



Little Star Daycare

Revised Jan 2020

2245 Hayden Ave & 428 1st St. W

Altoona, WI 54720

Krystina Schumacher – Administrator/Director

(715) 832-1513 X4

WWW.ALTOONALITTLESTAR.COM

Dear Families,

Welcome to Little Star Daycare! We are honored that you have chosen us to share in a wonder-filled, ever changing part of your child's life. Because we know the difficulties involved in choosing quality care for your child, we'll do all we can to make you and your child feel secure, loved and excited to be part of our program.

The growth and development during the first five years is the most influential and crucial time in your child's life. For this reason, we strive to provide each child with a wide range of educational experiences in a safe, Christian environment. What they learn during these vital and impressionable times will truly last a lifetime.

If at any time you have questions or comments about our program, we would be happy to discuss them with you.

Sincerely,
Little Star Daycare Staff

Overview

HISTORY

Little Star Daycare began operation as a non-profit, Christian based daycare in October of 1993. Starting out with only three children, we have now grown to be licensed for 67 children at our Bethlehem Lutheran location caring for the ages of 2-13 years and for 16 children, ages 6 weeks-3 years, at our Altoona United Methodist location.

MISSION STATEMENT

The primary purpose of our daycare is to provide for the physical, emotional, psychological and spiritual well-being of the children in the daycare and to share Christian values and the love of Jesus Christ within the context of our daily program.

PHILOSOPHY

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. We recognize that the education children receive impacts cognitive and social development. We strive to

provide a stimulating environment with supportive experiences that will allow them to develop to their full potential.

General Center Information

ADMINISTRATION

Administrator/Director: Krystina Schumacher
krystina.littlestar@gmail.com
Office: (715) 832-1513 ext. 4
Cell: (715) 797-1555

Assistant Director: Liz Cattau – Cell: (715) 579-3921
Cathy Schreiner – Cell: (715) 590-4813

Assistant Director of Little Star 2: Felicia Schuman
Center Phone: (715) 271-0743
Cell: (218) 409-2778

HOURS OF OPERATION

Little Star Daycare Bethlehem location is open Monday through Friday 6:30am-5:45pm.
Little Star Daycare 2 United Methodist location is open Monday through Friday 6:30am-6:00pm.
As a Christian center we celebrate all holidays such as but not limited to Christmas, Easter, and Hanukkah. The center is closed for the following days:

<i>New Years' Day</i>	<i>2nd Friday in August</i>
<i>Good Friday</i>	<i>Labor Day</i>
<i>3rd Friday in May</i>	<i>Thanksgiving (2 days)</i>
<i>Memorial Day</i>	<i>Christmas (2 days)</i>
<i>Independence Day</i>	<i>4pm on New Year's Eve</i>

ADMISSION

Children ages 6 weeks through 5 years of age may enroll in the preschool and/or 4K program at Little Star Daycare and children who have completed (or currently attending) kindergarten through 13 years of age may enroll in the school age program.

All children of any race, sex, and national origin are welcome into Little Star Daycare.

If attendance is too low on days preceding or following holidays, the center reserves the right to close for additional days under these circumstances.

Little Star Daycare is licensed to operate by the Department of Child and Family Services. We are licensed to hold a total capacity of 67 children at Little Star and 16 children at Little Star 2. Our license and any non-compliance statements are posted on the wall near the time clock. We have a state licenser issued to our center who regularly monitors our program to ensure that all licensing requirements are being adhered to. A licensing book is located by the time clock.

ENROLLMENT

All enrollments must be set up through the Director prior to the child's first day of attendance. Each family is required to meet with an administrative staff member for an orientation process before the child's first day of attendance. The process includes:

1. A tour of the center - Little Star also encourages children and families to visit our program prior to regular attendance
2. An orientation with the Director to go through required paper work
3. The following forms must be complete before care can occur (materials will have information for additional support available through translators or translated materials provided from outside entities if necessary):

State Mandated Forms:

- Child Enrollment form
- Medical Exam form – Health Report (signed and dated by physician) within 30 days
- Health History form
- Immunization form - within 30 days (immunizations are required)
- WI Food Program form (2)
- Intake form (23 months of age and younger)

Little Star Daycare Required Forms:

- Contract
- Photo Permission and Sunscreen
- ASQ and Parent Questionnaire
- Enrollment fee, security deposit, and 1st weeks tuition

All forms are kept in your child's file in the Director's office. Your child's teachers, the management staff and state-licensing representatives will have access to all files.

PROGRAMS

There are 5 childcare programs offered at Little Star. They are:

- | | | |
|--------------------|---------------------|-------------|
| • Tiny Twinklers | 6 weeks to 3 years | 16 children |
| • Sunshine Room | 2 years to 3 years | 12 children |
| • Sparkler Room | 3 years to 4 years | 16 children |
| • Rainbow Room | 3 years to 5 years | 08 children |
| • Rising Star Room | 4 years to 5 years | 11 children |
| • Explorers | 6 years to 13 years | 20 children |

In addition, Little Star provides 4-year-old Kindergarten to 4 and young 5-year old's.

RATIOS

At Little Star, we always maintain the following staff-to-child ratios in our classrooms. We believe it is best for children that they remain with the same consistent teachers throughout the year:

<u>Age of Children</u>	<u>Min. Ratio of Staff to Children</u>	<u>Max. Number of Children</u>
6 weeks to 2 years	1 staff for every 4 children	8 children
2 years to 2 ½ years	1 staff for every 6 children	12 children
2 ½ years to 3 years	1 staff for every 8 children	16 children
3 years to 4 years	1 staff for every 10 children	20 children

4 years to 5 years	1 staff for every 13 children	24 children
5 years to 6 years	1 staff for every 17 children	34 children
6 years and over	1 staff for every 18 children	36 children

Ratios are always maintained, including when emergency procedures are in effect.

IMPORTANT INFORMATION

Little Star is a public program voluntarily licensed by the Wisconsin Department of Human Services. A copy of the licensing rules is available for review in the office, by the parent area, and on the web http://dcf.wisconsin.gov/childcare/licensed/CommManuals/GCC/pcf_pfs4024.pdf. Emergency binders can be found in the backpack in each classroom. Both staff and parent handbooks can be located on our website, by the parent area and in the office. Emergency numbers can be located on each classroom clipboard as well as in the office.

PROGRAM INFORMATION

We are proud to offer a Christian based program that uses a "Love and Logic" behavioral technique.

Items Parents Need to Provide:

*Wipes *Diapers / Pull-ups *Clean Bottles *Sleeping Bag *Extra Clothes *Water Bottle
*Sunscreen *Other items may be requested as needed

Center Provides:

*Formula *Food *Childs Developmental Portfolios *Curriculum materials *Toys/Equipment

The following information is specific to the infant, toddler, and two-year-old program rooms:

- ★ Parents must supply diapers, wipes, diaper cream, bottles, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with child's name.
- ★ Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby during all other times of the day.
- ★ If a mother is breastfeeding, please be sure to discuss with the teacher if you would like your child to be fed breast milk, and when or if you would like to come in to breastfeed.
- ★ Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- ★ We recommend that all new foods be tried at home at least 3 times. We will check with parents before introducing ANY new food.
- ★ Children will be held when being fed – bottle propping is forbidden.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Little Star has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep.

Infants shall not be allowed to sleep in a car seat or swing.

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO blankets, stuffed toys or pillows will ever be placed in a crib. Sleep sacks are acceptable. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

COMMUNICATION

Communication is vital to Little Star Daycare's continued success. There is a parent information board located above the time clock. It is extremely important to check those boards daily so as not to miss any important information, such as but not limited to, early closings, special events, etc.

We encourage you to bring your questions, comments and concerns to our attention. Your input and feedback allow us to constantly grow and learn. It is our desire to be the best we can for you and your child/children. We can help you best by knowing what your needs are and being able to address each situation individually. A suggestion box is also available near the time clock (on the shelf by the entrance at Little Star 2). A member of management will respond to any written or verbal suggestions/concerns within 2 weeks if and only if the concern/suggestion is done verbally or in written format with a signature.

Here at Little Star, we use a service called HiMama. HiMama was created to inform parents about their children's well-being and engage parents in their children's learning and development while they're in a preschool or child care program. HiMama reports digital daily sheets, pictures, videos and education information and can be viewed from your phone/tablet/desktop.

Once a year, Little Star will email out a survey. It is highly encouraged to participate in this survey. Every suggestion is discussed and taken in to consideration. We are constantly striving to better ourselves as a child care center.

UPDATING ENROLLMENT RECORDS

Throughout the year, Little Star completes an audit of enrollment records. Families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record.

Most forms may be completed electronically; if you wish to receive a PDF version of the enrollment forms, please provide your email address to the Director.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, the director must be notified.

CONFIDENTIALITY

Confidentiality is a top priority for Little Star. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

CURRICULUM

Each classroom has weekly lesson plans, posted in the classroom. These plans contain several activities, designed to foster each child's development, and the development of the group. Lesson plans will be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and will be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child can choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The lead teacher is responsible to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

SCREEN TIME

Children under the age of two will have zero screen time per week. Children two and older will have no more than two hours of screen time per week. Children will never be forced to have screen time. Other activities will always be available.

PHYSICAL ENVIRONMENT

The actual room arrangement of each program room is the responsibility of the program Lead Teacher. Space is organized according to the Environment Rating Scales (ERS). Centers include blocks, dramatic play, art, large and small motor, and books. These areas are clearly defined, with obvious boundaries. Quiet areas are set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor consists mostly of child artwork and photographs of animals, people, food, and the children themselves at the child's eye level. The room arrangement takes into consideration that staff must always be able to see every child.

OUTDOOR PLAY

Children need fresh air and exercise to stay healthy. **Children who are well enough to attend our center must be well enough to participate in outdoor playtime as well.**

Part of our preschool program and child development program involves teaching the children to play in large groups and to participate in organized games. For these reasons, we ask that you please dress your child appropriately for outdoor play.

PERSONAL BELONGINGS

We are truly blessed with many toys, so we do ask that family's keep all toys at home to help limit disruptions and avoid lost or stolen items.

Children that need comfort items such as blankets, a pillow, or a stuffed animal may bring those items and place them in their cubby or bag and be brought out for use at appropriate times. Teachers will not encourage children to retrieve comfort items from their bags, except during rest time.

PLAY CLOTHES

Please send your child to Little Star in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

PETS AND VISITING ANIMALS

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal will be brought into Little Star without first notifying and receiving permission from the families. Pets and visiting animals will have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

WEAPON/VIOLENT PLAY

There is a strict policy of allowing no weapon play at Little Star. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play. If a child brings a weapon to Little Star, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Assessments

PARENT/TEACHER CONFERENCES

Lead Teachers will conduct a minimum of two parent-teacher conferences per year and will make every effort to meet with each family. A copy of the parent-teacher conference form and child development summary will be placed in the child's portfolio. A few weeks prior to the parent-teacher conference, an ASQ questionnaire will be sent home to families with a request to be returned as soon as possible. If you've recently completed an ASQ at your child's doctor's office,

you may turn that in. Any ASQ's that are not returned will then be completed by the child's teacher.

ASSESSMENT PORTFOLIOS

A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transitions. These portfolios will not be released to anyone outside of Little Star without written permission from the parent/guardian. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. It is the responsibility of the Lead Teacher and Assistant Teacher to ensure portfolios are periodically and continuously updated.

Rest Periods

We are required by state law to provide a rest period for each child less than 5 years of age that attends our program for 4 hours or more. We feel that this rest period will provide quiet time for the children to relax and unwind following a full morning of exercise and activity.

All children 1 year or older are required to have a parent-provided sleeping bag to nap on. All blankets and sleeping bags will need to be laundered each week. Be sure to return them to the center for the next day of attendance.

ARRIVAL AND DEPARTURE

ARRIVAL

Parents are required to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher, about their child's temperament that day, how he/she slept the night before, whether he/she has eaten that morning, etc.

Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate.

Try these tips for a successful drop-off:

- ★ Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- ★ Separate once. If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- ★ Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Each family member or authorized person identified by the parent/guardian is given a code to enter the building. It is important that each person use his or her own code and that you do not give your code for someone else to use. The codes help to keep our center safe and provide us a way to know who is coming in and out of our building always. (At Little Star 2, the door is always

locked, so you will need to ring the doorbell upon arrival and a staff member will come and let you in.) It is also crucial that you check your child/children in and out for the day that they are attending. Again, this is used for safety reasons and for attendance purposes.

For the first two hours of the day, attendance is low. Children generally start out in a mixed age group in one or two rooms before they move to their homerooms. This provides an opportunity for children of different ages to interact. This also allows us to schedule our lead teachers to be with your child much of the day. At the end of the day as children are picked up, remaining children will again gather in one or two rooms.

DEPARTURE

Little Star closes at 5:45pm (6pm at Little Star 2) Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Note that there is a late fee for arriving after 5:45pm (6pm at Little Star 2). It is important to be to the center no later than 5 minutes prior to closing to pick up your child as per our license, our doors close at 5:45pm (6pm at Little Star 2). If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Little Star Daycare is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If there is a custody battle, a court order must be placed in the child's file to ensure that, before parent restriction can occur, all instructions are in accordance with the law.

Any parent entering the center to pick up a child in an apparent intoxicated or drug induced state will not be allowed to take the child from the center and will be counseled to allow the center to call a cab or a relative to assist the family.

Little Star Daycare requires that you transport your child/children in a car seat.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director will be notified, and she will then notify the Department of Human Services and/or the Altoona Police Department.

ATTENDANCE

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom. If your child will be absent, please call the center by 9:00am so your child's teacher may make accommodations to the lesson plan. Any child who is not in attendance 30 minutes after their scheduled drop off time will be called and a \$5 fee will be added to your bill each time a phone call is made. Any child who is not in attendance by 10am will be considered absent for the day unless prior arrangements have been made. This is for planning purposes of our staff schedules

and classrooms. If your child will be absent for an extended period (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Little Star to prevent and stop biting. This is the process followed when a child bites:

- 1) The biting child is stopped and told, "biting hurts" in a firm voice.
- 2) The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs.
- 3) Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary. It is important to explore the reasons for biting when it occurs. Once triggers are identified, staff will work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns.
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

FAMILY FUN

Over the years we have found a few events to be fun, educational and profitable for the children and their families as well as for the center. Notice of these events will be given in advance, and parent participation is an individual decision.

FIELD TRIPS

All parents are encouraged to chaperone fieldtrips if possible. We involve parent volunteers on our field trips by giving them a group of children, including their own, to supervise during the trip

and classroom participation. This helps the teachers and makes the children feel special. It is our goal that this will also help the parent volunteers gain a better understanding of the vital role they play in the success of our field trips.

Little Star offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. Teachers may decide and are encouraged to conduct short, unannounced field trips including but not limited to: walks as a class, going to the 10th St. Park, and trips to local businesses. Teacher-child ratios will be maintained always.

KEY INFORMATION

VISITING THE CENTER

Parents with children enrolled in our center are encouraged to visit any time during the hours of operation. However, we would ask that you keep your child's best interest in doing so. If seeing you and then having you leave would be difficult for your child, we would ask that you refrain from visiting until they're ready. Nursing mothers are welcome to come to the center to nurse their child and use one of our rocking chairs located in the classroom. We ask that no street shoes be worn in the classroom at Little Star 2 to help preserve the carpet and to keep the hands and knees clean of those children first learning to crawl and walk.

LITTLE STAR EQUIPMENT

We are blessed to have a beautiful environment with lots of fun and educational toys. We understand that items may break because of normal wear and tear but if an item is broken due to malicious behavior, it will be the family's responsibility to pay for replacing that item. The families account will be billed for the replacement item and we encourage parents to use the Love and Logic guidance technique of having their children pay them back for the expense.

BILLING INFORMATON

Each account is billed according to the contract signed. Accounts will be billed on weekly pre-payment basis except for school age children (unless otherwise noted), who will be charged once the week has passed.

Children attending 5 days a week are considered full time 3-4 days a week are considered part time (Does not apply to children under 2 years of age).

Field trips and extra activities will be charged directly to your account.

Families are responsible for checking their accounts. Logging on to myprocare.com will allow you to check your billing statement. No other fees will be added to your account after Wednesday.

All billing will be sent out by 4:30pm Wednesday afternoon with payments to be made by close on Friday.

Please be aware that any and all delinquent accounts will automatically be sent to our third-party company for collection.

Parents will pay a security deposit equal to one-week of child care prior to a child's start date – due the day the contract and financial agreement is signed. The security deposit will be credited towards the final week of care, provided a two-weeks' notice is given. The security deposit is non-refundable should parents decide not to bring their child after this agreement is made or if more than 30 days have passed since the agreement was signed.

PERSONAL DAYS

Each child, who attends full time will be allowed personal days.

Families will receive personal day coupons on a pro-rated basis to use for the year. Families are responsible for picking up their certificates from the office. The certificates are the family's responsibility and the center will not be responsible for lost or stolen coupons. The center will not be keeping track of the family's sick/vacation days.

When requesting a sick/vacation day credit, fill out the personal day coupon and place it in the "suggestion/payment" box. These coupons must be filled out and returned within two weeks of the date of request.

Personal days may not be used during the 2-week withdrawal period.

Personal day coupons will not be accepted for sick/absent days if the 9:00am courtesy call was not made.

If a family turns in personal days in advance, those days will not be applied to the account until the actual week has passed.

If at any time, your contract changes from full to part time, you lose any remaining personal days for the remainder of the year – regardless of enrollment status.

DISCOUNTS

Full time families receive the following discounts:

*15% oldest child discount *5% Bethlehem/Altoona United Methodist Church discount

TUITION RATES

Age	5 days	4 days	3 days	Drop In	Per Hour
0-1 years	\$184.00	N/A	N/A	\$41	N/A
1-2 years	\$179.00	N/A	N/A	\$40	N/A
2-3 years	\$174.00	\$146.00	\$116.00	\$39	N/A
3-4 years	\$169.00	\$142.00	\$113.00	\$38	N/A
4-5 years	\$164.00	\$138.00	\$110.00	\$37	N/A
4K	\$149.00	\$126.00	\$101.00	\$37	\$10.00
School Age	\$142.00	N/A	N/A	\$31/day	\$7.25

ADDITIONAL CHARGES

*Enrollment Fee: Parents will be charged an initial \$30 for the first child and \$10 for every child thereafter

- *Supply Fee: \$2.50/child per month charged to accounts the first full week of each month
- *Schedule Change Fee: Extra days added during the week, will result in a drop-in charge for that day
- *School Age: Failure to call by 3:00pm when a school age child will not be getting off the bus or walking will result in a \$5.00 fee per child
- *Late Payment (& underpayment): Parents will pay a \$15 late fee if payment is not received by Friday, no later than 5:45pm (6pm LS2). Any payment then not paid the following week will result in termination from the center.
- *Returned Checks: Parents will be billed a \$35 penalty fee plus any other fees the center incurs as a result
- *Failure to sign child(ren) in/out: Failure to sign your child(ren) in and/or out will result in a \$5/child fee
- * Late Pick-up: For any child left in the building after 5:45pm (6pm LS2), parents will be charged an initial \$15 late fee plus \$1/minute past closing time.

TEACHER PAID HOLIDAYS

- *Full-time families will pay for all (teacher) paid holidays
- *Part-time families will pay for scheduled (teacher paid) holidays
Example: Thanksgiving; if a child comes Monday, Tuesday and Thursday, then the family will pay for Thanksgiving
- *(Teacher) paid holidays include: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day
- * Personal days may not be used to replace a (teacher) paid holiday

HEALTH AND SAFETY

HEALTH REPORT AND IMMUNIZATIONS

Each child, by state regulations, is required to have a health examination no later than 30 days after admission to our program. Follow-up examinations are also required.

All immunizations must be kept up to date in our files. Reminders will be sent when updates are needed. If parents fail to keep the immunization documents current after 2 reminders, your family will be suspended from the program until the forms are complete and returned or a withdrawal notice is given.

MEDICATION

Medications must be given prior to coming to school and administered after school by the parent/guardian instead of a Little Star Daycare staff member. However, if the Medication indicates that it needs to be administered:

- 1 time per day = You give at home
- 2 times per day= You give at home
- 3 times per day = We will give ONE dose
- 4 times per day = We will give TWO doses

Then:

All medication, to be given, must be given directly to the teacher so that they may store it away from the children. Please do not leave medications of any kind in your child's diaper bag or backpack.

We will not administer any medication that is expired or not in its original container.

A written authorization form must be filled out completely, signed and dated, and must include an explanation for use before medication will be given.

We exhibit extreme caution when administering medication. We adhere to state regulations and procedures to ensure that the proper dosage of medication is given to your child.

Prescriptive medication will be administered only as prescribed by a licensed physician.

Any non-prescriptive medication that identifies to see a doctor for the dose must have a physician's note on file listing the child's name, medication name, and dosage to administer. This note is good until the child's next physical.

SANITATION

Cleanliness and the strict implementation on health issues are top priority in our center.

Children need to wash their hands when entering the classrooms.

Our staff is responsible for the cleanliness of their rooms. They sweep after each meal, mop at least once a day, clean their bathrooms/sinks and empty their garbage's daily.

Toys and equipment are disinfected and sanitized daily and in depth weekly.

Changing tables are cleaned and disinfected after each diaper change. The staff is supplied with and required to use gloves when changing diapers and handling any bodily fluids or secretions.

Our carpets are cleaned at least two times per year and our tile at least once per year. Staff and children of all ages are required to wash their hands with soap and water frequently. Hand washing is always done before eating, when entering the classroom, after using the bathroom, and after other classroom activities.

ILLNESS

Our priority at Little Star is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- ★ Fever (over 101.0) accompanied by behavior changes or other signs/symptoms of illness
- ★ Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing

- ★ Diarrhea (more than two) (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- ★ Blood in stools not explainable by dietary change, medication, or hard stools
- ★ Vomiting until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- ★ Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- ★ Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease
- ★ Pink eye (conjunctivitis) until after treatment has been initiated
- ★ Head lice, from the end of the day until after first treatment

Children must remain symptom free for 24 hours without the use of medicine before being allowed to return to Little Star.

A child who becomes ill while at Little Star will be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. After the phone call is made, parents have one hour to pick-up the sick child. If no contact is made with either parent after 30 minutes, the emergency contact person will be called. If the child is not picked up within one hour after contact has been made, an initial fee of \$15 plus \$1/minute will be charged and/or Eau Claire DHS will be contacted. Little Star reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

If a child is unable to fully participate in the daily routine and keep up with the program, he/she will not be allowed to attend Little Star.

Notice of Exposure and Reporting Disease

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of the daycare (bulletin board for LS2). Additionally, families who have provided an email address will receive email notification of the illness.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

Emergency Procedures

SECURITY

Little Star constantly strives for the continued security of our children and staff. We use a security-based entrance system where each individual person is given a unique code specific to them. This specific entrance system will allow us the ability to lock down if necessary. This system will also help us regulate who enters our building, so if bills are not paid or necessary forms are not returned, this could result in the inability to access the building.

EMERGENCY MEDICAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Little Star staff members to seek emergency medical from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- ★ If a child becomes ill or injured after arriving at the center, the lead teacher and/or Director will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- ★ Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director until a parent arrives.

Immediate medical attention:

- ★ The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911
- ★ A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- ★ Staff may not transport an ill and/or injured child in a personal vehicle.

Emergency Fire Procedure

Fire drills will be practiced monthly. The director will initiate all drills and maintain records of all drills.

Emergency Tornado Procedure

Tornado drills will be practiced monthly from April through October. The director will initiate all drills and maintain records of all drills.

Intruder or Dangerous Adult

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

- ★ Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- ★ A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.

Blizzard/Severe Winter Weather

In the event of severe weather, Little Star will remain open until further notice is given. If a limited number of staff are available, it will be on a first come, first serve basis. If Little Star does close, it will be listed along with the other school closings on the television, radio, and on our Facebook page. If severe weather should strike and Little Star chooses to close, a phone call will be made, and the parents/guardian will have one hour to come and pick up their child/children. In the event the weather (including windchill) drops below -40 degrees, the center will be closed until the temperature increases.

Lightning

All children will immediately return indoors when lightning is observed. Children playing under or around a tree will be immediately removed from the area.

Missing or Abducted Child

In the event of a *missing* child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director to help with the search. If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the **Altoona Police Department** – (715) 839-6090 and the child's parents.

In the event of an *abducted* child, the Lead Teacher will **immediately** contact the Director, the Altoona Police Department, and the child's parents.

Power Failure (Heat, Electric, etc.)

Staff members and children will remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground or parsonage until the service resumes.

If the service cannot be restored within a reasonable amount of time, the center will close, and parents contacted.

Bomb Threats

If a staff member receives a bomb threat or locates a suspicious package, the Director must be immediately notified

General Emergency Procedure Guidelines

A First Aid kit is in each classroom.

- ★ All incidents or accidents are reported to the parents, Lead Teacher and Director using the Incident/Accident Report form. A completed form will be given to the parent on the day of the incident. A copy will be placed into the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members will call parents before pick-up to inform them of the incident.

NUTRITION POLICY

MEALS AND SNACKS

Our program provides meals for all classes at the approximate individualized times listed below:

Age	Breakfast	Morning Snack	Lunch	Afternoon Snack	Evening Snack
6 weeks – 1 year	On own schedule				
1 – 2 years	7:30 – 8:00	9:30	11:15 – 11:45	2:15	5:00
2 – 3 years	7:45-8:15	9:45	11:30 – 12:00	2:30	5:00
3 – 4 years	7:45 – 8:15	9:45	11:30 – 12:00	2:30	5:00
4 – 5 years	7:30 – 8:00	9:30	11:45 – 12:15	2:45	5:00
4K	N/A	9:30	N/A	1:30	N/A
School Age	7:00 – 8:00	10:00	12:00 – 12:30	3:00	5:00

If your family is scheduled to arrive after these times, please have them fed prior to arriving. We will not be able to provide meals after these times and ask that you not bring in outside food.

A 5:00 pm snack will be served to children that are present at that later time. A note from the parent must be on file if any family does not want their child to participate in the late evening snack.

Nutrition is one part of our program curriculum and bringing in outside food may cause nutritional and activity conflicts.

Teachers and students 3 years of age and older use family style dining when eating meals and snacks.

A weekly menu is posted in the kitchen and on the bulletin boards located at the parent area.

For infants not yet eating table food, the center will provide one iron-fortified formula, infant cereal and prepared baby food. Parents of infants have the right to choose the center-provided formula or they may choose to provide their own formula or breast milk.

Formula will be provided until the age of 1 year unless otherwise specified. After that time, children will be given whole milk until 2 years of age unless otherwise specified in writing by a doctor.

The center will provide infant cereal and jarred foods from 4 to 12 months. Table foods prior to 12 months can be offered with a note specifying such by the parents.

If a child has food allergies, intolerance, or dietary restrictions, a statement must be obtained from the child's physician stating such. The cook, teachers and any other staff members having direct information relating to the allergy will have knowledge of symptoms, reactions, remedies and precautions needed to be taken.

If food is provided by the family due to severe medical conditions, the meals and snacks are required to follow USDA guidelines. If the meal/snack does not meet the guidelines, Little Star will provide the remaining components.

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks.

We ask that children do not chew gum in the center or on the playground

CHILD AND ADULT CARE FOOD PROGRAM PARTICIPATION (2+ YEARS)

All children at Little Star Daycare participate in the Child and Adult Care Food Program (CACFP). The CACFP is a federal program of the Food Nutrition Services, U.S. Department of Agriculture (USDA). The CACFP gives financial assistance to licensed childcare institutions to provide nutritious meals. In Wisconsin, the CACFP is administered by the Department of Public Instruction. The primary goal of the CACFP is to improve the diet of children 12 years of age and younger. In accordance with Federal law and U.S. Department of Agriculture policy, this institution 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 Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Please note that each family counts towards the center's reimbursement to purchase food. Filling out the form promptly and efficiently could mean the difference in what dollars are reimbursed to the center.

CHILD CARE MEAL PATTERN

Amounts of food served can be made available upon parent request.

PARENT INITIATED TERMINATION

If a parent chooses to remove a child from Little Star Daycare, a two-week notice must be submitted.

If the family is absent for 2 weeks without notification to the center, it will be considered parent initiated termination.

All fees must be paid in full at the time the withdrawal notice is given.

Once care has been terminated, care cannot start again until 30 days after the last day of care.

The majority of the time, withdrawal from Little Star is based on job changes, relocation, school, etc. However, we recognize that our program may not meet the needs of every family. If this is the case, we welcome the opportunity to meet with the parents to determine the cause and try to work toward a satisfactory agreement. If this is not possible, an arrangement for termination of enrollment will be established.

Little Star will transfer a child's record upon request from the family with written consent to the new setting.

CENTER INITIATED TERMINATION

Little Star Daycare reserves the right to terminate a child's enrollment for the following reasons:

- Failure to pay child care fees on time
- Failure to submit required forms
- Abusive behavior/language by parents toward other children, program staff or other parents
- If the child's behavior is continually disruptive and/or hazardous to self or others regardless of guidance techniques used
- If the program rules and policies are repeatedly violated by the child or parent

NOTIFICATION OF TERMINATION

For situations of reoccurring abusive behavior or behavior that continues regardless of techniques, a two-day "time away" period may be administered for family time implementation of a corrective guidance plan. However, individual circumstances, which will be determined by the management, may merit immediate termination. Notice will be given verbally and in writing unless circumstances prevent verbal contact.

Prior to termination, every attempt will be made to communicate with the parent or guardian of the child in question.

Inability of the child to fully participate in our program based on the behavior guidance plan set up will result in termination of the child. The final decision of termination will come from the Administrator along with the parent, if appropriate.

It is our goal that all children are able to remain in our center; however, we know that large group settings are not the best environment for all children. We will attempt, in every way possible, to work with each family and individual child to ensure a fun, safe, nurturing environment. If this is not possible, the parent and/or the center may choose to terminate the child's enrollment based on the best interest of the child.

We want to thank you for choosing Little Star Daycare. It is truly an honor to have you and your child/children attending our center. Understanding the importance of early learning in our children's lives is a crucial development in guiding their future success. We are excited to share this endeavor with you and invite you to visit and ask questions when you need.

Sincerely,
Little Star Daycare Staff

PARENT ACKNOWLEDGMENT FORM

I have received and read **Little Star Daycare's** parent handbook. I expect to be guided by the rules and policies contained therein and in the parent contract. I also understand that any or all of the provisions contained in the parent handbook may be modified, or eliminated by **Little Star Daycare** with a two weeks' notice.

Parent(s) Signature(s)

Date

Krystina Schumacher – Center Director

Date