- Announce that there will be a tornado drill.
- Children will line up by the teacher
- Children will go to their designated location, they will sit with their head down between their knees/hands covering head, and wait for further instruction from the teacher
- The teachers will listen to the radio for any further weather updates.

If an emergency occurs, the owner of the center will be called. In case of a severe emergency, 911 will be called.

### **Inside Building Temperature**

Our center will maintain a building temperature of at least 67 degrees in the winter and throughout the summer months the center will never exceed 80 degrees.

#### **Flash Flood**

BrightMinds Childcare and Preschool LLC is not located on a floodplain. In the case that a situation may arise, we will get the children to high grounds, and contact the local law enforcement to help relocate the children. Parents will be contacted to inform them of the center's relocation.

#### **Children Location**

In the center, we have several ways to document the number of children that are in the building at all times. When parents enter the building, you are required to sign your child/children out using the QR code and the Brightwheel app. The teachers will sign the children into their clipboards in the classrooms as well. Teachers also have copies of all their children's emergency cards in the classrooms. In addition, the Director has a running attendance sheet for all classes that allows his/her to keep track of how many children are in each group at a certain time. We use this system in case of an emergency. During an emergency, the Director is responsible for taking the class attendance sheet out of the building with them. Once out of the building, roll call is taken, and the Director/Administrator will be in contact with all parents.

#### **Medical Transportation**

If at any time that a child is in the care of BrightMinds Childcare and Preschool and a medical emergency happens, we will call 911 and an ambulance will transport the child to Gundersen Lutheran medical facility. We will try to transport the child to the hospital of choice on their emergency card if possible. Parents will be contacted as soon as possible. If a parent is unable to ride with the child in the ambulance, the Administrator (Heidi, if available) will ride with to the Hospital to meet parents there.

#### **Emergency Phone Numbers**

Emergency contact phone numbers are listed around the center. Emergency phone numbers include: 911, Holmen Police Department, Poison Control Center, Holmen Fire Department, Social Services, Gundersen Health System, and Mayo Clinic Health System.

#### **Emergency Contact Person**

Our emergency contact person will be available within five minutes, if needed. This person is expected to arrive at the center if there are less than 8 children and an emergency occurs where an extra adult is needed. Their name, number, and address will be located on the Parent Board by the check in/out area. Any emergency backup must have received an orientation to our program, and must have attended a training on shaken baby syndrome prior to caring for the children. This information will also be posted in the office.

#### **Sleeping Children**

The plan that we will practice monthly as far as evacuating sleeping children consists of the following: Our teachers will practice waking the sleeping children and getting them out of the center in an emergency without panicking. One teacher will be responsible for waking up the children and the other will wait at the emergency exit door until all of the children have cleared the building. If there seems to be enough time, a teacher will get the children's coats and shoes and send them out the door where the other teacher will be waiting. We will practice our emergency plans monthly and record them on the appropriate document. Infants will be evacuated out of the building in pack and plays. A teacher will transport the children outdoors and place them in a safe place, such as a blanket until all of the children are safely out.

#### **Extreme/Severe Weather**

If extreme/severe weather occurs, we will keep the children indoors. This would include heavy rain, lightning, tornadoes, snowstorms, extreme heat with a heat index of 90 degrees or higher, extreme cold with temperatures of 20 degrees or lower and 0 degrees including wind chill, for children 2 and up. In the event of a snow storm or ice storm, we will keep the center open allowing parents extra time to pick up their child.

#### **Building Service Loss**

In the event that we would lose heat, water, electricity, air, telephone, we will follow these procedures:

- Call repair person to have them come to the center immediately
- In the event of an ice storm and power is lost to the center, parents will be contacted to pick up children immediately. Center will be closed until further notice.
- If at any time water is lost to the center for a period of time, we will contact parents, and the center will be closed until water is restored.
- If we are unable to return to the building following an evacuation, the children will be taken to O'Reilly Auto Parts until the parents can be contacted and come for them.

#### **Emergency Treatment (Children & Staff)**

Minor Injuries: BrightMinds will have the supplies needed to treat minor injuries. The procedure that we will follow for minor injuries is to use soap, water, bandaids, or ice packs. An injury report will need to be filled out, and placed in the child's file. A copy of the injury report may be given to the parents upon request. The incident will also be recorded in the injury log.

Major Injuries: Major injuries may require us to contact Gundersen Lutheran Medical Center and send for an ambulance. We are given 24 hours to contact the Department of Children and Family (DCF) if an injury is considered serious, such as broken bones, ingestion of poison, concussion, or burns. In the event of a serious emergency, we will contact the parents immediately to inform them that 911 has been contacted and an ambulance will be transporting their child to a local hospital. If the parents or emergency contact person are unable to be contacted, the Center Director/Administrator will get the child's file and accompany them to the hospital. During this time, we will continue attempting to contact the parents/emergency contact person. In the event that a child receives an injury while on a field trip or away from the center we will use our first aid kit that is required to be taken along on all outings to treat injuries.

***\*BrightMinds is not liable for any minor or major injuries requiring medical treatment.***

#### **Lost Child Procedure**

In the event that a child would become missing, the staff will immediately call 911 to get an officer here. If the child was to be found after 911 was called but before the officer was to get here we would call dispatch back and explain the situation. We would designate a teacher to do a complete check throughout the center to try to locate the child. The parent of the missing child will immediately be contacted. If a child would end up missing while on a field trip, we would designate a teacher to locate help, so that we would have more bodies spread throughout the area looking for the missing child. The parent of the child would be contacted immediately. A law enforcement agency would be contacted if the child were not found in a short period of time.

#### **HEALTH CARE POLICY**

BrightMinds is not a sick care facility equipped to handle ill children. For their safety and the safety of others, we require that all sick children be picked up ASAP by a parent or guardian being called. We want to make sure that all of the children here get the best possible care.

If there is ever a contagious disease diagnosis, the parents will be informed of the occurrence, which we will post on the parent notification board located by the sign in/out counter.

#### **BrightMinds Health Policy:**

Childcare will not be provided for any child who has been vomiting or has had diarrhea within the previous 24 hours or to those children who have a contagious illness or who are too sick to participate in the center's daily activities. If a child becomes ill at the center, we will notify the parent and they will be responsible to make the necessary arrangements to pick up their child within 1 hour of notification from the center. Any child that is sent home with a fever, diarrhea, pink eye, vomiting or any other illness that requires the use of Tylenol/Motrin (a fever reducer) may only return to the center 24 hours after their fever breaks without the use of that fever reducer. BrightMinds is not licensed to service sick children. All children are required to play outside if the weather is permitting. If a child is too ill to participate in the daily activities, then we will ask that the children do not attend the center. There is no credit given for a child's absence due to illness. Parents/Guardians must notify the center immediately of a child's illness. ***We do not have the space to care for a mildly ill child with a fever over 100.7-101 and that is why we would ask for them to be picked up for the safety of the other children and staff.***

#### **Fever (Under 2)**

Any temperature reading over 101 degrees will require the child to go home. All temps are taken under the arm and we add a degree. They may return to daycare once they are fever free for 24 hours without the use of fever reducing medication.

Procedure for checking temperatures at BrightMinds

- We will check the child's temperature under his/her armpit.
- If the child is reading over 100.5 and is acting differently than normal, we will give you a courtesy call informing you of what is going on. We will continue to monitor your child's temperature.
- If your child reaches a temperature of 101 they will be required to go home.

#### **Fever (2 years and older)**

Any temperature reading over 100.7 degrees will require the child to go home. All temps are taken under the arm and we add a degree or on the forehead. They may return to daycare once they are fever free for 24 hours without the use of fever reducing medication.

Procedure for checking temperatures at BrightMinds

- We will check the child's temperature under his/her armpit or forehead depending on the current thermometer at the center.
- If the child is reading over 100.5 and acting differently than normal we will give you a courtesy call informing you of what is going on. We will continue to monitor your child's temperature.
- If your child reaches a temperature of 100.7 they will be required to go home.

### **Head Lice**

Children will not be allowed to attend or return to the center if any live lice or lice nits are present on the child. Upon return, we will check the child to make sure that they are nit free.

### **Rash**

Children who have a rash or develop a rash, the parents will be called and asked about said rash. If they do not know what it is from, the child will need to be picked up and either taken to the doctor to establish that the rash is not contagious or the child will need to be out for 24 hours for the rash to start healing.

### **Diarrhea**

Children who have 3 or more diarrheas within 1 hour will be required to go home. They may return once they are symptom free for 24 hours.

### **Vomiting**

Children who have vomited will be required to go home. They may return once they are symptom free for 24 hours.

### **Hand Foot & Mouth**

Children who have spots that look like the consistency of HFM will be required to go home. They may return to daycare once the blisters have scabbed over or have gone away. They may return with a doctor's note confirming that the child does not have HFM and what is causing the spots. If we have an outbreak of HFM at the center we will be sending all children home to be checked out if we see just 1 spot or more as this can spread quickly.

### **Communicable diseases**

When it has been determined that a child who is enrolled in a daycare center has a reportable, communicable disease transmitted through contact, we must notify the local public health officer, the licensing specialist (Jenn Stubbe), and the parents of the exposed children. The infected child may only be readmitted to the daycare center if the parent provides a statement from the doctor that the child's condition is no longer contagious.

### **Any illness requiring an antibiotic**

Children who have been diagnosed with an illness requiring an antibiotic will be allowed to return to daycare after they have been on antibiotics for 24 hours. This goes for ALL antibiotics. We have this in place in case any allergic reactions might occur. Please make sure you are following this rule with all antibiotics that your child receives.

### **Additional Illness Policy**

There is no credit given for a child's absence due to illness. Parents/Guardians must notify the center immediately of a child's illness. If your child will be absent from the center for the day, you must notify BrightMinds by phone or Brightwheel. If we do not receive a phone call or message from Brightwheel within the hour that your child is normally in attendance, it is a state law that we have to contact you.

### **Injuries**

Staff shall report any injury of a child to the director or Administrator, no matter how insignificant it may seem. The director will determine if the parent needs to be immediately notified and if first aid should be administered. All full-time staff are trained in CPR and First Aid. Volunteers may be asked to apply a band-aid or clean a wound, but the teacher determines the action plan. A first aid kit is kept within the center at a central location where all teachers have easy access to it at any and all times, and should be pointed out to all staff and volunteers on the orientation tour. If a child falls in the classroom or on the playground and may be seriously hurt, he or she should not be moved. An adult must stay with the child and keep him or her still while sending someone else to get the director.

Parents must be notified if a child suffers an accident while in care. All head injuries must be reported to the parent immediately.

All accidents/incidents shall be written up on an accident report to be given to the parent at the end of the day. A copy of the report is to be placed in the child's folder.

### **Medical Log Book**

Parents will need to fill out a medical authorization form, which gives the staff at BrightMinds permission to dispense medicine to a child when needed. This medication form will need to be filled out each time a medication is brought to the center, including creams for diapers. We will send home all medications on Fridays. If your child will need the medication again the following week a new medication authorization form will need to be filled out. A separate log book is kept for recording all medication doses given to a child, as well as injury. All medications must be in their original container, the label needs to have the child's full name on it, name of medication, dosage amount and the date of expiration. This log book will also contain observations of the children upon arrival to document anything new. Parents are able to view the medical log book upon request to see the entries only pertaining to their child. At no time or for any reason are we able to administer a medication if it is past the expiration date stated on the label. All medications are stored in a separate container, which is labeled and kept out of reach of the children. \*The log books are reviewed on a regular basis.\*

In the case that a medication is over distributed, Poison Control will immediately be contacted and the procedure they state would be followed. If a dosage at a certain time is missed the child's parents will be contacted to determine whether they want the medication to be administered at that time. Any requests to over medicate or to give a larger dose than called for will be denied.

#### **Medication Administration, Missed Medication Doses or Errors in Distribution**

Medication administration can only take place if the child's parent/guardian has filled out an authorization to Medicate form that specifies when and the doses of medications to be administered. All medications must be in their original container; the label needs to have the child's full name on it, name of medication, dosage amount, and the date of expiration. Parents are able to view the medical log book upon request. At no time or for any reason are we able to administer a medication if it is past the expiration date stated on the label. All medications are stored in a separate container, which is labeled and kept out of reach of the children. Medicine that must be kept cold will be put in the covered and labeled container in the refrigerator.

#### **Cleanliness**

Teachers are expected to maintain their classroom with order and attractiveness. This includes creating a schedule of rotation on display of children's work in the room and in the hallway.

At our daycare we stress cleanliness. Cleaning is done during nap period and at the end of the day when child to staff ratios allow the teachers to do so.

Our procedure for child hand washing is that a child's hands shall be washed with soap and warm running water before meals and snacks and after toileting or diapering. A child's hands and face will be washed after meals. Teachers working with children shall wash their hands with soap and warm running water before handling food, after assisting with toileting, and after wiping bodily secretions from a child with a disposable tissue.

\*All staff members will be trained in Blood borne Pathogens along with following the proper procedures of disposing any hazardous materials and biocontaminants.\*

#### **Bathroom/Cleaning Supplies**

All the cleaning supplies for the center are kept in the maintenance room or in child safety locked cabinets so that the children are not able to get to them. We are using cleaning supplies that disinfect germs, but that are not harmful to the children once on a surface.

#### **Sanitation of toys and equipment**

All toys at the center are washed before being sanitized weekly using a sanitizing solution of ¼ cup and ½ tablespoon of Member's Mark Sanitizer Solution to one gallon of water. First, we soak the toys/equipment in soap and water. Then we completely cover the toys with a sanitizing solution for 10 minutes, rinse them with water and let them air dry.

We will also sanitize food contact services such as tables and counters.

We disinfect all diapering areas, bathrooms toilets, or any areas that may have been in contact with bodily fluids. First, we wash that area with soap and water. Then we spray the area with a disinfectant solution of ⅛ cup of Member's Mark Disinfectant Solution to 1 gallon of water. We let that area air dry.

### **NUTRITION**

#### **Meal Time Routines**

The children will have their breakfast at 8:30, lunch at 11:30, and afternoon snack at 2:30. Their routine is as follows: The children will wash and dry their hands as they sit down at the table. The meal is served family-style, which the children serve themselves as the dishes are passed around the table. The teacher sits with the children to observe the amount of food taken and also to encourage good table manners. It is also important for the teacher to sit with the children because a child can easily start choking on his/her food and a teacher would be close by to respond quickly. It's also a good time to interact with each other because usually when they are eating they are in a calm mood. The teacher is encouraged to eat a small portion of the meal with the children to encourage the children to eat their meal and for guidance. We encourage a certain amount of socialization to occur during their meal as long as it does not deter from them eating the meal.

#### **Snack Time**

Children who are at the center for more than 10 hours a day will be provided with breakfast, lunch, and afternoon snacks consisting of fruit, crackers, water, milk, etc.

#### **Food Service Personnel**

The center shall provide a qualified food service personnel to cook breakfast, lunch, and snack for the children at the center. Menus are prepared by our food service personnel and the center's owner and are on a 6 week rotating schedule. All menus are posted at the center.

#### **Menu Requirements and Changes**

We follow the USDA recommendations for all meals being served at the center. The requirements for breakfast is to include one serving of milk, one serving of a fruit- vegetable or full strength juice and one serving of bread, cereal or a bread alternative. The requirement for lunch is to have one serving of meat or a meat substitute, two servings of fruit and/or vegetable, one serving of bread and one serving of milk. The requirements for an

afternoon snack is to provide two of the following components: milk, fruit, vegetable, full strength juice, bread, cereal or bread alternative and a meat or a meat alternative. If a child is required to eat only certain foods such as vegetarian, we need to have a signed statement from the parents telling us how they will meet the food requirements. It is very important that the parents make us aware of all allergies/ special diets that their child may have to foods, so that we don't give the child those types of foods. Allergies/special diets must be stated in a note from a doctor and all teachers are informed of the child's allergy. Any menu change can be done as long as it is done before the meal or snack is served and as long as it's posted in the menu. The cook is responsible for posting the menu and the menus will be posted on the bulletin board in the front entryway.

The Department of Public Instruction which administers the USDA Food Program requires that we provide a variety in the menu which allows the children to experience a variety of textures, scents, and tastes.

### **Center Birthdays**

The staff here at BrightMinds will celebrate each child's birthday on the day closest to it. Parents are welcome to bring in a treat for their child's class. If there is anything special that you would like to do for your child's birthday, please discuss these arrangements with your child's teacher(s) in advance. **All treats must be store bought or we must have a list of ingredients present due to potential allergies.**

### **OTHER POLICIES**

#### **Discrimination**

Admission will not be denied on the basis of race, handicap, religion, or other certain characteristics.

#### **Smoking**

BrightMinds is a smoke-free environment. Smoking is NOT permitted near or around BrightMinds building, the children's playground, or on any field trips.

#### **Alcohol, Illegal substances, Firearms**

BrightMinds maintains a drug free workplace at all times. The center prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) in the center, on the playground and on any center-sponsored field trip.

Concealed weapons (guns, knives, etc...) are not allowed within the center at any time or for any reason! We ask that if parents, employees, volunteers, or visitors of the center participate in the conceal carry law that went into effect in Wisconsin in November 2011, that the weapons remain at home and off our premises while dropping off or picking up your child(ren). We do not allow weapons to be brought into the center, out on the playground or while volunteering your time.

Any parent we question being under the influence of drugs or alcohol while picking up their child, will be approached to find an alternative way for taking the child home. If a parent refuses our help and we still have suspicion, we will call law enforcement under the understanding that your child is our first priority.

#### **Parking**

Parents may park on the North side of the building or in front when dropping off your child/children.

#### **Non-Discrimination Statement**

Title VII Of the Civil Rights Act of 1964, as amended, prohibits discrimination of hiring, promoting, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, or national origin.

#### **Delegation of Authority**

The Administrator and the director of the center will manage the business of the center. There are qualifications that each applicant/hire must obtain before assuming a position at BrightMinds. Heidi Davis is the Administrator and Laure Olson is the Center Director. If Heidi or Laure is not present, questions and concerns can be addressed with Renee or Shelley at the end of the day. Contact Heidi directly for emergencies.

#### **Grievance Procedure**

BrightMinds is concerned about the quality of care your child is receiving. If any dissatisfaction should arise, please follow the process below:

- 1) Discuss the problem with your child's teacher.
- 2) If no satisfactory solution is reached, talk to the Director.
- 3) If you cannot accept the decision of the Director, you will then have a meeting with the Director and Administrator.

#### **Field Trips**

The Enrollment Agreement form, which you have been asked to sign is required for general trips: walks around town, walks to the library, trips to the local parks, etc.) Special field trips (museum, theaters, harvest patches, etc.) will require specific written authorization from the parent.

The center does partake in various field trips throughout the year. Parents are informed of these trips well in advance, as are required to sign specific permission forms in order for their child to go on the trip. If a parent chooses for their child not to go on a particular field trip, there may be the option for him/her to stay at the center in another classroom if there is room. You would need to make those arrangements ahead of time with the center

director. If we do not have availability for your child to stay at the center, it is your responsibility to find alternate care during that time. There is usually a minimal cost associated with each trip and parents are responsible for paying this minimal cost. In the event of a field trip, a school bus will be rented from a local bus company.

All teachers are required to take emergency information with them for each child participating.

### **Swimming**

In the spring and summer we will have water days where your child/children will go through the sprinkler or into kiddie pools. Children should bring a swimsuit and a towel in a plastic bag, which will be sent home to be washed. If your child does not have a swimsuit and a towel for water days, they will have a different activity to do.

**\*\*Wading pools with sides measuring 15 inches or less shall not require staff to have Community Water Safety training. Water activities used at BrightMinds include the use of wading pools, water tables, sprinklers, and water spraying devices.\*\***

### **Babysitting**

Families who hire a staff from BrightMinds to babysit for their children outside of the center will confirm and guarantee that BrightMinds is not responsible or liable for any incidents or accidents that take place outside of the center. If you are making a personal choice to hire one of the staff from the center outside of their center hours and duties to watch your children, BrightMinds will not be held responsible.

Caring for your children here at the center, we impose all rules and regulations set forth by the State of Wisconsin. Outside of the center, those rules are no longer implied but I would hope that any individual would offer you nothing but exceptional care.

### **Fundraising**

Children may be asked to participate in fundraising events throughout the year. All funds raised should be turned into the center owner, on the assigned day. Participation is always voluntary. We will host 3 to 4 fundraising events throughout the year.

### **Donations**

The center accepts donations of any item that we could use. This ranges from items that could be used in the classrooms, library, kitchen, toys or furniture. If you received a gift or have an item that you don't need, please think of us. This allows us to share resources and maintain variety. *We also have a Random Acts of Kindness fund set up. Parents are welcome to donate to this fund at any time. RAKS will be used for families that may need help with the cost of field trips, or any other needs that may occur.*

### **Pets (Children's access and how parents will be notified)**

There will not be pets kept within the center for any reason. All and any pets need to be approved by licensed professionals and exemplify behaviors and attitudes that will not harm any child within a childcare setting. Parents will be notified of any pets entering BrightMinds for entertaining purposes or animals that could be encountered if children leave the premises of the center for field trips, etc. The children will not have daily access to pets and if at any time children would be in connection with an animal(s) parents would be notified, and have the right to ask that their child be removed from any environment where animals are present. In the event that the children are in contact with an animal or pet a childcare teacher will be in close contact with all the children in order to remove a child/children from the area if need be. If there will be a special pet guest at the center, parents will be notified with a Brightwheel message and as that parents respond back with if they would like their child to participate or not. If they do not, their child will have alternative activities to do while the pet is here.

### **Building Premises**

The building and physical premises will be free of any safety concerns. The center will have signs that identify any hazards (wet floor signs, etc.) for the safety of the children, staff, and parents.

## **TRANSPORTATION**

### **Procedure for Notifying Parents of the Date, Time and Destination of any Field Trip Which Requires the Use of a Vehicle**

We will notify you at least two-weeks in advance of any field trip which requires transportation. The field trip permission form states the date of the field trip, where the field trip will take place, what time the children will be leaving the center, and the return time. This form also has a brief description of what the children will be partaking in throughout the duration of the field trip. You are expected to sign and date this form and return to the center with any payment due by the date stated. We also do several walking field trips throughout the year and those are always posted throughout the center and added to the parent newsletter that goes home.

### **Procedure to ensure NO child is Left Behind in a Vehicle**

When the children at the center partake in a field trip, which involves transportation, we have several measures to ensure that a child is not left behind. We have all of the teachers do a headcount of their group once they exit the vehicle along with the names on the list to faces. Once all classes have safely exited the vehicle and a headcount has been done, an extra staff member, the Director, or Administrator starts at the back exit of the bus and sweeps through the seats to make sure all children and belongings have been gathered, before exiting the vehicle themselves. Children may not be left unattended in a vehicle.

When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver in either of the following circumstances:

- a) There are more than 3 children who are either under 2 years of age or have a disability which limits their ability to respond in an emergency.
- b) There are more than 10 children under 5 years of age in the vehicle.

\*\*\*BrightMinds will contract our transportation through Ready Bus Company. All their school buses are equipped with a Child Check Mate System that they have had for several years. Our contract with this organization meets the requirements of DCF251.

**Emergency Information to be Carried in Vehicle**

On every field trip, each teacher will carry his/her class's emergency information, and a small first aid kit. The large first aid kit will be carried by the center's Director or Administrator, so that it's available to everyone. In an emergency where your child would need to be transported, we would call 911 and have him/her taken by ambulance to Gundersen Lutheran Hospital, unless otherwise stated by you. You are required to sign a transportation consent in case of an emergency, before your child's first date of attendance.

**Child Safety Restraints**

Some buses from Ready Bus have safety restraints, though we are not guaranteed we will get a bus with safety restraints. We usually request them when we are booking field trips.