



Center Policies

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Little Sprouts Academy Menomonie LLC

An Eco-Healthy Child Care Center

Helping children sprout into their fullest potential in an eco-healthy, child-centered environment!

Little Sprouts

425 Technology Drive East

Menomonie, WI 54751

715-233-2035

Policy Effective Date: 01/15/2016

Welcome to Little Sprouts Academy Menomonie LLC (Little Sprouts). We are excited to provide your family with a high quality early childhood program in a welcoming, safe, and nurturing environment. We look forward to partnering with your family during this very important and very exciting time in your child/children's growth and development!

At Little Sprouts we believe that clear, open, and honest communication sets the stage for better experiences for staff, children, and their families. This policy handbook is designed to provide a solid base of information about our policies and procedures, along with basic programing. If you would like any additional information, we openly welcome (at any time) the opportunity to discuss any questions, comments, and/or suggestions. When questions arise, we will always refer back to our Parent Handbook and the DCF 251 Licensing Rules for Group Child Care Centers.

Additionally, involvement from parents, families, staff, and community is recognized as a means to enhance our program; involvement is strongly encouraged and welcomed. We have an open door policy at Little Sprouts. In our center we have an inclusive, respectful, understanding, collaborative, encouraging, and accepting environment. We welcome and encourage you to be a part of our environment any way you feel comfortable.

Please help us to operate professionally by carefully reading and understanding our policies as well as completing all necessary forms. This ensures us that sound understanding and communication can start from the beginning!

Thank you for choosing Little Sprouts Academy Menomonie LLC. We look forward to providing your family with the best possible care, support, and education.

Committed to excellence,

Lucy and Joe Lawrence
(Owners)

CORE VALUES AND MISSION STATEMENT

Mission Statement

“Little Sprouts serves children, families, and staff by providing a learning environment that is fun, innovative, and eco-healthy.”

Core Values (S.I.F.F.E.)

- Service
- Innovation
- Family
- Fun
- Eco-Healthy

PROGRAM PHILOSOPHY

We are honored to be an extension of each child's family, recognizing that the family is the primary caregiver and source for all areas of development. We want Little Sprouts to be a partner with your family and feel like a "second home" for you and your child(ren)!

We understand the importance of connecting with families and building upon a child's home experiences. We also believe that connecting experiences at Little Sprouts with the happenings in a child's home life helps build a deeper understanding and is how children learn best. We believe that children learn and develop best when given a wide variety of opportunities to play and explore the world around them.

We believe that children, from a very young age, are very smart and capable of learning. We strive to teach children how to make their own choices which will positively impact themselves and their surroundings. We are respectful of the fact that self-esteem and self-control begins at a very early age. Developing decision making and problem solving skills will be a part of our daily experiences. We understand that feelings of self-worth come when children have an active role in their world and are involved in decisions that are made. Choices will be given whenever possible. We believe the more children think about what is going on around them and the more they feel they have a say in what is going on, the more they can understand their world and be able to achieve success.

We also believe that our being is housed in the body we have been given and that taking care of our body is very importance. Health is a decision; at Little Spouts, we help children by carefully planning the environment they learn in, toys they play with, food they eat, water they drink, and chemicals they are exposed to. We strive to keep as many toxins and chemicals out of our body as possible. Whether it is the food, water, hand-wash, cleaning products, air; we strive to keep it all clean! While at the same time, we recognize that nothing is perfect and that we too are always learning, growing, modifying, and making improvements!

PROGRAM GOALS

At Little Sprouts, we focus on the "whole child". The WMELS (Wisconsin Model Early Learning Standards) specify developmental expectations for children birth through entrance to first grade and address all the domains of a child's learning and development including: Health and Physical Development; Social and Emotional Development; Language Development and Communication; Approaches to Learning; Cognition and General Knowledge. Additionally we aim to foster curiosity, uniqueness, self-esteem, self-worth, self-discipline, independence, patience, collaboration, and respect for self, others, and the environment.

Through experiential learning, children have opportunities to develop academically in language and literacy skills, math, science, social studies, the arts, cooking, and technology. We provide an environment where children can explore values and seek to learn about differences and uniqueness, while also bringing people together with similarities.

We provide a structured routine and expectations to help children feel comfortable and confident. With our nurturing environment, we strive for maximum development of all children. All experiences fostered by our staff are developmentally appropriate for each child and are derived from a variety of resources including observations and assessments.

We provide children opportunities to learn through creatively exploring their environment and developing new knowledge by connecting what they already know to new experiences and discoveries. The process of developing one's self and a love for learning is better than a product on paper. Of course, through their experiences the children will be prepared for each area of development and their next step of schooling, including getting ready for kindergarten and grade school.

At Little Sprouts we strive to provide an environment that allows for optimal health and development in all aspects of life!

ADMISSION POLICY

Hours of Operation

Little Sprouts Academy Menomonie LLC (Little Sprouts) is licensed by the State of Wisconsin, Department of Children and Families. It is owned by Joseph Lawrence and Chih-Hui Huang (Lucy). An onsite Director will manage the day-to-day operations. Little Sprouts, at 425 Technology Drive East, is licensed to care for no more than 120 children at any one time. We serve children ages 6 weeks to 12 years. We are open Monday through Friday, from 6:00 AM to 6:00 PM, year round.

Little Sprouts will be closed on:

- New Year's Day
- Good Friday
- The Friday of the Stout Early Childhood Conference weekend (date will be announced upon selection by UW-Stout)
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

All regular fees will be charged for these holidays if it falls on a day a child is regularly enrolled. If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we will be closed the Monday following.

We are inspected regularly by our Licensing Specialist from the Wisconsin Department of Children and Families to ensure that we meet licensing standards. Above and beyond licensing inspections, we constantly reflect and adjust to make sure we are providing a safe, inviting, and developmentally appropriate experience for all children. We also call ourselves "eco-aware" meaning that we regularly research and update our program and facility to be as eco-friendly as possible. We are aware that information is always changing and we accept the challenge of implementing new methods as to be even more eco-friendly as time goes on. A copy of the Eco-Healthy Child Care checklist, from the Oregon Environmental Council, will be posted in the front entrance along with any other information and certifications pertaining to our "eco-aware" status. **Smoking is not permitted anywhere on the center grounds, indoors or outside. Also, we encourage that cars do not sit idle in the center parking lot.**

Parents' Information Area

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

- Group Child Care License certificate
- The results of our most recent licensing inspection
- Any Enforcement Actions by licensing
- A copy of our newsletter
- The weekly menu
- A complete copy of operating policies and procedures
- A copy of the licensing rules
- Any upcoming events

A copy of "Your Guide to Regulated Child Care", along with our "Welcome Folder" of information will be given to inquiring families.

Little Sprouts Academy Menomonie LLC is covered by liability insurance in the amounts required by DCF.

If animals will be brought to the center by directors and teachers, parents will be notified by email in advance. Any allergies children may have will be taken into consideration.

Arrival and Departure

Building Entry

The entry door is locked for the safety of the children and our staff. In order to gain access, Little Sprouts has a computer based entry system that requires an individual passcode for the front door. This passcode will be selected by the parent/guardian and can be changed at any time by talking with the Director or Administrator. Parents are then required to sign their child in and out on the computer located by the reception area by the front entrance.

Each passcode is to be used by the individual PARENT/GAURDIAN only. Do not give anyone else your passcode. Please do not hold the door open for anyone! Again, this is for security purposes. We need to monitor who is coming into the center and help ensure that your children and our staff are safe.

Arrival

- Parents or authorized adults are required to bring children into the building, sign them in on the computer and bring each child to his/her "starting classroom" at beginning of the day. Drop-off will not be complete until your child is dropped off, in the correct room a staff member in his/her classroom is aware of the arrival, and you make face-to-face contact with the teacher. The classroom teacher will also take daily attendance to monitor the names and number of children at the center at all times.
- Once in the room, please assist with removing the child's outer clothing and placing items in the child's cubby. Staff will take daily attendance several times throughout the day to monitor the names and number of children. We ask that, if you have more than one child in the center, you drop off the youngest last. (Unless, otherwise arranged. This is in an effort to try and keep the younger children safe with not having too many older children in their classroom.) Once your child is ready to start the day, please bring your child to the teacher and share any questions, concerns, or special instructions for the day before leaving.
- If your child(ren) will not be attending due to illness or any other reason, please notify the center at least one hour prior to your normal scheduled arrival. Please only notify by calling 715-233-2035.
- A parent or guardian will be contacted if a child has not arrived after 30 minutes of his/her regularly scheduled time and the center has not been notified of the child's absence. If we cannot get ahold of anyone at home, we will leave a message and call the secondary number on that child's contact list.
- Parents who need transportation for their children can contract with transportation vendors that serve the community. The transportation company driver or designated adult is required to escort the children into the building upon arrival.

Departure

- Parents or authorized adults need to sign children out at the end of the day on the computer (documenting departure time).
- If your child is not picked up at his/her scheduled time, the classroom teacher will wait 30 minutes before they call to confirm the time you will arrive for pickup of your child. Please connect with the teacher face-to-face and see how your child's day was before leaving.
- Children will only be released to people listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form will pick up your child(ren), we will need to be notified in advance in writing by an Alternative Release form or by telephone. The person picking the child(ren) up will need to show a driver's license or other photo ID as proof of identity.
- If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.
- If a mother, father, or other person tries to pick up a child and we do not have that parent/person on record as being a permissible pick up person on that day or we are not convinced that this parent/person has the legal right to do so, we will try to contact the absent parent and resolve the problem peacefully. If the parent insists on taking the child, we will not hesitate to call 911 and report this situation to the police.

Parent visit

Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center. We do ask; however, that you allow us to be able to use our best judgement of appropriate times and longevity of the visits.

Surveillance Cameras

Little Sprouts does have a surveillance camera system. The primary reason for this is to be able to identify intruders. It is also used to be able to check past recordings; however, past video will only be saved for a one week at most. Video is only viewable by administration unless a request is made by the police department. Cameras are also used to help with staff observations and to check on the whereabouts of a class at any given time.

Children's Records

Enrollment forms and other documentation checklists are kept on file in the child's classroom, in the front office, or on our computer program, Lifecubby. All records are available to parents unless restricted by court order. The development of each child in our program is documented regularly by the teachers on Lifecubby. Development documentation is necessary to be aware of special needs and emerging interests. This information is used to individualize the curriculum to enrich your child's experience in our program. Records of written daily attendance, Childcare Enrollment forms, Health History and Emergency Care Plan forms are kept in the front office. Health History and Emergency Care Plans and Intake Under 2 (if applicable) forms are kept in the classroom.

Confidentiality

Administration and staff members have access to children's records. To protect each family's confidentiality, Little Sprouts will not share information about a child or a child's family with anyone who is not authorized, in writing, to receive this information. We ask that you help us with confidentiality in being mindful of the information about others that you share. Examples: Sharing pictures and names online of other children should be avoided unless you have permission. Sharing confidential information you overhear another family talking about should also be avoided unless it jeopardizes someone's safety.

Abuse and Neglect

As a child care center, all staff members are required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. A mandated reporter who witnesses or who has reasonable knowledge to suspect that a child has been abused or neglected is required to notify the center director/administrator first and then if deemed appropriate contact the proper authority (county department of social services, health and human services or law enforcement) immediately. The witness or the person who has reasonable knowledge to suspect that a child has been abused or neglected should be the person to make the report.

Additionally, we will report within 24 hours after the occurrence of any suspected abuse or neglect of a child by a Little Sprouts' staff member or any inappropriate discipline of a child by an employee or volunteer including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, during the child's hours of attendance.

Administrative Structure and Communication

Administrative Structure

Our administrative structure is as follows:

Administrator > Program Director > Assistant Director > Teachers > Assistant Teachers > Chef > Assistant Chef

Communication

It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange a convenient time to talk with the teacher. To foster communication on a regular basis, Little Sprouts provides the following: classroom emails, telephones in each classroom, monthly online newsletters, parent bulletin board, Lifecubby, and daily conversations. There is more on these items under "Parent/Teacher Communication". We strive to be approachable, including our office staff, so please feel free to come to us for anything!

Non-discrimination & Trial Period

Little Sprouts provides care for children between the ages of 6 weeks to school age children up to 12 years of age. We will never refuse to enroll a child on the basis of race, sex, color, creed, religion, political persuasion, national origin, handicap/disability, or ancestry.

Happy Parent Plan

We stand by our services so much that we have a "30 Day Happy Parent Plan" where if you are not happy with your experience at Little Sprouts within the first 30 days of enrollment you can let us know why and leave without a two week's notice. *This does not

include for moving or a change in your child care needs. *All days that your child has already attended will need to be paid for. “We look forward to partnering with you and your family!”

Items Provided by Parents:

All items as listed below are to be labeled with your child’s name.

Infant/Toddler (6 weeks – 2 years)	Preschool/4K (3 – 4 years)
<ul style="list-style-type: none"> • Breast milk if desired • Formula, infant cereal, and any other baby food required by the parent (please keep in mind that Little Sprouts provides options for these items above, but you have the choice to provide anything else other than what we provide) • Bottles for breast milk, formula, and or water • Diapers, wipes, and any ointments • Cloth diapers are encouraged and, if used, a waterproof bag must be provided that is large enough to fit a day’s worth of dirty diapers to be sent home for washing. • Over-the-counter items (sunscreen, diaper ointment, bug spray, lotion, etc.) • Blanket or sleeping bag (for children ages 1 and up) • Small pillows; optional • Family photo • Any comfort item the child might need (blanket, pacifier, stuffed animal, etc.) • Two seasonally appropriate full changes of clothing including underwear, shoes, socks, pants, and shirts • Seasonally appropriate outdoor play clothing • Sturdy plastic bag (preferably a waterproof reusable bag in case any wet/dirty clothes need to be sent home) 	<ul style="list-style-type: none"> • Over-the-counter items (sunscreen, bug spray, lotion, etc.) labeled with child’s name • Water bottle • Diapers if needed • Blanket or sleeping bag • Small pillows; optional • Family photo • Any comfort item the child might need (blanket, stuffed animal, etc.) • Seasonally appropriate full change of clothing including underwear, shoes, socks, pants, and shirts • Seasonally appropriate outdoor play clothing • Sturdy plastic bag (preferably a waterproof reusable bag in case any wet/dirty clothes need to be sent home) <p style="text-align: center;">School Age - Before and After School Care</p> <ul style="list-style-type: none"> • Seasonally appropriate full change of clothing including underwear, shoes, socks, pants, and shirts • Water bottle • Seasonally appropriate outdoor play clothing • Sturdy plastic bag (preferably a waterproof reusable bag in case any wet/dirty clothes need to be sent home) • Over-the-counter items (sunscreen, bug spray, lotion, etc.) labeled with child’s name

Sleeping bags/blankets and pillows will be sent home on Friday or the child’s last day of attendance each week for parents to wash and return on Monday or first day of attendance.

Items Provided by Little Sprouts:

- Fitted crib sheet for a crib mattress
- Cot/Mat
- Crib
- Bowls, plates, cups, spoons, and forks
- Snacks and meals (only if your child is present during our scheduled meal times)

Additional Personal Items:

Please make sure that your child’s belonging are placed in/on your child’s cubby/shelves at the beginning of the day, unless otherwise requested by the classroom teacher. Please also make sure to check that spot for any notes or artwork from your child. We are not responsible for any other personal items your child may bring to the center. As a rule, unless it is a special sharing day, please keep all toys and games at home. More than enough things are provided for children to play with.

Left Property after Terminating Child Care:

Parents should take all personal property on the last day of the child’s enrollment. Little Sprouts will try to contact parents or guardians if there is anything left behind. However, if the left property is not picked up in three weeks after Little Sprouts informs the

parents or guardians (this includes leaving any kind of voice or email message), Little Sprouts has a right to donate, confiscate, or use the left property.

ENROLLMENT PROCEDURES and DISCHARGE OF ENROLLED CHILDREN

Enrollment Procedures

Parents interested in enrolling their children at Little Sprouts must meet in person with the Director and/or Administrator to discuss their child's specific needs, review program policies, and pay related fees. If enrolling within two weeks, the related fees generally include the first week's tuition fee, Registration Fee, and a Supply Fee.

The following items must be completed and returned to the center by the first day of attendance. (These will be given prior to enrollment in our Welcome Folder, by email, or on our website.):

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Heath History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable) to be updated 4x/year
- Parent/Provider Agreement

The Director and/or Administrator will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms.

Completed and due within 30 days of child's start date:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations
- Form DCF-60, "Child Health Report", signed by medical professional

Children may be enrolled on a full-day (5 - 10 hours/day) or a half-day basis (less than 5 hours/day). Half day time slots are from 6:00 AM – 11:45 AM or 12:15 PM – 6:00 PM. Little Sprouts will accept children for drop-in care if prior arrangements have been made, enrollment forms are on file, and space is available. In order to ensure that space is available, the parent or guardian requesting drop-in care must contact or talk in person with the Director or Administrator of Little Sprouts a minimum of one day prior to the requested date. Please know that children actively or newly enrolled who are regularly scheduled for care have priority over children needing drop-in care.

Discharge of Enrolled Children

Discharge of enrolled children can occur in a variety of ways:

1. The family decides to withdraw. Any parents or guardian who wishes to withdraw their child must give a 2 week written notice (verbal will not be accepted) prior to the child's last day of attendance.
2. There is a mutual decision between the family and the center to discharge an enrolled child.
3. The center makes a decision to discharge the child from the program.

In general, unless an extreme case, the following steps will occur for each child displaying consistent undesirable behavior(s). A folder and written documentation of all of the following will be kept on file:

1. For approximately two weeks, the teachers will collaborate to work with the child. During this time, the parents/guardians will also be notified of daily occurrences and progress/regression. If the behavior is extreme and calls for immediate action, step two will be set up.
2. A conference will be set up to talk with the parents/guardians to see how the child's behavior is at home and what techniques are used at home for guidance. If necessary, and with parent consent, outside agencies will be contacted for advice and/or a written individual education plan will be set up within the next week after the meeting. At least one signature of the parent/guardian giving consent for the plan and/or contact of the outside agency is needed for the plan to be officially implemented.
3. If after two weeks of implementation of the plan there seems to be no progress, we will apologize for not being able to meet the needs of the child and will refer the family to outside agencies for further assistance.
 - a. Birth-to-Three agency 1-715-231-2721
 - b. Menomonie School District 1-715-232-1642 ext. 10130
 - c. First Step (Wisconsin information and referral service) 1-800-642-7837

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

- Inability of child-care program to meet the needs of the child. Staff will consult with the parent about how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- A child repeatedly and continuously engages in behavior that presents a health or safety risk to children or staff. (Grounds for immediate termination, without advance notice.)
- Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
- Lack of parental cooperation.
- Repeated failure to pick up the child at scheduled times.
- Failure to complete and return required forms.
- Parental failure to abide by the guidelines as stated in the Parent Handbook

We will give 2 weeks written notice of our intent to discharge a child, unless there are grounds for immediate termination. If the parents are not satisfied with the decision, a meeting will be set up to discuss the matter with the Director and/or the Administrator.

FEE PAYMENT AND REFUNDS

Registration and Annual Fees

Tuition fees will be determined based on the current weekly rates, the family's need of care, and the parent/provider agreement. Fees for the upcoming week of childcare are to be paid on or before 11 AM on Friday. For your convenience, a payment box is located by the sign in/out computer. Automatic payments can also be set up to be withdrawn from a checking or savings account. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

- Registration fee: Little Sprouts charges a registration fee of \$45 per child or \$80 per family. The registration fee must be paid when the contract for services is signed. Both the Registration Fee and a signed contract are necessary to ensure a spot for your child(ren) in the program. The registration fee will be charged as a child re-enrolls in our program. This fee is non-refundable.
 - Supply fee: A supply fee of \$30 in the Fall and Spring to maintain materials needed for your child/children's education, development, and health. These fees are non-refundable.
 - Additional fees will be assessed if hours exceed 5 hours per day for a half-day student or hours exceed 10 hours per day for a full-day student. A \$10 late pick-up fee will be assessed per 15 minute interval per child after the designated pick-up time or \$1 per minute per child after 6:00 P.M.
 - Refund: *NO* refunds will be given for days when children do not attend for illness or other reasons unless previously arranged as explained below (Credit Days).
 - Late payment: There will be a \$10.00 per day late fee starting Friday at 11:00 A.M. The \$10 per day fee will be added for each day that the center is open until the following Friday at 11:00 A.M. If full payment is not made within those parameters, Little Sprouts holds the right to terminate care immediately. *If* a payment is late twice, the family will be required to sign up for an automatic payment program.
 - NSF fee: There will be a \$40 NSF fee for insufficient funds checks. If, at any time, a second NSF occurs from the same family, Little Sprouts will only accept cash, cashier's check, or money order thereafter and may terminate care immediately if necessary.
 - Family discount: A 10% rate reduction for two or more children in attendance from one family will apply to the oldest child's rate or oldest two children if there are three or more children enrolled. The children receiving the discount must be at least two years old. If school age children are enrolled year-round in the center 4-5 days per week (before/after school program and/or in the summer program), they will also be eligible for the family discount.
 - Referral bonus: A referral bonus of \$100/\$50 by check will be paid for each child referred who has been enrolled on a consistent schedule for at least 3 months. (\$100 will be paid for those enrolled 30 or more hours per week on average and \$50 will be paid for those enrolled 15- 29 hours per week on average.) It is required that upon enrollment the family must state that one person was an integral part in recruiting their family.
 - Parent or legal guardian under 18 yrs: The financial terms will be finalized upon signing the parent-provider contract. If parent or legal guardian is under the age of 18, a co-signer must sign the contract to act as guarantor to the contract and agree to be bound by all financial terms.
- * Current fees appear on the Tuition Rates sheet. Additional fees may be charged per classroom for special projects, field trips, and extra classes that may be offered periodically at the center.

Credit Days Contract

Credit Days are designed to be used when families plan/need to take a child out of care when he/she regularly attends Little Sprouts. These designated days will not be charged. The number of days allowed is based on your child's weekly average set schedule and the length of contract signed with Little Sprouts. For example: for a child's first year in attendance at Little Sprouts, if they are signed up for 5 full days a week for one year, they will receive five Credit Days. If a child is signed up for three full days for one year they would receive three Credit Days the first year.

Credit Days will expire once the contract date runs out. If the family chooses, another contract will then be signed. A year at a time is the maximum amount of time to sign for each contract.

In order to use a Credit Day, parents must notify the Director or Administrator by 11:00 A.M. one week before the first day of the scheduled days off. For example: If a child is going to be gone Monday, August 8 and Tuesday, August 9, the Administrator must be notified by 11:00 A.M. on Monday, August 1.

If a holiday (when Little Sprouts is closed) falls on a day when your child is regularly scheduled, that day will be charged as normal. If your child does not have a regular set weekly schedule or attends two days or less per week, then the child is considered a "drop in" and will not be eligible for Credit Days. *Please ask the Director/Administrator for more information on the "Credit Days" contract.

Holding Fees

A holding fee is possible for a currently enrolled child or a child who is going to be enrolling in the near future.

"New Child Holding Fee" This refers to "holding" your child's spot before he/she is ready to start at Little Sprouts. For holding a spot within 3 months of your intended start date we ask for the child's 1st week's tuition as a deposit. For holding a spot within 3-6 months of your intended start date we ask for the child's 1st two week's tuition as a deposit. These deposits will then go toward your child's tuition upon starting. When paying the deposit, the \$45 Registration Fee will also be charged and is non-refundable. If necessary the weekly tuition deposit is refundable if there is medical reason or relocation emergency up to 30 days of the agreed upon start date.*Please see the Director/Administrator for more details.

"Summer Holding Fee" refers to "holding" your child's spot while he/she is away for the summer. To hold the spot you will need to pay ¼ of the tuition and let us know when the "pull out date" and "return date" will be. This price does not pay for your child coming a few days a week instead. The ¼ of the tuition only includes your child not attending. If you choose to have your child come a few days a week during the summer we are only able to "hold" those days.

Tuition Rates

Please keep in mind that prices for tuition reflect a high quality, innovative early childhood program, high quality staff, food cooked from scratch, a child care facility unique to Dunn County (gym and parent coffee room), and an eco-friendly center (with emphasis on using safer building materials and cleaning supplies and providing high-quality, health-conscious foods and toys).

Parents must meet with the Director and keep a current schedule for their child(ren) on file. Staff will be determined based on the schedules of the children, so your schedule must be up-to-date. If you need to make changes to your schedule, please contact and meet the Director or Administrator the week before the change is requested. A change is considered a difference of 30 minutes or more at drop-off/pick-up, or change in days enrolled.

Full Day status is for children who attend more than 5 hours per day, with a maximum of 10 hours per day.

Half Day status is for children who attend less than 5 hours per day. A time slot will be chosen in the morning (6 A.M. – 11:45 A.M.) or afternoon (12:15 P.M. – 6:00 P.M.) for the child to attend.

Minimum Attendance is at least three days per week.

EDUCATION AND CURRICULUM

The classroom structure plays a vital role in creating an environment to foster maximum learning and desirable behaviors. The classroom layout is constructed with learning centers around the room. Higher noise level centers are located in proximity to one another, while quieter centers are separate. This is designed to prevent unnecessary distractibility while exploring and learning. Centers provide children with a wide variety of activities and interest areas. Centers in the classroom include, but are not limited to: science, art, literacy (writing and reading/listening), math, blocks, and dramatic play.

All transitions, from one activity to the next, are purposefully planned and practiced to provide minimal lag time. A daily schedule is followed to help children make transitions easier. Children are notified multiple times in advance that a transition is coming. Staff are provided with and create many strategies for possible transitions such as: activities, songs, chants, and games.

All staff will have information about developmentally appropriate practices, and at a minimum review these practices annually.

Little Sprouts staff members plan lessons and provide children with a variety of experiences in a safe and nurturing environment. Teachers use Wisconsin Model Early Learning Standards (WMELS) as a base for lesson planning. Each child is also given a goal by the Lead Teacher that is based on assessments done on that child. The goals and lesson plans coordinate, involving all five of the WMELS domains. The domains of development include:

- Health and Physical Development
- Social and Emotional Development
- Approaches to Learning
- Language Development and Communication
- General Knowledge and Cognition

Teacher supported play is an essential component of the developmentally appropriate curriculum. We believe the process of learning, the development of a lifelong love for learning, and the ability to problem solve and inquire more about an area of interest are more important than the amount of content covered. We ensure that we are fostering the love of knowledge in all children and in all areas. We aim to help develop the whole child by incorporating all WMELS domains into our lessons. A child's ability to inquire and solve problems will set them up for success with a life filled with learning. We believe that the best way for children to learn is through play. Enough time, materials, and space will be provided for children to actively explore the world around them; inside and out. It is our desire to expand on children's interests while remaining developmentally appropriate. In order to do this we create individualized goals based on assessments completed for each child. The teacher will observe each child and write anecdotal records pertaining to the child's goal. These anecdotal records, along with other observations, will be uploaded and shared with parents via Lifecubby. Each goal is reevaluated monthly.

Our curriculum provides exposure to a variety of cultures through music, stories, games, books, pictures, and art. We celebrate similarities and differences. A variety of holidays will be celebrated, including but not limited to holidays based in religion. There will not be mealtime religious prayers but it is possible that songs, stories, and holidays from different religions may be included in our daily activities.

At our center, we believe that children are very smart and capable! We feel strongly that a development of the whole child is essential from birth and should be fostered from the very beginning. Through play, exploration, and observing the world around them children naturally become interested in things like the alphabet and colors. These concepts are introduced and taught in a way that is fun and exciting for the children, where they are able to use the concepts naturally in play and discovery.

Of course a child's learning and development doesn't stop when the child leaves our center. Communication with families is an important aspect of a teacher's responsibilities. We communicate with parents via email, Lifecubby, over the phone, and most importantly in person. We collaborate and provide as many resources and experiences as possible for families in order to help them be the primary influence on their child's life.

Children have opportunities to play outside approximately one hour in the morning and one hour in the afternoon. We are fortunate to have two large playgrounds on either side of our center, which provide us with ample space for multiple classes to play outdoors at one time. Children, including infants and toddlers, go outdoors daily when weather permits. The children ages 2 and above are kept indoors if the temperature is below zero degrees, including the wind chill. Children younger than 2 years are kept indoors if the temperature, including wind chill, is below 20 degrees. Children stay indoors when it is raining or when the temperature is above 90 degrees. If the inside temperature rises above 80 degrees we provide fans or air-conditioning; if it falls below 67 degrees we call for furnace repair and contact parents to come for their children. Please make sure your child is prepared for the weather outdoors including coats, snow pants, socks, mittens, hats, and scarfs. All children are required to have weather appropriate clothing stored at the Center.

Our Classrooms are based on age as well as developmental readiness. For more information on milestones worked on in the classroom please see our website. <http://www.menomoniesprouts.com/#!/classrooms/c20pk>

Our Classroom Breakdowns

- Baby Sprouts (6 weeks - 8 months)
- Mini Sprouts (8 months - 15 months)
- Springy Sprouts (15 months - 2 years)
- Pee Wee Sprouts (15 months - 2 years)
- Mighty Sprouts (24 months - 33 months)
- Half-Pint Sprouts (33 months - 3 years by September 1)
- Junior Sprouts (3 years by September 1 - 4 year. by September 1)
- Senior Sprouts / 4K (4 years by September 1)
- Grad Sprouts (Kindergarten+)

Children under Two Years of Age

Children under two years of age have a flexible schedule which reflects the individual's needs. They are given individual attention to foster all areas of development. The body position of non-mobile infants and their location in the center is changed frequently. We provide safe, open spaces for children who creep and crawl. Infants and toddlers are encouraged to explore with a wide variety of safe toys and objects to foster all domains of development.

Lifecubby will be used to document what a child ate, when they slept, and when they are diapered. Parents also use Lifecubby to communicate with us about the child's night and morning activities and dispositions.

Preschool-age Children

Preschool-age children have opportunities to play and explore their surroundings. Through exploration and play, interactions with friends, large and small groups, and one-on-one opportunities with teachers children are given many learning experiences all domains of development according to WMELS.

Occasionally, field trips, including walks around the neighborhood, are taken. Emergency information for each child is taken whenever the children leave the premises. Parents are notified in advance of any field trip requiring transportation.

School-age Children

School-age children have a quiet place to study or relax. Children have time to complete homework as well as participate in a variety of activities while in attendance. School-age children are required to cooperate and interact with children of a variety of ages, including children under age 5 if numbers at the beginning and the end of the day require classes to consolidate.

Daily Schedule

A schedule of daily activities is posted in each classroom. Activities at the beginning of the day and at the end of the day are designed for a wide age range of children to work and play together. Groups of children may be combined at the beginning and at the end of the day due to staff-to-child ratios. Each room has a lesson plan that is posted in the room for families to view. It is subject to change based on a variety of reasons including, but not limited to: weather and interests of the child. These lesson plans incorporate each individual's goal, a content theme, as well as a social/emotional theme. Staff use a variety of resources in their planning. We will also use other local services to enrich our program, for example: the library or a firefighter coming in to talk about fire safety. Please know that your input of resources to enrich the children's learning is always welcomed!

Classroom Breakdowns

Time	Activity
Open - 8:45 am	Check –in Children participate in self-initiated and child centered play while teachers facilitate and join in when appropriate.
8:45 - 9:20 am	Breakfast Children use please and thank you (spoken or sign language) when asking for more food and all done to be excused. Washing hands before & after and cleaning up is done at this time.
9:20 - 9:30 am	Music & Movement Children participate in active play revolving around music.
9:30 - 10:00 am	Group time/ Structured Activities

	This consists of a greeting song, stories, finger plays, and familiar songs. The hope is everyone will come to the carpet to participate, but it is not required. See lesson plan.
10:00 - 11:00 am	Outside Weather permitting we do 3- 10 min. teacher led activities and 30 min. of active free play outdoors. Equivalent indoor active play provided if we are unable to go outdoors.
11:00 - 11:45 am	Free Play/ Centers Children participate in self-initiated and child centered play while teachers facilitate and join in when appropriate.
11:45 - 12:15 pm	Lunch Children use please, thank you, and all done (spoken or sign language) to ask for things or be excused from the table.
12:15 -12:30 pm	Start of Nap Children lie down for nap and attempt to soothe themselves. Teachers assist if necessary.
12:30 – 2:30 pm	Naptime
2:30-2:45 pm	Quiet time Upon waking, children may participate in quiet activities such as books, puzzles, sensory bottles, etc.
2:45-3:00 pm	Snack Children use please, thank you, and all done (spoken or sign language) to ask for things or be excused from the table.
3:00 – 3:15 pm	Afternoon Activity Structured activity is done; see lesson plan.
3:30 – 4:00 pm	Free Play / Centers Children participate in self-initiated and child centered play while teachers facilitate and join in when appropriate.
4:00-5:00 pm	Outside Weather permitting we do both structured and unstructured activities and play outdoors.
5:00- close	Free Play/ Centers Children participate in self-initiated and child centered play while teachers facilitate and join in when appropriate.

**Times are subject to change based on the interests and needs of the children.

Parent/Teacher Communication

Upon enrollment and prior to your child’s first day, we encourage you to come in to meet the classroom teachers and be introduced to the Little Sprouts center to ensure a smooth first day. The parent and the teacher/s will discuss information regarding feeding, nap schedules, and other information as needed about the child. Other information will also be communicated as needed such as updating the child’s information for each of the following: feeding schedules, sleep schedules, timeframe for introducing new foods, toileting and diapering procedures, developmental and health history, interests, communication methods, behavior patterns, and means of comforting the child.

Parent/teacher communication is very important to us at Little Sprouts. In order to keep open and consistent communication we will include many opportunities for parents and teachers to communicate such as:

- 1. Daily Conversations (At arrival and pick-up time):** Teachers’ schedules can vary, if possible another time may need to be arranged for communication to take place. Please make sure to wait if a teacher is talking with another adult
- 2. Written Note or Email:** A written note can also be left in a designated spot by the teacher/s. All classrooms will have an email for the center that they use for communication. Classroom emails are structured as follows: “classroom name”123@gmail.com. Example: “babysprouts123@gmail.com
- 3. Website:** Information, policies, updates, events, and pictures are available on the website
- 4. Child Care Management Program:** On our sign-in computer we will leave reminders and update viewable upon sign-in/sign-out.
- 5. Conferences:** As needed, will be set up. (conferences will be performed twice during the year for the 4K program)
- 6. Parent Bulletin Boards:** Located in the front entryway will provide a variety of information and reading materials along with the information previously listed pertaining to Little Sprouts. Lesson plans, any notices/reminders, weekly menus, and pictures will be available in each classroom and in the common areas. **Parents are responsible for checking this regularly for classroom communication and updates.**
- 7. Parent Involvement, Observations, Volunteering, and Visits:** Are all encouraged, generally we ask that they be scheduled so we can make sure it is an appropriate time.
- 8. Family Activities and Classes:** These will be available at Little Sprouts or in the community.

- 9. Lifecubby:** Helps us keep track of meals, naps, diapers, bottles, medications, photos, lesson plans, messages to families, reports, assessments, and more!

Communications that we don't generally recommend unless used in a professional manner: Facebook, text messaging, and any other forms of social media.

Educational Field trips

Staff members are responsible for organizing and implementing field trips for their classrooms. The following procedures will be followed to ensure a safe and successful field trip. **If it is a walking field trip, not all of the items listed below will be included.*

- Choose a destination, time, and date.
- Include a schedule or time-line in a note to the parents and director containing the phone number and address of where the group can be found.
- Obtain a permission slip and fee from the parents (if a fee is applicable) for each child scheduled to attend the field trip.
- Notify office and kitchen staff of any changes to lunch counts.
- Arrange transportation if needed.
- Arrange for volunteers and adequate staff to attend the trip.
- Field trip expectations will be reviewed and practiced with the children multiple times in preparation for the trip.
- A buddy system or rope for all children to hang on to will be set up whenever needed.
- Nametags for each child containing the child's name, program name, and program phone number should be prepared.
- A field trip emergency bag should be taken on any walk or field trip. The bag will contain the following: a cellular phone, first aid kit, tissues, class list of children attending, and the Health History and Emergency Care forms for each child.
- A check-off system appropriate to each age group will be in place upon every instance of entering and exiting the bus and the destination.
- Children should be counted at least every 15 minutes.

**Ages two and younger generally would not ride on a bus.*

CHILD GUIDANCE POLICY

A crucial part of our everyday experiences is guidance and behavior management. At the center we integrate Love and Logic into our guidance philosophy. As outlined in *Discipline with Love and Logic* by Jim Fay and Foster W. Cline, M.D., 1997, Love and Logic has four basic principles:

Love and Logic

“Shared thinking” (Fay & Cline 1997)

Positive/healthy behavior is taught by modeling and collaborating with the children to develop clear limits or rules for what children can do. Minimal focus is on what the children cannot do or using the word “NO” (which can get anybody down). Phrases like, “we walk inside” rather than “don't run” are used. At an early age children begin to understand why rules and expectations are important; teaching with natural consequences helps children make better choices because they understand the importance of their actions and not because an adult told them “no”. Undesirable behavior is redirected and used for “teachable moments”, with the goal of making a better choice the next time. During the course of the day, the children are given a wide variety of age-appropriate activities to choose from and are given the attention they need before they demand it negatively.

“Shared control” (Fay & Cline 1997)

We empower children by giving them a lot of logical, healthy, and safe choices on a daily basis with the intention of building their self-esteem and ability to make great choices. Starting at an early age and increasing up to adulthood, children learn to make choices and function as a productive member of groups (specifically their family unit, class at school, team, and society in general). We believe that the process of implementing shared control begins at an early age, so the children are allowed to have choices in most things they do throughout the day, including things they don't particularly want to do. All of the choices given have the desired outcome that the teacher is looking for. Giving the children frequent choices sets the stage for a positive relationship, so when the child needs to listen to a request immediately without offering choices they don't feel that their independence is threatened. Generally, they respond positively, because most often they get to make their own choices.

“Self-concept” (also fostered by the shared thinking and control) (Fay & Cline 1997)

We work hard to get to know each individual child and let them know they are each valued as an individual. Spending one-on-one time with each child lets them know they are special and that we care. We believe that positive self-concept fosters the display of more frequent positive behaviors.

“Consequences and empathy replaces punishment” (Fay & Cline 1997)

We believe that from a young age children can begin to take ownership of undesired behaviors. Based on this understanding, we believe in empathizing with the child before giving consequences. This helps the child understand that they should be remorseful for their behavior, instead of focusing or blaming their behavior on the adult or another child. Empathizing also gives the child an opportunity to think about how to change his/her behavior. Ultimately, the adult remains in control, while still allowing healthy choices for the child to build autonomy; and the child learns to make great future choices!

Transitions

All transitions from one activity to the next are planned and practiced to provide as little lag time as possible. A schedule is in place each day to help children make transitions easier and have an idea of what to expect at all times of the day. Children are also notified multiple times (in advance) that a transition is coming. Staff are provided with many ideas for possible transition activities including: songs, chants, and games.

When a child is crying, fussy or distraught; staff members work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. This may include patting, cuddling, rocking, offering a drink, acknowledging the child's fear/sadness, distracting or redirecting to another activity, or talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, parent contact may be made to share the occurrences and inquire if this might indicate onset of an illness.

“Take a Break” or “Cool Down”

“Take a Break” or “Cool Down” traditionally known as “Time-Outs” are guidance techniques that can be effective in reducing challenging behaviors of young children. “Taking a Break” may be used with children **age 3 and older**, but never for more than **5 minutes** (1 minute for year of age). When used, the “break” will immediately follow the behavior. The teacher will stay near the child and talk about what behavior was unacceptable, and what else s/he might have done instead.

The “Take a Break” or “Cool Down” strategy is similar to an extended form of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. “Taking a Break” is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling down period' for the child.

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

We recognize that no single technique will work with every child every time. If a child exhibits persistent unacceptable behavior, we will request a conference with parents to consider how to manage the behavior. If needed, an individual guidance plan will be set up with the collaboration and approval of the family. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

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

Again, at Little Sprouts, we highly value behavior development for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others in order to excel and develop in our world!

HEALTH CARE POLICY

Special Health Care Needs

When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child, but will otherwise be treated with confidentiality. If a child has an allergy or intolerance, the director fills out the "List of Allergies and Intolerances" form and lists the child's name, allergy or intolerance, and what to do in case the child comes in contact with the allergen or substance of intolerance. This form needs to be posted in both the kitchen and child's classroom and all relevant staff must be aware of its location. The allergy will also be entered into Lifecubby. All relevant staff needs to be aware of each allergy, and know how to prevent and deal with a possible allergic reaction. The instructions to treat the child need to include the name of the medications, dose, and how the medication should be administered.

An allergy or intolerance care plan needs to be placed in the child's file. This plan needs to indicate the specific allergen or intolerant, instructions on how to treat the child, the name of the medications, dose, and how the medication should be administered. The care plan also should include potential symptoms of an allergic reaction, instructions on informing the parents or guardians, and when to contact emergency services. When specialized equipment is needed, such as a nebulizer or epi-pen, the child's parent or a medical professional will train staff in the correct procedures.

Cleanliness Procedures

Hand washing: We promote good hygiene with the children. Staff and children practice frequent hand washing before and after eating, art projects, handling bodily secretions, and toileting. Hand washing procedures will be posted at all of the sinks.

Diapering: Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper garbage. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed when finished. The changing pad will be cleaned and disinfected with our two-step washing procedure.

Toys: Toys used by infants and toddlers will primarily be ones that can be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized, and air dried. All toys and equipment are cleaned and disinfected on a regular schedule or as needed.

Child Illness

Children who are ill with a contagious disease or the symptoms listed below may not attend. If a child becomes ill while at the center, a parent will be notified and needs to pick up their child within one hour of notification.

State licensing regulations prohibit the center from caring for even a mildly ill child. Teaching staff observe each child daily as they enter the classroom for any signs of illness or contagious disease. A list of illnesses requiring isolation and removal from the regular classroom are below.

1. The child is unable to participate comfortably with the group's activities.
2. The illness results in a greater care needed than the teaching staff can provide without compromising the health and safety of the other children.
3. The child has any of the following conditions:
 - Fever of 101.0 Fahrenheit or over
 - Diarrhea
 - Vomiting
 - Sore throat
 - Discharge from the eyes or ears
 - Conjunctivitis (pink eye)

- Profuse bodily discharge of any kind (nasal, eyes, ears)
- Severe coughing
- Mouth sores with drooling
- Any reportable communicable or contagious disease or condition such as: strep throat, fifth disease, lice, etc.
- Undiagnosed or contagious rash at the discretion of the teacher, supervisor or director.

Additionally:

1. A child must be free from the above symptoms for a full **24 hours** before returning to the program.
2. A child must be on a medication for a diagnosed communicable disease for a full **24 hours** before returning to the program.
3. Children should be fever-free without the use of a fever reducing aid for a full **24 hours** before returning to the program.
4. Parents should notify the program of any exposures to disease or communicable condition outside of the program or at home.
5. Proper hand washing procedures will be followed to prevent the spread of disease.
6. If a child goes to the doctor for a symptom, then a note on when the child can return is requested.

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

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

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

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up or sooner if we are able to contact a parent.

If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the parent, the child will be taken to:

Red Cedar Medical Center - Mayo Health System
2321 Stout Road Menomonie, WI 54751. Phone: 715-235-5531.

Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after calling 911. All staff will have training in infant and child CPR and first aid. First aid supplies will be stored in the office area and in each classroom.

We will practice universal precaution procedures when handling all blood injuries and bodily fluids. All staff will use disposable gloves when treating blood injuries. Injuries will be properly washed and sanitized and all of the materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

Medications

The Administrator, Director, or other staff trained to give the medication will administer medications under the following conditions:

- Prescriptive and non-prescriptive medication will only be given to children if parents have completed the Authorization to Administer Medication form.
- All medicines must be in their original container with the label bearing the child's name, dosage, and administration directions. Medications will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.

Please take home the medications after your child no longer needs it for the symptoms. Medications may not be stored at the center for longer than the duration of its use.

Medical Injury Log

All medication administered, accidents or injuries occurring on-site, marked changes in behavior or appearance, or any observations of injuries to a child's body received outside of center care will be entered into the center's medical injury logbook.

Staff members are required to record in a medical logbook the following information in sentence form: the date, name of the child receiving the medication, the dosage being administered, the name of the medication, the time it was given, and the full signature of the person administering it.

In the event of a missed dosage or other errors in distribution, the staff will notify the parent of the child involved and the director of the program immediately. Further instructions regarding dosages and times of distribution from the parent will be followed regarding the incident and will be documented as such.

Confidentiality of entries will be maintained. When showing a parent the entry about his or her child other entries about other children will be covered.

Non-medicinal products:

Sunscreen, insect repellent, lip balm, diaper creams, and other non-medicinal products will only be used on a child when signed authorization is on file and the specific products are supplied by the parent and labeled with the child's name. If no sunscreen is supplied by the parent protective clothing will need to be worn.

Sudden Infant Death Syndrome (SIDS)

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

- All infants will be placed to sleep on their backs, unless the **child's** physician authorizes another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat, they will be moved to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time") as developmentally appropriate.
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

Shaken Baby Syndrome (SBS)

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies (children), before being allowed to work.

Health Related Forms and Reports

All children will need to have a Health Report on file. The examination for a child under the age of 2 needs to be dated not more than 6 months prior to or 90 days after the first day of attendance at Little Sprouts. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will only need a health history on file.

Each child will need an immunization record on file within 30 days of the first day of attendance.

Rest or Naptime

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Little Sprouts will send bedding home to be laundered weekly or earlier if necessary. At the end of the week/every five days all bedding, sheets, mats, etc... that are the property of Little Sprouts will be laundered and all cots/mats will be washed and sanitized. Children who are awake after 30 minutes of resting will be allowed opportunity for a quiet time activity.

A crib or playpen is provided for each child less than one year of age. Children age one and older will sleep on a 2" thick mat or cot with a sheet and blanket or in sleeping bags provided by the parents.

Toilet Training

Toilet training will be closely coordinated with the child's family, using terminology and procedures that are as consistent as possible with what is used at home. There is no right age by which all children should be toilet trained. Once we all see and agree on the stages and signs in your child and you have initiated training at home successfully, then we will try toilet training your child. Accidents are to be expected and will never be cause for punishment or humiliation. If your child shows no interest, too many fears, or too many accidents, we will discontinue training until we feel s/he is ready to start again.

Procedure for a Biting Incident

Biting is one of the most common and most difficult child behaviors in group childcare. It can occur without any warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

When a child is bitten there are steps to follow for the biter and the victim:

- The biter is immediately removed with no emotion shown by staff, using words such as "That is not okay"
- The caring attention is focused on the victim
- The biter is not allowed to return to play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him to get it. We need to wait for our turn."
- Redirect the child to other play
- Write an accident report and notify the biter's parents.

For the victim:

- Separate the victim from the biter
- Comfort the child
- Administer first aid
- Write an accident report and notify parents of the victim (in writing)

NUTRITION POLICY

Little Sprouts participates in The USDA Child and Adult Care Food Program. In accordance with Federal Law and U.S. Department of Agriculture policy, Little Sprouts is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, office of adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

We follow USDA guidelines when planning our menus. Little Sprouts has established a seasonal 4-week cycle menu. This cycle menu will ensure that your child receives a balanced and varied menu. A copy of the menu will be posted on a bulletin board in the entryway of the center. Meals are prepared at the center. The chef and any kitchen staff receive training in food service procedures. We provide breakfast, lunch and afternoon snack to all children in attendance at the times identified in the daily schedule. Meals are cooked from scratch with all natural and organic ingredients.

Children who attend during the early morning hours will be offered a snack to ensure that they never go without food for more than 3 hours. Records of meals and snacks are found on Lifecubby for infant and toddler rooms for parents to view. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Children will eat family style and will be allowed to serve themselves. Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be sanitized before and after meals and everyone will wash their hands before and after eating. Teachers will eat with the children to model the behaviors that are desired. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment.

Our program supports a healthy environment for children during celebrations by allowing special snacks to be sent home for children. We do this to respect the wishes of parents who have children who are unable to eat certain snacks/foods due to a variety of reasons. We do recognize children on their birthdays with special privileges and attention instead of with special foods. We ask that the family providing the food should ask the teacher to try and accommodate for as many of those special food needs as possible.

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name. Babies will be held for bottle-feeding. Bottles will never be propped unless the child shows interest in holding the bottle. Unused formula or breast milk will be disposed of within an hour. We strongly encourage breast milk. However, if the infant needs formula, parents can choose to use center-provided organic formula and center provided baby food. If parents do not wish to use the center provided formula they are allowed to provide their own brand of any commercial iron-enriched formula.

Food substitutions may be provided at our discretion for children with special dietary needs. A signed statement from a registered medical authority should identify:

- The special dietary needs.
- The food(s) to be omitted from the child's diet.
- The food(s) that may be substituted by the parent.

Foods from home are not allowed when your child does not like what is on the menu. This is a recommendation of the CACFP (Food Program). It may take children 10-15 times of being exposed to a new food before they decide if they like it or not. We respectfully request that no foods be brought from home unless there is a medical reason. Your child's meals, while in our care, are specifically planned to meet the USDA guidelines and to be a healthy variety for the optimal health of your child.

Little Sprouts will have a garden that provides hands-on learning for children. It will provide opportunities for children to learn where their food comes from and allows us access to fresh fruits and vegetables.

Food will be stored up off of the floor and in airtight containers once opened. Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.

Dishes will be washed and sanitized in accordance with licensing regulations. The dishes and utensils will be washed and rinsed in a commercial high-temperature dishwasher. The dishwasher shall have a readily visible temperature gauge and have a wash cycle of 130-150 degrees Fahrenheit for at least 20 seconds and a rinse/sanitize cycle of at least 180 degrees Fahrenheit for at least 10 seconds. All dishes and utensils will be air-dried.

Equipment and utensils shall have smooth, hard surfaces, be easily cleanable; in good repair; durable; non-toxic; free of cracks, seams, chips and roughened areas; and shall be maintained in a clean and sanitary condition. Food preparation tables shall be durable with surfaces that are smooth, non-absorbent, and easily cleanable. After cleaning, utensils shall be stored in a clean, dry place that is protected from contamination. Kitchen utensils and food contact surfaces used for preparation, storage or serving of food shall be thoroughly cleaned and sanitized after each use.

Food delivered shall be equipped with clean containers or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40°F and containers for hot food will keep the temperature at or above 150°F.

Cleaning aids such as mops, brooms and buckets shall be clean and stored outside of food preparation or food storage areas. Leftover prepared food which has not been served shall be dated, refrigerated promptly and used within 36 hours, or frozen immediately for later use. Staff will wash their hands with soap and warm running water before starting work, before and after handling food, and after using the restroom. Hands shall be dried with single use towels. No one with an open or infected wound or sore may work in the food preparation area unless the wound or sore is covered and, if it is on a hand, a nonporous glove is worn on that hand.

Snack and Meal Schedule (for children who are able to eat the center's solids foods):

Morning Snack:	6:30 am
Breakfast:	9:00 am
Lunch:	12:00 pm
Afternoon snack:	3:00 pm
<i>School-age children snack:</i>	3:45 pm

TRANSPORTATION POLICY

Our center does not have our own transportation vehicle. We contract transportation mainly through Menomonie Transportation Inc. for field trips and/or to and from Oaklawn, St. Paul's Lutheran, and St. Joseph's schools to our center for before and after school busing. Little Sprouts will file the name, address and phone number of the contracting transportation firm, and after-hours contact information for a representative of the firm must be on file at the center.

Any other transportation needs would need to be contracted or arranged through a transportation service.

Record Tracking

For a field trip, to be sure no child is left unattended in a vehicle, an attendance form will be carried along, with children checked whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all children, and a cell phone will be carried along by the teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.

Requirements for Driver and Transportation Vehicle

Drivers must be at least 18 years old, have been licensed for at least 1 year, and have a clean driving record. The driving record and criminal background information will be checked annually.

The vehicle must be registered in Wisconsin, seating area must be enclosed, and vehicle must be inspected annually. It must be equipped with car seats, booster seats and seat belts, appropriate for the age and size of children being transported. Children under age 13 may not ride in the front seat. The vehicle must also have the proper vehicle alarm.

Children may not be left unattended in a vehicle. A second adult, in addition to the driver, must be present if more than 5 children under age 5 are in the vehicle, or if more than 3 children are under 2 years of age or have a handicap that limits their ability to respond in an emergency.

When a child is transported to his/her destination, an adult must wait until the child enters the building or is met by an authorized person. The only exception is when a parent of a school-age child has authorized independent release. Parents wish to allow a school-age child to leave or arrive at the center unescorted; they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling to home, school, or another activity where adult supervision is present.

When regularly scheduled transportation is provided, such as to and from school or home, the center must maintain a list of children to be transported, the route and scheduled stops, name and place where child is to be dropped off, and procedure to follow if parent or authorized person is not home to receive the child. Little Sprouts will maintain written safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency.

Smoking is prohibited in the vehicle.

Procedure for Accidents

Should there be an accident, the center administrator must verbally inform the licensing office within 24 hours, and provide a written report within 5 business days after the incident. If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 15 minutes of the specified time on the written agreement signed by the parent, the Director or Administrator will call the parent to inform them that the child has not arrived.

CONTINGENCY PLANS FOR FIRE/TORNADO AND OTHER EMERGENCIES POLICIES

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

Drills and Documenting

The designated office staff will document dates of fire and tornado drills and dates the smoke detectors are checked monthly on a form provided by the state. Fire and Tornado evacuation plans will be practiced monthly. (Tornado drills will be practiced monthly from April through October.)

Emergency Evacuation

In case of an emergency, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be “in charge” to assure that all children are accounted for and all families can be notified.

A fire evacuation drill will be conducted monthly, implementing the plan fully unless there is inclement weather. If there is inclement weather during a fire drill staff will carry out the plan as far as to the nearest exit, where the staff would review with the children how they would carry out the plan in event of an actual fire.

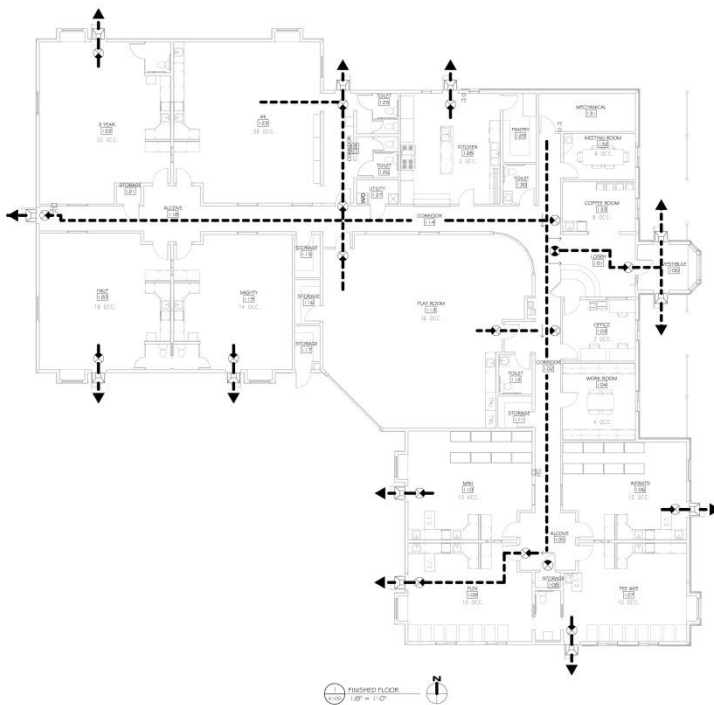
Procedure at Little Sprouts for evacuation from the building:

Baby Sprouts: Out the classroom door, gather on the sidewalk South of the building

Mini, Springy, Pee Wee, Mighty, and Half-Pint Sprouts: Out the classroom door and down the sidewalk, gather on the gravel driveway

Junior, Senior, Grad Sprouts and Kitchen: Out the classroom door, gather on parking lot in front of trash receptacle.

Front office room: Out the front door, gather on the parking lot by the trash receptacle.



The Director or Administrator will call the fire department at that time and parents will be notified. If we are unable to return to the building following an evacuation staff will relocate the children to the Head Start Building, in the Oaklawn Harmony Center (3375 Kothlow Ave #10, Menomonie, WI 54751, 715- 235-9122)

*Special plans for children or staff with physical and/or mental disabilities will be designed and practiced based on each individual's needs. A written plan for emergency evacuations and tornado emergencies for each individual will be read over, practiced, and signed by the parent/s, teachers of the child, and administrator/director.

Tornado Warning

In event of a tornado, all children will be escorted to the hallway nearest their classroom where they will assume the safety position on their knees, bent over with their head against a wall (away from outside doors and windows) and covered with their arms. Infants and toddlers will be wheeled in cribs or pack n' plays. The children will remain until the warnings and forecasts have been cleared.

Blankets, a portable radio and flashlights (with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

Power, Water or Sewer Systems Failure

If the center should lose the use of heat, water, or electricity before the center opens; parents will be notified immediately if their child/children are scheduled to be there before 7:00 AM. Subsequently, all children scheduled to come in that day will be notified based on their scheduled times and will be asked to not bring their child that day.

If the center should lose the use of heat, water or electricity while children are in attendance, the Director will call the parents of all children and ask them to pick them up within 1 hour.

Inclement Weather

Little Sprouts will not close due to inclement weather, but we advise that you do what is safest for your family. If we need to close the center we will remain open until all children are able to leave with their families. Staff to child ratios will be maintained while children remain in the program. Every effort will be made to have the program open at its regular opening time during inclement weather.

Missing Child

In the event that a child is missing, we will first immediately check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified.

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

Threat to the Building and Its Occupants

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be contacted immediately. Depending on the nature of the threat; lock down, evacuation and/or closure may be required.

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

Posting of Emergency Numbers and Procedures

All emergency numbers and procedures will be posted at every phone in the center. The following numbers will be posted:

- Emergency 911

- Red Cedar Medical Center (HOSPITAL) 1-715-233-7200
- Poison Control 1-800-222-1222
- Electric 1-800-895-1999
- Water 1-715-232-2395
- Child Protective Services 1-715-232-1116
- Police Department 1-715-232-1283
- Fire Department 1-715-232-2414
- Division of Emergency Management 1-800-943-0003
- Head Start 1-715- 235-9122
- Director 1-715-529-2995
- Operations Manager 1-715-403-1338

Emergency Supplies

There will be a first aid pouch available in a designated spot in each classroom which is brought outside on the playground when one or more classes are present and on any kind of field trip outside of the center. A whistle will be included in the first aid kit in order to get children's attention. Flashlights and extra batteries will be stored in a designated spot in each classroom, the office, kitchen, and supply room. Students' blankets will already be in each classroom in case of an emergency.

Fire Extinguisher – Fire extinguishers will be mounted in designated areas in the center as seen on the fire escape maps in the center. The extinguishers will be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.

Reports to the Department and Procedure

(The full list can be found in DCF "251.04 (3) a-n" of the LICENSING RULES FOR GROUP CHILD CARE CENTERS)

Center Director or Administrator should report to the Department of Children and Family by phone call when any of the following incidents happen. *Within 5 business days of the incident, Director or Administrator should submit a written incident report via Fax, e-mail, or a letter to the department.*

- Any death of a child in the care of the center.
- Any incident or accident that occurs while the child is in the care of the center that results in an injury that requires professional medical treatment within 48 hours of the center Director or Administrator becoming aware of the medical treatment
- Any known convictions, pending charges of other offenses of the licensee, staff or other person subject to a caregiver background check which could potentially relate to the care of children at the center or activities of the center by the Department's next business day.
- Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours of the occurrence.
- Any incident involving law enforcement within 24 hours after the occurrence that involves a licensee, a household resident or an employee of the center in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the center.
- Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the child care center or a person in contact with children at the center within 48 hours. *Communicable disease information about any named child is confidential and shall not be available to other parents.*

PERSONNEL POLICY

Employment Requirements and Procedures a

Little Sprouts is an equal opportunity employer. We will not discriminate in our hiring practices on the basis of race, sex, color, creed, religion, political persuasion, national origin, handicap/disability, or ancestry. When a position becomes available, we will advertise locally. Qualified applicants need to complete an application form and provide documentation of their training and experience in child care. Job descriptions will be available for all positions. The owner, Board of Directors and/or Administrator will interview candidates for the Director position and the Administrator, Director and/or Board of Directors will interview for all other positions.

There will be a 90-day probationary period for all new employees. Director and/or Administrator will evaluate and discuss his/her performance with the new staff and make decision of continued employment.

The Hiring Process

- The Director will post vacant jobs online on various job websites. Example: Craigslist.com and Indeed.com
 - Flyers may be posted around town and/or newspaper ads may also be posted by the Director.
- The applicant's resume, cover letter, transcript, and certifications are emailed or turned in by hard copy to the Director and/or Assistant Director.
- A group interview time is set up where a tour and presentation about Little Sprouts is given for applications by the Director and Assistant Director.
 - The applicants are then given the opportunity to stay and fill out the application and answer some questions.
 - At a later date denial letters are sent out to those candidates that do not qualify; this is done by the Administrator, Director, and/or Assistant Director.
- Applicants are called to come in individually for more questions and to shadow in the classroom; this is done by the Director and/or Assistant Director.
 - Denial letters are sent out to those candidates that do not qualify; this is done by the Administrator, Director, and/or Assistant Director.
- Before being offered a position references are called for an applicant by the Director or Assistant Director. The Director will then call and offer the candidate the position pending a background check, negative TB test, and a Health Report from the doctor signing off that the candidate is in good health and able to work.
 - The Administrator will complete the background check and out of state background check if needed.
- The new employee will then receive an email of the paperwork listed below to fill out along with our policies; this is sent by the Director or the Assistant Director.
- The new employee will also do a combination of the following trainings. They will come in to pick up and complete our training CD called "Prepared for Success" that reviews the Licensing Rules and Regulations along with courses in Child Abuse and Neglect, Shaken Baby, and Sudden Infant Death laws and procedures. They will also complete a Little Sprouts specific online training and complete the quiz afterwards.
- Before the employee starts he/she will come in for a review of the Little Sprouts' policies, an orientation, and shadowing of the room he/she will be in; this will be done by the Director or Assistant Director.
- The Director, Assistant Director, and Mentoring Committee will work closely with the new employee to help him/her get oriented and comfortable in his/her new position.

Required Forms and Documents

The following items must be completed and returned upon being hired:

- Staff Records – Child Care Centers
- Background Information Disclosure (BID) form
- Physical Examination Report
 - Including a Negative TB test
- A certificate from The Registry documenting that the person has met the educational qualifications for the position if the person has worked as a teacher, director or administrator at the center for at least 3 months. (This does not include assistant teachers or sub teachers.)
 - A copy of an educator's license issued by the Department of Public Instruction (DPI) as a teacher may substitute for a certificate from The Registry.
 - For persons not required to have a Registry certificate including assistant teachers and a teacher, center director or administrator who has not worked for the center for more than 3 months, documentation of the person's educational qualifications shall be on file.

- Documentation of orientation and continuing education received under s. “DCF 251.05(2). Staff Continuing”
 - Education Record — Child Care Centers
 - Staff Orientation Checklist — Group Child Care Centers
 - Documentation of training in shaken baby syndrome prevention taken before beginning work if the person will provide care and supervision to children under age 5.
 - All certificates and forms relating to continuing education are to be submitted to the Administrator upon completion.
- Documentation of days and hours worked when the person was included in the staff-to-child ratio.

Criminal Background Information

All staff will need to complete their background check with finger print within 30 days after assuming the position. The Administrator will need to conduct background check every year thereafter on:

- All employees
- All volunteers used to meet staff-to-child ratios
- All individuals who are contracted by the licensee to provide services to children

An outside source will be used to conduct a complete background check annually on the Licensee.

Staff must notify the licensee when any of the following occurs within 24 hours. This responsibility will be explained during new staff orientation. “Employee” refers to anyone subject to a caregiver background check, including substitutes and volunteers serving as staff.

- Employee has been or is being investigated by any governmental agency for any act, offense or omission, including charges related to abuse or neglect of a child or other client, or misappropriation of property.
- Employee has a substantiated finding against them for a charge listed above.
- Employee has had a professional license denied, revoked, restricted or otherwise limited.
- There are other known convictions, pending charges or other offenses which could potentially relate to the care of children or center activities.

The licensee must report such an occurrence to the licensing office no later than the next business day.

Employee files will be maintained on all of the staff at Little Sprouts. The staff record checklist will be maintained to document completion of required forms for all staff. Staff are required to have physical exams upon employment. A negative TB skin test is also required upon employment.

Salaries and Working Hours

Salaries

1. The Federal minimum wage is observed for all employees.
2. All part-time and full-time employees are paid for hours worked in a work pay period.
3. Salaries will be paid bi-weekly on Fridays. Each pay period ends on the Friday before the pay date.
4. Entry level salary will generally coincide with the salary schedule below.
5. Increases in salary will be directly tied to the education, training, experience, performance evaluation, and budget allowance.
6. All pay increases will also be dependent upon the financial position of the center.

Under Two-year experience without degree	\$7.25/per hour
2+ years experience without degree	\$8.25/per hour
0 years experience with 2 – year degree in early education	\$8.50/per hour
1-3 years experience with 2- year degree in early education	\$9.00/per hour
0 years experience with 4 – year degree in early education	\$9.50/per hour
1-3 years experience with 4-year degree in early education	\$10.00/per hour

More experience or related credentials will be discussed by the Administrator and Director

**This is a guideline. Final salary will be determined by the Administrator and Director.*

Staff will be paid by check; other expenses and/or reimbursements previously approved by the administrator may be paid by check or paid directly by the center.

Working Hours

Little Sprouts offers full-time and part-time positions. The child care center employee normally works for 40 hours or less in a regular week. Work weeks for any hourly employee exceeding forty hours must be authorized by the Administrator and/or Director. Hours of work are determined by enrollment. If enrollment numbers decrease we may need to reduce the hours of employees. We will try to give all employees as much notice as possible and we will attempt to fill enrollment positions through child recruitment efforts. In the event that the staff-to-child ratio in a given day does not require an already scheduled staff member to be in the classroom anymore, the staff member will be given the choice of leaving work early for the day or remaining at the center to get paid for additional duties as assigned.

Staff are required to punch in and out before his/her scheduled hours on the computer located by the parent information board inside the door. Staff should be ready to work in the classroom by the time he/she is scheduled to work. Ready to work means in the classroom, NOT signing in on the computer. (Using the restroom, talking to other staff, or anything else should be done before the scheduled time to start in the classroom.) If the staff member punches in/out at any time other than his/her scheduled time a note needs to be given to the Administration with an explanation. If a staff stays late due to children being picked up late a note of each child's name also needs to be made. Electronic time sheets will be maintained by each employee and reviewed by the Director. Falsification will result in disciplinary action and possible termination.

Staff are expected to show up for work on time and to be prepared to get started immediately. If you will be late, you are expected to call as soon as possible. We design our staff schedule around the children's arrival time and departure time. We need to be in compliance with staff/child ratios at all times. If you are unable to work due to illness or other situations, you are expected to call the Director or Administrator as soon as possible so he/she can make arrangements to have your position covered. If you fail to do so, it may result in termination of your employment at Little Sprouts.

Full-time employee: working for an average of 7 hours or more per day, five days a week

Part-time employee: working for an average of less than 7 hours per day, five days a week

Overtime

Time above the regularly scheduled work week must be authorized in advance by the Director. Authorized overtime is paid at time and one-half for time over forty hours worked during the week, except for those employees in executive, professional, administrative or technical positions who are exempt from overtime provisions of the Fair Labor Standards Act.

Outside Employment

Employees are permitted to work for other employers provided:

1. The work does not interfere in any manner with the employee's work performance or responsibilities with Little Sprouts.
2. The work is not contrary to the best interest of Little Sprouts.
3. The work is after normal working hours and does not prohibit the employee from working overtime or extended days.
4. The employee does not use Little Sprouts owned or leased equipment, materials, or facilities in the performance of the additional job.
5. The employee reports to Little Sprouts before engaging in any outside work.
6. The employee reports to Little Sprouts of any outside employment in any program, product or service of like or similar nature to those performed or provided by Little Sprouts.

Benefit Programs and Policies

Social Security

As required by the federal government, all employees shall have Social Security withheld from their salary. This applies to all employees, whether permanent or temporary, full-time or part-time.

Workmen's Compensation Insurance

The monthly premiums paid by the employer provide for temporary total disability benefits and for permanent partial disability benefits as well as survivors benefits in cases of injuries received in the course of and resulting from employment. An injury must be reported immediately to the Administrator and/or Director in order to be eligible for benefits.

Payment for Certain Required Certifications and Trainings

Any training/courses required for a teacher to take to be qualified to work in a room will be paid for by the teacher. For example: "Intro to Infant and Toddler Care" for a teacher working with infants or toddlers. Little Sprouts is willing to set up a payment plan where a designated amount is deducted from the staff's paycheck each week to spread out the cost of the course/training needed.

Initial Registry certificates for lead teachers will be paid for by Little Sprouts under the condition that the staff member remains working at Little Sprouts for six months after receiving the certificate. If the staff member leaves before those six months the Registry registration fee will be deducted from his/her last paycheck. Renewal of the certificate is not required but will be up to the teacher to pay if he/she decides to renew it.

CPR/First Aid training will be paid for by Little Sprouts under the condition that the staff member remains working at Little Sprouts for six months after receiving the certificates. If the staff member leaves before those six months, the registration fee will be deducted from his/her last paycheck. Seasonal staff will need to provide their own CPR/First Aid certificates.

Recruitment Bonus

Staff will be paid a \$100/\$50 bonus by check for recruitment of each child who has been enrolled on a consistent schedule for at least 3 months. (\$100 will be paid for those enrolled 26 or more hours per week on average and \$50 will be paid for those enrolled 15- 25 hours per week on average.) It is required that upon enrollment the family must state that one staff member was an integral part in recruiting their family.

Holidays

After 90 days of employment, 35 hours per week staff are granted paid holidays. The employee will be paid based on their normal payment for that day of the week that the holiday falls on. Paid holidays include: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. (Special considerations will be made for staff who celebrate religious/cultural holidays other than the ones listed above.) To be eligible to receive holiday pay, all employees must work the last scheduled day before the holiday and the first scheduled day after the holiday.

The Friday of the Stout Early Childhood conference will not be a paid holiday, but Little Sprouts will pay half of the registration fee provided the staff member attends the conference both Friday and Saturday.

Vacations

- Full-time employees with at least 1 year as an employee will receive five days of paid vacation annually with hours equal to a regularly scheduled work week. Vacation days may only be accumulated up to ten days from previous years. Only five days may be used in any three month period. Reimbursement for unused paid vacation days within each year will be granted only if the Administrator is notified before the employee's contract is renewed.
- Part-time employees with at least 4 consecutive years as an employee will be eligible to receive half time, paid vacation hours decided upon the Administrator.
- Vacations must be requested via the website at least two weeks in advance. The Administrator and/or Director will have the authority to approve or deny specific vacation times in order to insure the smooth operation of the child care center. The Director will take into account the seniority of the member making the request as well as the time of request and convenience of the time being requested according to program activities.
- Only one staff member should be on vacation at one time per site.

Leave

- Leaves of absence will be without pay and must be planned with and approved by the Director or Administrator. Full-time employees with leaves of absence exceeding a six week period will forfeit all benefits including holiday pay and vacation pay. If time off is taken and you have accrued paid leave, you must use those hours rather than taking time without pay. Time without pay can only be taken if no accrued leave is available.
- Six sick days per year are allowed without pay. Consecutive sick days exceeding three must be accompanied by doctor's statement certifying the medical necessity for such absence. If an employee is absent for more than six days in any given twelve month period, any additional days, whether they are single days or consecutive days, must be accompanied by a doctor's statement.
- An employee may work during pregnancy as long as she is able to fulfill requirements of her position as outlined in the job description. This ability will be determined by the joint effort of the employee, the Director, and the employee's physician. An employee shall be given a maximum of six months maternity leave without pay. Our standard is 6 weeks unpaid maternity.

Lunch Break

One 30 minute minimum, unpaid break will be given to all employees working for an average of 7 hours or more per day.

Harassment

Employees shall have a work environment free from intimidation and harassment because of their race, age, sex, religion, handicap, sexual orientation, or ethnic origin. Little Sprouts prohibits any physical, verbal, or visual harassment by any employee toward any employee. An employee is to report any complaints of this nature to their immediate supervisor or Director. These complaints will be

thoroughly investigated and should they be found to have any basis in fact, the person or persons involved will be appropriately disciplined which may include immediate discharge.

Guidelines for Abuse and Molestation

- No staff member shall inflict or intend to inflict any physical punishment on any child enrolled at Little Sprouts. A Physical punishment includes, but is not limited to: spanking, striking the child anywhere on the body with the hand or an object even once, pushing or shoving a child, or flicking with the finger. No staff member shall direct any other person or child to inflict any form of physical punishment on another child.
- All staff members will use clear and appropriate language when addressing children. No rude, personal remarks, or name calling is to be done. Staff members shall not make comparisons of children to other persons or objects.
- No staff member shall touch or cause anyone else to touch another child in a manner that would be considered molestation. This includes touching, rubbing, or caressing any areas of a child's bottom, genital areas, or breast areas.
- No staff member shall cause a child to touch, rub, caress, or perform any physical actions that would involve a child touching any part of the staff member's body.
- All staff shall watch for children engaged in any action with another child that would include physical contact in an inappropriate manner such as those listed above.
- Staff members should not put themselves in a situation where they are alone with a child in a private area such as, but not limited to: a bathroom.
- If any observation or allegations of misconduct or molestation are known, the staff member is required to report it to the Director immediately.

Reporting Child Abuse and Neglect

Licensees, employees, and volunteers are mandated reporters under the law. A mandated reporter who witnesses or who has reasonable knowledge to suspect that a child has been abused or neglected is required to contact the proper authority (county department of social services or health and human services or law enforcement) immediately. The witness or the person who has reasonable knowledge to suspect that a child has been abused or neglected should be the person to make the report.

Evaluation of employment

The owner will conduct annual performance reviews with all staff at Little Sprouts. Staff will complete a self-evaluation form and have an approximately 30 minute meeting with the Director to review his/her performance. A copy of the evaluation will go in employees' files. Results of the performance review will assist the owner in determining any change in wage, benefit and/or employment. In general pay changes will happen annually if decided upon by the Director and Administrator.

Termination of Employment

Since employment with Little Sprouts is based on mutual consent, both parties have the right to terminate employment at will, with or without cause, at any time. We will withhold the appropriate payroll deductions for taxes and other insurances as required by law.

Resignation of an Employee

An employee planning to resign should give at least two weeks written notice of such intention.

Termination of an Employee

If the services of an employee are terminated by Little Sprouts, the employee will receive two weeks written notice of termination of services. However, if an employee is dismissed for a "just cause" they may be terminated without benefit of a two week written notice.

Reasons for employee termination:

- Staff reorganization: For a variety of reasons the child care center may at some time be faced with the need to reduce or revise staffing requirements, reduction in work force, elimination of positions, reorganization of office and work load, etc.
- Termination for inappropriate action or continuing failure of evaluation: The Director, Assistant Director, and/or Administrator of the employees are responsible for the supervision of the employees' work.

Progressive disciplinary steps: Except where immediate dismissal occurs, the following process will be followed:

1. If an employee's behavior is inappropriate or against an established policy, she/he will be issued a verbal warning for the first offence.
2. If the behavior continues or if an additional infraction occurs, a written warning will go in the employee's personnel file.
3. If a second notice of unsatisfactory performance is given, a specified time period to correct performance is given and a suspension may also be involved.
4. If unsatisfactory performance continues, the employee is given written notice of termination.

When a violation occurs, the employee will be informed of the violations and the consequences at the earliest opportunity. The process will be done in private and between the employee and their supervisor they report to.

In extreme cases of emotional instability, abusive behavior or theft, employees will receive immediate suspension without pay. Facts will be gathered about the incident and an employment decision will be made.

THE FOLLOWING ARE CONSIDERED DETRIMENTAL TO THE WELFARE OF LITTLE SPROUTS AND THE CHILDREN AND MAY CONSTITUTE CAUSE FOR IMMEDIATE DISMISSAL. WHEN IMMEDIATE DISMISSAL OCCURS, THE STEPS OUTLINED ABOVE IN THE TERMINATION PROCESS WILL NOT BE FOLLOWED.

Standards for Employee Conduct

1. Serious behavior problems at the center or in the community that would reflect poorly upon the center such as theft, drunkenness, use of any kind of drugs not in compliance with a doctor's prescription, criminal offense, assault on any person whether in the community or at the center.
2. Any suspected abuse or neglect of a child by a Little Sprouts staff member or any inappropriate discipline of a child by an employee or volunteer including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, during the child's hours of attendance.
3. Misappropriation of funds or willful damage to Center property.
4. Incompetence, lack of skill or inadequacy of the employee's personality to develop sound relationships with the children, parents, or staff members.
5. Lack of growth and/or progress on the job.
6. Failure to understand or accept the philosophy and purpose of the center.
7. Poor professional relationships in the community.
8. Falsification of records including application and logged hours worked.
9. Use of drugs or alcohol while at the center. This includes being under the influence of drugs or alcohol and being "hung-over" from the night before.
10. Taking home equipment or belongings of the center without permission of the Director or Administrator.
11. Making purchases in the name of Little Sprouts without the authority of the Director or Administrator.
12. Any sexual harassment made by a staff member on duty or on the grounds of the center, or in any job related way toward another person.
13. Failure to follow proper prescribed fire regulations in the center.
14. Possession of firearms, explosives, fireworks, chemical weapons, or other similar devices anywhere on the grounds of the center.
15. Speaking to the news media or to the public in the name of the center without expressed written or verbal permission of the Director or Administrator.
16. Serious violation of confidentiality of children, families, or employees of the center.

GRIEVANCE PROCEDURE

It is the policy of the Center that employees have a right to a timely resolution of work-related problems.

A. Definition of grievance - an alleged breach or violation of personnel policies and procedures or a dispute arising from interpretation or application of the same.

B. Procedure -

1. The employee must present the problem to his/her immediate supervisor, either verbally or written, who shall give the matter prompt attention and respond within three (3) working days. Most matters should be settled satisfactorily at this level.
2. If any employee is not satisfied with the decision of his/her immediate supervisor, the employee must present his/her problem with written notice. He/she may discuss and/or negotiate the issue with Little Sprouts Board of Directors who will meet with the employee and other involved parties within five(5) working days and submit a written decision to the employee. A written decision of the problem will be given to the parties involved within ten (10) working days. This decision is considered final.

ORIENTATION OF STAFF POLICY

All staff, volunteers and emergency providers will have an orientation before assuming responsibilities.

The orientation will include **all** of the items on the Staff Orientation Checklist (DCF-2026) provided by the state. This form documents the date, the person being oriented and the person performing the training/orientation.

- Review of the licensing rules
- Review of center policies
- Review of center contingency plans, including fire and tornado evacuation plans and the operation of fire extinguishers
- First aid procedures
- Job responsibilities in relation to the job description
- Training in the recognition of childhood illnesses and infectious disease control
- Schedule of activities of center
- Review of neglect laws and center reporting procedures
- Review of the names and ages of all the children in care
- Review the procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation, including each child's records and emergency contact information
- Child management techniques
- Review the procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day
- Prior to employee's or volunteer's first day of work, training on Sudden Infant Death Syndrome (SIDS) must be completed by anyone caring for infants, and Shaken Baby Syndrome (SBS) must be completed by anyone caring for children under age 5
- Review the procedure to contact a parent if a child is absent from the center without prior notification from the parent
- Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met
- Review of parking availability

Emergency training must include first aid and CPR.

The owner is responsible for the orientation of the Director and the Director will be responsible for orientation of all other employees.

The orientation checklist will be reviewed regularly and it will guide the Continuing Education Plan for the center. Items such as child abuse and neglect, emergency procedures and licensing regulations will be reviewed at our regular staff meetings.

Staff will be trained to manage the established system of knowing the whereabouts of all children. Parents must call if their child will not be attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child.

CONTINUING EDUCATION POLICY

As required by Wisconsin Day Care Licensing Regulations, staff must complete at least a minimum number of continuing education hours within each training year. The training year is defined as the calendar year, January 1st through December 31st.

Requirements:

1. Employees working more than 20 hours per week must earn 25 hours of continuing education each year. Employees working 20 or fewer hours must earn 15 hours of continuing education each year.
2. Continuing education hours which are obtained through credit courses resulting in a transcript may be used to meet the continuing education requirement during the year in which the hours are earned and for the following 2 years.
3. Assistant childcare teachers who are currently enrolled in their first entry-level course (Assistant Child Care Teacher) are not required to earn additional continuing education hours for that calendar year.

4. Types of training acceptable to meet continuing education requirements shall be limited to:
 - Formal courses resulting in credits or continuing education units.
 - Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.
 - Trainings offered by the day care center through the use of guest or staff trainers.
 - Documented observation time in other early childhood programs.
 - Review of contingency plan and safety procedures
5. A limited portion of continuing education can be obtained through reading pertinent information or viewing appropriate informational videos. The state provides a form to document this.
6. The Stout Early Childhood Conference for staff is encouraged to be a big source of hours for continuing education. The center will be closed the Friday of the conference in order for staff to attend Friday and Saturday.
7. All staff must maintain a current certificate in child and infant CPR and AED training. Copies of certificates will be kept in employee files.
8. Training in operating fire distinguishers, reducing the risk of SIDS and Shaken Baby Syndrome should also be current.
9. Biannual training for child abuse and neglect, how to identify abuse and neglect, and procedures to cases are immediately reported.
10. Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, first aid, nutrition as it pertains to child development, supervision of staff, business or administrative aspects of the operation of a child care center, and communication skills.

If we include topics that pertain to programming rather than Little Sprouts business, staff meeting hours may be counted as continuing education. Staff meetings will be held monthly in order to share information, discuss issues and concerns, and provide continuing education. Meeting notes and handouts will be filed.

In order to help Little Sprouts staff to earn continuing education hours and participate in local early education conference, Little Sprouts will be closed on the Friday that UW-Stout holds its Early Childhood Conference. In addition, Little Sprouts will pay half of the registration fee for the conference provided the staff member attends the conference both Friday and Saturday.

Responsibility

Little Sprouts will utilize a variety of resources, some of which are listed above, to obtain the required continuing education. It is the **employee's responsibility** to ensure that he/she has obtained the required hours and met the requirements of this policy, including supplying documentation of self-trainings. Little Sprouts staff members are encouraged to take advantage of free or low cost training.

Documentation

The 'Staff Continuing Education Record – Child Care Centers' form is used to record each individual staff member's continuing education hours. **The staff person is responsible for this documentation.** These records will be kept in the employee file and reviewed by the Director on a regular basis.

Staff should **attach a copy of any certificates or agendas received** to the 'Staff Continuing Education Record – Child Care Centers' form. Please retain the original copies for your personal records.

JOB DESCRIPTIONS

Staff are required to attend the regularly scheduled staff meetings. Agendas for these staff meetings will be kept on file for licensing to review. Staff will be paid for the time they spend at staff meetings. There will be no children attending Little Sprouts the Friday of the Stout Early Childhood Conference. Staff will not be paid for that day but are encouraged to join the conference both Friday and Saturday, half of which will be paid for by Little Sprouts as a means to satisfy many of the required 25 hours of continuing education for the year.

Little Sprouts expects each member of the staff to conduct themselves in a professional manner as a mature adult, respecting each member's contributions. Comments and complaints should be made to the Director. Employment records and family records and conduct at the center are considered confidential.

Dress Code: Employees are expected to dress in a professional manner that will allow them to appropriately perform their job duties and be presentable for the children, other staff, families, and visitors. We have a no shoe policy at Little Sprouts. (slippers, crocs, thick

socks, or any other kind of “inside shoe” are recommended)

Also No: long fingernails, body piercing, jewelry that could potentially harm/distract/or get in the way of caring for children, high heels, explicit words/signs/symbols on clothes, sagging pants, undergarments showing, spaghetti straps, skin showing around the waist or shoulder (including when bending over or reaching up for something) low cut shirts at the neck, short-shorts, or short skirts will be allowed. It is also recommended that tattoos be covered if possible.

Administrator

Qualifications:

- At least 21 years of age
- High school diploma or GED
- One year’s experience as a manager **or** satisfactorily completed 1 DCF approved course in business or program administration
- One year’s experience as a center director or child care teacher in a licensed center or kindergarten **or** have satisfactorily completed 1 course in early childhood education or its equivalent.
- Possess certificate from The Registry, verifying training requirements have been met.
- Typically, but not always: The licensee will act as the Administrator.

Duties:

- Implement all state and center policies
- Report to DCF all necessary information required for licensing
- Day to day operations
- Coordinate food menu and manage Wisconsin Shares food program
- Keep the contingency plan up-to-date and coordinate fire and tornado drills
- Coordinate transportation
- Center finances
- Property management (inventory, ordering large items, appliances upkeep, monitor inside and outside maintenance and care)
- Maintain staff and children’s files
- Conduct criminal background checks
- Share with the Director to meet with current and potential families, including giving tours of the center.

Center Director

Qualifications:

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the DCF approved combinations as stated in the rules book.
- Possess certificate from The Registry, verifying training requirements have been met

Duties:

- Supervise planning and implementation of center’s programs
- Coordinate 4K program and all required forms and reports
- Supervise staff
- Conduct staff meetings
- Responsible for orienting new classroom staff
- Plan continuing education trainings for staff
- Manage personal days of students and staff
- Share with the Administrator to meet with current and potential families, including giving tours of the center.
- Hire/orient/evaluate staff
- Create monthly newsletters

Supervised by: Administrator

Child Care Teacher

Qualifications:

- At least 18 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rules book
- If working with Infants and Toddlers, must have completed a course in Infants and Toddlers
- Possess certificate from The Registry, verifying training requirements have been met.

Duties:

- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy: including transitions, clean up, and nap time
- Meet the emotional, social, physical and cognitive needs of each child
- Work with assistants to contribute to curriculum planning and implementation, along with classroom instruction and facilitation of child development
- Coordinate and supervise field trips
- Prepare basic monthly lesson plans
- Complete seasonal assessments of children's development
- Communicate progress of children to parents regularly, in the seasonal reports, and through parent-teacher conferences when needed
- Maintain daily open communication with parents
- Keep incident reports
- Maintain anecdotal records
- Maintain confidentiality
- Report any suspect abuse to the director and appropriate authorities
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Supervise assistants, aides, and volunteers in the classroom
- Keep all appropriate records such as meal records, attendance, and time sheets.
- Meet all applicable licensing regulations
- Eat meals and snacks with children in a family style setting
- Assist in general cleaning of the classroom: wiping tables/furniture, sweeping, vacuuming, and mopping
- Assist in cleaning of any child accidents
- Assist children with bathroom procedures when needed
- Change diapers and/or wet, soiled clothing
- Prepare bottles and feed infants (if applicable)

Supervised by: Center Director

Assistant Child Care Teacher

Qualifications:

- At least 18 years of age
- Satisfactorily completed 1 DCF-approved course, or be enrolled in a training within 6 months after assuming the position.

Duties:

- Assist the child care teacher
- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy Including transitions, clean up, and nap time
- Meet the emotional, social, physical and cognitive needs of each child
- Work with other teachers to contribute to curriculum planning and implementation, along with classroom instruction and facilitation of child development
- Assist in supervising field trips
- Maintain daily open communication with parents
- Keep incident reports
- Maintain confidentiality
- Report any suspect abuse to the director and appropriate authorities

- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Keep all appropriate records such as meal records, attendance, and time sheets.
- Meet all applicable licensing regulations
- Eat meals and snacks with children in a family style setting
- Assist in general cleaning of the classroom: wiping tables/furniture, sweeping, vacuuming, and mopping
- Assist in cleaning of any child accidents
- Assist children with bathroom procedures when needed
- Change diapers and/or wet, soiled clothing
- Prepare bottles and feed infants (if applicable)
- Eat meals and snacks with children in a family style setting
- When fully meeting training requirement, may be the staff person in charge for first two, or last two, hours of the day

Supervised by: Child Care Teacher and Center Director

Chef

Qualifications: Must be at least 18 years of age, and will receive 4 hours of orientation and training each year on proper food handling, kitchen sanitation and nutrition.

The unique position at a glance:

- Cook meals from scratch using a healthy variety of ingredients, including adding input to our already created menus.
- Cook with organic and all-natural ingredients.
- Passionate about eating healthy and providing wonderful meals to children. This includes providing a variety of raw vegetables.
- Prepare baby food.
- Develop the kitchen operations for what works best for you.
- Interact with other staff members, families, and most importantly children of the center and offer everyone advice and encouragement on healthy eating.
- Do some teachings of nutrition in the classroom.
- Coordinate with the classrooms to make sure the eating schedules are running appropriately and if not is able to help organize a better system.
- Create shopping lists each week and look ahead in order plan for bulk order purchases that we might need in the future.
- Add input to our gardening in the summer, especially as it pertains to what fruits and vegetables should be grown for eating.

*Is excited about spreading the news of healthy eating and its benefits by providing a wonderful example in the menu that is provided at Little Sprouts!

Standard Duties:

- Prepares food, serves food, and wash dishes
- Serve drinks
- Keep kitchen clean and organized
- Wipe (and sanitize if need) counters after finished with one type of food
- Freeze any leftover the day they are not served
- Wipe off appliances as used and needed
- Clean drains of food and rinse out sink each time dishes are done
- Scrub sinks with soft scrub
- Remove from freezer any food needed for the following day for defrosting
- Take out waste compost
- Sweep and mop kitchen floor daily
- Keep a freezer list and check off freezer foods as you use them
- Following USDA and CACFP guideline to prepare meal and fill up related forms

Other duties:

- Assist in classrooms/playground as needed
- Interact with the children in a manner that clearly conveys love and acceptance
- Respond to children appropriately and in a positive tone of voice

- Be flexible and willing to substitute in a classroom when an employee is absent

Weekly

- Organize cabinets, including pots, pans, and Tupperware drawers
- Each Friday, clean out refrigerator with any unusable items
- Write the shopping list

Monthly

- Assist Administrator with the seasonal menu
- Organize the cabinet below the sink
- Clean the oven
- Defrost the freezer if needed
- Complete weekly/monthly food orders
- Put away monthly food order

Supervised by: Administrator and Director