

**University of Wisconsin Oshkosh
Children's Learning and Care Center
Lincoln Hall, 608 Algoma Boulevard
920-424-0260**

**Welcome To the University of Wisconsin Oshkosh
Children's Learning and Care Center (CLCC)**

The UW Oshkosh Children's Learning and Care Center (CLCC) is proud of our program and the service we provide to children, families and our staff. The CLCC is licensed by the State of Wisconsin and nationally accredited by AdvancED. AdvancED is the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCCASI). They provide accreditation, research and professional services to 23,000 public and private schools and 4,500 school districts in 30 states and 65 countries. AdvancED also accredits the University of Wisconsin Oshkosh and we enjoy sharing this same caliber of individual national recognition. Licensing and accreditation have strict criteria that must be followed by all employees to ensure that all children and families receive the best care and service.

This Family Handbook includes information on:

Health and safety
Guidance and discipline
Confidentiality
Family conferences
Communication systems
Field trips
Meals
Staffing structure
and much more!

Our program is based on developmentally appropriate practices, and we promote the concept that children learn through play experiences. The programming strives to ensure each child a valuable experience, whether he or she is in attendance for long or short periods of time. We have an open-door policy, and we welcome you to be involved in the activities carried out in the classroom and to find ways to bring your personal interests, skills, and resources to your child's room.

Please let us know if there is anything that we can help with or if there are concerns that you have. We are here to serve you. We invite you to join our community!

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Please be sure that you read this handbook thoroughly and carefully. You are responsible for being aware of its contents. If you have any questions, feel free to inquire in the main office. Thank you.

I. General Information

A. Statement of Purpose and Direction

Our purpose is to provide exemplary early care and education through the use of early childhood best practices within a safe and caring environment for children and families in the UW Oshkosh learning community, our collaborating partners and the Oshkosh community.

Because we believe that children learn best through play and active engagement in their learning environment, we purposefully plan and implement meaningful experiences based on the Wisconsin Model Early Learning Standards and Guiding Principles. To assure that all children are successful, we partner with parents and use information gained from observation and individual assessment to intentionally teach and support the learning and development of each child.

B. Eligibility

Applications will be accepted regardless of age, race, sex, color, creed, handicap, political persuasion, national origin, or sexual preference. Children must be at least 6 weeks of age to be enrolled. The school-age program accepts children to 13 years. The CLCC provides care for children of UW Oshkosh Students, Faculty and Community Members. We are a fully inclusive center and children with special needs are accepted and welcomed. The CLCC will make reasonable accommodations to ensure that no child/ family with a disability is excluded, denied service or treated differently due to the absence of auxiliary aids and services identified in the Americans with Disabilities Act.

C. Hours of Operation

The facility is open from 630 am – 6 pm Monday-Friday. The Center will be closed on the following holidays: New Year’s Eve and New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The Center is also closed one day in August (to be determined) for Staff Professional Development.

D. Fees

| <i>UW Oshkosh Student Fees</i> | <i>UW Oshkosh Employee and Community Fees</i> |
|---|--|
| The fee structure provides a subsidized rate for UW Oshkosh students at the center. The subsidy is provided by the Student Segregated Fees. | UW Oshkosh Employees and Community families pay the same fees. UW Oshkosh Employees who are on a 9 month contract have the option of having |

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| <p>Only one parent needs to be a UW Oshkosh student to be eligible for the student rates.</p> <p>If a parent works at the university <u>and</u> is also an enrolled UW Oshkosh student, the person will be charged the employee/community rate if they are WRS eligible. Otherwise the student rate will apply as long as the student has paid the Student Segregated Fee.</p> <p>Student contracts are per academic session: fall, spring, summer. The student's enrollment at the university will be verified in Titan Web. Students are not required to have their child(ren) at the Center during interim, summer, or other weeks when classes are not in session, however, he/she may schedule for those weeks at the student rate.</p> | <p>a 9 month contract for their child. These families are not required to have their child attend during the 3 months of summer while they are not under contract.</p> <p>UW Oshkosh Employees who are on a 12 month contract and Community Members have a 12 month contract for their child. They will be expected to pay for every week during the year even if their child is not present.</p> <p>Community Families who are employed by a private school or public school district have the option of having a 9 month contract. During the summer months, these families have the option of reducing their child's schedule to at least one full day per week or withdrawing from the center for the summer and re-enrolling in the fall. They will need to pay the registration form for their child again, but will have priority re-enrollment.</p> |
|--|---|

Parents will pay the rate for the room to which their child is assigned, even if the child's age changes.

All families may withdraw their child from the CLCC with two weeks written notice.

All scheduled times are billed, whether they are used or not. There is no "trading" of unused scheduled times.

All fees are subject to change. Advance written notice will be given. Our rates typically increase annually and go into effect beginning with the first day of the fall semester.

Registration Fee: There is a \$25 registration fee per family. This is a one-time per family.

Center Access Fee: There is a \$20 fee per access card for the center. This charge will occur on your first invoice. If a replacement card is needed, you will be charged a fee for each replacement card.

Penalty/Other Fees:

Tardiness – Parent are asked to notify the Center by phone if they are going to be late in picking up their child. Picking up your child any time after Center closing time at 6:00pm will result in the assessment of a \$10.00 fine which will be added to your bill.

E. Billing

Invoices are generated on Mondays by the HiMama system and are sent to parents via email. Invoices are for the current week. Invoices are paid on Wednesdays. All payments will be collected through ACH/EFT (Automated Clearing House/Electronic Fund Transfer) on a weekly basis. The CLCC will submit an ACH withdrawal (electronic fund transfer) request for the weekly charge to be deducted from your checking or saving account. Note that the request will be for the current week's charges. Any additional charges would be added to the following week's charges. The amount withdrawn will be the outstanding balance listed on the invoice unless a contact is made to the Center Office to amend that amount.

Your child cannot be enrolled unless your banking information is on file at the Center. We do not accept cash or credit card payments.

Parents receiving assistance from the Department of Workforce Development (DWD) are responsible for any portion of your childcare fees not covered by DWD.

All returned checks will be issued a \$20 fee.

Delinquent balances will be sent to the University Accounts Receivable Office for collection. If you are a student with a delinquent balance a "STOP" will be placed on all your University transactions, (i.e. scheduling, grades, transcripts, etc.) until your financial obligation is met.

Any questions concerning billing should be directed to the CLCC Director, Susan Finkel-Hoffman.

F. Parking

Short term parking for families to drop off and pick up their child is available in the circle drive at the front of the building, along the side of the building, or in one of the designated short term parking spots in Lot 37 which is directly adjacent to Lincoln Hall. Parents who are University employees who wish to park their car in this lot all day should be sure they have purchased a parking permit that allows this.

Parking is enforced by UW Oshkosh Parking Services (424--4455) located in Blackhawk Commons .Parents need to accept responsibility for tickets received while parked in any campus parking spots.

Please help us keep our children safe by driving responsibly through the parking lot and by keep a close watch (and hand) on your child as you are entering and exiting the building.

II. Registration Information

A. Admission Process

The Center will accept applications for enrollment at any time. The forms are available on our website: <https://uwosh.edu/childrenscenter>. Forms are also available in the CLCC office.

The Center is open to UW Oshkosh students, employees and community members. Parents/Guardians who are UW Oshkosh students are given priority enrollment at the Center. Parents/Guardians who are UW Oshkosh employees are given second priority. There is a non refundable registration fee of \$25 per family. Once the application form is returned and the registration fee is paid, your child will be placed on the waiting list, if there is no room available in the center.

Once a child is enrolled they are eligible for first priority continuing care. This includes university students, employees and community families.

B. Center Access

The CLCC has locked access entry. Each family member dropping off or picking up a child will need a Titan card for access. Students and employees need to report their Titan Card number to the Center office for activation of their card.

Community families will need to purchase a Titan Affiliate card. Each card is \$20, The fee for your card will be added to your first invoice. Center administrative staff will take your picture and submit the online application form. Your card will be ready in a few days and available at the front desk of the center. The cards are good for as long as you use the Children's Center. Everyone must have a Titan Card within the first two weeks of attendance. Families who habitually "forget" their card will be recharged for a new card.

C. Preparing for the First Day

Please visit the classroom with your child prior to their first day in the Center. Spend time in the room with your child while they get acquainted with the teachers, the children, and the new surroundings. This is especially important for your child if they have never been in a group care situation before.

Below is a partial list of items to label and bring with you on your child's first day.

- An adequate supply of disposable diapers, if your child wears them, and diaper wipes.
- 1-3 complete changes of season-appropriate clothing (depending on child's age).
- A blanket and favorite cuddly, if your child will be napping (only for those over 12 months).
- Outdoor clothing (including coat, snow pants, hat, mittens & boots during the colder months).

- Swimsuit and towel (during the summer semester).

The length of time it takes for your child to feel comfortable with the room and the children and teachers in that room depends on your child's personality, past experiences, and the length of time they are scheduled. The Center's staff members will work with you to make the adjustment go smoothly. If possible, arrive early so you are able to say goodbye to your child in a relaxed manner. Rest assured that your child will be attended to and not left to cry. If you'd like, wait outside the room out of sight until you feel comfortable leaving, or call the Center later to ask how things are going.

D. Intake Form

An intake form for children under two years of age is required by State Licensing Rules and is included in the packet of enrollment information and MUST be filled out just before the beginning of a session and brought in on the first day of attendance so that it contains the most current information. It is a detailed, daily schedule of your child's habits and routines, likes, dislikes etc. Please update your infant/toddler's intake information by writing comments for his/her teacher on the Daily Record Sheet discussed above and updating the intake form as needed.

E. Transitioning to a New Classroom

Although change can be new and exciting, it also takes time and sensitivity as children and their families leave the comfort and security of a familiar classroom environment and teachers that they know. (Parents also go through this adjustment, as they don't know the new teachers yet.) Seeing your child grow up gives you a sense of pride as you observe their growth and reflect on the milestones they made during earlier stages of development, but it is also a little sad that the childhood years are going by so quickly!

Children of all ages are aware of changes in the environment and the teachers to whom they have grown attached. Because of this, teachers from your child's current classroom help children in their transition to a new room by visiting the teachers and the room they will be moving to. We invite families to visit the new room as well! If you would like to personally speak with the Teacher, you may need to set up an appointment to be sure s/he is available.

Transitions to a new classroom do not take automatically upon your child's birthdate. Children will transfer to the next classroom when they are developmentally ready and there is space in the new classroom to accommodate them. We try to plan for transitions to take place in the fall, in January, and at the beginning of summer. We will take care of moving your child's extra clothes and personal items to their new locker.

Some things to think about:

For some children, too much talk can create anxiety. Shorter discussions and visits to the new room give them an opportunity to actually see the room. (The unknown of a new room becomes the known of concrete things they can look forward to.)

Younger children need consistency in their lives. It is usually best to keep your family's set rituals and routines during this time so that along with change there is consistency. Plan to spend some time with your child in the new room on their first day or the days preceding their move.

Children can sense how you are feeling about the change. If you are feeling comfortable, it will help your child feel more at ease also.

III. ATTENDANCE/SCHEDULING

A. Arrival/Departure

The CLCC must be entered and exited through our secured main entrance by the reception desk. Any unfamiliar person picking up children must stop at the reception desk and show picture identification before being shown to the child's classroom. (This includes parents/ guardians, emergency contacts or any other person you've designated as authorized to pick up your child.)

The CLCC must be notified as soon as possible if your child will not be in attendance or if they will be arriving later than their scheduled time. You may do this via telephone, email or HiMama. Wisconsin Child Care Licensing requires that child care programs contact families when children do not arrive as scheduled and there has been no notification of absence or late arrival. **If your child has not arrived three or more hours after their scheduled time, and we have not heard from you indicating that your child will be absent or arriving late, we will call you to determine your child's attendance status.** Parents calling to notify us of absences or late arrivals also allows us to plan for walks and outings, utilize staff time appropriately and grant extra time requests as they arise.

Please make sure, when arriving at and leaving the Center, that your child(ren) remain with you at all times. (This includes not sending an older sibling down to the school-age wing or having a child wait in the lobby while taking their sibling to his/her classroom.)

Both Licensing and Accreditation require that children must be with a parent or adult at all times. The CLCC's responsibility for a child begins when a child is checked in by the classroom teacher and ends when the child is signed out by the classroom teacher.

Your child will not be checked in or out until the teacher has communicated with the person picking up or dropping off.

Handwashing upon Arrival: In order to help reduce the risk of transmission of infectious diseases, accreditation standards require that all children wash their hands upon arrival. (Staff always wash their hands before they begin work in a classroom.) In order for the

Center to be in compliance with these criteria, we are asking that families with younger children assist their child with handwashing as part of their regular drop-off routine. Families with older children should see that their child washes their hands before they join other children in activities.

Sunscreen: During the warmer months, it is requested that parents apply sunscreen to their child before they come to the Center each morning. We will reapply sunscreen before going outside in the afternoon. Parents can choose to provide their own sunscreen or use the sunscreen provided by the center. (*Coppertone Kids Continuous Spray SPF 50* and *Coppertone Kids Tear Free* (for faces)). You will be asked to complete a permission slip for this once each calendar year.

Change in Pick-Up Plans: Please let us know if someone other than yourself will be picking up your child. Only those persons authorized by the parent(s) on the application are authorized to sign-out/pick-up. Please contact the Director via email if someone else will be picking up. We will ask for a picture ID of the person before releasing your child to them. Authorized persons must be at least 13 years of age.

Emergency Contact Person: Please make sure that someone other than the parents is authorized to be an emergency pick-up person and that these persons are aware that they are on your child's emergency list. We may need to contact these adults in urgent situations (e.g., a child is ill and needs to be picked up and the parents cannot be reached, or the parents themselves have had an emergency situation come up and are unable to pick up their child by the end of the day). These adults should be able to handle an emergency (e.g., the child is having a seizure and is on their way to the hospital and the parents are not able to be reached by phone). In a situation where the parent is unavailable or cannot be reached for a prolonged period or after the Center has closed, and we have no emergency contacts, we will need to contact Protective Services to care for the child(ren) until the parents are able to do so.

Custodial Issues: In families where the parents are separated or divorced, the custodial parent(s) must have on file at the CLCC a copy of legal documents stipulating custody. Only the parent who is listed on the child's most recent application form as having legal custody is authorized to pick up or visit the child, unless that parent lists the other parent as authorized to pick up the child.

Late Pick-Up: Parents need to be aware that, for safety purposes, the office closing person, the Center closing person, and the room closing teacher all must stay in the building until all parents and children have left the Center. Many of these employees

take classes, have staff meetings, have family obligations, need to catch buses or rides, or have children of their own to pick up. If you would like to spend time with your child in their room or spend some time talking to one of your child's teachers, please arrive early enough so that you will be ready to leave by 6:00 p.m.

Impaired Arrival/Departure: The safety and well-being of the children in our care is of primary importance. If any child care staff believes that an adult who is dropping off or picking up a child is impaired and not in a condition to drive or adequately care for the child's safety, the staff should not release the child to an adult until the child's safety is assured. Staff will offer to call a cab at the adult's expense or call another authorized adult to assist in picking up the child. Determining whether or not to release a child in this situation is difficult for the adult, the child, and the staff member. Our primary obligation, however, is to protect the safety and well-being of the child. The Campus Police stand ready to assist us, if necessary.

B.Snow/Severe Weather Policy

If the University cancels classes and closes administrative offices, the Center will close. If the OASD closes, there will be no 4K, however the CLCC will remain open.

C.Discharge

The Children's Center reserves the right to cancel enrollment of a child for the following reasons:

- Non-payment of fees
- Not completing and returning required forms
- Non-compliance with the policies and procedures as outlined in the Family Handbook
- Irresponsibility in adhering to your scheduled times
- If the Center Director and/or parent/guardian feels that the child's physical, developmental or behavioral needs are not being met, including disruptive behavior which requires a disproportionate amount of one-to-one attention or is putting the safety of themselves, other children, or teachers in jeopardy
- Physical or verbal abuse of staff or children by a child or parent

IV. Program Description

A. Staffing

Our Director and Assistant Director oversee the Center. The Assistant Director also serves as a Program Support Teacher. A Lead Teacher (with a 4 year degree) handles programming for and coordination of each age classroom. Each Lead Teacher contributes to Center-wide policy development and is involved in the issues and

concerns of child care in general. The Lead Teachers work full time and are the primary teachers for the age level. We have 2 classrooms for each age level.

UW Oshkosh students, studying in a variety of fields, comprise the remainder of the room's staff. They bring skills in areas such as education, nursing, art and music into the rooms as they work with children. These child care assistants are required to have at least three credits of child development or the forty hour Child Care Assistant Course, CPR, First Aid, Shaken Baby Syndrome, Child Abuse and Neglect, and orientation at the Children's Center. Also required are yearly criminal background checks and fingerprinting.

All classroom staff are CPR/AED and First-Aid certified and are required to take early childhood classes and keep up to date on inservice and continuing education requirements.

As part of the University, the Center is often used for placement and training of student teachers, field experience students, and volunteers-for-credit. These adults are not counted in our staff-to-child ratios.

The CLCC is committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students and is an AA/EEO employer.

B. Curriculum

In each of our classrooms, there exists a shared belief in the value of play and exploration as the major vehicle by which children learn. Teachers facilitate play activities and help supply the words for the concepts and feelings children express in their play as they learn how to interact with the various elements that comprise the world. In group play, children learn sharing, consideration and tolerance, and develop meaningful relationships with other children and the adults who care for them.

Importance is placed on overall development rather than isolated parts of it, and on creative environments in which both children and adults are encouraged to learn and grow.

Our programs operate in an open classroom setting with interest areas (e.g., role play, blocks, science). Structure is suggested through materials, classroom design, teacher activities and child initiated activities. Structure also occurs through daily routines, which provides a natural, real life structure. Although room materials and ways of learning may outwardly appear to be the same in each room, the complexity and manner in which your child interacts with these materials and the way in which they are presented change as your child grows.

Using the Wisconsin Model Early Learning Standards, curriculum in each of our classrooms is planned based on observations of each child. Daily activities are play focused and are organized around the domains of learning. Documentation of the

children's work can be found in individual child files and seen throughout the Center in the artwork, writings and photo displays.

Child files containing this documentation are kept in a confidential folder in the child's classroom. Only Center staff, individual families, and those with written family permission have access to a child's file. Activity plans are posted in each classroom and are also available in HiMama.

Keying into classroom topics and activities can also mean thinking of: 1) items you may have at home that may complement classroom activities (e.g., special book, a table loom, specialized maps, a collection of some sort); 2) guest demonstration that you or a friend or relative can provide (e.g., silk screening, dental tools, violin playing); 3) discards from your work place or places of business you come in contact with; and/or 4) field trip possibilities/contacts you may be aware of.

The Children's Center in collaboration with the Oshkosh Area School District has a Ready 4 Learning program. In addition to incorporating *Creative Curriculum*, the *Wisconsin Model Early Learning Standards*, the teachers also implement *Bridges Math*, and *Conscious Discipline*.

In order for children to learn and grow, it is important that the adults in their lives demonstrate a respect, excitement and involvement in the activities children engage in. We encourage you to be involved in the themes and activities carried out in the classroom and to find ways to bring your personal interests, skills, and resources to these.

C. Screening, Assessment and Documentation

Quality programming is essential in all of the programs at the CLCC. As a part of our accreditation and program planning, teachers in the classrooms use the following tools to record and gather information on each child and the group of children that are in their care. This information is shared with individual families, used for curriculum planning, setting up the classroom environments, documentation of children's work and assessment for future planning.

Room Child Files, Anecdotal Records, and Assessment – Every child in the infant, toddler, twos, and preschool classrooms has a child file. On a daily/weekly basis, teachers record and gather information (anecdotal records) about each of the children's interests, activities that they participate in, children that they play with, and development abilities that are demonstrated while they are at the Center. This information is also shared with parents via HiMama. This information is shared with all classroom staff so all teachers who work in the room are knowledgeable about each child in their room and teaching can be individualized to the child's learning style. As a part of the child's file,

teachers also take photos of the children during their play and may save some of the children's artwork in order to demonstrate the stage of drawing that they are exhibiting at that time. We ask families for activities that they see in their home that the child enjoys, new things that they are learning, things that they observe that might be more challenging for the child at that time. You are welcome to do this on a daily basis, and we also ask that - at least on a semesterly basis - you provide information in writing to be included in your child's files. Family observation is a vital aspect of our overall assessment process. We want to know your thoughts and observations of your child's interests, strengths and social adjustment.

Assessments: Assessments are ongoing, as teachers document children's work on a regular basis. Written information is given to families during the Fall and Spring semesters, and on a daily basis teachers are available to families to talk about the child's day, interests and development. Families and staff are encouraged to collaborate to best meet the needs of each individual child. Assessments and screening describe for teachers and families the developmental progress of children. This information is helping in adapting teaching practices, family involvement and program development.

D.Approach to Traditions

Throughout the year, traditions represent signposts to both adults and children. Passing seasons, changes in growth and development, and cycles of weather are all part of our yearly celebrations. The CLCC celebrates the spirit of the season – family, friendship, and goodwill – rather than particular holidays.

Families and staff at the Center represent many cultures and religions, and thus celebrate many different holidays in their homes. We want to be sensitive to, and respectful of, the variety of beliefs and traditions of all families and staff in our Center. Out of respect for this diversity, we do not celebrate holidays. The culture of our Center is about acceptance and learning about the diversity that our children and families bring to us.

We do encourage children and families to share their traditions and activities with their classmates. This means that your child may be introduced to a variety of age-appropriate seasonal activities that have been brought by other families and children for sharing in the classroom. If you have a family tradition, holiday or otherwise, that you would like to share in your child's classroom, we welcome you to bring this to your child's teacher. We appreciate your advance notice to best review for age appropriateness.

E. Cultural Diversity

A culturally diverse approach provides us with a framework for developing classroom activities that promote respect for individual differences. Here are some of the guiding principles:

A culturally diverse curriculum is based on what we know about the stages of development children go through in developing their identities and attitudes about others.

Children live in a diverse and complex world, interacting daily with people different from themselves. A culturally diverse curriculum is a proactive approach, which reduces prejudice and promotes inclusiveness. An important aspect of a culturally diverse curriculum is helping children to recognize biases and stereotypes when they encounter them in themselves and others.

V. Routines and Procedures

A. Meals

Breakfast, lunch and afternoon snack will be provided for all children enrolled at the CLCC. An early morning snack is also provided for children who are here between 630-730 am. Food will be provided through the UW Oshkosh food service provider, *Sodexo*, according to Wisconsin Administrative Code, CACFP Meal requirements.

The lunch requirements are:

| Age | 12-24 months | 3-5 years old |
|---|---|---|
| Milk (1%) | ½ cup | ¾ cup |
| Meat or Meat alternate Meat poultry, fish, cheese, Egg Cooked beans or peas Nut or seed butter Tree nuts or seeds or soy nuts | 1 oz. 1 egg ¼ cup 2 Tbsp ½ oz | 1 ½ oz 1 egg ⅜ cup 3 Tbsp ½ oz. |
| Vegetable and/or fruit | ¼ cup | ½ cup |
| Bread or bread alternate | ½ slice | ½ slice |

Children who have a food allergy or dietary restriction will be accommodated, if possible, through Sodexo. If accommodations are not feasible, the parent may provide meals and snacks for their child.

All children age one and over will eat lunch between 11:00am and 12:30pm, at staggered intervals.

Infants are fed on their individual schedules.

All formulas and baby food must be provided by the parent/guardian.

All lunches, bottles, and baby food containers MUST be labeled with child's name. No glass bottles, or containers please.

All bottles and baby food containers must be taken home daily to be cleaned and sanitized.

Unfinished jars of food or dried food may be left for the next day.

Infants eating habits (amounts and times) are recorded on his/her Daily Record Sheet which sent home daily via HiMama.

Snack: All children age one and over will eat morning and afternoon snacks at their assigned time.

Water: Wisconsin Child Care Licensing Rules state that "drinking water must be offered to infants and toddlers (less than 2 years) several times daily and at mealtimes". We provide individual Nalgene water bottles with sippy lids washed and disinfected each day for all toddlers and two year olds. The bottles are kept in the classrooms and are always available to the children. We provide milk for lunches, and milk or juice and water for all snacks. The Center will not offer juice to infants. Drinking (tap) water will be offered to all children throughout the day.

B. Food or Other Allergy Information

Information about children's allergies (supplied by parents) is posted in the kitchen and lunch room. Accommodations will be made per individual need. Parents give permission, as part of our application process, to post children's allergies, medical conditions and any parent special requests.

The CLCC has a number of children who have allergies to various foods. Allergic reactions can vary from a relatively minor reaction of itchy, watery eyes to a reaction that is life threatening. To avoid allergic reactions to foods, the Center has adopted these practices:

- All families are asked to give the Center information on any food allergies that their child has. This information is then posted in the classroom. Families are required to complete a Health History and Emergency Care Plan form so that staff working with your child can be alerted as to the allergy and specific action to take should an allergic reaction occur.
- Allergic reactions, specifically to peanuts and tree nuts, can cause a life-threatening (anaphylactic) reaction for individuals. Children with anaphylactic reactions to foods must have an active Epi-pen at the Center at all times. Children with anaphylactic reactions will not be allowed to be left at the Center at

any time without an active Epi-pen. The policy of the Center is to not serve any product containing nuts in any of our snacks throughout the Center. When a specific classroom has a child enrolled with a nut allergy, in addition to snacks served by the Center being “nut free,” all lunches from home for that classroom should also be “nut free.” This is to help ensure that no residue from a lunch containing nut product is on tables, counters or utensils.

- Families are asked to bring in their own snacks for their child when none of the Center-provided snacks meet the individual health needs of a child.
- The practice of the Center is for children to not share lunches.
- While we do not isolate children with allergies, we may designate a table ‘milk free’ or ‘egg free,’ if needed to help alleviate concerns with children accidentally getting a food they are allergic to.
- Food preparation tables and counters are washed and sanitized prior to preparing and eating foods.
- Foods that are brought from home to share with others (birthday treat, snack to share) must be whole fruits and vegetables that are prepared at the Center or be food that is commercially prepared and in factory-sealed containers with the ingredients listed on the container. Purchased foods from a bakery, deli or restaurant are fine as long as there is an ingredient list on the label so we can verify ingredients against known allergies.
- Events such as “family potlucks” that have foods that are not supplied by the Center are not monitored by Center staff for allergens. Parents are responsible for monitoring foods eaten by their children at these events.

C. Birthdays & Other Celebrations

Many of our families like to bring in treats to celebrate their child’s birthday or their last day in a classroom before moving to the next age group or leaving the Center. At the CLCC, we feel we have a shared responsibility to help your child establish lifelong habits of healthy eating patterns. Children can dramatically reduce their health risks and increase their chances for longer, healthier lives by establishing healthy habits early in life. If you bring a treat to be shared with others, please do not bring cake, cookies, cupcakes or other sweets, artificially sweetened products, peanut butter products, nuts, or any product containing nuts. We will not be able to serve it to the children. Parents will be asked if they would like to take the treat home or leave it for the staff to enjoy. A handout of suggested treats can be obtained from your child’s teacher.

Whether or not families bring in a treat, the classroom will acknowledge your child’s special day. We’d like to offer you an alternative (or addition) to bringing treats for your child’s birthday. Celebrate by bringing a book for the classroom with your child’s name

and birthdate inside the front cover. Gift-wrap it and we'll enjoy opening the gift and reading the book on your child's special day.

D. Diapering/ Toileting

Parents of children who wear diapers are responsible for having an adequate supply at the Center. Diapers should be clearly labeled with your child's name to avoid mix-ups. Staff will wash hands before and after diapering each child. All children are changed as needed and checked once every 1 ½ - 2 hours. If you want staff to apply diapering ointment, please see a classroom staff for information on how your child's diaper ointment needs to be labeled.

For children who use cloth diapers, the diaper should have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of bodily waste. Both the diaper and the outer covering are changed as a unit. (Plastic pants do not meet health and safety standards for group care.) Cloth diapers cannot be rinsed by staff, as state health codes prohibit rinsing diapers in public toilets. Parents should provide an individual hands free diaper bin for storage of the soiled diapers. Please take these home on a daily basis.

Potty Learning: Child care regulations do not permit us to teach children under 18 months of age to use the toilet. As soon as you and your child are ready to begin potty learning, let us know. A cooperative effort between home and Center is most effective. For the first couple of weeks, continue to send diapers in addition to extra underpants and clothes. Staff will wash hands before and after assisting children with toileting. Staff assist children in learning and carrying out habits of personal hygiene. Independence and the development of self-help skills are encouraged. As with diapers, rinsing soiled underwear is not possible (per state health codes). They will be placed in a plastic bag and put in your child's cubby/locker. Please take these home on a daily basis.

Children learning to use the toilet at the Center are taken to the bathroom more frequently. Potty learning can be a difficult time for children and is handled sensitively, with patience, and positive reinforcement. Any suggestions that you can give us in regard to your child's individual needs are much appreciated.

The Center believes in developing positive attitudes about our bodies. In keeping with our education goals for the development of positive self-concept, teachers help supply children with the correct anatomical names for all body parts. In response to children's curiosity about their bodies, questions are answered in an age-appropriate and matter-of-fact way. However, if there is a specific word your family uses for a particular bodily function, please be sure to share that word with your child's caregiver. In a group

care setting, it is important for staff and parents to have a consistent approach in this area.

E. Napping

Rest and nap periods will be provided for those children who need them. Infants nap throughout the day based on their individual schedules. Infants are napped on their individual schedules according to parents' instructions. Once children move into the toddler room, they begin the process of napping at the same time as the rest of the children, with one early afternoon nap. Infants under one year of age sleep in cribs. Children one to five years of age nap on sleeping bags. Parents must provide a sleeping bag and pillow for their child. All sleeping bags and pillows must be labeled. Sleeping bags and pillows must be laundered by the parents after every five uses or after being soiled. (State Licensing Rule).

Two to five year olds nap/rest in the afternoon from approximately 11:45am to 2:30pm in their classrooms. Nappers who do not fall asleep will be allowed to get up and join their class after resting quietly for one-half hour. Other nappers join their classes as they awaken. Three to five year olds who do not need to nap have a thirty minute rest/quiet time after lunch usually from 12:30-1:00 pm. This is a lie down, lights out time with recorded music or stories playing. Please bring a sleeping bag and pillow for rest time.

The following policies are in accordance with state licensing and accreditation guidelines specific to infants:

All staff that work at the CLCC will be trained in SIDS Reduction (Sudden Infant Death Syndrome) prior to their start of employment in a infant classroom.

All infants 12 months and younger must be placed to sleep on their backs. Infants who are capable of rolling over may do so on their own, but AFTER the staff has physically placed the child down on their back. (A child 12 months or older may be put in a different sleep position if they can roll over on their own.)

Doctor authorization is needed if a child 12 months or younger is going to be placed down to sleep in a position other than their back.

If you swaddle your child to go to sleep, begin to stop this practice by 2 months of age & before they start care in our Center. Unless there are other developmental reasons, swaddling children after the age of two months is not recommended by the American Academy of Pediatrics. If your child is still needing to be swaddled, please talk to your Lead Teacher about alternatives to swaddling that are acceptable for use at the Center. Our teachers have experience with products that may be appropriate for your child's needs.

An infant's shoulders and head must remain uncovered at all times while sleeping. Pillows, blankets, quilts, comforters, sheepskins, stuffed toys and other soft items are not allowed in the cribs or rest equipment for infants younger than 12 months. Accreditation policy states that infants younger than 12 months need to nap in safe garments (i.e. no hoods, bibs, necklaces, ties/strings).

Pacifier Use: If your child uses a pacifier, parents should provide at least two pacifiers labeled with the child's name using a waterproof label or non-toxic permanent marker. Pacifiers will be cleaned separately with soap and hot water and inspected for tears or cracks before each use. Cracked or torn pacifiers will not be used and will need to be replaced by the parent. Pacifiers with attachments are not allowed; they cannot be clipped, pinned or tied around a child's neck, wrist or other body part. Parents should inform their child's Lead Teacher when a pacifier should be given to your child.

F. Clothing

Children should be dressed so they can play comfortably and without fear of staining clothing. Although children wear smocks for painting and waterplay, clothes sometimes become wet or stained, regardless.

Each child must have 1-3 (depending on child's age) complete changes of clothing (including socks) that should remain at the Center. These are used in the event of a diapering/toileting accident or if clothes become wet or soiled during play. All clothing should be clearly and permanently labeled with your child's name so that it can be easily identified. The Center does not take financial responsibility for lost items.

In compliance with state health codes for public buildings, we cannot rinse soiled clothing in the toilets or sinks. Wet or soiled clothing will be placed in a plastic bag and put in your child's cubby/locker. Please take this home daily. The CLCC does have extra clothing that will be provided to your child if needed; if used for your child, please launder and return as soon as possible.

If your child is transferring to another room, the teachers will move their extra clothes supply to their new room. Check occasionally to be sure that your child's extra clothes still fit them and are appropriate for the season.

Please remove drawstrings from sweatshirts and hoodies, as these are a strangulation hazard.

With the exception of the infant rooms, children's shoes are kept on at all times except during outdoor waterplay and a few special projects or games. Shoes that children wear on the play yards or in the gyms should be skid-resistant, secure enough around their feet to not slip off and sturdy enough to protect feet if they step on objects that can injure the sole of the foot. **Please do not send your children in flip-flops.**

Your child should always be dressed for the weather. During the winter months, be sure your child has a warm coat, hat, snow pants, mittens (preferably attached to his/her coat), and boots. It is critical that these clothing items be labeled, as it makes it much easier to get a large group of children dressed. On hot summer days, sprinklers are set up, so send a labeled swim suit or extra pair of shorts and a labeled towel for your child. These should be taken home weekly to be laundered. If your child is sensitive to the sun, please send a hat and a lightweight, long-sleeve shirt.

G. Cubbies

Each child will have a cubby near his/her classroom labeled with his/her name for art work, personal belongings, diaper bags, change of clothes, etc. A coat hook is located in each cubby for outdoor wear. Toddlers and Twos each have additional space in the changing area for diapers etc. Infant rooms have refrigerators and other spaces for bottles, food, naps, blankets, etc. and diapering supplies.

H. Gyms and Play Yard

If you are picking your child up and his/her classroom is on the play yard or in the gym, please be sure to connect with one of your child's teachers who is in the location your child is in – even if it's just a "hello" or a wave. It is important for us to keep our child checklists accurate; more than one classroom may be sharing indoor/outdoor space, and teachers as well as children from a couple of rooms may be in transition.

If your child is well enough to be here, we assume s/he is well enough to go outside.

Staff-to-child ratios do not accommodate having individual children stay indoors.

Outdoor Play: State licensing requires that, except in inclement weather, all children be taken out at least once a day. Inclement weather is defined as stormy or severe weather, such as any of the following: heavy rain, temperatures with heat index above 90° F, wind chills of 0° F or below for children age 2 and above, wind chills of 20° F or below for children under age 2. Children are dressed appropriately for the weather when we go outside.

The following pertains only to preschool, kindergarten and school-age children: When the temperature is colder than 0° F with wind chill (but not below -10° F), rooms who decide to go outside will limit the time they are outdoors. The decision to go outside when the temperature/ wind chill is below 0° F (and the amount of time spent outside) is based on the activity the children will be doing. Also, when the temperature with heat index is above 90° F (but not to exceed 99° F), rooms who decide to go outside will engage the children in an activity to keep the children cool (e.g. sprinkler play) and limit the time they are outdoors.

Air Quality: The Wisconsin Department of Natural Resources notifies Wisconsin residents about unhealthy air quality using a system called Air Quality Advisory. The system includes the two main pollutants likely to cause health problems in Wisconsin -- ozone and particle pollution. Air Quality Advisories are issued as being in the “Yellow,” “Orange,” or “Red” zones. The CLCC reacts to each zone differently.

Yellow: When the Air Quality Index is in the Yellow Zone, outdoor activity will not be limited unless it is requested in writing by a child’s health practitioner.

Orange: Unhealthy for sensitive groups. When the Air Quality Index is in the Orange Zone, outdoor activity will not be limited unless it is requested in writing by a child’s health practitioner. If your child has a health condition that requires them to stay indoors or have limited outdoor time (asthma or allergies to pollutants), please bring in a statement from your child’s health practitioner requesting to stay indoors when air quality is in the designated orange zone. Staff will be observing all children and bringing them in if there are problems. At times that may mean that a group of children will have limited outdoor play in order for us to maintain staff:child ratios.

Red: Unhealthy for everyone. When the Air Quality Index is in the Red Zone, all children will play indoors.

I. Field Trips and Walks

All children enrolled at the CLCC may be taken on walks on the perimeter of and within the UW Oshkosh campus during their regularly scheduled time or requested extra time. Rooms taking on- or off-campus field trips are required to take a first aid kit, emergency contact information, and a cell phone. Staff address any special concerns, such as severe allergies, and take necessary precautions before leaving.

Children in preschool rooms and older take field trips off campus. Parents will always be notified at least 2 weeks in advance and asked to give permission for field trips that are beyond the perimeter of the campus, require transportation, and/or include the consumption of food items from an off-campus vendor.

J. Photographs

Classroom teachers take pictures of the children on a regular basis for documentation purposes or to record a special activity. These photographs may be of individual children or groups of children and may be displayed in the classroom, Center hallways or the lobby. The HiMama app allows us to share pictures and/or video clips via the app. We may also take pictures or videotape children for staff training purposes and/or for UW Oshkosh classes on child development, early childhood education or special education.

From time to time photographers from the UW Oshkosh campus newspapers or University News Services and Publications request permission to take pictures or

videotapes of children at the CLCC. These pictures may be used for a “picture page” or to accompany features on the CLCC or other campus events. Parents will be notified beforehand when this will be occurring and can inform their child’s teacher if they do not want their child to participate.

Parents will be notified in advance of specific requests for photographs other than those mentioned above, and will be asked for permission for their child’s participation. If you have any concerns about photographs of your child, please contact the Director.

K. Toys From Home

At times your child may want to show his/her friends and teachers something from home. It is not considered selfish if a child does not wish others to use their personal belongings; however, any toy that is in the room must be shared by all children.

Therefore, if sharing becomes a problem, your child will be asked to return his/her toy to their locker or cubby for a while. Unless your child understands this, please limit bringing things in to special times for show only. An exception to this would be a stuffed toy that is brought to school as a security object. Other children seem to understand that this kind of item need not be shared. Do not send toy weapons or toys that promote aggression. If your infant or toddler-aged child brings a toy from home, it must be safe for children 3 years of age and younger (choking hazard).

The Center cannot be financially responsible for lost toys. Tiny things are especially hard to keep track of, so please label everything! If you are missing an item, check the “lost and found” area in the room, lobby and gyms. If your child wants to bring in a CD or book to share, please give it to a teacher so it can receive special care.

L. Media In The Classroom

The use of media, such as television, films and videotapes, is limited to developmentally appropriate programming that has been previewed by teachers prior to use. If school-age classrooms want to view a PG film, it will be approved by the Director and parent permission will be gained. Another option for activity is always available; no child is required to view the program.

M. Research Projects

From time to time, we are asked to participate in research projects conducted by UW Oshkosh faculty or graduate students on children, child development, child care, or other related topics. All research projects conducted at the CLCC have UW Oshkosh IRB (Institutional Review Board) approval and will be approved by the director of the CLCC. If individual children will be involved, written consent from each family involved will be obtained.

N. Observers

As part of a university setting, students from a variety of disciplines ask to observe in our classrooms or conduct a small project, such as reading a book to a small group of children. The students are supervised by CLCC personnel, and we manage the number and duration of observations to minimize disruption to classroom routines.

VI. Guidance and Behaviors

A. Self Regulation

The policy of the CLCC is to view self-discipline/self-regulation as a developmental goal for children. The objective of the Center is to work with children to develop the inner controls necessary to be able to safely and successfully participate with others in a group setting. In guiding children we use positive guidance, redirection, substitution, and teaching respect for self and others.

Children are helped to understand the reasons for our rules. We believe that the best way to deal with inappropriate behavior at the Center is to prevent it. The staff attempt to prevent misbehavior by keeping the children involved in activities and by establishing clear and consistent guidelines regarding behavior.

Children may experience varying difficulties at different stages of their development. While this is quite typical, it is also important that problematic behaviors not be shrugged off as being “just a stage,” as this approach prolongs and reinforces behaviors that, if left unchecked, can create major difficulties for the child, the child’s parents, and for others. Assuming it is “just a stage” may keep us from getting additional help for the child and family that may be necessary to be successful in solving the concerns.

On a regular basis, parents are told about the child’s experiences in the classroom. When children’s behaviors are of concern and negatively affecting others, it is the Center’s and family’s responsibility to work together. It may be necessary to look for additional support to not only work with the child but to give support to staff and protect the safety of others in the classroom who may be negatively affected by the behavior. Generally, with cooperative efforts between home and school, behavioral difficulties become manageable, or the cause of the behaviors and solutions become clearer. If a child starts to exhibit problematic behavior, the teacher will inform parents at the early stages of the concern and will communicate with them on a regular basis (daily or weekly, depending on the issue being addressed) regarding the status of the problem. The parents will be informed of the frequency, degree of disruption and steps that are being taken in the classroom when the incidents occur.

The teacher will also notify the Director of the behavior issue; they will meet to discuss the concerns and supports that may be needed. A parent-teacher conference may be requested by either the teacher or the family to further discuss the behavior concerns.

During this meeting, information will be shared about the child's needs and concerns, as well as the strengths and developmental status of the child at that time. Together a plan will be made to address the concern both at home and at the Center. A second meeting will be scheduled within two weeks to reconnect, review the concern and the progress that has been made to address the issue. If it is felt that the time the child is in care (e.g. here too many hours) is contributing to the problematic behaviors, a reduction in child hours at the Center may be discussed with the parent.

Families must be involved in solutions to reduce the child behaviors. Depending on the severity, injury to self or others, level of disruption to the classroom, progress seen and ability to work with child within staff-to-child ratios, a behavior issue needs to be resolved within 4-6 weeks for care to be continued at the Center. Children with therapists and diagnosed special needs will need therapists to work with us in developing behavior plans that parents, therapists and the Center can all agree to. Families may be asked to get a developmental assessment by a specialist of their child. This can be done by the family talking with their child's doctor about the concerns, through the Birth to Three Program, a public school system, or another agency. While the Center has professional-level staff with years of experience, we do not have a school psychologist, doctor, therapist or psychiatrist on staff.

Our goal is to successfully care for all children enrolled; however, if after reasonable efforts by the parents and teachers, no solution to the problem can be found, and a child's behavior continues to be disruptive to the classroom in ways which require a disproportionate amount of one-to-one attention, parents will be counseled to find an alternative child care arrangement that may be better able to meet their child's needs. In these situations we need to ensure the safety of teachers and other children in the program.

B. Severe Behavior

When a child exhibits behavior that is a danger to him/herself or to others, or disrupts the learning environment to such a degree that most/all of the children in the classroom are affected, the parents and the Director will be notified. The child may be sent home immediately or may be allowed to remain at the Center, unless the behavior happens a second time. If the behavior happens a second time, the child will be sent home and a meeting between the family, Program Support Teacher and Teacher will need to occur before the child is allowed to return to the Center. During that meeting, it will be discussed what needs to happen for the child to remain enrolled in the Center. A decision will be made by the Director in consultation with the Program Support Teacher if the child will be able to return to the Center. If the child returns and the behaviors continue, the child's enrollment will be terminated.

Spanking or any form of corporal punishment is strictly prohibited, even at parent request. Timeouts are prohibited by State licensing for children under 3 and are only used for older children on a very limited basis when other methods of guidance are ineffective.

C. Biting

Biting is of particular concern for parents and staff working with infants, toddlers and young preschoolers. Biting, although considered a more aggressive act, is not an unusual behavior for young children; in fact, it is very natural. While there are a number of developmental reasons children may bite, we do take biting seriously.

Parents of the child who has bitten are told about the incident so staff and parents can work together with the child to help eliminate the behavior. The identity of the child who bit will not be revealed. If frequency dictates, a conference is held with that parent to share information from school and home that may be helpful in our working together on this problem.

If regular biting continues over a period of time (4-6 weeks), the Program Support Teacher will do an observation and meet with the Teacher and parents. If no solutions can be found to eliminate the behavior, we need to ensure the safety of the group and may ask that the child leave the Center. This step is only taken when it is felt that all other steps have been tried and the frequency of biting/injury to other children has not diminished. Sometimes in these cases what the child needs is not to be in a large group situation, but to have more one-on-one in a home care environment. Usually, with maturation of a few months, the child outgrows this behavior and is able to return to the Center.

VII. HEALTH AND SAFETY

A. Health Policies

As part of our licensing, each child is required to have on record at the Center a Health History & Emergency Care Plan form.

Health Examination and History – Children: Each child under 2 years of age shall have an initial health examination, not more than 6 months prior to not later than 6 weeks after being admitted to a center, and a follow-up health examination at least once every 6 months after admission.

Except for a school-aged child, each child 2 years of age and older shall have an initial health examination not more than one year prior to not later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years after admission.

The health examination shall be documented on the Child Health Report and shall be signed and dated by a physician, physician assistant or healthcare provider.

Information required on physical exams: Immunization record – for diphtheria/tetanus/pertussis, polio, Hib, Pneumococcal Conjugate Vaccine (PCV) for children through age 4, Hepatitis B, measles/mumps/ rubella, and varicella (chicken pox) vaccinations, with appropriate doses for the age of the child. If not permitted by child’s doctor, this must be stated. The immunization record must be completed and returned to the CLCC within 30 school days (6 calendar weeks) after admission. Children’s immunization records should be updated whenever a new immunization is given. You can visit the Wisconsin Immunization Registry at www.dhfs.wisconsin.gov/PR/portallInfoManager.do to access immunization records.

Physical Exams – Staff: Current physical exam forms for each staff (paid, volunteer, Field Placement students and student teachers) must be on file in the Center.

The following information is required:

Statement certifying that the individual is free from illness detrimental to children.

Record of PPD skin test for tuberculosis, or chest x-ray.

Statement that individual is physically able to work with young children.

If individual has previous history of typhoid, paratyphoid, dysentery, or other diarrheal diseases, they must have a doctor’s permission to work in the Center.

Exclusion for Illness: Wisconsin Administrative Code 251.07 specifies when children should be excluded from child care; additional guidance for our policy is from the the National Resource Center for Health and Safety in Child Care and Early Education:

- Encourage all families to have a backup plan for child care in the event of short- or long-term exclusion.
- Review with all families the inclusion/exclusion criteria. Clarify that the program staff (not the families) will make the final decision about whether children who are ill may attend. The decision will be based on our inclusion/exclusion criteria and ability to care for the child who is ill without compromising the care of other children in our program.

Most conditions that require exclusion do not require a primary health care provider visit before reentering care.

Conditions/symptoms that do not require exclusion:

- Common colds, runny noses (regardless of color or consistency of nasal discharge)
- A cough not associated with fever, rapid or difficult breathing, wheezing or cyanosis (blueness of skin or mucous membranes)
- Pinkeye (bacterial conjunctivitis) indicated by pink or red conjunctiva with white or yellow eye mucus drainage and matted eyelids after sleep. This may be thought of as a cold in the eye. Exclusion is no longer required for this condition. Health professionals may vary on whether or not to treat pinkeye with antibiotic drops.

- Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness
 - Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes)
 - Fever without any signs or symptoms of illness in children who are older than four months regardless of whether acetaminophen or ibuprofen was given. For this purpose, fever is defined as temperature above 101 degrees F (38.3 degrees C) by any method. These temperature readings do not require adjustment for the location where they are made. They are simply reported with the temperature and the location, as in “101 degrees in the armpit/axilla”.
 - Lice or nits treatment may be delayed until the end of the day. As long as treatment is started before returning the next day, no exclusion is needed;

Key criteria for exclusion of children who are ill:

When a child becomes ill but does not require immediate medical help, a determination must be made regarding whether the child should be sent home (i.e., should be temporarily “excluded” from child care). Most illnesses do not require exclusion. The caregiver/teacher should determine if the illness:

- Prevents the child from participating comfortably in activities;
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- Poses a risk of spread of harmful diseases to others.

If any of the above criteria are met, the child should be excluded, regardless of the type of illness.

Procedures for a child who requires exclusion:

The caregiver/teacher will:

- Make decisions about caring for the child while awaiting parent/guardian pick-up on a case-by-case basis providing care that is comfortable for the child considering factors such as the child’s age, the surroundings, potential risk to others and the type and severity of symptoms the child is exhibiting. All who have been in contact with the ill child must wash their hands. Toys, equipment, and surfaces used by the ill child should be cleaned and disinfected after the child leaves;
- Discuss the signs and symptoms of illness with the parent/guardian who is assuming care. Review guidelines for return to child care. If necessary, provide the family with a written communication that may be given to the primary care provider. The communication should include onset time of symptoms, observations about the child, vital signs and times (e.g., temperature 101.5°F at 10:30 AM) and any actions taken and the time actions were taken . The nature and severity of symptoms and or requirements of the local or state health department will determine the necessity of medical

consultation. Telephone advice, electronic transmissions of instructions are acceptable without an office visit.

- If the child has been seen by their primary health provider, follow the advice of the provider for return to child care.
- If the child seems well to the family and no longer meets criteria for exclusion, there is no need to ask for further information from the health professional when the child returns to care. Children who had been excluded from care do not necessarily need to have an in-person visit with a health care provider.

Medications: All medications must be unexpired. All children with asthma and those with anaphylactic reactions to foods or other environmental conditions must have 'quick relief' medication and an up-to-date Emergency Care Plan at the Center at all times; children may not be left at the Center without these.

Whenever possible, parents should schedule the times that their child receives medication in such a way that they, the parent(s), are giving medication. Only in cases where it is impossible for a parent to give medications because of their schedule we will do so. Parents fill out a "Prescription Medication Form," available in each room, which gives us their permission and instructions for administering any prescription medicine. Medications are charted with each dose/application and noted with initials of teachers giving the medication. If a medication dosage is missed, the parent will be notified and it will be noted on the Prescription Medication Form. In the case of over-the-counter medications, parents fill out an "Over-the-Counter Medication Form, and a detailed label to attach to the medication. Medication forms are placed in children's files once they are done being used in the classroom.

In accordance with accreditation guidelines, the CLCC staff cannot administer any medication unless the following conditions are met:

- Prescription medication: Medication is in its original container, is labeled with the child's first and last name, the date that the prescription was filled, the name of the licensed health care provider, the period of use of the medication, the name and strength of the medication, and instructions on how to administer and store it.
- Non-topical over-the-counter medication (including homeopathic): Medication is in its original container, and a written & dated instruction from the child's health care provider accompanies the medication. The medication container must also list the expiration date of the medication, the period of use of the medication, the manufacturer's instructions that details the name and strength of the medication, and instructions on how to administer and store it.
- Topical ointment (including homeopathic) require that an Over-the-Counter Medication Form be filled out by parents. A new form must be filled out at the

start of each semester. The exception to this is sunscreen where permission is given by parents on a classroom form.

- Vitamins and nutritional supplements will not be given without written instruction from your child's health care provider (per licensing and accreditation). Instructions must state that your child receive vitamins at a certain time, and your child must be in attendance at that time.

Medicines will be placed in medicine boxes in a secure location out of reach of children (or refrigerated as needed). Our medicine boxes can accommodate only a limited number of bottles of medicine at a time. Please be sure you take any medicine home with you that is no longer needed (licensing).

Please do not send any medication with your child or in their lunchbox or leave any medicine in their locker/cubby. Be sure you give it directly to a staff person. This includes, but is not limited to, baby aspirin, diaper rash ointment, and sunscreen. Do not send cough drops, as children can easily choke on these.

Special Medical Procedure Care: To give your child the highest level of care, our teaching staff need to fully understand your child's medical condition and be prepared for and competent in the care the child needs. If a child needs specific care for a medical condition (e.g., tube feeding), parents need to inform the CLCC prior to the child being left in our care. We need to meet with the family and get written information from the child's doctor in regards to the specific care your child needs. We will work with the UWO Health Center in meeting the specific care needs you child may require.

Medical Log: A Medical Log is maintained by the Children's Center professional staff. It contains records of medication given, accidents, referrals, etc. A parent or guardian may see entries concerning only his/her child upon request.

B. Safety

It is the policy of the UW Oshkosh CLCC that a safe, healthy environment shall be maintained at all times within the center and its environs, including classrooms, gym, playground, lunch room, restrooms, and other work spaces.

The CLCC is smoke free. No person may smoke in any area of the CLCC. When smoking outside of the Center, all persons must remain at least 25 feet from the building (Wisconsin State Statute; May 2004) or be subject to disciplinary action and/or possible state fine.

Possession and/or use of firearms (guns) or other dangerous weapons is prohibited. This includes martial arts equipment, bullets, used bullet casing/shells, knives, stun guns, paintball guns, air-soft guns and any article or substance that could be used as a weapon. No "facsimile weapons" are allowed. This would include any replica, toy or

other object that bears a reasonable resemblance to, or that can reasonably be perceived to be, an actual weapon.

Accidents: In the event of a minor accident at the Center, first aid supplies are available at all times. In compliance with state law, no medications are used. Scrapes and cuts are washed well with soap and water and bandaged. Ice is applied to bumps. A comforting staff member is usually the best medicine!

An Accident/Illness Report is filled out on any injury or illness occurring at the Center. It will explain how the accident happened and what first aid action was taken. We do not reveal the identity of children who may have injured another child. This report will be kept in your child's file after you have read and signed it.

If the parent seeks medical treatment for an injury occurring at the Center, the Center must be notified within 48 hours.

Medical emergencies rarely happen at the Center, but we want to be prepared for them if they do occur. Therefore, it is extremely important that parents inform us how/where to contact them. Written permission from a parent to refer a child for medical care in case of an accident or medical emergency shall be on file at the Center. With this permission your child will receive treatment as the University deems necessary, and/or be transported to a hospital at the discretion of University Police and/or Oshkosh Fire Department paramedics or EMTs. If ambulance transport is necessary, a staff member who is familiar with your child will accompany him/her.

An Accident/Illness Report will also be filled out, in compliance with state law, if your child comes to the Center with a noticeable injury. This is done to assure clear communication between the Center and home, particularly if observation of the child is necessary in order to detect possible ongoing or worsening symptoms. If your child has had an accident outside of the Center, please inform staff when you arrive so they do not needlessly try to track down how a cut, burn, bruise, etc., may have occurred here when it did not. Staff fill out an Accident/Illness Report for injuries that have occurred at home in the same way that they record injuries occurring at the Center.

Insurance: Parents are expected to provide ample medical coverage for accidents and injuries or be financially responsible for coverage. University liability does not include medical coverage for CLCC users.

In An Emergency: The safety of the children and staff is of utmost importance. If an emergency situation were to arise during the course of the day at the CLCC or the University, our staff are prepared to handle it calmly and expeditiously.

If the situation warrants staying indoors, we would keep children at the Center, with no walks or field trips and no use of the play yards. If necessary, our staff would react as we do in a tornado drill, with staff and children gathering in the basement floor hallways, away from windows and doors. If it is essential to evacuate the building, all children and staff would treat it as a fire drill, gathering outside or to the Horizon's building to do

name checks, and if necessary, proceeding to another area deemed safe by UWO Campus Police. We will notify families of the situation and our location via the HiMama app and you would be expected to pick up your children as soon as possible. We want you to feel assured that we and the campus police are alert to potential emergency situations. Campus police monitor on a daily basis the security of our Center and the campus. In order to prepare ourselves in the event of an emergency, we do practice monthly fire (evacuation) drills.

C. Fire Drills/Tornado Procedures

Fire drills are practiced at least 12 times per year. All children and staff proceed to designated areas outside of the Center. Tornado drills are practiced monthly from April through October. During a tornado drill, children and staff go to designated areas in the basement of Lincoln Hall.

If you happen to be in the Center when an alarm goes off, do not attempt to drop off or pick up your child. Proceed to the nearest exit (during a fire drill) or to the basement (during a tornado drill) with your child. Once you locate your child's classroom, and after an attendance check has been done, your child's teacher will let you know if you may sign your child in or out.

When we are in a situation that is truly an emergency – not a drill – you will not be able to sign in and leave your child until the emergency is resolved; however, your child may be signed out after attendance checks have been completed.

The Center will make accommodations known to the staff/family for the children that will need a special evacuation consideration.

D. Use of Scented Products

We have some children and staff who are very sensitive to the use of perfumes, colognes and other scented products. These children and staff have allergic reactions when exposed to perfumed products (difficulty breathing, not feeling well, noticeable behavior changes, etc.). Reactions to these products can last for hours.

Because of this, we request you not spray perfume or cologne on yourself or use heavily scented hair products on your child before attending the Center. Staff are asked not to use these kinds of scented products on the days they will be working at the Center. Soaps, shampoos, conditioners, laundry detergents, etc. are usually not a problem because after use they are rinsed or washed off.

If your child is allergic to scented products, let their Lead Teacher know.

E. Hair Accessories

We ask families of children in the infant/toddler/twos classrooms to not send your child with hair barrettes/hair ties in their hair unless you have clips or ties that do not fall out easily. We know children's hair can be fine and families are trying to keep hair off their child's face, but too often the clips do not stay in and instead cause a safety concern. Children pull them out or find them on the floor and mouth the clip/barrette. This is something that we would be cited on (item children could choke on) if a licenser or accreditation assessor were to find the item on the floor. If you have clips/ties that do not fall out or your child does not pull out, feel free to use these when styling your child's hair.

F. Pets

Due to licensing and accreditation standards, we do not keep pets (except fish or other aquatic animals) at the Center. No animals are to be brought into the Center for visits. No animals should be tied up outside of our building while you are dropping off or picking up your child(ren).

G. Private Care Arrangements

Often parents ask if Center staff are available to provide evening or weekend child care in their home. Staff may only provide private care during hours that they are not scheduled to work at the Center. They also cannot provide care to a child if they are scheduled to open or close a classroom. The Center does not endorse or recommend staff to parents or parents to staff. Center staff who provide such child care are doing so outside the scope of their UWO employment and, as such, UWO is not liable for any conduct within a private arrangement of this nature. Arrangements of this sort should not be made while the staff is at the Center. In addition, please do not give out to other parents, without the staff's permission, the telephone numbers of staff who may provide private care for your child.

H. Licensing

A copy of the *Licensing Rules for Group Child Care Centers* DCF 251 is available on the parent information board in the lobby. Our license, along with any violations and corrective measures are posted on the parent bulletin board in the lobby.

I. Child abuse/neglect reporting

State Licensing Regulations require that any child care worker who knows of or has reasonable cause to suspect that a child had been abused or neglected shall immediately contact the County Department of Social Services or Human Services or a local law enforcement agency. Annually all staff receive training concerning the child

abuse/neglect law, how to identify children who have been abused or neglected and the process for reporting suspected abuse/neglect.

VIII. PARENT INVOLVEMENT AND COMMUNICATION

A. Individual Daily Communication

The CLCC believes that it is important to communicate to a child's parents/guardians every day. You should have face to face contact with your child's teacher in the mornings or in the afternoons. There are phones in each of our classrooms. We currently use the HiMama app to help support daily parent communication. Within HiMama we are able to record daily happenings and events, as well as post pictures and videos for parents

A detailed, daily record is for each child under the age of three. The Daily Record Sheet includes: 1) when and how much they ate, 2) length and times of naps, 3) urination and BM times, 4) activities when awake. The Daily Record Sheet is sent out at 7pm each night or can be sent out when your child is checked out at the end of the day.

B. Classroom Communication

Within HiMama, Teachers and Directors have the ability to send notes to all children enrolled in a specific classroom. Teachers may also leave an informational note or sign on a classroom door.

C. Center Communication

The center publishes a newsletter every month. The newsletter is sent out via HiMama to family emails. Occasionally the Director may send out an email to the whole center about a specific happening. Information for all parents is posted on the large bulletin board located in the reception area of the CLCC.

D. Open Door Policy

The Children's Center maintains an 'open door' policy. We encourage your visits at any time! However, anyone unfamiliar to us, who has not been Ok'd by a parent with a teacher or the Center Director, will not be allowed into the Center. Parent visits are encouraged and enjoyed by teachers and children. You may want to read a story to your child or group of children, get involved in an activity, or familiarize yourself with the toys and materials in the room. The staff may be too busy for a relaxed conversation with you, but you will get to know some of the children and adults with whom your child spends their time. If there is a special project you'd like to do with the children, talk to your Teacher in advance and they will be happy to plan for it.

E. Conferences

Because your children's needs and concerns change so rapidly, you will want to be communicating on a regular basis with teachers as you arrive and/or depart throughout the week.

Each fall and spring semester, a parent conference form is given to all families asking them to indicate if they would like a more formal conference. However, a request can be made at any time for a conference with your child's Teacher. S/he will be more than willing to answer any questions you may have concerning your child's adjustments, development, and activities while at the Center. The best time and means for such a conference depends on the Teacher and you.

F. Privacy and Confidentiality

Confidentiality of information about children and families will be maintained. Please share with us any information that will help us care for your child. The information you give us will only be shared with staff on a need-to-know basis.

Enrollment forms and all other information concerning the child and family will be accessible to the custodial parent(s)/guardian(s), Center staff, and our licensing agent. Information concerning the child will not be made available to anyone else without written consent of the custodial parent(s)/ guardian(s).

Families are asked to give consent on the child application to post general information about their child for staff in their child's classroom. Information posted includes child's name, birth date, parent/guardian name(s), name(s) of siblings, pictures of their child, and special food/care requests.

Children's files which contain classroom information about screening, assessment, anecdotal records, pictures and child drawings are used by the classroom staff for curriculum development and meeting children's needs. These are readily available in the classroom to individual children's custodial parent(s)/guardian(s). These files are used by the classroom staff and are confidential to the specific family of each child.

G. Communication Regarding Concerns

If at any time you have a complaint or concern, it is important that you share this with the appropriate person(s) so that we can help to resolve the situation. Often clarification of a policy or procedure is quite helpful; sometimes a slight adjustment in policies or procedures may be warranted. Sometimes miscommunications, oversights, or errors occur and we very much want to address these.

If you have an operations-related concern (scheduling, billing, penalty fees, etc.), please seek the advice of the Director. If you have a concern regarding classroom practices or your child's experience in the classroom, share these with your Teacher or Program

Support Teacher/Assistant Director. The Director is also available for consultation or for help in providing a solution.