



Table of Contents

Education Policy	2
Infants and Toddlers	6
Diapering:	6
Toys.....	6
Nutrition.....	6
Sudden Infant Death Syndrome (SIDS).....	6
Shaken Baby Syndrome (SBS).....	7
Rest or naptime	7
Toilet training.....	7
Play and Education	7
Water Play.....	8
Biting Policy	8
Daily Schedule	9
Payment Policies.....	10
Registration.....	11
Discharge/ Withdraw Policies.....	10
Useful Information about payment	12
Nutrition Policy.....	13
Snack and Meal Schedule	14
Illness/Medication Policy	15
Child Illness	15
Medications.....	16



Special Health Care Needs.....	16
Non-medicinal products.....	16
Licensing and Legal Regulations.....	17
Child Tracking Procedure	Error! Bookmark not defined.
Enrollment Information	17
Confidentiality	18
Pets.....	19
A Place to Grow will provide each child with.....	20
Items provided by parents should include	20
Hours of Operation and Holiday Closings.....	20
Snow-Days.....	21
Absences and Vacation Time	21
Child Guidance Policy	21
Biting Policy	22
Prohibited Punishments Statement	23
Party and Invitation Policy.....	24
Contingency Plans for Fire, Tornado and other Emergencies	24
Staff and/or Child Emergency Procedure	24
Fire and Rescue Policy and Maintenance	25
Child Tracking Procedure	26
Transportation Policy.....	26
Our center does not personally provide transportation for field trips.....	26
Field Trips.....	27

Education Policy

A Place to Grow is a Daycare/Preschool that provides our families with a safe and secure facility and a staff that will keep our little learner's best interests in mind. Our small clients will experience a consistent and fun atmosphere. Our curriculum is play based and will focus on language, cognitive, physical, social and emotional development along with artistic, creative expression. We feel that children learn best when they are able to participate in a wide array of hands-on learning experiences, hence all the extra clothing for needed! Our parents can be confident that their child is learning while having lots of creative fun.

A Place to Grow will offer a unique, fun, educational atmosphere that will focus on the exceptional and unpredictable nature of a child. Our center respects and embraces each child's



individuality and encourages each personality to learn and grow at their own pace. We provide nurturing and consistent care that is given in a safe and friendly environment. We feel that childhood should be a journey not a race

All staff will have training to insure developmentally appropriate practices and we will review this information at least annually. Staff is required to have 25 hours of on-going education annually that is relevant to early childhood education.

A Place to Grow staff will plan activities and provide children with a variety of experiences.

- Language development: Books, writing materials, music, stories and games, fingerplays, poems and flannel board stories
- Large muscle skills: Balls, hoops, running, jumping, dancing and outdoor play
- Small muscle skills: Puzzles, art and craft activities, manipulative toys and blocks
- Creative expression: Dramatic play props, puppets, musical instruments and movement activities
- Self-help skills: Cleaning up after ourselves, helping with mealtime preparation, daily responsibilities, and dressing ourselves

Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another.

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

We have provided the following short article that states the lasting benefits of superior early child care.

High-quality preschools provide lasting benefits:

In high-quality preschools, well-trained early childhood teachers use children's ideas, interests, and activities to guide their learning. In such programs, children make choices among developmentally appropriate activities. Such child-initiated activities were key components of the high quality preschool programs that showed strong evidence of success...Other studies provide evidence that highly structured, scripted, primarily teacher-directed instruction is not as effective in promoting young children's academic success as is teaching that supports and extends children's self-initiated activities and interests. In fact, research suggests that over-use of didactic teaching can suppress child-initiated learning and undermine young children's self-confidence and motivation to learn.



(Chang, Stipek & Garza, 2006, Shonkoff & Phillips, 2000; Singer, Golinkoff & Hirsh-Pasek, 2006).

A Place to Grow agrees that this approach is superior to didactic learning. As educators and caretakers of our community's young children, we focus on unique and innovative ways of teaching. Through studies and valid journal articles, we have come up with a modern and progressive way of caring for our small clients. We are educated in the field of early childhood development and we both (the Directors: Miss Mary and Miss Lannan) agree that learning through play is a very important part of early childhood development. Many experts agree with this approach. There is much evidence that when children are not given enough freedom to make their own decisions and preferences it can become a concern as they progress through their school years. This is not to say we take a hands-off approach to the education at a Place to Grow; just the opposite in fact.

The state of Wisconsin's Early Childhood Collaborating Partners provide training that will give our staff the opportunity to learn how to use the Wisconsin Model Early Learning Standards to guide the determination of developmentally appropriate curriculum, daily activities and assessment. This program assists early care and education providers in developing an understanding of the early standards, developmental domains, developmental expectations, performance standards, developmental continuum and program standards. Through specialized training of our teaching staff and innovative learning systems, A Place to Grow is committed to the fun and education of each individual child. This curriculum, coupled with a trained teaching staff ensures a quality service for our children and their families.

There will not be a religious component to our program, such as mealtime prayers or songs, stories and displays of the religious aspects of particular holidays.

We will occasionally take field trips. There may be an additional cost to parents for field trips and parents/guardians will be notified at least two weeks in advance. The costs for fieldtrips are needs to be paid prior to the fieldtrip. Emergency information for each child will be taken whenever the children leave the premises as well as a permission slip for each child before departure from the center. You will be notified well in advance of any field trip requiring transportation and chaperone-volunteers.

A schedule of daily activities is posted in each classroom. Activities at the beginning of the day and at the end of the day will be designed for a wide age range of children working and playing together. ***Groups of children may be combined at the beginning and at the end of the day.*** A program of activities is planned a week in advance. Staff will use a variety of resources in their planning. A Place to Grow will take a diverse view of the world we live in. Activities and themes will include art, music and books from around the world. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. Every classroom's curriculum at A Place to Grow will be based on a weekly theme and a letter for every week of the year (November thru May for alphabet); lesson plans are available for parents to review on a bulletin board in every classroom.



Line-Standing/ Waiting

While waiting to go to the bathroom, outside or any other reason there is to wait, teachers will lead children in songs, finger games and plays, review of alphabet and numbers or simple small exercises such as marching in place, muscle-man-arm-flexes etc. We encourage fun and laughing during this “waiting” line-standing time.

Learning During Inclement Weather

Children, including infants and toddlers, will go outdoors daily when weather permits. Each day each class will participate in at least one organized large muscle activity outdoors. These activities may include Duck, Duck, Goose, Red Rover, and Kick Ball. Theme of the week will be incorporated in outside play as often as possible. Here in Wisconsin, inclement weather occurs often, but the children at A Place to Grow will still enjoy large muscle activities in the gym located across the hall from our classrooms. Children age 2 and above will be kept indoors if the temperature is below 20 degrees including the wind chill. Children younger than 2 years will be kept indoors if the temperature, including wind chill, is below 20 degrees. Children will also stay indoors when it is raining or when the temperature is above 90 degrees. If the inside temperature rises above 80 degrees we will provide fans or air-conditioning; if it falls below 67 degrees we will call for furnace repair and contact parents to come for their children.

Toilet training

A Place to grow will assist families and work hand-in-hand with parents to help children get “potty-trained”. Any wet or soiled clothing will be put into a plastic bag and tied for parents to take home at pick-up time. Toilet training will be closely coordinated with the child’s family, using terminology and procedures that are as consistent as possible at home and at the center. This can begin when the child shows an interest in doing so, rather than on an arbitrary timeline. Accidents are to be expected, and will never be cause for punishment or humiliation. Soiled clothing will not be cleaned at the center; they will be bagged and sent home at pick-up time for parents to deal with. Potty training children must have at least **three** clean, season appropriate, outfits in their cubby at all times. *Children that may have an accident and do not have extra clothing will be dressed in new clothing provided to them by A Place to Grow, at the parent’s expense.*

Parent Communications/ Open Door Policy

Parents are welcome visitors at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center. It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange a convenient time to talk with us on the phone or by other means of communication. To foster communication on a regular basis, A Place to Grow provides scheduled conferences/written newsletters/ a parent bulletin board and



daily conversations. All visitors must provide current photo identification and they will be accompanied by a staff member at all times. Nap time is observed between the hours of 12:45 and 2:45, it is important for our little learners to be well rested, please take this into consideration when choosing to visit. Most of our active learning takes place during the morning hours. We strongly encourage parent involvement and hope to see you as a visitor throughout the year!

Infants and Toddlers:

To be in sync with home and school life we provide a daily written report that will be maintained, documenting what each infant/toddler ate, when they slept, when they wet or soiled a diaper and parents will receive a copy of their child's report everyday at pick-up time. Parents may use this report to share information with us about the child's night and morning activities and disposition. We ask that parents of infants start their Childs daily sheet at drop-off.

Diapering: Before changing a diaper, the staff person involved will put on gloves. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied for parents to take home at pick-up time. Hands of both the child and the staff member will be washed with soap and water. The changing pad will be cleaned and disinfected.

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

Nutrition: Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional.

- All bottles and commercial baby food must be labeled with your child's name
- Babies will always be held for bottle-feeding
- Bottles will never be propped
- Unused formula or breast milk will be disposed of immediately

Sudden Infant Death Syndrome (SIDS)

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

- All infants will be placed to sleep on their backs, unless the **child's** physician's authorizes another position in writing.
- Soft objects will be removed from the crib.
- Blankets will not be allowed for infants in cribs.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat a teacher will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").



- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

Shaken Baby Syndrome (SBS)

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

We will maintain a medical log where we will document the administration of medication, accidents or injuries that happen when children are in care and observations of injuries to a child's body received outside of care. Parents will have access to entries regarding their child and will receive a copy of any incident report involving their child.

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

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

A crib is provided for each child less than one year of age. All children ages 12-24 months of age (or at the director's discretion) will nap on 1 ½ inch tall cots provided by the center.

Toilet training will be closely coordinated with the child's family, using terminology and procedures that are as consistent as possible at home and at the center. This can begin when the child shows an interest in doing so, rather than on an arbitrary timeline. Accidents are to be expected, and will never be cause for punishment or humiliation. Soiled clothing will not be cleaned at the center; they will be bagged and sent home at pick-up time for parents to deal with. Potty training children must have at least **three** clean, season appropriate, outfits in their cubby at all times. *Children that may have an accident and do not have extra clothing will be dressed in new clothing provided to them by A Place to Grow, at the parents expense.*

Play and Education: Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

Children, including infants and toddlers, will go outdoors daily when weather permits. Here in Wisconsin, inclement weather occurs often, but the children at A Place to Grow will still enjoy large muscle activities in the gym located across the hall from our classrooms. Children younger than 2 years will be kept indoors if the temperature, including wind chill, is below 20 degrees.



Children will also stay indoors when it is raining or when the temperature is above 90 degrees. If the inside temperature rises above 80 degrees we will provide fans or air-conditioning; if it falls below 67 degrees we will call for furnace repair and contact parents to come for their children.

Water Play: During the hotter days of summer we engage in water activities using the hose and sprinklers. We do not “swim”- however swim-attire will be needed for all the wet, sandy, messy play outdoors. It is very important that each child’s clothing is labeled and kept in high supply to ensure comfort! Soiled clothing will not be cleaned at the center; they will be bagged and sent home at pick-up time for parents to deal with. Children must have at least *three* clean, season appropriate outfits in their cubby at all times. Children that become wet and/or dirty and do not have extra clothing, will be dressed in new clothing provided to them by A Place to Grow, *at the parent’s expense*. Fees must be paid with the following week’s tuition.

Biting Policy

Our program recognizes that biting is, unfortunately, not unexpected when small children are in a group setting. Biting is a common and natural behavior for young children, especially toddlers. Unfortunately even with constant direct supervision, biting still occurs. When children are bitten in our center we recognize how upsetting it is for parents. We know our little learners may bite for a variety of reasons. Most of these reasons are not due to behavioral problems, but result from frustration and the inability to express themselves, due to lack of verbal skills. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

- Care for and help the child who was bitten. The child who bit will assist the teacher is applying the ice pack on the bite mark to help the child learn responsibility for their actions and compassion for their classmates.
- Help the child who bit learn other behavior. We will try to teach the child alternative ways to express their frustrations.
- Work with the child who bit and examine our program to stop biting. The program will make changes necessary to alleviate the possible reasons for biting that occurs.

When a biting incident occurs, parents will be informed via the center’s standard accident/incident reporting form. This form is completed and signed by a teacher and Director. This form is given to the parent on the day of the biting occurrence. When a child’s biting becomes more than A Place to Grow’s staff can handle, prevent and all ideas have been exhausted to find a solution, A Place to Grow may discharge a student until the biting- problem has been resolved.

A daily written report will be maintained documenting what each infant/toddler ate, when they slept, when they wet or soiled a diaper and parents will receive a copy of their child’s



report everyday at pick-up time. *Parents may use this report to share information with us about the child's night and morning activities and disposition.*

Daily Schedule

Depending on the varying needs of the children, our schedule is flexible and tentative, so you will see modifications throughout the year. The Infant/ Toddler Room are always on their own "baby-time" schedule and will not be combined with other rooms. Diapering/Potty time will occur as often as needed in all rooms! Children, like adults, enjoy routine in their life. When they cannot depend upon a routine or are interrupted by regular modifications, their behavior tends to reflect the routine - chaotic and inconsistent; we try to avoid those behaviors here at A Place to Grow!

- 6:30-7:30 Breakfast will be served to all who are interested
- 6:30-8:00 Both the 2 and 3's and the 4 and 5's will be combined for free play and story time according to the state regulations of staff to child ratios
- 8:00 All children will go to their respective classroom with their teacher
- 8:15-9:00 Pre-school activities such as letter time, reading, science, sensory and art will be taught during the morning
- 9:00-9:30 Snack time and potty/diapering time
- 9:30-11:30 More pre-school activities as stated above will continue, letter time, reading, science, sensory and art- any and all may be taken outside if weather permits
- 11:30-12:00 Free Play and hand washing to prepare for lunch/ potty and diapering
- 12:00-12:45 Lunch and getting ready for nap time (potty/diapers, cots etc.)
- 12:45-2:45 Nap time- Quiet Time
- 2:45-3:00 Wake up and put away cots, potty/diapers
- 3:00-3:30 Snack and get ready to go outside/ large muscle activity
- 3:30-5:00 Play and organized games



- 5:00-6:00 Both the 2 and 3's and the 4 and 5's will be combined for free play and story time according to the state regulations of staff to child ratios

Payment Policies

Registration: A Place to Grow Play and Education Center enrolls any child regardless of race, sex, color, creed, political persuasion, national origin, ancestry or sexual orientation. To reserve a space or to be placed on a waiting list, the enrollment application and the registration payment must be turned into A Place to Grow. Your child will also need his/her Wisconsin Department of Health and Family services: *Day Care Immunization Record, Child Health Report, Health History and Emergency Care Plan*, and the *Child Care Enrollment* forms filled out completely (these are all included in your Family Handbook) and turned in within the allotted time as stated in your enrollment paperwork. All immunizations must be current.

Fees: A non-refundable, one-time fee of \$50 is assessed at the **time of registration** for each child enrolled. All fees are payable in advance and are due the first day your child attends each week. A 25\$ late fee will be charged to your account if payment is not made by Wednesday morning. If payment is more than 2 weeks overdue, services may be terminated. We accept cash, checks and money orders made payable to *A Place to Grow*. All returned checks will have a fee of \$35 will be charged to your account. At this time we do not accept credit cards or paypal.

Collections

If an unpaid balance has to be turned over to a collection agency; customers will be charged an additional 35% for the cost of collections. This fee is based on the average costs associated with such services. The burden of this cost will be passed on to the customer. At time of enrollment, we require a photo copy of the primary account holders drivers license and/or social security number in order to submit collections claims.

Discharge/ Withdraw Policies

A Place to Grow Play and Education Center is a privately held company, we reserve the right to dis-enroll any child/family whose behavior causes them to be a threat to safety or cause mental distress to other children and/or staff members. The director and or administrator also may discharge an enrolled child whose needs exceed what the company is able to provide. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources. A child may be discharged from the center for Failure to pay fees on time which is grounds for immediate termination, without advance notice. Repeated failure to pick up the child at scheduled time and failure to complete and return required forms are grounds for immediate disenrollment. In addition, any parent or guardian who is abusive, rude or unreasonably uncooperative with the center's staff or who will not abide by the centers policies shall be subject to disenrollment. If



immediate disenrollment be necessary, no refunds will be given. Lannan Christensen, administrator and/or Mary Stoner, director, will meet and discuss any problems relating to A Place to Grow.

Any parent or guardian who feels A Place to Grow has discriminated against them based on of race, sex, color, creed, political persuasion, national origin, ancestry or sexual orientation or may want to appeal any administrative decision by Lannan Christensen and/or Mary Stoner may contact the Wisconsin Department of Children and Families at 1-262-521-5100.

Out of Pocket Family Discounts:

All customers are charged full price for services. Families with more than one child may be eligible to receive discounts. These discounts are based on **out of pocket costs** to our customers that have multiple children and nothing more. Please refer to the following examples to better understand the policy. If for any reason you do not understand the discount program; do not hesitate to ask for clarification.

An example is as follows:

Customers not receiving third party assistance: Child One, \$250.00 = no discount \$250.00 out of pocket costs / Child Two, \$165.00 = \$140.25 out of pocket costs (15%) discount /Child Three or more, \$165.00 = \$123.75 out of pocket costs (25%) discount.

Families receiving third party assistance, i.e., Wisconsin Shares (WS): Child One, \$250.00 /WS pays \$180.00 leaving \$70.00 copay = no discount \$70.00 out of pocket costs / Child Two, \$165.00/ WS pays \$100.00 leaving \$65.00 copay = \$55.25 out of pocket costs (15%) discount /Child Three or more, \$165.00 / WS pays \$100.00 leaving \$65.00 copay = \$48.75 out of pocket costs (25%) discount.

Wisconsin Shares/EBT Clients:

Beginning on February 1, 2017 the power to make child care payments is in your hands, here's how it works:

- Every month, your state child care subsidy gets loaded onto your MyWICChildCare EBT card, so you can pay A Place to Grow directly.
- You can choose the right payment option for you: in person, on-line, even over the phone. Your EBT card only works for making child care payments.
- Your weekly amount owed can be found on your monthly statement and are posted on the parent board.

As long as you are authorized to receive WI Shares subsidies, they will be deposited onto your EBT card each month. Subsidies for one month of child care are usually available on the first of each month.

A Place to Grow requires WI shares subsidies to be paid on the first of each month BEFORE care is given.



If pre-payment is not done your child will be dis-enrolled on the 15th of the month and customer is responsible for the unpaid balance.

- WI Shares rarely covers the entire amount owed. You will be responsible for paying the co-pay each week. To be clear, the co-pay is the amount not covered by WI Shares.
- Family discounts will be added to out-of-pocket costs to all customers including customers that have WI Shares. The discount is based on out of pocket costs and nothing more. Please refer to the Family Handbook Payment policies section for a detailed explanation of how these discounts are applied.

Your co-pay amount must be paid by the 31st of each month to avoid immediate disenrollment

24/7 resources for your MyWICChildCare EBT Card

- Visit ebtedge.com 24 hours a day for direct account access and information
- Customer service 1-877-201-7753 for lost, stolen or damaged cards, transaction history, payments and deposits.

SCHOOL AGE KIDS: IF SCHOOL IS CLOSED YOU MUST NOTIFY YOUR CASEWORKER 10 DAYS PRIOR TO THE SCHOOL CLOSING TO RECEIVE BENEFITS. YOU CAN REPORT CLOSING FOR THE ENTIRE SCHOOL ON ONE PHONE CALL. If you are in need of internet access A Place to Grow will provide a tablet for your convenience in the South building office area.

Seasonal /School Teacher/College student and other seasonally employed client's policy:

We love and value the seasonal workers in our community. We do, however, maintain a year-round facility. We pay our staff and rent 12 months of the year. In order to preserve your infant's enrollment spot (infant is defined by A Place to Grow as any child under age 2 by Aug. 25th) A Place to Grow will charge the two day rate regardless of attendance. We will not hold any spot if that rate has not been paid in full in Aug. 25th.

Current clients that are expecting another child and have reserved an infant room spot for the pending sibling will not be expected to pay this 2 day rate before the new babies start date. Any child that has ever been enrolled in the center will not be considered new enrollment.

The family vacation policy will remain the same.

Useful Information about payment:

- We are open Monday through Friday, from 6:00 AM to 6 PM, January through December.
- Children may be enrolled on a full-time basis of up to 11.5 hours a day at 5 days a week which equals 57.5 hours per week.
- A Place to Grow only enrolls on full-day basis. We are open 6:30 AM - 6 PM and you may utilize those hours how you wish, there is a daily rate charged no matter what hours



your child attends on any given day. See rate sheet in the front of Family handbook for specific rates.

- A Place to Grow Inc. enrolls Infants and Toddlers, ages 6 weeks to 2 years old, on a Full *or* Part-Time basis only. The rates reflected above are a weekly fee. When a child is enrolled on a part-time basis, the 3 days that they are enrolled must be consistent week-to-week. A child may come an “extra” day if enrollment at the center allows it, however the fee for “1 day” will be charged to your account. Please speak with a director before bringing your child an extra day.
- If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. A Place to Grow requires W-2 clients to provide authorization from the county *before* their child’s first day of attendance.
- NO refunds will be given for days when children do not attend for illness or other reasons, including snow days. See “Snow Day” policy for more information.
- Rates are higher for younger than for older children because ratios for staff to children are higher.
- If a child will not attend on a regularly scheduled day, parents should let the Director know by 9:00 AM.
- A Place to Grow will announce any tuition increases at least two weeks in advance.
- If A Place to Grow takes a field trip an extra fee may be charged in order for your child to attend
- A \$1 dollar fee will be charged to your account for every minute that your child is in attendance after 6 PM. A \$5.00 fee will be assessed for every minute after 6:15 that a child is not picked up. At 6:30 PM if we are still unable to contact you or the people listed on the authorized persons/emergency contact list, we will call the police to make decisions on the child’s welfare.

Current fees appear on the rate sheets in the front of the Family Handbook, our website and on the sign in/out board.

Nutrition Policy

A Place to Grow follows USDA guidelines when planning our menus. Meals are prepared at the center. The cook and all of our kitchen staff have received the appropriate training in food service procedures. We will provide a healthy breakfast, lunch, morning and afternoon snacks to all children in attendance at the times identified in the daily schedule. Healthy choices for the children will be age appropriate. DCF guidelines for serving size, nutrition will be met or *exceeded* in quality and portion size.



Menu will be posted on the parent's board at least one week in advance. If changes to the menu become necessary, parents will be notified on the parent board as per the menu located on the parent board.

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours. A weekly menu of meals and snacks are available for parents to review at the entrance of our classrooms on the parent bulletin board. If a menu must be changed for any reason, the food substituted will be noted on the menu posted near the front entrance of the center.

Children will sit together as a group and will be served by their teacher, so as to encourage new foods and taste experiences. Children may have as many helpings as they want/need to feel satiated. We feel that growing and playing every minute of every day is exhausting and nutritious meals will provide each child with the energy needed to be a kid! Mealtimes will include meaningful conversation and we will promote social interaction, encourage good table manners and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands and face before and after eating. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. Birthday and holiday treats are allowed. However, they must be store bought. Please try to provide nutritious choices low in fat and sugar, although cupcakes etc. are allowed and are occasionally a fun treat. Your child's teacher will let you know how many children is in his/her class. Holiday parties will be announced to each family in advance and there will be a sign-up sheet for healthy snacks your child may want to bring in for his/her friends!

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name. Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of immediately.

Snack and Meal Schedule

- **Breakfast: 6:00-7:30 AM**
 - **Snack: 9:00 AM**
 - **Lunch: 12:00 Noon**
 - **Snack: 3:00**
-
- If your child has special dietary needs or has food allergies parents must notify the center in writing. Food allergies will be posted for all staff to view. Special dietary requirements will be posted on the inside of each teacher's cupboard/cabinet door, where medication and medical log book are stored.
 - If your child has special dietary needs (vegetarian, kosher, gluten-free etc.) please discuss this with a director.



- Food will be stored off of the floor and once opened, in airtight containers.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.
- Dishes will be washed and sanitized in accordance with licensing regulations: manually following the posted 3-step procedure: wash, rinse, sanitize.

Illness/Medication Policy

In order to keep your child healthy and as free from contagious disease as possible, we enforce these guidelines regarding illness and medications, as is provided by The Department of Children and Family Services of Wisconsin (DCF):

Child Illness

Children who are ill are not to be brought to the center. Examples of children who are ill:

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

Children may return to the center only when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health. More information on this is available upon request; we retain a book of licensing rules here at the center for anybody to access.

Parents will be informed whenever their children have been exposed to a communicable disease. Certain diseases must also be reported to the public health department and to our licensing specialist.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. *If the child is not picked up within 1-2 hours, the emergency contact person on the child's enrollment form will be called.*

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury, as well as receive an incident report when they pick their child up. All injuries and medications dispensed daily will be logged in a medical log book. Each entry will be dated and signed by a member of A Place to Grow staff. All records and reports maintained on your child are available by request to a director at any time.



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

If there is a need for emergency medical treatment, 911 will be called. *If it is a life-threatening situation, with no time to consult the child's file or parent*, the child will be taken to either Aurora Medical Center or Saint Catherine's Hospital in Kenosha. The medical center chosen will be at the Paramedic's discretion. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR and first aid. First aid supplies will be stored in the office area and each classroom will have their own first aid kit.

When children are off-site for walks or field trips, staff will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed.

Medications

A Place to Grow will administer medications under the following conditions:

1. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided in the parent handbook.
2. All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
3. We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.
4. All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care; will be entered into the center's medical logbook and you will also receive an incident report at the time of pick up.

Special Health Care Needs

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

Non-medicinal products

Sun screen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name. These authorization forms are found in the enrollment form at the back of your parent handbook.



Licensing and Legal Regulations

A Place to Grow is licensed by the State of Wisconsin, Department of Children and Families. On-site Directors, Lannan Christensen and Mary Stoner, will manage the day-to-day operations. A Place to Grow is licensed to care for no more than 27 children at any one time. We will serve children ages 6 weeks old until the day a child starts kindergarten or 6 years old, whichever comes first. We are inspected regularly to insure that we meet licensing standards. **Smoking is not permitted anywhere on the premises of the center, indoors or outside.** A Place to Grow is covered by liability insurance in the amounts required to meet or exceed DCF regulations. A Place to Grow is organized as a corporation. Our administrative structure is Lannan Christensen as the Administrator, Mary Stoner as the Director and our teaching staff if the primary management is unavailable. We are always willing to discuss and assist with any and all questions and concerns.

We will post the following items for parents' review at the front entrance on the parent information board:

- License certificate
- A complete copy of operating policies and procedures
- Results of our most recent licensing monitoring visit
- A copy of the licensing regulations
- Weekly menu
- Any other pertinent, or just good fun, information you may need or want
- If a parent needs any policy clarification or a copy of a Family Handbook, one is always available at a parents request

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will also take daily attendance to know the names and number of children at the center at all times.

In compliance with federal civil rights law relating to persons with disabilities A Place to Grow is committed to a policy of nondiscrimination solely on the basis of disability status. "Persons with disabilities" is defined as any persons who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such impairment. We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Enrollment Information



Parents interested in enrolling their children at A Place to Grow must meet with the Director to discuss their child's specific needs and to review program policies. The following items must be on file at the center at all times:

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Form DCF 60, "Child Health Report"
- Form DCF "Day Care Immunization Record"

All children must have a Health Report on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at A Place to Grow. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. Children will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance. The Director will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms.

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

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian we will not hesitate to call the local authorities if we feel the child is in danger.

Enrollment Holding Policy

In the event that a family and/or guardian would like to enroll a child more than 1 month before a prospective start date, A Place to Grow requires payment for the first week of care as well as the non-refundable 50\$ registration fee. In the event that the enrolled child does not begin school at A Place to Grow, no fees will be refunded. When the enrolled child does attend on the scheduled start date, the first week of tuition will have been paid for.

Confidentiality

- To protect each family's confidentiality, A Place to Grow will not share information about a child or a child's family with anyone who is not authorized to receive this



information. All records and reports maintained on your child are available by request to a director at any time including enrollment forms and medical/injury logs.

- As a child care center, all staff is required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. We must notify the proper authorities if we suspect that any child is being improperly treated.
- When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child, but will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of each teacher's cupboard/cabinet door, where medication and medical log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

Electronic Entry and Security

Before entering our center every adult will be required to enter their own private security code into our electronic security system. Every person on your child pick-up list will have their **own** security code. You must also sign in and sign out your child every day.

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian we will not hesitate to call the local authorities if we feel the child is in danger.

Photographs and Online Media

We love to capture the moments when children are learning and having fun simultaneously! With this being said, we request that each family fill out the permission slip that permits A Place to Grow staff to photograph your child throughout the year. We will often hang these pictures around the classroom and use them for your child's works-of-art! We will also use a great picture on our website, daily Facebook updates and for other advertising projects. Facebook is a great way to see what your child is doing on a daily basis at the center, you can comment on or just look at the learning throughout the day! **If you do not wish your child to be photographed or on Facebook do not sign the waiver!**

Pets



There will not be pets on the premises. If a new pet will be added in the future, a notice will be posted to inform parents in advance, and whether or not children will have access to the pet(s). Any allergies children may have will be taken into consideration.

A Place to Grow will provide each child with

- Crib/Cot
- Sheets and receiving blankets
- Snacks/Meals/Bibs
- All art and craft supplies used daily

Items provided by parents should include

- Extra clothing appropriate for the season: Accidents, and purposeful messes, should be expected. Soiled clothing will not be cleaned at the center; they will be bagged and sent home at pick-up time for parents to deal with. Potty training children must have at least *three* clean, season appropriate outfits in their cubby at all times. Children that have an accident and do not have extra clothing, will be dressed in new clothing provided to them by A Place to Grow, *at the parent's expense*. Fees must be paid with the following week's tuition.
- Diapers, wipes and any ointments needed
- Breast milk/Formula/Baby food
- Children on cots may bring one small blanket, pillow and soft toy (all labeled with child's name)

Hours of Operation and Holiday Closings

We are open Monday through Friday, from 6:00 AM to 6:00 PM, January through December. A place to Grow enrolls children on a daily basis. We do not enroll on a part-time daily or hourly rate. See Current Rate Sheet for more information regarding this.

All staff will take 10 vacation days. No service will be provided on:

- New Year's Eve and New Year's Day (2 weekdays will be taken as holidays this will vary as the holidays may fall on a weekend)
- Memorial Day
- July 4th/Independence Day- A Monday or Friday will be taken if this falls on a weekend
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve and Christmas Day (2 weekdays will be taken as holidays this will vary as the holidays may fall on a weekend)
- 1 teacher in-service/continuing education day to be announced in advance



All regular fees will be charged for the weeks containing these holidays. Fees are due whether your child is full or part time, as we provide our staff with the benefit of these paid holidays. A Place to Grow will be closed one “extra” day in the year to provide our staff time to attend a conference or seminar to learn useful and relevant information that relates to early childhood education. As stated above, all regular fees will be charged for the week containing this in-service day.

Snow-Days

As we all know, the weather in Wisconsin can be unpredictable and extreme at times. In order to keep our small clients and staff safe and warm we may occasionally have a “snow-day”. Any day that local schools (Salem/Bristol/Trevor) are closed, we will be too. These are the only days that will be considered “snow-days” and regular tuition will still be due. You will find our closing on local news channels. We also will notify you as soon as possible by means of your “Quick Contact” form, located in the back of the Family Handbook. If A Place to Grow needs to close early or be closed the next business day, we will notify you as soon as possible!

Absences and Vacation Time

- NO refunds will be given for days when children do not attend for illness or other reasons, including “snow-days”. It is very important that you call the center as soon as you are aware of any contagious illness your child may have so that we can let other families know that their child may have been exposed to an illness. We keep the ill child’s name confidential and each family’s information private.
- If a child will not attend on a regularly scheduled day, parents should let the Director know by **9:00 AM**. This will help us plan our daily activities and adjust curriculums accordingly.
- Parents will sign each child in and out on the sign-up sheet located on the parent board each day. The child’s teacher will also record the daily attendance in each classroom.
- Each family is eligible for one week of vacation for every 6 months of attendance with no tuition charge. Vacation is defined, by a Place to Grow, as taking your child away from the center for 1 week of regularly scheduled days, with no tuition payment. **Vacation time is applied to the number of days your child is regularly enrolled per week.** A two week written notice of vacation time is required to be eligible for vacation time. Your vacation time is not based on a calendar year, but rather on the date that your child was enrolled.

Child Guidance Policy



Children's behavior will be guided by setting clear limits and/or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. A Place to Grow's staff will state positively what children can do, using specific terms; e.g. "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

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

"Time-Out" is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children age 3 and older, but never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is similar to an extended form of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

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

Biting Policy

Our program recognizes that biting is, unfortunately, not unexpected when small children are in a group setting. Biting is a common and natural behavior for young children, especially toddlers. Unfortunately even with constant direct supervision, biting still occurs. When children are bitten in our center we recognize how upsetting it is for parents. We know our little learners may bite



for a variety of reasons. Most of these reasons are not due to behavioral problems, but result from frustration and the inability to express themselves, due to lack of verbal skills. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

- Care for and help the child who was bitten. The child who bit will assist the teacher is applying the ice pack on the bite mark to help the child learn responsibility for their actions and compassion for their classmates.
- Help the child who bit learn other behavior. We will try to teach the child alternative ways to express their frustrations.
- Work with the child who bit and examine our program to stop biting. The program will make changes necessary to alleviate the possible reasons for biting that occurs.

When a biting incident occurs, parents will be informed via the center's standard accident/incident reporting form. This form is completed and signed by a teacher and Director. This form is given to the parent on the day of the biting occurrence. When a child's biting becomes more than A Place to Grow's staff can handle, prevent and all ideas have been exhausted to find a solution, A Place to Grow may discharge a student until the biting- problem has been resolved.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, A Place to Grow will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

Prohibited Punishments Statement

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, A Place to Grow will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.



Party and Invitation Policy

Your child's birthday is a momentous occasion! We do not host birthday parties at the center, but we do acknowledge a child's special day! You are welcome to provide a special treat/hats/streamers etc. (no balloons) for your child's birthday, just give us a day or 2 notice! Please try to provide nutritious choices low in fat and sugar, although cupcakes etc. are allowed and are occasionally a fun treat, any celebratory snack must be store bought.

Celebrating holidays are a great way for children to experience a wide array of cultures and different ethnicities. We encourage families to share their traditions and become involved in classroom activities surrounding them! Please let us know if your child is unable to participate in any party or celebration at the center, we will provide a fun activity for him/her away from the festivities.

We do know that children and their families often like to have parties; we also know that not all children are able to participate. **If your child is having a birthday or holiday party, invitations must be given to his/her teacher so she may personally hand invites to another child's parent.** Children will not be allowed to discuss party plans at school. This helps prevent any hurt feelings that may occur. Please discuss this policy with your child so that our center remains a happy one.

Contingency Plans for Fire, Tornado and other Emergencies

Attendance will be kept in each classroom daily and arrival/departure times recorded. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed and staff leaves the center. Teachers will know the names of each child and their whereabouts at all times.

Emergency phone numbers will be posted in all children's classrooms. These numbers include Hospitals, CPS, local fire and police as well as poison control.

Staff and/or Child Emergency Procedure

In the event of a lost child, staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified. The Department of Children and Families will also be notified within 24 hours.

If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 15 minutes of the specified time on the written agreement signed by the parent, the Director will call the parent to inform them that the child has not arrived

In the case of life threatening emergency and there is no time to consult the injured persons file, 911 will be called and child/staff will be transported to either St. Catherine's or Aurora hospitals, this will be determined by the medical professional working with the injured person.



When there is a medical emergency that is not life threatening, director on staff will consult the person's file and parents will be immediately contacted to insure their preference is met.

Fire and Rescue Policy and Maintenance

Salem Fire and Rescue Department will twice annually inspect our facility. Training for all staff in the use of fire extinguisher will be conducted by Salem Fire Dept. A Place to Grow is located 1.2 miles from the Salem Fire Department, which is located at 8339 Antioch Rd. Salem, WI 53168.

A third party is contracted for fire extinguisher inspection and maintenance. Director will inspect on a monthly basis also.

Fire and Tornado evacuation plans will be practiced monthly. Miss Mary and/or Miss Lannan will document dates of fire and tornado drills and check the smoke detectors (weekly) on a form provided by the state

If the center should lose the use of heat, water or electricity *while* children are in attendance, the Director will call the parents of all children and ask them to pick them up within 2 hours. If the center should lose the use of heat, water or electricity *before* the center opens; parents will be notified by 6:15 AM and will be asked to not bring their child that day.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. Children will be assembled at the South side of the parking lot, near the church's garage. The Director will call the fire department at that time and parents will be notified. If we are unable to return to the building following an evacuation, the children will be taken to the shelter near the south side of the parking lot until parents or other authorized adult can be reached and come for them.

In the event of a tornado warning, the children will be taken to the women's restroom on the north side of the hallway, at the entrance to our center and is an interior space with no windows, by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

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



Child Tracking Procedure

Every day upon arrival each parent/guardian must sign their child in, including name and time the child was dropped off, same goes for pick-up time. Each classroom has a white board with the number of children present in the classroom at all times, as counts change, so will the number. Teachers are responsible for knowing the number and names of children in their care AT ALL TIMES throughout the day.

Each teacher will also have an attendance sheet on a clipboard hanging in their classrooms; this is where child tracking will be documented by name and days of attendance. As students arrive in each classroom, the teacher will put an X near the students that have arrived and an A if they have called in absent for the day. The final number is totaled on the bottom of each teacher weekly attendance sheet. Also changes in normal attendance will be documented by a director in the comments section of any day that a child “status” has changed, teachers will be notified of any changes in attendance.

In the event of any emergency requiring evacuation, the attendance clipboard will be taken with each teacher to the location children will be evacuated to, as it has emergency forms also attached to it.

Transportation Policy

Parents who need transportation for their children can contract with transportation vendors that serve the community. The transportation company driver or designated adult is required to escort the children into the building upon arrival.

A Place to Grow will contact a child’s parents and/or emergency contact if a child does not arrive at the center on a regularly scheduled day, when we have not been informed of an absence. We will phone parents if a child has not arrived within 15 minutes of his/her scheduled time.

Our center does not personally provide transportation for field trips.

- We transport children in a chartered vehicle for school field trips.
- To be sure no child is left unattended in a vehicle, an attendance form will be carried along, and children will be checked when they board the vehicle and when they exit.
- General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teacher(s) in charge.
- A first aid kit will always be in the vehicle.



- The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.
- Drivers undergo rigorous background, criminal and other applicable testing per Federal and State regulations. These are referred to as Driver Qualification files and are maintained by the vendor. A Place to Grow will use providers based on safety records and availability.
- Smoking is prohibited in the vehicle.
- Should there be an accident, the center administrator must verbally inform the licensing office within 24 hours, and provide a written report within 5 business days after the incident. Parents will be immediately notified of the accident.
- When transportation is contracted or chartered, the name, address and phone number of the contracting firm and after-hours contact information for a representative of the firm will be on file at the center.

Field Trips

A Place to Grow will occasionally take field trips. Emergency information for each child will be taken whenever the children leave the premises as well as a permission slip for each child before departure from the center. You will be notified well in advance of any field trip requiring transportation and chaperone-volunteers. An extra fee may be charged for each child attending a field trip.

When children are off-site for walks or field trips, staff will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed.

