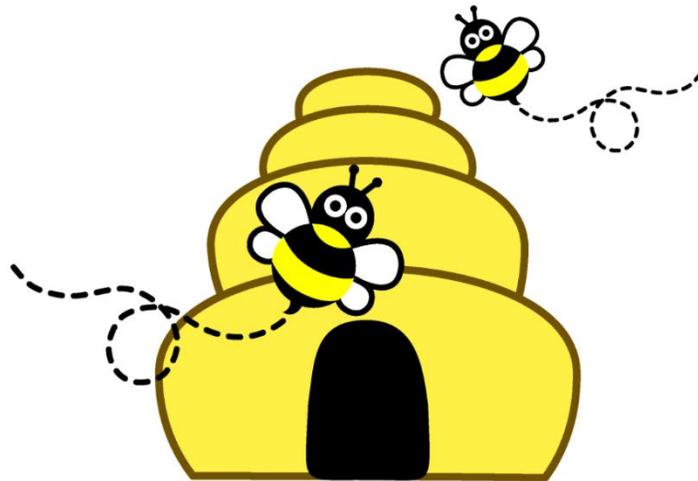


# Busy Bee's Child Care Center

## Parent Handbook



*Busy Bee's Child Care Center*

Open Year Round

6:00am- 5:30pm

Ages: 6 weeks through 13 years old

State Licensed and Certified

**Revision Date: May 1, 2020**

## **BUSY BEE’S POLICY INDEX AND TABLE OF CONTENTS**

Welcome .....	Page 3
Daily Program .....	Page 4
Admissions Policy .....	Page 5
Items every child needs .....	Page 5
Donations .....	Page 6
Fees/Payment Policy.....	Page 7-9
Vacation/Holiday Recesses Policy .....	Page 10-11
Education Policy .....	Page 12
Field Trip Policy .....	Page 13
Discipline Policy .....	Page 13-15
Food Service personnel orientation and training.....	Page 16
Nutrition & Meal Policy .....	Page 16-19
Health Policy .....	Page 16-19
Evacuation Policy .....	Page 23
Discharge Policy .....	Page 25
Additional Information .....	Page 25
Transportation .....	Page 26-32
Before & After School Specific Policies .....	Page 26
Organization Chart .....	Page 33
Emergency Plan .....	Page 34
Agreement Plan .....	Page 35

## **WELCOME TO BUSY BEE'S CHILD CARE CENTER!**

### ***Mission Statement***

Along with the warm, loving environment, your child will also enjoy activities full of fun, friends and opportunities to learn. Our main concern is to satisfy the social, emotional, intellectual and physical needs of your child. Our professional staff provides a well-rounded curriculum. Your child will be encouraged to develop independence and special individual talents and skills. Our curriculum is child-centered and provides a balance of flexibility and consistency.

We highly value parent and community support and participation. You are encouraged to visit our center with your child prior to your start date and as much as possible after. We also encourage families to become involved as a volunteer or to visit the center when you have an opportunity. We hope to build a sense of teamwork between staff our community and parents. Teachers and parents will communicate on a daily basis.

### ***Program Philosophy***

Our intention is to nurture the whole child, to make every girl and boy feel secure, loved, and well cared for. A child's self-esteem and ability to interact with peers and adults are of the utmost importance.

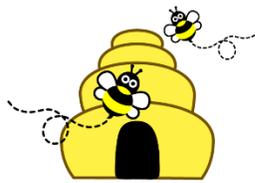
We address each child's social, emotional, physical, and cognitive needs through a well-planned, developmentally appropriate program steeped in convictions about community, preferences, equality, and fairness.

The key to our educational experience is to build an awareness of self, others, and the environment. We help children:

- become comfortable in their setting and develop the ability to separate from parents.
- develop positive self-concept and a sense of belonging.
- develop curiosity about the world and a sense of autonomy.
- develop trusting relationships with adults and peers.
- Learn to negotiate and apply rules of the community and/or group.
- understand and respect cultural and social diversity.
- use language to communicate effectively.
- represent ideas, thoughts, and feelings through pretend play, drama, music, dance, art and construction.
- think critically, reason and problem solve.
- construct understanding of relationships among objects, people and events (classifying, seriation, numbers, space, time).
- develop understanding of physical world, learn cause and effect.
- become competent in management of their bodies and acquire basic gross and fine motor skills.

### ***PROGRAMS OFFERED***

The center offers a variety of programs to suit your child's individual needs. Whole day, half day, summer, school year and drop-in care is available.



***BUSY BEE'S CHILD CARE CENTER'S DAILY PROGRAM SCHEDULE***

6:00 a.m. — 8:15 a.m. Children have choice of activity (table toys, housekeeping, puzzles, coloring, computers, blocks, etc.)

8:15 a.m. Clean Up time wash hands and get ready for Breakfast

8:30-9:00 a.m. Breakfast, Bathroom breaks

9:00a.m. – 9:15a.m. Circle Time (Reading, Weather, Morning Meeting)

9:15a.m.-10:15a.m. Each classroom will provide age appropriate WMELS curriculum. The concepts of play, discovery and exploration will be incorporated; each based on the child's interests, age, and activities. These curriculum areas will focus on dramatic play, blocks, manipulatives, art, math, science, large muscle, music, sensory, literature, and small groups.



10:15a.m-11: 15a.m. Morning outdoor play/exercise large motor

11:15a.m.-11:30a.m. Bathroom break/wash hands for lunch

11:30a.m. — 12:00p.m. Lunch

12:00p.m. — 2:00p.m. Supervised nap, rest, and quiet activities

2:15p.m. — 3:00p.m. Afternoon attendance, group songs, and group story

2:30p.m. — 3:30p.m. Snack

3:30p.m. — 5:30p.m. All-day children will continue with age appropriate curriculum.  
***Afternoon outdoor play/large muscle activities will be during this time.***

5:30p.m. Closing time

***\*\*All children will go outside in the morning and in the afternoon 90 MINUTES A DAY, weather permitting. Children will not go outside if the temperature is above 90° or when the winter***

## ADMISSIONS POLICY & ORIENTATION

1. To enroll a child, stop into the center for a registration form. The director or other employee will tour the parent through the center and explain our policies and answer any questions about the childcare program. We prefer that the parents and the child visit the center before registering in order to observe the children in their learning environment. You are welcome to visit prior to and after enrolling your child without an appointment.
2. The following forms must be completed at the time of registration: Registration form, Child Enrollment, Health History, Immunization record, and Transportation forms (if applicable)
3. Custody issues and disputes including non-custodial parent pick-up should be noted on the child's registration and enrollment forms along with copies of pertinent court documents. All documentation is kept in each child's file.
4. Busy Bee's Child Care Center II does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry against: any enrolled child and family or any applicant for enrollment in regard to admission, privilege of enrollment or discharge condition except where it is a reasonable and necessary age requirements specified under Chapter DCF 251
5. The above referenced registration forms are to be turned in prior to the child's first day of attendance. A registration fee is to be paid at the time of registration. If the center has space available, then the Director or other employee will confirm the child's start date at the center.

**Busy Bee's Child Care Center II has a capacity AND LICENSED** for 50 children, age's 6 weeks through 14 years. We are open 12 months a year, Monday through Friday, except legal holidays.

**We do go on field trips and walks.** Field trip permission slips will be given to parents at least 48 hours in advance. We encourage parent participation at the center. This may include supervising field trips, working directly with children in the classroom or working on projects which do not directly involve children. We encourage parents to eat lunch with their child or attend center sponsored holiday celebrations, as they are able.

**All children's records are kept in confidentiality.** Busy Bee's is responsible for the compliance of day care center employees and volunteers with respect to confidentiality of records as found in S 48.78 Stats., and subsection contained in DCF 251.04 (07)

**We are required by State law to report all suspected child abuse.** Busy Bee's employees and volunteers at the center who know of or has reasonable cause to suspect that a child has been abused or neglected is required to immediately contact the County Department of Social Services or Human Services or the Law Enforcement Agency as required by S. 48.981, Statutes.

**The Classroom Teachers will take attendance daily** as the children arrive at the center. Attendance will be recorded a second time for the afternoon sessions. ALL teachers are responsible of keeping track of all their children. All teachers and staff shall know children's names, classroom count, and whereabouts at all times.

**A child will not be released to a pick-up person** if the pick-up person appears under the influence. The next contact person will be called to retrieve the child.

**Any parental notices**, newsletters, a copy of State Licensing book, and a copy of the Center's Policies may be found on the parent's table. Located in the reception area of the daycare or at the front desk.

## ITEMS EVERY CHILD SHOULD HAVE

Please bring the following items before or at the time of your child's entrance to the center.

1. A complete change of clothing, shirt, pants, socks and underwear. We suggest two pairs of socks and underwear. Please permanently mark each piece of clothing with your child's name.
2. For naptime: a sheet, blanket and pillow if your child uses one, with permanent identification. Your child's bedding will be sent home on Fridays to be laundered and returned the next Monday.
3. We provide plates, cups, bowls, utensils, lunch and milk. Any questions on the contents of lunches can be directed to the child's teacher.
4. Appropriate outerwear. All children go outside daily - weather permitting. Be sure your child has an adequate coat, hat, mittens, boots, and snow pants as needed for the season.
5. Please do not bring any toys from home. If they get lost or broken it can be heartache for the child and a headache for the parents and the center. We have a multitude of age appropriate toys here for the children to play with. Only let your child bring a "sleeping buddy" or a special toy when it is "Show and Tell" day. Remember to label all your child's personal items that are brought to the center.

## DONATIONS

Donations from parents are always appreciated. Through donations a child learns to help others, they feel special, the center saves money and parents feel involved in their child's education.

Here is a partial list of suggested donations. Other items are gladly accepted; please check with the Director to see if they can be used by the center.

Art Supplies	Wallpaper Scraps	Eye Droppers	Corks
Coffee Cans	Ice Cream Buckets	Rolling Pins	Cookie cutters
Egg beaters	Dress-up clothes	Games	Children's books/tapes
Scrap paper	gently used toys	Snacks	Puzzles



## BUSY BEE'S CHILD CARE CENTER FEE PAYMENT POLICY RACINE LOCATION

### TUITION RATES (Effective 5/01/2020)

#### Infant/Toddler Care: Ages 6 weeks to 24 months

Full Time (5 Full days)	\$225.00
Full day (over 5 hours)	\$48 (Day)
Half day: (5 Hours or less)	\$35 (Day) (\$175.00 weekly)

#### Tweener Care: Ages 2 to 3 years

Full Time (5 full days)	\$190.00
Full day (over 5 hours)	\$38.00 (Day)
Half day (5 Hours or less)	\$35.00 (\$150.00 weekly)

#### Preschool: Ages 4 to 5 years

Full time (5 full days)	\$175.00
Full day (over 5 hours)	\$35.00 (Day)
Half day (5 Hours or less)	\$26.00 (\$130.00 weekly)

#### Before & After School-age Care Rates

Before & After	\$25.00/day (\$125.00 weekly)
Before <u>or</u> After	\$20.00/day (\$100.00 weekly)

#### School-Age Care Rate Ages: 6 years to 13 Years (when school is not in session)

Full time (5 full days)	\$165.00
Full day (over 5 hours)	\$33.00
Half day (5 hours or less)	\$26.00

A minimum of \$20.00 is charged per scheduled attendee.

#### Drop-in Care rates: (Based on space availability) Must call 48 hours in advance to Director)

Age 2 to 12 Years Old	\$9.00/hour
-----------------------	-------------

#### Other Fees:

<u>Annual Registration Fee</u>	\$25.00 per child (Billed at enrollment or in September if a continuing student)
<u>Late Pick-up Fee</u>	\$5 per child for every 5 minutes left after closing time
<u>Field Trip Fee</u>	Varies from \$0 and up depending on trip
<u>Transportation Fee</u>	<b>\$5 per way/per day</b>

Tuition for the preschool and summer programs is due the first day of the childcare week. Tuition payments for the Before/After school program are due the Monday following the week of care. A fee payment schedule is discussed with parents upon enrollment. **Registration Fee is non-refundable.**

**BUSY BEE'S CHILD CARE CENTER FEE PAYMENT POLICY**  
**KENOSHA LOCATION**  
**TUITION RATES (Effective 9/01/2019)**

**Infant/Toddler Care: Ages 6 weeks to 24 months**

Full Time (5 Full days)	\$195.00
Full day (over 5 hours)	\$52
Half day: (5 Hours or less)	\$35

**Tweener Care: Ages 2 to 3 years**

Full Time (5 full days)	\$185.00
Full day (over 5 hours)	\$52.00
Half day (5 Hours or less)	\$35.00

**Preschool: Ages 4 to 5 years**

Full time (5 full days)	\$155.00
Full day (over 5 hours)	\$42.00
Half day (5 Hours or less)	\$31.50

**Before & After School-age Care Rates**

When school is in session \$6.00/hr or \$3.00  $\frac{1}{2}$  hr

A minimum of \$6hr is charged per scheduled before/after school session

**School-Age Care Rate Ages: 6 years to 13 Years (when school is not in session)**

Full time (5 full days)	\$155.00
Full day (over 5 hours)	\$42.00
Half day (5 hours or less)	\$27.50

A minimum of \$25.00 is charged per scheduled attendee.

**Drop-in Care rates:** (Based on space availability) Must call 48 hours in advance to Director)

Age 2 to 12 Years Old	\$10.00/hour
-----------------------	--------------

**Discounts:** A family discount of \$10.00 is given to the 2<sup>nd</sup> full time child enrolled

**Other Fees:**

<b>Annual Registration Fee</b>	\$25.00 per child (Billed at enrollment or in September if a continuing student)
<b>Late Pick-up Fee</b>	\$5 per child for every 5 minutes left after closing time
<b>Field Trip Fee</b>	Varies from \$0 and up depending on trip
<b>Transportation Fee</b>	<b><u>\$5 per way/per day</u></b>

Tuition for the preschool and summer programs is due the first day of the childcare week. Tuition payments for the Before/After school program are due the Monday following the week of care. A fee payment schedule is discussed with parents upon enrollment. **Registration Fee is non-refundable.**

## ***FEE POLICIES continued***

### **Preschool schedules**

We prefer a child's Pre-school half day to be between the hours of 6:00a.m.—12:00p.m. or 12:00—5:30p.m. Please confer with the Director if you have an unusual attendance situation.

### **Withdrawal from Center**

A 10 working days (2 week) written notice is required prior to withdrawing your child from the center. **Two weeks tuition will be payable if no notice is given.** Any credit balance will be refunded.

### **Billing Statements**

Parents may request monthly statements for fee payments. An annual payment summary is given to all parents at year-end for tax purposes.

### **Sick Days**

There will be no reduction in fees for a child's absence. Children may not attend an extra day or switch days to replace a sick day.

No fee will be charged for a prolonged illness consisting of **a minimum of (5) five consecutive school days**, provided that written notification from the physician excusing your child has been received by the Director at the child's return to Busy Bees Child Care Center. If no written notification from the physician is received, payment will be required.

### **Late Payment Fee Policy**

Fees are established based upon the current operational costs and can be subject to periodic change. A minimum of two weeks' notice will be given of any fee increase and it will be given in writing.

A non-refundable registration fee of \$25.00, per child and **the first week of service are to be paid at the time of registration.** All W-2 clients must have an authorization from Workforce Development Center or Cares Department on first day of attendance.

Any tuition payment, that is more than two weeks late, will be assessed a late fee of \$5.00. Each time a late fee is assessed a letter will be given to the responsible parties notifying them of the assessment and the tuition balance outstanding. Tuition is to be paid by the end of the third week or a payment plan agreed to with the Administrator/Director. After the third week of non-payment the child will be temporarily discharged from the center and a second letter sent to the responsible parties detailing the balances outstanding and any agreed upon payment plans.

For the child to be reinstated to the center, the responsible parties will be required to adhere to the agreed upon payment schedule and will have to pay the tuition balance in full. All tuition balance situations are reviewed individually with the administrator and office manager. Extenuating circumstances will be taken into

consideration.

If after working with the responsible parties the tuition remains unpaid a third and final collection letter will be sent to collect the monies. If payment remains unpaid the account will be sent to a collection agency for processing.

**The State of Wisconsin licensing rulebook is available** to all parents at their discretion. Written records of daily attendance will be kept in the office at all times.

**All changes of information are required in writing and given to the office as soon as possible.** This information includes phone numbers, changes in scheduling, addresses, physician, medical information, I.e., Your prompt notification will help us meet all state requirements and provide the best service possible.

**Please Parents! Sign your child in and out daily.** This is to ensure the safety and our responsibility to your child.

## **VACATION POLICY**

Busy Bee's tries to maintain a family friendly environment. Many parents have one or more weeks of vacation available through their places of employment. We are one of a handful of centers in the area that allow vacation days. We realize that family time is important and that is why we accept the costs associated with giving vacation days to our families.

### **Preschool Programs:**

**The preschool year runs from September to September.** Busy Bee's allows one weeks' vacation during this time - based on enrollment\*. If your child starts in a month other than September, the vacation days will be pro-rated based on the months remaining in the preschool year.

NOTE: Parents may elect to drop their child from Busy Bee's care during the summer months. When this occurs, the child loses any remaining vacation days and the child will need to re-enroll for September. There are no guarantees of space availability for fall until the child is re-registered.

### **Before/After School Program (Kindergarten & up):**

**The Before/After School program runs from September to September.** Busy Bee's gives one weeks' vacation during this time based on enrollment\*. If your child starts in a month other than September, the vacation days will be pro-rated based on the months remaining in the B/A school year.

If a child is regularly scheduled to attend on a day where a non-traditional holiday or school break falls; (i.e. Teacher workdays, Conference days, School breaks, etc.), attendance is assumed and tuition for that day is payable. Busy Bee's will send out "Day Off" notices so parents may choose if their child will or will not attend. If the child is not attending, they may elect to pay the minimum session fee(s) or use vacation time (if available). If a parent chooses to have their child attend on a break period, they will be billed according to the time requested whether their child attends or not.

For all the above programs, a child becomes eligible for vacation days after they have been enrolled for two months. A two-week written notice must be submitted to the director to ensure tuition credit for vacation time. Extenuating circumstances will be reviewed prior to emergency vacation time use.

## **HOLIDAY AND CLOSINGS**

The following traditional Holiday days are not billed, and Busy Bee's is closed. *Labor Day, Thanksgiving Day, The day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Memorial Day.* Busy Bee's is open, and attendance is assumed for, Good Friday; unless requests for time off and use of vacation days are given.

\*Based on enrollment means (Example): A child is enrolled 2 days/week. One-week vacation for this child will be 2 days. A one-week equivalent is based on enrollment.

## **EDUCATION POLICY**

The intent of Busy Bee Child Care Center's education policy is to provide the best possible learning environment for the children and extend opportunities to the parents to increase their understanding of child development.

### **Religious instruction/education:**

Busy Bee's Child Care Center does not include religious instruction or practices in our daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

When children have a firm foundation of self-esteem, they are then able to develop socially, emotionally, intellectually and physically. In order to enhance each child's development of self-esteem, social, emotional, physical and intellectual skills, the daily program will include:

### **Self-esteem**

- Staff-child interactions that is warm, nurturing and compassionate.
- Activities that is consistent with the child's developmental interest, experiences, ethnic and cultural background.
- A daily routine which is consistent and predictable.
- A physical environment which is appropriate for the child's physical size.

### **Social Development**

- Opportunities for each child to interact with a diversity of age groups.
- Opportunities to learn cooperative group behavior.
- Opportunities to make choices, problem solve and observe outcomes or problem solving.
- Opportunities to learn about cultural, ethnic and individual differences.
- Opportunities to lead a group, see art displayed and participate in classroom responsibilities.

### **Emotional Development**

- Opportunities to help each child identify personal feelings and feelings of others.
- Opportunities for praising and encouraging each child in a positive manner such as leading a group, seeing

his/her art displayed and being given classroom responsibilities.

### **Physical Development**

- Meeting your child's nutritional needs through well-balanced meals and snacks.
- A daily rest or nap.
- Development of small muscle groups through activities including puzzles, clay, stringing beads, cutting, and sand and water play.
- Development of large muscle groups through outdoor play activities such as running, balancing, jumping and climbing and indoor activities such as dancing to music, playing target games, participating in simple exercise, balancing on a beam, and ball bouncing.
- Development of hand-eye coordination through use of mazes, tracing, cutting and various other perceptual motor activities.

### **Intellectual development**

- Development of cognitive skills through a variety of materials which are appropriate and challenging including a variety of activities such as sorting, classifying, segregating and counting, identifying colors and shapes, presenting basic concepts such as many/few, big/little, high/low, fast/slow, etc., when appropriate.

The daily routine is designed to accommodate the widest variety of learning experiences and provide stability and consistency with room for variety and flexibility.

**Large group:** Children are encouraged to interact as a large group, take turns, participate and allow others to participate.

**Clean-up:** Skills in group cooperation and responsibility for one's environment are reinforced.

**Small group:** Children are helped to develop particular skills such as cutting, tracing, balancing, hand-eye coordination, color identification, etc.

**Story time:** Children are encouraged to imagine through exposure to literature and to build vocabulary and knowledge of their own culture and of others.

**Mealtime:** Children will be encouraged to learn group cooperation, language development, social interaction, and to increase food experiences and knowledge.

**Parent-Teacher conferences** are held twice a year or at the request of the parent and/or staff. Child Assessments will also be done twice a year. Review of Child Assessment can be discussed during Parent-Teacher Conferences, if any developmental concerns arise during the school-year parent or teacher will be able to setup a meeting to discuss concerns.

### **FAMILY OUTREACH**

Family outreach, education and social opportunities will be held minimal twice per year at Busy Bee's Child Care Center. Parents are encouraged to attend and actively participate in the planning of events. Events will be posted on our Parent Board and a newsletter will also be sent home with your child.

## FIELD TRIP POLICY

Busy Bee's will send home with each child a written sign-up sheet explaining the field trip. The Field Trip slip will inform the parents/guardians of where the trip is to, departure time, arrival time, trip fees, and chaperone requests, etc.

A list of the children on the field trip will be kept at the center and also with the teacher in charge on the field trip. This list will include:

- Name, Address and emergency contact information for each child.
- Family medical record for each child
- Name, address and telephone number of the contracting bus firm and the name of the individual representing the firm who may be contacted after hours (if buses are used).

NO CHILD WILL BE ALLOWED ON THE FIELD TRIP UNLESS WRITTEN PERMISSION IS GIVEN by a Parent or guardian. All field trip permission slips will be kept in the child's file once the trip is taken.

Transportation may be provided by:

- Contracted Busing Services.
- Private transporter that has fulfilled Busy Bee's vehicle and driving record qualifications.
- Busy Bee's van that has passed yearly inspections with drivers with qualified licenses.
- Non-qualified drivers or staff vehicles shall not transport children.

## Screen Time Policy

Busy Bee's Child Care Center understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

- Allowing a maximum of 30 minutes total per day of educational and age appropriate screen time (television, video, and DVD).
- Allowing no more than 15 minutes of educational computer time per day.
- Not allowing any screen time during meals and snacks.
- Having zero screen time (TV, video, and computer) for children under the age of two.

## DISCIPLINE/GUIDANCE POLICY

Discipline at Busy Bee's Child Care Center II shall be designed and carried out to help each child to learn self-control, choose alternatives, identify feelings, and develop an understanding and respect of others' feelings. Discipline shall not damage the child's self-image or embarrass him or her. When possible, the child shall contribute to resolving the conflict with which he/she was involved. Positive reinforcement will be used as often as possible.

Busy Bee staff understand that there will be times when a child will become distraught, fussy or won't quit crying. Our 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, our staff will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we will need your advice or assistance, and our staff will not hesitate to call you if we feel that it is necessary.

The following factors shall contribute to good discipline.

- 1) Modeling by adults: Teachers' behavior largely sets the pace and mood in the classroom. Teachers shall demonstrate a calm demeanor, politeness and gentleness with the children.
- 2) Classroom environment: The physical environment will provide optimal space for children to become involved in both group and solitary play. Equipment shall accommodate the height of the children and shall be arranged in a manner that defines specific areas of the room and allows teachers visual accessibility. Shelves shall be labeled so the children will be able to identify where play items are to be replaced. Children will be encouraged to put the toys away when they are finished. Items not for children's use shall be stored out of sight.
- 3) Planned activities: Staff will carefully plan a variety of activities to keep each child involved at his or her developmental level and interest.
- 4) Related curriculum: Staff shall develop plans to involve interpersonal relationships to identify feelings and develop self-esteem, self-control, good manners, sharing, honesty and safety.
- 5) Ongoing scheduled evaluations: Teachers shall periodically examine the daily routing and evaluate transitional activities to accommodate both the children and staff's needs.
- 6) Redirection: Staff shall be attuned to typical signals coming from the children that indicate pending misbehavior such as increased noise level and irritability. When unacceptable behavior occurs, a teacher shall attend to it immediately, making a statement to the child describing the act (e.g. "You took his truck away") and identifying the feeling of the other child (e.g. "Look, Jamie is crying"). A calm, private discussion of what happened should follow with the children involved. If a resolution cannot be reached, the aggressor will be given a choice of two other activities with an accompanying statement such as "Perhaps you'll be able to play calmly over here", guiding the child to a new area and activity.
  - a. Whenever possible, logical and natural consequences will be used as a format for discipline.
  - b. Any disciplinary action shall be carried out by staff only, not by volunteers, observers or other children.
  - c. **Children in the center shall not be subject to the following treatment for misbehavior and are prohibited even at the request of parents:**

1. Spanking, hitting, swatting, shaking or any other forms of corporal punishment.
  2. Verbal abuse, threats or derogatory remarks regarding the child.
  3. Tying or binding to restrict movement or confining the child in a space such as a closet locked room or box.
  4. Withholding or forcing meals snacks or naps.
  5. Punishing for lapses in toilet training.
- 7) Setting clear limits: Teachers will talk to children about the rules, what is expected of them and what is considered unwanted behavior. Rules relating to safety, respect for others and respect for property will have top priority.
- 8) Developing children's self-image: In order to make discipline a learning experience and enhance the child's self-esteem, the staff will:
- a. Talk to the child, not at the child.
  - b. Treat the situation as privately as possible.
  - c. Kneel or sit at the child's level.
  - d. Keep a calm, firm voice.
  - e. Keep eye contact while speaking with the child.
  - f. Communicate to the child that he/she has confidence the child will be able to do better the next time.
  - g. Communicate to the child that it was the behavior that was wrong, not the child him/herself.
- 9) (cont'd) In order to enhance the children's respect for themselves and each other, teachers will:
- a. Acknowledge and compliment good behavior.
  - b. Listen carefully and openly to the children.
  - c. Treat all children fairly.
  - d. Develop a warm, trusting classroom environment.
  - e. Become familiar with each child's personal characteristics and temperament.
- 10) Evaluating the situation:
- a. What is the child doing?
  - b. Why is he/she doing this?
  - c. What does this child need?
  - d. How is the teacher reacting to the child?
  - e. What is the result of this behavior?
  - f. Is it hurting anyone?
  - g. If the behavior continues, the director is notified and, if necessary, parents are contacted.
  - h. **Time-out may be used, for children over the age of 3 years, as a last resort by asking the child to go somewhere to calm down. This will not be a specific place. Just time to calm down. Time-out periods may not exceed 3 minutes.**
- 11) Childcare workers who do not discipline in accordance with this policy or the state licensing rules:
- a. Will be verbally warned.
  - b. Will receive a written warning to be place in that person's file.
  - c. Will be suspended (without) pay.

## FOOD SERVICE PERSONNEL ORIENTATION AND TRAINING

The center shall provide food service personnel with the orientation under par. (a) And shall document annual training of at least 4 hours in kitchen sanitation, food handling and nutrition.

## **NUTRITION & MEAL POLICY**

**Building for the Future** This childcare receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow! Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: 1-866-USDA CND

(1-866-873-2263)

Visit USDA's website: [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)

### **USDA Nondiscrimination Statement with Complaint Filing Procedure (December 2015 Revision)**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### **In Spanish:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) Correo: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; o
- (3) Correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Esta institución es un proveedor que ofrece igualdad de oportunidades.

***Busy Bee's Child Care Center II offers the children Breakfast, Lunch, and PM Snack.***

Breakfast and lunch will be prepared and furnished by a trained cook working for Busy Bee's CCC. Snacks and meals will be served in the large fellowship room or the individual classrooms. The contact person regarding questions of foods served to the children is the Director of the Center.

We serve at flexible intervals, breakfast (6:45a.m.—8:30a.m.) School-aged children served at 6:45a.m.—7:15a.m. All other children are served breakfast 8:30a.m. If you cannot meet this schedule, we suggest that you feed your child before coming to the center. (Please do not bring other foods to the center.)

***Lunch 11:30a to 12:00pm. Snack 2:30pm to 3:30pm.*** The time allots for school-aged p.m. program.

Our lunches are served family style with teachers and staff eating with the children. Current menus will be posted for parental review or to take along if desired.

Children will be encouraged to eat or to at least try all items on the menu, but no child will be forced to eat against their will.

Food and bottles from home are labeled with the child's name and refrigerated as needed. Empty bottles and containers will be washed and rinsed thoroughly.

If child is unable to feed himself/herself, they are to be helped by teachers or members of the staff.

**1% Reduced Fat milk will be served with lunch and snacks provided by the center.**

Menu will include food of different cultures and ethnic groups, and will provide one-third of the daily nutritional requirements for the child and shall consist of at least one item from each of the following categories:

1. Meat, poultry, fish, egg, cooked dried peas or beans, cheese or peanut butter.
2. Two vegetables or one vegetable and one fruit or two fruits.
3. Cereal or whole grain or enriched bread products.

4. Grade A Vitamin D milk - to be provided by the center.

A lunch menu will be posted weekly. If for some reason a child's lunch is deficient, the child's teacher and/or Director of Busy Bee's will discuss this problem with the parent.

Snack (mid-morning and mid-afternoon) shall consist of at least two of the following.

- a. Milk or milk product (yogurt)
- b. Fruit
- c. Fruit Juice
- d. Vegetable
- e. Vegetable juice
- f. Peanut butter or other protein
- g. Enriched bread or cereal

Cultural and ethnic preferences will be reflected in the snack menu selection by including foods that children like and are accustomed to eating at home.

Meals will be served in the open, non-carpeted area of the fellowship hall or in the child's individual classrooms. Children are seated in appropriate size tables and chairs. All children will be encouraged to serve themselves; teachers will assist when necessary. After all the children are served, the teachers will sit down and eat with the children. Mealtimes are a happy school occasion when the children and adults can enjoy one another's company. They will be asked to take a taste of everything and if they don't like it, they will be able to leave it and eat the other items of their lunch. The teacher will explain that two weeks ago, you might not have like the food, but today after you taste it, you might like the taste.

Meals and snacks are planned so that no child goes without nourishment for more than three hours. However, since even this schedule doesn't always work for all children, extra food is always kept on hand in the childcare center's kitchen in the refrigerator or snack cabinet. This food includes cereal, bread, crackers, raisins, cheese, peanut butter, juice, etc. Special consideration will be given to children who:

- a. Arrive early (6:15am)
- b. Arrive after any meal or snack
- c. Stay late in the day.

## **SPECIAL DIETS**

Any special diets or food allergies will be posted in the center and communicated verbally by the Director to all staff. The day care center will keep close contact with all Parents to keep abreast of any new diet considerations throughout the year.

**Food allergies:** If your child has food allergies parents must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen.

## **SAFE FOOD PRACTICES**

The Director will keep the center's supply of snacks, as before mentioned, in stock as needed. The dry food will be stored in plastic or metal containers with tight fitting lids. Other foods will be refrigerated in the refrigerator. All staff and children will wash their hands with soap and running warm water before handling food. Eating and drinking utensils and trays will be washed by hand with soap and hot water and sanitized. All

staff members will monitor the cleanliness of all eating and serving utensils before the equipment is used.

Raw fruits and vegetables are washed before being served or cooked. Any leftover foods from individual plates or dining tables are discarded. Leftover food, which has not been served, is dated and refrigerated and used within 36 hours or must be frozen immediately and used within 6 months. Frozen foods are defrosted in the refrigerator, under cold running water or on the defrost setting in the microwave. The refrigerator is maintained at 40 degrees Fahrenheit or lower. The freezer is maintained at 0 degrees Fahrenheit or lower. The refrigerator is equipped with a clearly visible thermometer. All foods kept in the refrigerator will be covered, unless being cooled for serving.

## **NUTRITION EDUCATION**

The center teaches the children nutrition through informal day-to-day discussion at meals and more formally through the use of nutrition curriculum. Cooking experiences are also a part of this classroom curriculum. In addition, nutrition will be a topic at parent meetings as well as at staff in-service meetings. Appendix C attached identifies a child's meal pattern requirements for Breakfast, Lunch and Snacks from ages 1 to 12.

## **HEALTH POLICY**

The health policy's objective is to maintain, protect and improve children's health and reduce the risk of spreading disease and childhood illnesses. Busy Bee's staff will observe each child, upon arrival, for symptoms of illness. A child with a reportable communicable disease specified in the Ch. HESS 145 may not be admitted or permitted to remain in a day care center during the period when the disease is communicable. In compliance with state requirements, staff will note, in writing, any evidence of unusual bruises, marks and/or burns and will file this notice with the child's record and report it immediately to the director.

## **ALLERGY POLICY**

The director will make staff members, childcare workers and substitutes having direct contact with children who have food allergies and other allergies aware of these children. The information shall also be posted in the day care center.

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

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

## **ILL CHILD PROCEDURE**

Children with a sore throat, eye inflammation, fever of at least 100 degrees, lice, a rash, vomiting, diarrhea (defined as frequent, watery bowel movements), or other illnesses or conditions shall be isolated. The severity of the disease will be left to the discretion of the director and parents will be notified as necessary. Before

returning to Busy Bee's Child Care Center child must be seen by his/her Physician and a Doctor's note shall be given to Busy Bee's Child Care Center stating child is not contagious and is able to return to center and what medications were given if any.

When ill, children shall be isolated within sight and hearing of an adult staff person until parents or authorized persons can come to get the child. The child shall be provided with his/her mat, sheet and blanket in the isolation area. Isolation shall be used only until the child can be removed from the center. If isolation cannot be provided by means of a separate room, the child shall be separated from other children by a partition or screen.

The child's parent, or a designated responsible person when a parent cannot be reached, shall be contacted by phone immediately after the illness is discovered and asked to take the child home. The child should be picked up within 45 minutes of notification.

## **MEDICATION PROCEDURES**

No prescription medication or non-prescription medication such as, but not limited to, aspirin, cough medicine or nose drops may be given to a child except under the following conditions.

An "Authorization to Administer Medication" form signed (by parent and/or guardian) and dated, must be on file. Busy Bee staff will not administer medication without this form.

Prescription medicine must be in the original container and labeled with the child's name, name of the drug, dosage, and directions for administering, date, and physician's name. We suggest asking your physician if your child's medication may be divided into two bottles. One bottle for home and one to be left at the center for your convenience.

Non-prescription medication must be labeled with the child's name and the request, signed by the parent, including dosage and directions for administering.

A written report including type of medication given, dosage, time, date and name of staff person administering the medication must be kept in the child's record file and the center's medical logbook.

All medication will be kept under lock and key, or otherwise inaccessible to children. Medication requiring refrigeration will be kept in the staff refrigerator in a locked container clearly labeled "Medication". Parents are asked to make staff members on duty aware of the need for refrigeration when the medication is brought in the morning. If medication requires a teaspoon for administration, parents are asked to provide accurate medication measurement devices available through your doctor or pharmacist. Common teaspoon sizes vary and may hold more or less than the correct dosage.

## **ACCIDENT OR INJURY PROCEDURES ON AND OFF SITE**

Emergency medical care: When a child needs immediate professional care, the child will be taken to the nearest hospital (by rescue squad). The child's teacher or the director will contact the child's parents at the same time. An adult will accompany the child, preferably the child's teacher, the director, or the assistant for the child's classroom. The center shall use the nearest hospital as a source of emergency medical care unless the parent states otherwise on the child's emergency information card.

Treatment of minor injuries: Teachers will use soap and water to clean all superficial wounds, and band-aids will be used to protect such wounds. An ice pack may be applied to any minor bump or swelling. A daily record of injuries shall be kept in the center's medications and injuries logbook

First aid measures for serious accidents: These are posted in a place known to all staff, and staff members are periodically required to review first aid procedures. All Busy Bees' staff are required to have CPR and First Aid, and AED training certification within the first 3 month of employment and annually after. Records of injury shall be reviewed by the director or designated person with staff at least twice each year in order to determine that all possible preventative measures are being taken. There shall be documentation in the medication logbook that reviews have taken place.

Parent's written permission to call the family physician or refer the child for medical care in case of accident or emergency shall be on file at the center through the use of emergency information cards. The child's teacher or director shall contact the parents as soon as possible after the emergency has occurred.

### **FIRST AID**

1. Bandages will be kept in the center at all times. (Supplies in each room)
2. Soap & water will be used to clean all superficial wounds.
3. In the event of an accident or injury a call will be made immediately to the parent or guardian.
4. 4. In the event of a serious accident, the child's parent will be notified, and the child will be taken to St. Mary's Medical Center, 3801 Spring Street, Racine, WI 262.687.4201.

### **HEALTH & SAFETY PRECAUTIONS**

Runny noses, eye drainage and coughed up matter will be wiped with a disposable tissue used once and placed in the room's plastic-lined container. Whoever does the wiping (child or adult) shall wash his or her hands immediately.

All persons (child or adult) exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and warm running water. Single use disposable gloves shall be worn if there is contact with blood containing body fluids or tissue discharges. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bags.

For spills of vomits, urine, feces, blood or other body fluids, the staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables affected with a bleach solution of one tablespoon bleach to one quart of water, made fresh daily. Hands shall be washed immediately after cleaning up.

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

To reduce the risk of SIDS:

- **Children under one year of age:**
  - Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.
  - A child under one year of age may not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets and other items may be hung on the sides of the crib or playpen.

- Swaddling with a blanket is prohibited, but wearable sleep garments, including wearable swaddles are allowed
- **Children under two years of age:**
  - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
  - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
  - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

## HYGIENE AND CLEANLINESS

All children and STAFF hands shall be washed with soap and warm running water before meals, snacks and after toileting. Children's hands and faces shall be washed after meals. Cups, eating utensils, and personal lunch foods may not be shared. All reusable dishware, utensils, pans, and storage or preparation containers are washed thoroughly, cleaned, and sanitized after each use according to Wisconsin State Licensing Code DCF 251.09 (9) Steps or blocks are provided for the wash basins and toilets. Soap, toilet paper, disposable paper towels and a wastepaper container are provided in all of the facilities bathrooms.

**All cleaning supplies:** cleaners, mops/buckets, bleaches, insecticides, etc. are kept in the locked storage and utility closets in the Northwest hallway. Cleaning aids such as mops, brooms and buckets shall be kept clean and shall be stored outside of the food preparation or food storage areas. **Furnishings, toys, cots and other equipment shall be washed or cleaned when they become soiled.** Eating surfaces shall be washed and sanitized before and after each use.

## PHYSICAL EXAMINATIONS

Each child shall have an initial examination not more than six months prior to, and not later than, 90 days after admission to the center. The parent will be responsible for obtaining the child's health examination.

A report of a current physical examination signed and dated by a physician, licensed in Wisconsin or in the state where the examination is done, shall be kept in the child's file at Busy Bee's.

Each child 2 years of age and older shall have a subsequent physician's physical examination at least once every 2 years.

## IMMUNIZATION RECORD

Each child shall have a signed immunization history on file in the center stating that the child has been immunized.

## PARENT NOTIFICATION

The Director or staff in charge will notify parents when the child:

- *Is ill and, in our judgment, is too sick to participate in our program. Parents will be called to bring child home.*
- *The child has been exposed to a confirmed case of a communicable disease reportable under ch. DHS 145 and transmitted through normal contact*
- *The child needs professional evaluation of an injury.*

- *The child experiences a head injury*
- *has a seizure*
- *consumes incorrect breastmilk,*
- *consumes food or drink that may contain the child's allergen*
- *consumes or comes in contact with poisonous materials*
- *is given incorrect medication.*

*A "head injury" means a bump, blow, or jolt to the head. If The child has sustained a minor injury that does not appear to require professional medical evaluation. Notification may be made when the child is picked up at the center or delivered to the parent or other authorized person. If a child is seriously injured. Parents will be called to arrange for immediate medical care.*

## **PETS AND ANIMALS**

(a) Dogs and cats that are kept on the premises of a center shall be vaccinated against rabies and shall be tolerant of children. Pets shall be kept and handled in a manner that protects the wellbeing of both children and pets. No pets may be in food preparation areas.

(b) Licensee shall ensure that parents are aware of pets and animals in the center. If pets and animals are allowed to roam in the areas of the center occupied by children, written acknowledgement from the parents shall be obtained. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center. ***Any injury caused by an animal to a child in care will be reported to the department of children and families within 24 hours.***

## **EVACUATION & EMERGENCY POLICY**

**Fire** evacuation and **tornado** evacuation procedures will be posted by each of the center's doors and practiced monthly. In **case of fire**, children will exit through either the West or East doors, as posted in the fire evacuation routes in each room and proceed to the north parking lot area. All sleeping children will be awakened by a staff member and evacuated from the building in a safe orderly manner. Children under 2 shall be evacuated using the infant room fire safety cribs. Teachers will lead the children out of the rooms, another staff or volunteer will be at the end of the line to guide children, turn out lights and check bathrooms for any children. The last adult from the room will take the attendance sheets. The director will take the emergency card file. Children will meet at designated points and sit with their teachers while the person with the attendance sheet checks attendance and Director contacts all parents.

**In case of a tornado shelter in place**, children will be taken into the assigned tornado shelter area (i.e. the closest interior bathroom). A flashlight and batteries will be kept in this room or in the office. One staff member will take attendance, while each teacher supervises the group.

**All telephone and emergency numbers** will be posted by all phones and in the office. Emergency contact person's name and phone numbers will be posted in the office. If that person cannot be reached, 911 will be dialed.

**Inside building temperatures** will not be less than 67° Fahrenheit. If temperatures inside reach 80 degrees or above, fans and/or air conditioning will be turned on to cool the rooms.

**Fire extinguishers shall be operable at all times.** They are inspected once a year by a qualified person and bear a label indicating its present condition and the date of last inspection. All staff members are instructed in and knowledgeable about the use of the fire extinguishers.

**In case of an emergency that would require an evacuation,** children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled on the corner of 12<sup>th</sup> and College Ave.

**Relocation.** In case of an emergency children will be relocated to Busy Bee's Child Care Center 9918 12<sup>th</sup> St. Kenosha, WI. Transportation will be provided by Busy Bee's passenger vans.

**If the center should lose the use of heat, water or electricity** before the center opens, we will try our best to contact all families in a timely matter.

**If the center should lose the use of heat, water or electricity while children are in attendance,** parents will be contacted and required to pick up within an hour.

**A motor vehicle** shall be immediately available at the center at all times in case of an emergency and if public or private rescue or emergency services cannot arrive at the center within 10 minutes of a phone call. Reports to State Licensing Department will be made within 48 hours after an occurrence as stated under DCF 251.04 (3) statute.

**Emergency supplies** (flashlights, blankets, radio, extra batteries) and storage are kept in the office. First aid equipment storage is kept in the office except for the first aid for toddler and infant classes. These are kept in their individual classrooms.

**CLOSINGS** When Racine Unified Schools are closed due to weather conditions, Busy Bee's Child Care II will also be closed. When weather conditions arise during working hours, parents will come to the center immediately to take their children home. An announcement of the closing will be made over WRJN AM 1400 radio or Fox 6 WITI-TV Milwaukee.

**In case of a national emergency,** parents will come as soon as possible to pick up their children. Until then, children will be kept at the center with their teachers.

**In the event of a lost child,** Bus Bee 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 notified immediately. I will notify the Department within 24 hours after the occurrence.

**Lockdown/Safe Place Plan.** The first person that is aware of the situation, immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, radio, cellphone, etc. The Director or designated staff member announces, "Code Red". This will signal the activation of a LOCKDOWN. Director or designated staff member notifies police by calling 911

**Procedure for Indoor crisis:**

1. If doors are open, bring all children inside, lock all doors, and quickly move to SAFE PLACE ROOM.
2. LOCK all doors to safe place room, close all windows, draw all shades, close all lights.
3. Children, staff and visitors should remain in safe area away from windows and doors without talking until lockdown has concluded.
4. Staff can use shelving, bookcase or any other heavy furniture to put in front of locked door to add additional barrier.
5. Staff should take attendance to account for all students.
6. Keep children calm.
7. If any children or staff member is unaccounted for, notify the Director or other designated staff member upon completion of lockdown.

## COMMUNICATION PLAN FOR PARENTS

### *Parents in Case of an Emergency:*

- We will make sure that parents know children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.
- Parents that have children with special needs or infants will be called first.
- Although your first reaction would be to call or rush to your child, please follow the tips listed below:
- Do not call or rush to your child's childcare or preschool. Phone lines and staff are needed for emergency response efforts.
- Tune in to the local TV/radio stations for official news alerts.
- Rely only on official communication from childcare/preschool or public safety officials.
- Listen for official communication regarding reunification with your child.

All parents will receive a copy of this policy in this Parent Handbook upon their child's enrollment. Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.

## DISCHARGE POLICY

**Termination by Parent:** A two-week written notice is required prior to withdrawing your child from the center. Two weeks tuition will be payable if no notice is given in writing. Any credit balance will be refunded.

**Mutual decision:** If the center staff and the parents concur that the placement is inappropriate for the child, the two-week notice may be waived. Any credit balance will be refunded to the parent.

**Termination by Center:** Our policy is to provide the best childcare possible to the children enrolled. To do this, however, it may become necessary for the center to discharge a child for one of the following reasons:

1. The center cannot serve the child's individual needs.
2. Parents are uncooperative, such as, but not limited to:
  - a. Failure to pay fees.
  - b. Failure to submit required child health forms.
  - c. Failure to observe the centers rules relating to the child's arrival and departure.
3. The child's behavior is deemed detrimental to the other children in the center.

## ADDITIONAL INFORMATION FOR PARENTS/GUARDIANS

Parents are expected to accompany their children into the center each day. Children must not come into the building alone. A parent/guardian is expected to sign their child in and out on each day of attendance in the monthly attendance sheets. The monthly attendance books are located in the front hall for the Day Care program children, in the Fellowship Hall room for the School-Age program children and in the respective rooms for the preschool programs.

If a child is not signed out properly in the attendance books, it will be assumed that the child was at the center the full scheduled amount of time and will be billed accordingly. **If your child is absent due to illness or any other reason, call the center at 632.7494 before 9:30am.**

Parents must inform the center if an alternate person is picking their child up from the center.

**UNAUTHORIZED PERSON** we will not release a child to anyone unless prior permission has been granted. A phone call is acceptable in an emergency and the information will be noted in the Parent Log located at the front entrance sign-in table. Any person picking up a child that a teacher/staff is unfamiliar with will be requested to show identification before being released to their custody. Please be sure to let a teacher know that you are taking your child from the center before leaving the premises.

Do not send your child with gum or candy. If you wish to bring a birthday treat for your child, your child's teacher can make suggestions for non-food items or cake, cupcakes or other treats can be brought.

In case of an accident or injury of a child at Busy Bee's Child Care Center II, the enrollee's family insurance coverage will be the primary carrier and Busy Bee's will be the secondary.

State License, rule and any violation notices are posted on our entrance bulletin A. Parent notices will also be posted on the bulletin board or near the front entrance doors to the childcare center.

## **BEFORE AND AFTER SCHOOL PROGRAM SPECIFIC POLICIES**

The Before and After School program shall provide a schedule of activities which include:

- A variety of activities which ensure that each child is involved daily in a balance of active and quiet play.
- Both indoor and, weather permitting, outdoor activities for each child daily.
- Opportunities for each child to use a variety of materials and equipment.
- Opportunities for each child to be involved in a variety of activities during a week and to select and plan his or her own activities.
- Opportunities for each child to work on their individual homework and obtain assistance and tutoring if needed.
- An afternoon snack consisting of one of the following: milk or milk product, fruit or fruit juice, a vegetable, peanut butter or other protein, enriched bread or cereal.

## **TRANSPORTATION POLICY**

Purpose: Transportation is a common component of many Day Care Facilities. Busy Bee developed this policy to indicate compliance with certain requirements stated in licensing rules regarding vehicles, driver safety, and general supervision of children. Busy Bee transports to and from school, from home to daycare and daycare to home.

**The center will maintain a file of the following:**

- A current list of the children transported and methods of taking daily attendance.
- The schedule of the bus route, including approximate pick up and drop off times.
- The name of each driver and type of license held, and the date of expiration of each license.

The center will review the plans periodically with parents so that the children are picked up and dropped off at times consistent with school routines.

Parents will notify the center of changes in delivery or pick-up times and locations. If you fail to contact the center concerning your child's pick up from school, there will be a \$5.00 charge.

Parents must request in writing any changes, at least five days in advance, the need to either temporarily discontinue or reinstate the service.

**VEHICLE LIABILITY INSURANCE**

The center has required vehicle liability insurance with minimums of no less than those provided in S. 12153, States.

**INFORMATION IN CHILDREN'S RECORDS**

The following information will also be required:

- A. Written parental authorization to transport the child to and from the center.
- B. Written parental authorization for the child to participate in and be transported for field trips and other activities.
- C. A written transportation plan for children, as specified above.
- D. Name, address, and telephone number of persons authorized to receive the child if the child is dropped off at other than his own residence.

**STAFFING SUPERVISION:*****Child Tracking Procedure***

Busy Bee's Child Care Center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned childcare workers. In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible caregiver Busy Bee's Child Care Center will keep a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited. If the driver is transferring the children to another caregiver, Busy Bee's Child Care Center staff will be sure the driver acknowledges the transfer before leaving the child.

**PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION**

If a child who is scheduled to arrive at Busy Bee's Child Care Center does not arrive within 15 minutes after the specified time on the written agreement signed by the parent, and Busy Bee's Child Care Center has not been notified in advance of the child's absence, Busy Bee's Child Care Center will attempt to contact the parent or guardian to determine the child's whereabouts.

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

## **STAFFING AND GROUPING**

*Staffing Requirements- 9 Or More Children On Field Trip.* When 9 or more children are on a field trip there shall be at least 2 childcare workers accompanying the children and the staff –to-child ratios in Table DCF 251.05-D shall be maintained. At least one of the childcare workers shall be a childcare teacher.

## **VEHICLE USED BY THE CENTER**

- The vehicle is licensed, passed annual vehicle inspection and registered in accordance with state laws.
- Children may not be transported in a truck except in the cab.
- The vehicle is in safe operation condition and inspected at six-month intervals on forms provided by the department.
- The vehicle is equipped with a first aid kit which meets state status.
- The vehicle is clean, uncluttered, and free of obstructions on the floors, aisles, and seats.
- If the center charters transportation services, the center obtains evidence that vehicles used, and drivers hired comply with licensing rules.
- Vehicle passenger doors shall be locked at all times when a vehicle transporting children is moving
- Children under age of 13 may not ride in the front seat of a vehicle.

## **VEHICLE CAPACITY AND SUPERVISION**

### ***Adult Supervision***

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:

- 3 or more children under 2 or with a disability There are more than 3 children who are either 2 years of age or have a disability which limits their ability to respond in an emergency.
- 10 OR MORE CHILDREN UNDER THE 5 There are more than ten children under five years of age in the vehicle.
- CHILDREN may not be left unattended in a vehicle.
- No child may be in a vehicle for transport to or from a center, a field trip, or other center activity for more than 60 minutes for a one-way trip.

## **RELEASING A CHILD AFTER TRANSPORTING**

After transporting a child to his or her destination, an adult shall wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of the school age child

## **VEHICLE CAPACITY**

A seat in the vehicle shall be provided for each child. In a vehicle not required to have seat belts, the manufacture shall determine the capacity of the vehicle.

## TRANSPORTATION

### Center Responsibility for Child During Transportation

Busy Bee's Child Care Center shall be responsible for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.

## EMERGENCY INFORMATION IN VEHICLE

The following emergency information shall be carried in the vehicle for each child transported (The form Transportation Permission)

- *PARENT CONTACT* an address and telephone number where a parent or other adult can be reached in an emergency.
- *PHYSICIAN CONTACT* The name, address and telephone number of the child's physician or medical facility.
- *EMERGENCY MEDICAL CONSENT* written consent from the child's parent for emergency medical treatment.

## REPORTING VEHICLE ACCIDENTS

The center administrator shall submit a copy of any accident report to the department within five days of the occurrence of an accident involving a vehicle transporting children.

**Use of cell phones and other communication devices** a driver of a vehicle that is transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading, or transporting children, except when the vehicle is out of traffic, not in operation, **and any of the following applies:**

- a. The phone or device is used to call 911.
- b. The phone or device is used to communicate with emergency responders.
- c. The phone or device is used to communicate with the center regarding an emergency situation.

**A navigation device** may be used during transportation if the device is programmed to a destination when the vehicle is out of traffic and not in operation.

## PROCEDURE TO ENSURE CHILDREN EXIT THE VEHICLE

Busy Bee's Child Care Center shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination. The BS200 and BS100 System have been installed in the Busy Bee's Child Care Center van's and operate in the following sequence:

1. The Bus/ Van is started, and the route begins
2. After the route is completed and the Bus/ Van is turned off, the BS200 emits a reminder tone and (the interior lights illuminate BS200)
3. The driver proceeds to the rear of the Bus/ Van, checking for sleeping children.
4. The driver activates the remote transmitter.

5. The BS200 and the BS100 are deactivated. (The interior lights stay on for an additional 60 seconds with the BS200).
6. The driver exits the vehicle.
7. The interior lights turn off.

## **REGULARLY SCHEDULED TRANSPORTATION**

When regularly scheduled transportation is provided by the center, the center shall maintain the following information in writing at the center and in each vehicle.

- List of children transported on file
- Route and stops on file
- Authorized person to receive child on file
- Procedure if no one home to receive child on file
- Procedure for children with disabilities
- Contracted / Chartered Vehicle Contact

## **CAR SAFETY SEATS**

### **CHILDREN UNDER AGE 1 OR UNDER 20 POUNDS**

Each child who is under 1 year of age or who weighs less than 20 pounds shall be properly restrained in a rear facing individual child car safety seat when being transported in a vehicle as specified in 347.48 Stats.

### **CHILDREN AGE 1 TO 4 OR 20 TO 40LBS**

Each child who is at least 1 year of age but less than 4 years of age or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward-facing individual child car safety seat when being transported in a vehicle as specified in 347.48 Stats.

### **BOOSTER SEAT RESTRAINTS- CHILD AGE 4 TO 8 OR UNDER 80LBS OR 4'9"**

Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder – positioning child booster seat when being transported in a vehicle as specified in 347.48 Stats.

## **SEAT BELT USE**

Each child who is not required to be transported in an individual child car safety seat or booster seat when being transported in a vehicle shall be properly restrained by a seat belt. Each adult in the vehicle shall be properly restrained by a seat belt. Seat belts may not be shared.

## **SEATING IN SCHOOL BUS OR VEHICLE BUILT TO SCHOOL BUS STANDARDS**

Children transported in school's buses or vehicles built to school bus standards shall be properly seated according to the manufacture's specifications.

## II. DRIVERS OF VEHICLES

### *Rules regarding drivers of vehicles that deliver children*

Before a driver who is not the licensee first transports children, the Director shall provide the driver with a training. The Director shall review, document, and update the training as necessary with each driver annually using *Driver Training Checklist State Form (DCF-F-5383)*.

The training shall include all the following:

1. *The procedure for ensuring that all children are properly restrained in the appropriate child safety seat.*
2. *The procedure for loading, unloading, and tracking of children being transported.*
3. *The procedure for evacuating the children from a vehicle in an emergency.*
4. *Behavior management techniques for use with children being transported.*
5. *A review of this chapter and applicable statutes under s. 347.48, Stats.*
6. *A review of applicable center policies.*
7. *First aid procedures.*
8. *A review of child abuse and neglect laws and center reporting procedures.*
9. *Information on any special needs a child being transported may have and the plan for how those needs will be met.*
10. *A review of the use of the vehicle alarm, if applicable.*
11. *Any other job responsibilities as determined by the licensee.*

**Driver Record-** Busy Bee's Child Care Center shall obtain a copy annually of the driving record for each driver of a center-provided vehicle and shall place the record in the staff file. Busy Bee's Child Care Center shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children. A driver whose driving record poses a threat to the children may not transport children.

### **Driver Qualifications-**

Minimum Age At least 18 years of age. At least one year of experience as a licensed driver. The center will monitor to ensure that each driver holds a valid Wisconsin operator's license. An applicant for the driver's position must present proof of proper licensing. The center will maintain a list of several substitute drivers to take the place of regular drivers if he/she is ill or otherwise absent.

## SAFETY MEASURES

The center will maintain required safety measures for transporting children include:

- a. Smoking is prohibited in the vehicle while children are being transported
- b. Children will always wear seat or safety belts.
- c. Doors are locked any time the vehicle is in motion.
- d. The driver or adult supervisor is to see that the children remain seated while the vehicle is in motion.
- e. No more than 3 persons, including the driver, may occupy the front seat of the vehicle.
- f. The driver is to conduct evacuation drills of the vehicle at 3-month intervals.
- g. The center will provide orientation to the driver about the content of these rules prior to the first actual pick-up drive and the enrollment conference.
- h. The administrator will be responsible for the monitoring of transportation rules.
- i. The center will hold the director/driver responsible for supervising and verifying the vehicle evacuation drill. Such drills will be documented on a log sheet and kept on file at the center.

It is the responsibility of the child's parent/guardian to arrange any transportation between Busy Bee's Child Care II and their assigned school each year. Busy Bee's is required by the State to have a "Day Care School-Age Agreement" form on file for each child traveling to Busy Bee's from a separate location other than home. This is in addition to the above form and this form does not do anything to change your child's drop off and pick up points. This form only gives us permission to place your child on the bus and/or take your child off the bus transport.

On the back page of the Day Care School-Age Agreement the parents must fill out the "Child Care Center Transportation Permission" form. This form authorizes Busy Bee's Child Care Center II to transport their child to their assigned school with their own vehicle. This is used in an emergency when bus transportation is late or missing. It may also be used in the event a child missed their bus transportation at the school and needs to be picked up and transported to Busy Bee's. This form is also used in the summer time when Busy Bee's is transporting children to summer school.

### **When the school bus does not come or stop:**

1. We will call the transportation department and/or Laid law Bus Company.
2. If information cannot be obtained by them we will contact the school.
3. If we cannot get the child to/from school in the above calls, we will call the parent.
4. The parent will have to give us verbal authorization and have previously sign the authorization form if they wish Busy Bee's to transport their child to/from school.

### **If your child does not get off the bus:**

1. Busy Bee's staff will call the Bus Company, school and you, in that order to determine the child's location.
2. Parents are to let Busy Bee know if their child will not be in attendance at Busy Bee's to avoid undue concern over unaccounted for children.

**CHART OF ORGANIZATION (Delegation of Authority)**

Administrator: Roxanne Hurtado  
 Director: Roxanne Hurtado

Program Director:

Pre-school: Roxanne Hurtado

Office Manager: Roxanne Hurtado

Assistant Program Director:

Amy Hurtado

All staff consult with Roxanne Hurtado the Director for any schooling problems (i.e. child related, personnel and family).

If a parent has a concern regarding a teacher, our program, curriculum, or equipment, they should first discuss it with their child’s teacher and may also consult directly with Busy Bee’s Director – Roxanne Hurtado at any time Parents and teachers reserve the right to set up a meeting to discuss further concerns.

If a parent has a concern regarding policies, billing and payments they may consult with the Office Manager or the Administrator.

Program specific concerns can be addressed to their child’s teacher, the appropriate Director or the Administrator.

The advisory committee from the Plymouth Congregational Church will be contacted and consulted with by Roxanne Hurtado in regards to any building maintenance needs and space usage requests. Any concerns can be directed to the Administrator who will compile the items to take to the next committee meeting.

The advisory committee will include a representative from Busy Bee’s Staff and a parent/church member that is using the Busy Bee child care services. Parents are encouraged to join, if you are interested in joining our committee you may contact Roxanne Hurtado or the parent representative with any questions or for any concerns or appraises of the child care program.

### EMERGENCY PLAN

Fire & Rescue .....	911
Poison Control .....	1.800.815.8855
Police .....	911 or 635.7700
Racine Co. Health Dept. ....	636.9201
Chief Nurse .....	636.3204
Children Protective Services .....	638.6353

### HOSPITALS

St. Mary’s Medical Center (All Saints Medical Center)	
Emergency .....	687.4201
Information .....	687.4011
St. Luke’s Medical Center (All Saints Medical Center)	
Emergency .....	687.2201
Information .....	687.2011

1. The first aid kit is located in the Director’s office in the supply cabinet.
2. A list of the children with home and emergency phone numbers is kept on file at the office manager’s desk. This must go with .....them if they are taken to the hospital.
3. If there is a serious emergency phone the rescue squad, (911) and parents immediately.
4. If a child is involved in an accident, an accident report will be filled out. Accident report forms are located in the Office Manager’s office in a folder with proper name. (Accident)
5. If a child exhibits any symptoms described in the center’s communicable disease policy, the child is isolated in the director’s office and the parent is called. There will be an adult the child at all times or until arrival of the parent.
6. Fire extinguishers are located in their proper places, under the inspection of the fire department. Extinguishers are examined for inspection each year. All staff members are instructed of their usage during orientation.
7. Exits are clearly marked. Doors are unlocked for exit in the morning and locked in the evening (the closing of the center). Fire drills are held monthly.
8. When 8 or fewer children are present in a center, there shall be a second adult available within 5 minutes for emergencies. The center shall maintain a signed and dated statement from that person, including address and telephone number, certifying that the person is available and agrees to serve if needed.

**Agreement:** This is to certify that I have read, understand, and agree to the above requirements. I agree that this is a binding contract, per my use of services at Busy Bee’s Child Care Center.

**Date:** \_\_\_\_\_ **Parent's Signature:** \_\_\_\_\_