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Maureen C. Dunne
Chief cook and bottle-washer☺

www.kiddiecorner.biz

Operation and Policy Manual

Kiddie Corner Family Day Care is an equal opportunity provider

NO FIREARMS OR WEAPONS ARE PERMITTED ON PREMISES

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INTRODUCTION

At Kiddie Corner Family Day Care, a licensed, insured family child care center, our emphasis is on making your child(ren) feel comfortable and secure. We provide a friendly home in which individual needs can be met; children are encouraged to develop at their own pace, while learning, playing and growing. As part of the learning experience, children are exposed to the family's dog and two cats, always with my sight and sound supervision. The pets are friendly and vaccinated against rabies. Parents must inform the center of any pet allergies their children have, and I will inform families when a new pet is introduced.

We allow some television at the Kiddie Corner, including DVD's and VHS tapes. Children may bring a movie from home, and if the content is appropriate, may watch it. No child is forced to watch television, and other activities will always be available.

Infants and toddlers have a flexible schedule, which will reflect the child's individual needs and rate of development. They are given much attention, lots of talking and movement, and a variety of environments to provide stimulation as well as interest. There are safe, open spaces for creeping and crawling and exploring.

School-aged children are offered time and space to study or relax, or the opportunity to interact with the younger children. We provide ample space for large-muscle activities, as well.

Children younger than five (5) years of age, who are in care for more than four (4) hours, will be given an opportunity to nap. Children who do not sleep are allowed to get up after thirty (30) minutes, and will be given quiet play activities. A crib or playpen is provided for children under one year of age, and all children will be provided with a bed, a cot, a crib, a playpen, or a sleeping bag for their nap use. Bedding that remains on site will be laundered after 5 uses; more often if necessary.

We have a relaxed schedule of both free play and structured activities, and work as a team with families to best meet each child's needs. Parents are invited to drop by during operating hours to observe and to share insights, unless a court order prohibits contact. In that case, I will need a copy of the court order for my files. Frequent and ongoing communication with parents is a very important component in the success of the Center.

Should a parent or other authorized person arrive to pick up a child appear intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent that person from leaving with a child, including offers to call a cab or another contact person. While I cannot legally withhold a child from a legal guardian, I will not hesitate to call local authorities if I feel a child is in danger, even from a legal guardian or a parent.

Our daily activities include outdoor play (except during inclement weather) and it is important that each child has appropriate clothing and be able to participate. There may also be walks around the neighborhood. We do not provide any vehicular transportation. Each child is accounted for at all times, whether on the premises or anyplace off-site. In order to track children and to ensure that their whereabouts are documented while we are off-site, I will make certain that all children are within my sight. School-age children are transported to and from school via First Student, the local school bus company.

Parents will provide the following items:

- Diapers
- Sleeping bags for children who nap
- Full change of clothing, including socks and underwear

Children may bring a toy or a personal item from home; please bear in mind that toy guns, swords and other weapon-like toys are not used at the Center, and if brought will be placed out of reach until departure time.

While we encourage respect for possessions, we acknowledge that items do become lost or broken. The Kiddie Corner assumes no responsibility for such occurrences.

In case of an emergency that would require my immediate attention, I will call “The other MsMoe”, Maureen Tank, to come and act as my substitute. Maureen Tank has undergone an orientation process, has had training in infant and toddler care, and is familiar with the Kiddie Corner and all our children. She knows the location of all the children’s files, the procedure to contact their parents or emergency contact persons, and has made herself familiar with our routines and schedules.

In the event that I am scheduled to be gone, “The other MsMoe” will be my substitute, as well. When Maureen Tank is substituting for me, all regular rates and fees apply.

The Kiddie Corner is open January through December, Monday through Friday, 7:00am to 5:00pm. We are closed on the following days:

- January 1
- Good Friday
- Memorial Day
- The last Friday in June
- July 4th
- Labor Day
- Thanksgiving Day & the Friday after
- Christmas Eve
- Christmas Day

When a holiday is observed on a Friday or a Monday, our closing will coincide with that day.

If a child is scheduled to arrive at the center and does not arrive within one hour of the specified time, and I have not been notified that the child will be absent that day, I will attempt to contact the parents and other contact persons to determine the child’s whereabouts.

ADMISSION

It is suggested that parents and children visit us during regular house hours prior to enrollment. During this introductory visit, all necessary forms will be provided, as well as a summary of licensing regulations entitled, “Your Guide to Licensed Child Care”. The children will be given a chance to acquaint themselves with the group, and questions will be answered. At this introductory visit, parents will be provided with required forms. These forms include:

CFS-62, “Child Care Enrollment”

CFS-2345, “Health History and Emergency Care Plan”

CFS-104, “School-Age Agreement” if applicable

CFS-56, “Transportation Permission-Child Care Centers” if applicable

CFS-61, “Intake for Child Under Two Years” if applicable

All of these forms must be presented on or before a child’s first day of admission.

In addition, the following forms must be completed and placed in the child’s file within thirty (30) days of a child’s first day of admission:

CFS-60, “Child Health Report”

DPH-4192, “Daycare Immunization Record”.

All information gathered and recorded is kept on-site and confidential. Current Daycare license and results of monitoring visits are posted in the entryway. I keep a permanent record of each day’s attendance.

The Kiddie Corner will enroll children between the ages of six weeks and twelve years, and will not refuse admission to any child on the basis of race, religion, national origin, or handicap¹. Generally, we will agree upon a thirty-(30) day trial enrollment period. We accept both full time and part time children, and will accept drop-ins provided there is room and prior enrollment arrangements have been made.

FEES

Payment is made in advance and is due on the first of every month. For children age two and over, the weekly rate for full-time care (more than 4 hours per day) of \$160 is taken times 51 weeks (I take one week of my vacation at no charge to you) for an annual amount of \$8,160, which is then divided by 12 (months) for a monthly payment of \$680.00. The weekly rate for part-time care (less than 4 hours per day) of \$125.00 is taken times 51 weeks for an annual amount of \$6,375.00, which is then divided by 12 (months) for a monthly payment of \$531.25. Those who choose to pay twice per month will then pay \$340.00 on the 1st and 15th of every month for full-time care and \$265.63 on the 1st and 15th of every month for part-time care. If you require full-day care, less than 5 days per week, the daily rate is \$45.00 for children over age 2 and \$65.00 for children under age 2. The monthly fee will then be calculated based on the number of days you contract for. (for example, if you require care three days per week, the weekly fee of \$135.00 is taken times 51 weeks for an annual amount of \$6,885.00, which is then divided by 12 (months) for a monthly payment of \$573.75.) Your child's rate will remain the same for the duration of your time with us. Rate increases will apply only to new enrollees. Infant rates will be found on the Rate Sheet. Special, separate arrangements will be made for school-age care, drop-ins, and co-payments for subsidized child care.

There is no discount for sick days, holidays or vacation days. We are closed on all major holidays, and I take ten to fifteen days of vacation per year (a schedule of my vacation time will be posted well in advance).

TERMINATION

Termination of a child may occur at any time, by either the parents or the Center, during the trial period. Termination can occur at any time after the trial period, when warranted. Some examples where the Center may terminate a child are:

- Failure of the child to adjust to the Center
- Lack of parental cooperation
- Failure of the parents to pay in a timely manner
- Repeated late pick-ups
- There may be other reasons for termination

Parents must give a two week written notice of intent to withdraw a child, and will be required to pay for those two weeks whether their child attends or not. All outstanding fees must be paid. The Center will make the same effort to give notice before termination takes place. The enrollment fee is non-refundable.

HEALTH

¹ Care for handicapped children will be limited only by my ability to provide adequate care for them.

Each child is required to have a physical examination report on file, as well as an immunization record. Pre-school children need a physical exam every two years; children under two years old need a physical exam every six months. School-age children need only provide the immunization form and a health history form. (see enrollment requirements).

Children who are sick will not be brought to the Center. The following are examples of illness:

A temperature of 99 degrees F or higher

Vomiting and/or diarrhea that has occurred more than once in the past 24 hours

A contagious disease such as pinkeye or strep throat

An unidentified rash

A constant, thick, colored nasal discharge

Has not been on prescribed medication for an illness for at least 24 hours

All current precautions and procedures regarding seasonal flu, as well as the H1N1 flu virus, have been taken and we will continue to monitor health department guidelines daily in order to prevent an outbreak of any serious illness at the Center.

Should a child become ill or be injured while at the Center, parents will be contacted immediately and, if necessary, will remove the child as soon as possible. A sick child will be isolated, but will remain within my sight and hearing. The child will be made as comfortable as possible until the parent or other authorized person arrives. Children may return to the center when they are symptom-free, have been on medication at least 24 hours, or have been cleared to return by a doctor.

If there is a need for emergency medical treatment, the child will be transported to Waukesha Memorial Hospital, and the parents will be notified immediately. Superficial injuries will be treated with soap and water and bandaged, or treated with ice. Procedures on personal cleanliness and communicable illnesses will follow licensing rules. I am required to report any serious communicable disease to the Waukesha County Department of Health. I am also required to report to authorities any symptom or sign that indicates a child has been abused in any way.

I have been trained in CPR and in first aid, and will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be contacted as soon as possible should a child receive a head injury.

Parents will be provided with a form to complete and sign, which authorizes the dispensing of any prescription or non-prescription medications. All medications administered, accidents, injuries or illnesses occurring on-site will be entered into the Center's medical logbook, and will include my observance of any injuries a child may have received while outside of my care. Smoking is not permitted anywhere on the premises.

In keeping with the latest government guidelines, babies at Kiddie Corner are put to sleep on their backs. This is to reduce the risk of SIDS (Sudden Infant Death Syndrome).

These guidelines are sponsored by several organizations, including but not limited to the American Academy of Pediatrics, the Maternal and Child Health Bureau, and the National Institute of Child Health and Human Development.

Additional information about the prevention of SIDS is available upon request.

GUIDANCE

Each child has a dignity that is respected and protected at the Kiddie Corner. Children's behavior will be guided by setting clear limits and rules. As children are made aware of their guidelines, they will adapt well and enjoy the security of rules and routines. Undesirable behavior will be redirected. Children will follow positive examples set by the peers as well as by their caregiver.

In accordance with *Wisconsin Rules for Licensing Family Day Care*, punishment that is humiliating or frightening to a child, such as hitting, spanking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training, and other forms of physical punishment are prohibited and will never be used, even at a parent's request.

Children are encouraged to cooperate with one another, while always having the opportunity for quiet play alone or in a small group. Good manners, consideration for others, and patience are taught, encouraged and praised.

A "Cool Down" chair is available for use when a child needs to be removed from a situation that has gotten out of control. Cool down periods last between 3 and 5 minutes, and are not given to children under three (3) years of age. After child has cooled down, I will discuss with the child the events that led to the need to cool down, as well as appropriate future behavior.

TOILET TRAINING

As a child becomes ready for the big step of toilet training, it is important that we at the Kiddie Corner are made aware of the methods used at home, so that we can easily reinforce and enhance the training. Please note that bizarre techniques and punishment for lapses are not in keeping with our policy. Until a child is fully trained (that is, no frequent mistakes, while awake or napping), parents will continue to provide diapers, pull-ups, or some other sanitary barrier for the child.

NUTRITION

All meals and snacks provided at the Kiddie Corner follow USDA nutritional guidelines. We are affiliated with WECA's Child and Adult Care Food Program, and receive additional nutrition information and updates from the Program. We serve breakfast to all children, regardless of their arrival time in the morning, lunch, and an afternoon snack. Mealtime is a pleasant part of our daily routine, and some children choose to include a prayer before eating. This is an individual choice made by each child, and is purely optional. With the exception of this informal and voluntary prayer at mealtime, our curriculum is strictly secular; no religious education is included.

Some parents may wish to send a snack or a treat with their child. When doing so, it is suggested that "junk" foods be avoided, and that the number of children in the group be considered. There will be *Theme Meals*, centering on holidays and children's birthdays, as well as special occasion picnics and trips to the ice cream store. Children will not go any longer than three (3) hours without a meal or a snack, and school-aged children will be given their snack when they arrive after school. Infants will be given either breast milk or Iron-fortified formula until they reach twelve (12) months of age. If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing.

EMERGENCY PROCEDURES

In case of fire, children will be evacuated through the nearest safe exit and will be assembled on the sidewalk in front of the house. The attendance book and a list of phone numbers will be taken along with us, to help ensure that all children are accounted for at all times. The fire department will be called from a nearby neighbor's home. We will conduct monthly fire drills to ensure safe and smooth evacuation.

In the event of a severe weather threat, we will gather in the basement playroom, with games, snacks and a portable radio and light source. There will be regular tornado drills as well, and we will try to minimize the anxiety that children can feel during storms.

Should a child be lost, I will check all areas of the center, inside and out. If the child cannot be found, the child's parents and/or emergency contact, as well as the police, will be notified.

If we lose heat, water, or electricity, I will remain open if weather conditions are favorable; if weather or other variables pose a hazard to remaining open during such outages, I will call parents and/or emergency contacts and arrange for the children to be picked up immediately.

The health and well being of all of our children are seriously regarded at the Kiddie Corner, and every activity and every piece of equipment is looked upon with these issues in mind. The safety, security and overall health, growth and development of children are of primary importance at the Kiddie Corner.

SUMMARY

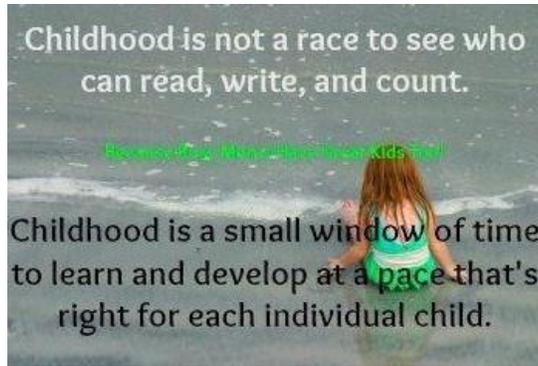
A positive, healthy partnership between parents and provider is the foundation for quality child care. This partnership is based upon mutual understanding and respect, and is strengthened by good and frequent communication. It begins with clear expectations on both parts. A list of some of these expectations follows; please keep in mind that there may be additions to this basic list.

As parents, you can expect:

- *That I give your child my fullest attention and care, to learn who your child is and how to best meet his/her needs.
- *That I continue to learn and adapt and grow in my knowledge and understanding of your child, and to keep abreast of new and relevant research in the field of early childhood development.
- *That I will keep your child safe, happy and healthy, and that I will model good manners, good citizenship, and kindness each and every day.
- *That meals will be appealing and nutritious, play time will be fun and functional, and nap time will be individualized to suit each child's sleep requirements.
- *That I give you a summary of each day's activities, concerns, milestones, etc. and that I discuss with you immediately any issues of concern regarding your child. I can provide referrals to various agencies and programs if necessary.
- *That I will provide you with complete receipts for your child care expenses at least once each year (no later than January 31 of the following year).
- *That I give ample notice of any closings or vacation days I anticipate, and that I contact you immediately if I happen to become sick or injured and unable to work. I will attempt to secure a substitute whenever possible.

As your child care provider, I will expect:

- * That you drop off and pick up your child as agreed at enrollment. Should the unexpected arise and you will be late to drop off or pick up, I must be notified in a timely manner. I will be as flexible as I can be; keep in mind that I have family, church, and community obligations that reach beyond my work day.
- *That all required paperwork be completed and turned in according to state licensing rules.
- *That agreed-upon pay dates be honored. I will expect to be paid on the days designated, with no exceptions.
- *That if your child is sick, you will keep him/her at home, and that you will call to let me know (if your child becomes sick while in my care, you will be called and will need to pick up your child immediately).
- *That you will give advance notice of your anticipated days off and vacation times so that I may plan accordingly.
- *That you refrain from talking on your phone while dropping off or picking up your child. This causes distress for your child and can impair the transition from parent to day care, and from day care to parent.



PLEASE SIGN AND RETURN TO ME ON CHILD'S FIRST DAY OF ATTENDANCE:



I have received a copy of DCF-P-2436 (Your Guide to Licensed Child Care), and a copy of the Kiddie Corner Family Daycare Operation and Policy Manual, and I agree to its terms and provisions.

Signed _____ Date _____

