

University Children's  
Center  
at the  
University of Wisconsin  
Oshkosh Fox Cities Campus  
  
Family Handbook

“There was a child went forth every day, and the first object he  
looked upon, that object he became. And that object became  
part of him for the day, or a certain part of the day, or for many  
stretching cycles of years...

~~ Walt Whitman~~

## Forward

The University of Wisconsin-Oshkosh Fox Cities Campus is pleased to be able to provide early childhood services to its constituents. This handbook contains information about how the Children's Center operates, about what it expects of you, and about what you can expect of us. We look forward to an exciting year full of opportunities and learning experiences. If at any time you have questions, please do not hesitate to ask. We welcome your questions, comments, and suggestions.

Joan Roy, Director  
University Children's Center

## Table of Contents

Statement of Purpose and Mission.....	1
Educational Policies.....	1
Goals and Objectives.....	1
Vision.....	2
Parent-Teacher Communication.....	2
No Phone Zone.....	3
Developmental Screening.....	3
Parent Involvement.....	3
Wellness .....	3
Mental Health.....	4
Admission Policies.....	4
Administrative Structure.....	4
Enrollment Process.....	5
Schedule of Operation.....	6
Arrival and Dismissal.....	6
Early Morning and Later Afternoons Programming .....	6
Releasing a Child to an Adult "Under the Influence".....	7
Inclement Weather Policy.....	7
Breastfeeding.....	7
Special Section for Infants and Toddlers.....	7
Infant Sleep Position.....	8
Special Needs Policy.....	8
Transitions.....	9
Items to be Provided.....	9
Daily Schedule.....	10
Clothing.....	10
Discharge.....	10
Religious Training/Holidays .....	11
Tuition Policy and Fee Schedule .....	11
Registration Fees/ Late Fees.....	11
Absences.....	11
Subsidized Care.....	11
Child Guidance.....	12
Fieldtrips.....	12
Health and Illnesses.....	13
Accidents and Emergencies/Other Emergencies.....	14,15
Inside Building Temperature.....	15
Medications.....	15
Summer Sun Screen/Bug Repellent Lotion .....	16
Child Abuse and Neglect .....	16
Liability.....	16
Naps.....	16
Pets.....	16
Grievance Procedure.....	16
Toys from Home .....	17
Food and Nutrition .....	17
Schedule of Meals/Style of Meal Service .....	17
Menu Planning/Special Dietary Needs.....	18
Meal/Patterns/USDA.....	19

## **Statement of Purpose and Mission:**

The University Children's Center is established to meet the needs of children between the ages of six months and six years. Our purpose is to help young children learn and grow and feel good about themselves.

Our mission is to provide exemplary early care and education using early childhood best practices within the UW Oshkosh Fox Cities Campus learning community and our collaborating partners.

## **Educational Policies**

A positive early childhood environment sets the stage for later learning. Through developmentally appropriate practices, we offer opportunities to allow children to build on their level of understanding. We encourage:

- Mastering large and small motor skills
- Awareness of five senses
- Developing healthy self-image
- Mastering more independence and self help
- Self-expression skills
- Developing healthy social relationships
- Respecting diversity
- Relationships in place, size, weight, numbers, letters, etc....
- Clarification of color geometric spaces, family, animals, foods, etc....
- Exploring language, art, drama, music, science, literature and math
- Encouraging curiosity and problem solving
- Enhancing creativity in play and thought

## **Goals and Objectives**

The program is designed to enhance physical, social, emotional, and intellectual growth and development, and it fosters the formation of a positive self-concept. The program goals and objectives are to:

- Respect for each child's culture and background.
- Respect each child as a unique individual.
- Promote intellectual skills by providing a variety of materials and experiences to encourage independence and creative thinking, and to foster problem solving.
- Provide children with a nurturing environment to enhance their emotional security and well-being.
- Allow children to express needs and feelings freely.
- Communicate with the children in a non-judgmental manner.
- Provide a learning environment, which successfully meets the children's needs according to their style and pace of learning.
- Provide appropriate opportunities for physical growth and development, including both indoor and outdoor play.
- Arrange equipment and materials so children have the freedom to choose activities.
- Allow adequate space for children to move freely.

- Provide opportunities for active and quiet play, group interaction, individual solitude, indoor and outdoor play.
- Provide experiences of a multi-ethnic nature.
- Provide a safe environment.
- Learning/ activity centers are arranged for the children's learning and enjoyment.

**Our vision:**

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 *Creative Curriculum and Wisconsin Model Early Learning Standards and Guiding Principles*. To assure that all children experience success, we collaborate with parents and use information gained from observation and individual assessments to intentionally teach and support the learning and development of each child.

We will do our best to accommodate families that speak another language, other than English, by providing materials and resources in the family's native language.

**Parent-Teacher Communication/Family Support**

The Children's Center has an open-door policy. Parents are encouraged to visit whenever they wish. Two-way communication is very important. Parents and staff are partners in the care and education of each child. A monthly newsletter is published to keep parents informed of the program and Children's Center activities.

The staff is willing to answer any questions about the program, a child's progress, or child development matters. Twice a year opportunity is available for parent and staff conferences. Any parents wishing to have an additional conference about his/her child may plan with the director of the Children's Center. The staff are eager to hear concerns or questions from parents. Comments and suggestions about the Children's Center's programs are appreciated.

We acknowledge families' cultures and we value the family's rights to make decisions for their child. For children under two years of age, families will complete an intake study. For children two years of age and older, families will complete a form titled "Family Intake Questionnaire". These forms will help us with such information as child's routines, sleeping and eating patterns, preferences for comforting and so on, so we may support what is best for children and families both individual and collectively.

A notebook for comments is next to the daily sign-in book. The notebook is referred to daily for any remarks; feel free to use it as another communication tool.

A "Parent Information Board" is used for messages to all parents from the Children's Center, please check this daily. In addition, articles, brochures, and other information for parental use are available in the daily sign-in area.

The State of Wisconsin booklet "Licensing Rules and Regulations for Group Child Care Centers" is available for viewing and is posted in the parent sign-in area. The booklet is issued by the Department of Health and Family Services, Division of Children and Family Services. The Children's Center license is also posted in the parent sign-in area, along with any rule violations cited by the department in its most recent inspection.

Wisconsin Model Early Learning Standards booklet is also available in the parent sign-in area.

The Parent handbook, fee information, staff information is also available at the Centers website: [www.uwoshkosh.edu/fox/community/ucc](http://www.uwoshkosh.edu/fox/community/ucc).

### **No Phone Zone**

The Children's Center is a "No Phone Zone". Parents are asked to finish cell phone conversations *before* entering the center so that you are available to engage in meaningful conversations with your child and your child's teachers.

### **Developmental Screening**

The Children's Center implements a developmental screening tool called *Ages & Stages- 3 Questionnaire*. Guiding principles of this screening include:

- All children are capable and competent
- Early relationships matter
- Early learning and development are multi-dimensional
- Children are members of cultural groups that share developmental patterns
- Parents/families are children's primary and most important caregivers and educators
- Children are individuals who develop at various rates
- Children exhibit a range of skills and competencies within any domain of development
- Children learn through play and active exploration of their environments

The purpose of the developmental screening is:

- To give families information about their child's development
- To give families information about next steps of child development
- To identify areas where a child's development differs from same-age norms.

All families must complete a consent form indicating participation or non-participation in this screening.

### **Parent Involvement**

Parents have provided the Children's Center with some especially enriching experiences.

Each parent is encouraged to explore her/his talents and knowledge to provide opportunities for the children. Suggestions from parents about activities or programs are very welcome. Families will be encouraged to complete a survey each year on program policies and procedures. Families will be notified of the results of the survey and any changes made as a result.

Messages from teacher to parents, including notes about upcoming events, fieldtrips and special days are posted on the bulletin board in the parent information areas and on the door in the front hallway. Please scan these walls and doors daily for information that might be important to you and your child.

The Center staff writes a monthly newsletter which is clipped to your sign in sheet. Please take the time to read this newsletter since many important messages are relayed through it.

## **Wellness**

The University Children's Center promotes healthy lifestyles by supporting wellness, good nutrition, and regular physical activity, both indoors and outdoors, as part of the total learning environment. UCC supports a healthy environment where children learn and participate and in positive dietary and lifestyles practices. Good nutrition and fresh air are essential for brain development and healthy bodies.

## **Mental Health**

A child's emotional development is the basis for all later development. Early relationships matter. Children are given the opportunity to experience, regulate and express emotions, to form close and secure interpersonal relationships, and to explore his or her environment. Building positive relationships in the early years provide the building blocks for good mental health. We support and value families in this process.

## **Admission Policies**

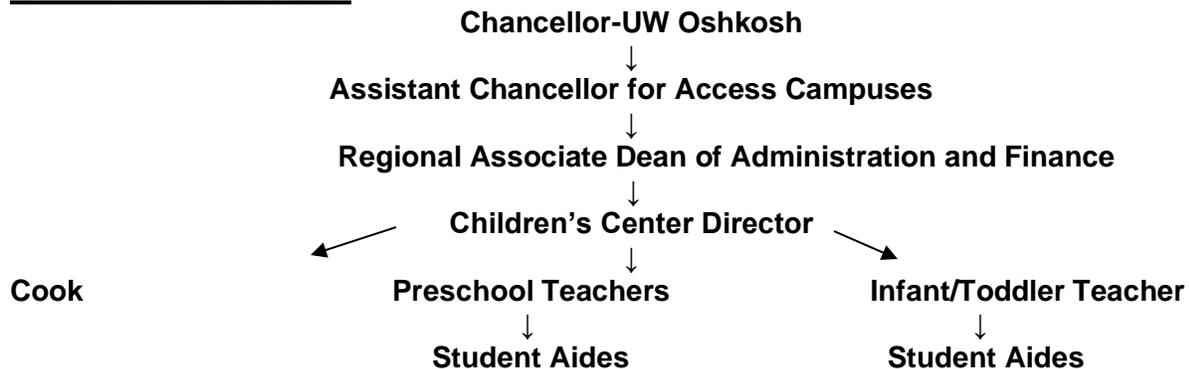
Children between the ages of six months and six years may be enrolled in the University Children's Center, located at 1478 Midway Road, Menasha, WI. The Children's Center does not discriminate based on race, color, creed, national origin or ancestry, handicap, family format, gender, or sexual orientation, gender identity or pregnancy. The Children's Center is not designed to accommodate children with exceptional educational needs. Appropriate referrals will be made to ancillary services for children exhibiting special needs.

Students, faculty and staff of UW Oshkosh Fox Cities Campus will be given priority for admissions. Students must register at the Children's Center at least 2 weeks prior to the beginning of each semester. Registration will then be open on a first come, first served basis.

Community patrons may make use of the Children's Center if openings are available. Past community users will be given priority. Community patrons will be guaranteed continued enrollment following the beginning of UW Oshkosh Fox Cities Campus classes each semester.

The maximum number of children attending the Children's Center at any one time is 52. The staff to-child ratios we follow are 1:4 for infants and toddlers and 1:8 for the preschoolers, age 2 1/2 - 6.

## **Administrative Structure**



## **Enrollment Process**

Inquiries about enrollment should be made to the Director of the Children's Center. A tour and visit will be set up with the families. All parents are encouraged to bring their child (ren) to the center before the first day of enrollment. Some children only need one visit to feel safe whereas other children may need numerous visits.

Children may be enrolled full-time (5 days per week, full time) or part-time (1/2 day with or without lunch), minimum weekly attendance of two half days.

All records and forms on the children and their families will remain confidential. Information which is pertinent to the care of the children will be given to staff as appropriate. No information about the children's progress or behavior will be revealed without parental consent.

Parents must complete and/or provide the following:

A Parent Contract which includes provisions agreed upon by the Children's Center and the parents, by which the parent/guardian agrees to abide by all Children's Center policies published in the University Children's Center Parent's Handbook and other published parent/guardian information.

A Child Enrollment Form which includes the child's name, age, birth, parent names, addresses, place of occupation, telephone numbers, the name and telephone number of a person designated to contact in an emergency, physician's name, address and telephone number, and names of persons authorized to call for the child, and consent for emergency medical treatment.

A Health History and Emergency Care Plan which includes child's name, address, birth, parent/guardian information, physician/medical facility information, medical conditions and steps for the child care provider to follow, signed by parent/guardian and reviewed every 6 months by parent and staff. Information contained on the health history form shall be shared with any child care worker assigned to care for the child and readily available in the child's classroom.

A Child Health Form which must be submitted within 6 months prior to, or 90 days following enrollment. Children under 2 years of age must have a physical exam by a licensed physician every 6 months after admission to the Children's Center. Children over 2 years of age must have a physical examination by a licensed physician at least every 2 years after admission.

An Immunization Record must be provided and maintained. The record must include the dates the following immunizations were received: measles (Rubella and Rubeola), Diphtheria, Whooping Cough, Tetanus, Poliomyelitis (Polio), Mumps (MMR), HIB, HEP B, Varicella, and Pneumococcal Conjugate (PCV).

An Intake Study (For 2 years of age and under) that provides the staff of the Children's Center with pertinent family information about the child, which will assist the staff in working with the child.

A Consent Slip for field trips and publicity.

A Financial Statement. The Children's Center participates in a federal child care food program. A statement of household income of each family is required to determine the rate of reimbursement by the federal program for food purchases by the Children's Center.

Family Questionnaire (for ages 2 years and over) This form is used to gather information about the families we serve to help us get to know them and learn about the values, expectations and factors that shape their lives at home and in the communities.

Every effort will be made to provide forms in family's language, if other than English.

### **Schedule of Operation**

The hours and days of operation are Monday through Friday, 7:00 a.m. to 5:30 p.m. The Children's Center is open year-round.

The Children's Center will be closed the following:

Martin Luther King Day  
Memorial Day  
Fourth of July  
Labor Day

Thanksgiving Day and Friday after Thanksgiving  
Christmas Eve Day through New Year's Day  
One week in August

### **Arrival and Dismissal**

Each child will be registered in and out each day by the adult responsible for the child. A sign-in book provides the manner of registering each child's attendance, located in the parent sign-in area. If a child will be absent for any reason, parents must contact the Center by 8:00AM.

Children must be brought directly into the Children's Center classroom and a teacher or staff member must be notified of the child (ren)'s arrival and departure as well.

Children will be released only to those persons authorized to call for them as stated on the child's enrollment form. In an emergency, the parent may contact the Children's Center in writing or by telephone if someone else is to pick up the child. The person picking up the child will need to show proof of ID.

Calling for a child after closing (5:30 p.m.) will result in a late fee and/or the child's withdrawal from the Children Center (see the current "Tuition Policy" sheet for fee information). It is understood that emergencies may arise causing a parent to be delayed, thus a late fee or withdrawal will be imposed only after consideration of the circumstances.

### **Early Morning and Later Afternoons Programming**

In order to provide for the needs of the children arriving at the Center in the early morning, or staying until late afternoon, the daily schedule has been prepared to provide the most flexibility at these times. Children can choose activity levels they feel most comfortable with and to choose privacy if needed. Teachers are available to the children for comfort and individual attention and the children are not required to participate in any activity. Children are free to bring in a snack from home for early morning (before breakfast).

### **Releasing a Child to an Adult “Under the Influence”**

The safety and well-being of the children in our care is of primary importance. If any staff believes that an adult who is picking up a child is not in a condition to drive or adequately care for the child’s safety, law enforcement will be called.

### **Inclement Weather Policy**

The Children’s Center will close when the University of Wisconsin Oshkosh Fox Cities Campus closes. Any announcement of closing will be made on WHBY - 1250 AM and the UW Oshkosh Fox Cities website. If the Children’s Center is closed for reasons of inclement weather, no fees will be charged for the time period.

Children, age two and above, will not go outside if wind chills are 0 degrees F or below or 90 degrees F and above.

Children, under age two, will not go outside if wind chills are 20 degrees F or below or 90 degrees F and above.

### **Breastfeeding**

Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

A refrigerator will be made available or storage of expressed breastmilk.

Sensitivity will be shown to breastfeeding mothers and their babies.

Staff will be trained in handling human milk.

Breastfeeding promotion information will be displayed.

### **Special Section for Infants/Toddlers**

Prior to admission parents shall supply information about:

- Schedule of meals.
- Type of food introduced and timetable to new foods.
- Toileting and diapering procedures.

- Sleep and nap procedures. Approximate number of hours, time of day, special needs.
- Child's way of communicating and being comforted.
- Developmental and health history.

The staff at the Children's Center will work closely with the parents to keep as consistent a schedule as possible between the Children's Center and home.

The infant/toddler curriculum will be individualized to each child. Each child will learn and develop at his/her own pace. The individualized curriculum will include a lot of personal contact - rocking, hugging, talking and holding. The infants and toddlers will be allowed to follow their own sleeping and eating patterns.

Mothers wishing to nurse their infants will be happily accommodated.

Babies will be held for bottled feedings.

Parents will be informed about individual feedings, types of foods and amounts, and time of each feeding, through a daily sheet kept by the staff.

### **Infant Sleep Position**

- Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib.
- Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib.
- The infant's head shall remain uncovered during sleep.
- Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Death Syndrome (SIDS)
- When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back but allowed to adopt whatever position they prefer for sleep.
- Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.

### **Special Needs Policy**

If a child has any type of special needs, the Center Director and appropriate head teacher will be notified and provided with all necessary information by way of *Health History Form*, regarding the special need. The staff will develop a program plan for the child based on the special need.

### **Transitions**

It is important that children and families have information and support whenever there is a change in their child's placement. To ensure a smooth transition of information between current and future transitions, family involvement is encouraged throughout the process, as families are the primary advocates for their children.

Infant and toddlers, ages six months – 2 ½ years, will have the same primary caregiver until they transition to the preschool. In the preschool, children will have three consistent caregivers who lead the group every day. As children transition from the Infant/toddler room to the

preschool, over a period of two weeks, the child will visit a minimum of three half days participating in various daily activities such a meal time, play time, group time.

The University Children's Center will transfer any child's record to a new program at the family's request and with the family's written consent.

### **Items to be Provided**

#### **Infants:**

Parents need to provide an adequate supply of diapers and wet wipes, and two complete changes of clothing. Parents can choose to bring either disposable and/or cloth diapers. If parents choose to bring cloth diapers, they must supply a designated bag for used diapers. Any creams, powders, or lotions required must also be provided. The Children's Center will provide cribs and crib sheets. All articles of clothing and bedding must be labeled with the child's name. Bibs will be provided by the Children's Center.

The Children's Center will provide infant formula with iron, baby food and baby cereal. If parents choose to bring their own formula or baby food, they will need to sign off on the infant formula notification letter. Each infant should also bring one large box of tissues and one roll of paper towel.

#### **Toddlers:**

Each child will be assigned a bin in the diapering area. Parents must provide the following: Complete change of clothing (shirt, pants, socks, and underwear); a sleeping bag. As these articles will be left at the Children's Center, they should be clearly labeled with the child's first and last names. Parents must provide disposable diapers (or cloth diapers, see above) and wet wipes. Bibs will be provided by the Children's Center.

Each toddler should also bring one box of facial tissue, 1 roll of paper towel and one box of washable markers. The items need not be marked with the child's name, as they will make up part of our supply inventory for the year.

#### **Preschoolers:**

Each child will be assigned a cubby and bin. Parents must provide the following: Complete change of clothing (shirt, pants, socks, and underwear); a sleeping bag. As these articles will be left at the Children's Center, they should be clearly labeled with the child's first and last names. If necessary, parents must provide disposable diapers and wet wipes.

Each preschooler should also bring one box of facial tissue, one roll paper towel, 1 medium size bottle of white glue, 1 box of watercolors, and 1 box of washable markers. The items need not be marked with the child's name, as they will make up part of our supply inventory for the year.

### **Daily Schedule**

#### Preschool Daily Schedule

7:00-8:45	Free Play/Children's Choice
8:45-9:00	Music & Movement

9:00-9:30	Wash hands/Breakfast
9:30-10:00	Small Groups/Theme
10:00-11:00	Free play
11:00-12:00	Outdoor Play
12:00-12:30	Wash hands/Lunch
12:30-3:00	Nap time /Quiet Activities/Outdoor Play
3:00-3:30	Snack
3:30-3:45	Small Group Time/Storytime
3:45-5:30	Free Play/Children's Choice

### Toddler Room Schedule

7:00-8:45	Free Play
8:30-8:45	Diapering
8:45-8:50	Clean up time
8:50-9:00	Group Time
9:00-9:30	Wash Hands/Breakfast
9:30-10:45	Free Play (indoor/Outdoor)
10:30-10:45	Diapering
10:45-10:50	Clean-up Time
10:50-11:00	Group Time
11:00-11:30	Wash Hands/Lunch
11:30-2:00	Naptime/Quite time
	Diapering as Children Awake
2:00-2:45	Free Play (Indoors/Outdoors)
2:45-2:50	Clean up Time
2:50-3:00	Group Time
3:00-3:30	Wash Hands/Snack
3:30-3:45	Diapering
3:45-5:30	Free Play (Indoor/Outdoor)

### Infant/Toddler Schedule

The infant and toddler's daily schedule will be individualized to each child. The daily schedule will allow the infants and toddlers to follow their own sleeping and eating patterns.

### Clothing

We prefer children to wear comfortable shoes and washable clothing, that is suitable for active play, including active outdoor play in all seasons. Messy art projects and sand, dough, water play is an important part of our curriculum. Even though smocks are provided, accidents can and do occur. For your child to fully enjoy all activities at our Center, we ask that dress be comfortable and casual.

### Discharge

Children's Center staff is committed to working with children and their families, so that each child's experience at the Center is positive and rewarding. If we have concerns about a child's needs, we will meet with parents to discuss our concerns and establish a plan to benefit the child, family and the Center.

Children may be discharged from the Children's Center for the following reasons:

- Parents and Children's Center staff mutually agree that mixed-age group care is not in the best interest of the child.
- The child is in danger of harming him/herself or others.
- The child is called for habitually after closing.
- Inability of parents to deal in a professional manner with Center personnel, other parents and children at the center.
- Non-payment for child care services and/or lack of adherence to tuition payment policies.
- The child's continuous illness.
- Parents do not agree or do not follow and comply with the policies set forth in this handbook.

At least two week's notice by parents of the Children's Center must be given in writing prior to the child's withdrawal. Fees will be charged through the last day of scheduled attendance.

### **Religious Training/Holidays**

Religious training is not a part of our program.

Throughout the year holidays represent signposts to both adults and children. Passing seasons, changes in growth and development, and cycles of weather are all part of our celebrations. We choose to celebrate the secular aspects of holidays and stress the concepts of caring and sharing. Similarly, we actively discourage stereotypes and consumerism as part of our celebrations. Special songs and decorations, parades, and projects are components of our celebrations. We welcome children's ability to initiate and share concepts of their holiday celebrations and encourage parents to share their ethnic holiday customs with us. Any concerns or questions regarding holiday celebrations can be directed to the director or a head teacher.

### **Tuition Policy and Fee Schedule**

#### **Registration Fees**

Parents will pay a separate registration fee for fall, spring and summer sessions. Registration fees are non-refundable.

#### **Late Fees**

A charge of \$20.00 per 15 minutes or fraction thereof will be made for any child remaining at the Children's Center past 5:30 p.m.

#### **Absences**

Fees are to be paid for contracted hours whether the child is present. No credit will be given for absences unless the Children's Center is closed.

Parents must call/notify the Children's Center by 8:00am if their child will be absent during his/her regularly scheduled attendance during the day.

### **Subsidized Care**

Any family whose child care is subsidized or paid by W2, Jobs Plus or any other program must inform the Director prior to enrolling a child.

Fees are due weekly, at the start of each week and must be placed in the locked box next to the sign-in book.

See the current University Children's Center "Tuition Policy" for the schedule of fees. All fees are subject to change, upon two weeks' notice.

Parents will complete a contract for contracted hours.

The Children's Center must be notified in advance of scheduled arrival time if a child will be absent.

### **Child Guidance**

Our guidance philosophy is intended to nurture as children work toward independence and responsibility and encouraging them to problem-solve and promote self-esteem and a respect for the right of others. The philosophy is implemented through:

- the modeling of behavior by staff
- redirection of children's behaviors
- the clear setting of reasonable developmentally appropriate limits
- problem solving with the children

A child, 3 years of age and older, may be removed from a situation for a calming down time for behaviors that are physically aggressive such as biting or any behavior that inflicts intentional physical pain on another child. The period the child has a calming down period will be 1 minute for every year of the child's age.

The following practice are prohibited at the Center, including, but not limited to:

- any form of physical punishment, including spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment
- any form of emotional punishment, including embarrassment, derogatory or frightening remarks
- withholding of food
- verbal abuse, threats or derogatory remarks about a child or the child's family.
- No child will have indoor or outdoor physical activity play time taken away due to challenging behaviors.

### **Fieldtrips**

As a part of our preschool program, children may have the opportunity to participate in fieldtrips. Children will be transported by way of a rented school bus.

Written consent from the parents is required for participation in fieldtrips (Child Enrollment form). Parents will be notified in advance of fieldtrips in the center's monthly newsletter.

If parents would like their preschooler to participate on the fieldtrip, they will need to sign-up on the fieldtrip sign-up sheet posted next to the sign in book. This sign-up will be posted at least one week before the trip.

For supervision of fieldtrips, children/adult staff ratios will not exceed 5:1. Each adult will have a written list of children assigned to his/her group. A backpack will also be taken which includes: a master list of children on the trip, emergency cards, health history forms (when necessary), tissues, disposable gloves, diapers and spare clothes, as necessary.

A designated staff member will take a head count before the bus departs the Children's Center. Each staff member will be asked to count his/her group of children and account for them. Children's names will be called from the master list and children are to reply "here" when called. This procedure of counting children will be done by each adult for their group every five minutes while on the trip.

Upon loading the bus for return, a designated staff member will count/call off the children's names to ensure all children are on the bus. Staff members will account for his/her group of children.

After all children are off the bus, the bus driver and a designated staff member will walk through the bus to ensure no child has been left behind.

### **Health and Illnesses**

The Children's Center has an ongoing interest in the health and well-being of all children enrolled in the program. Every effort will be made as outlined in the handbook to protect the health of all children served. Parents of the children enrolled have the primary responsibility for the health and well-being of their child (ren). If your child is ill, you need to have alternate plans so you will know what to do when an illness occurs.

Parents must obtain medical attention for a sick child and may not have the child return to the Children's Center until (s) he has recovered completely from any contagious illness. The Children's Center must be notified of any child who is ill. A child shall not be brought to the Children's Center if the following conditions are present:

- Fever of 101° and above.
- Or Fever reduced by over-the-counter medication.
- Congestion, runny nose, sneezing, and coughing to the point that the child is uncomfortable and would be better off in a quieter and less contact setting. Note that these symptoms are often the first signs of communicable diseases.
- Any unidentifiable or contagious rash or sore.
- Stomach flu, vomiting, or diarrhea.
- A discharge of thick yellow green mucus from the nose.
- Sore throat.
- Suspicious signs which might indicate the beginning of an illness.

In short, please do not bring a child to the Children's Center if (s) he is not feeling well. We cannot care for children who are ill. Teachers will use their own discretion when making the decision that an ill child be sent home. Please be aware that if you feel your child is too sick to go outside then your child is also too sick to be at school.

Written permission from a physician is required for any child to return to the Children's Center who has had any of the following: bacteria-diarrhea infection, infectious hepatitis, infectious mononucleosis, strep or staph infections, or tuberculosis. When a child has a reportable contagious illness, parents must provide written permission by a licensed physician before returning to the center or have been excluded during required exclusion time.

If a child becomes ill or exhibits symptoms of an illness while at the Children's Center, a parent will be notified. All sick children need to be picked up immediately. An isolation area will be established for the child, with care provided as appropriate. A local health officer will be notified of any communicable diseases as required. It will be assumed that any child sent to the Center is healthy enough to participate in all activities, including outdoor play.

"Universal Infections Control" precautions will be implemented by staff to prevent the spread of numerous diseases. It is required the "Universal precautions of transmission of Human Immuno-Deficiency Virus, Hepatitis B Virus, and other blood borne Pathogens" be followed. It will be assumed that any child/staff may be infected with any of the above-mentioned ideas.

For the protection of all children and staff, we will provide a sanitary environment and establish routines for the handling of body fluids. The following routines are recommended by the Center for Disease Control:

1. Proper hand washing procedures before and after diapering/toileting children, after caring for ill children and before handling food:
  - use liquid soap and running water
  - rub hands together vigorously
  - wash all skin surfaces, including the backs of hands, wrists, between fingers and under nails
  - rinse well
  - dry hands with paper towel
2. Proper handling of blood or blood contaminated body secretions:  
\*\*Note: Only head staff can handle blood
  - Use latex gloves without having skin contact the outside of the gloves and dispose of gloves in a plastic bag, tie bag and dispose of.
  - Clean up blood spills with soap and water then disinfect with a spray bottle of disinfectant solution. Seal bloodstained clothing in a plastic bag.
3. Maintain a clean and healthy environment:
  - daily washing of toys that are "mouthed" with disinfectant solution
  - sanitize all eating and food preparation surfaces throughout the day
  - regular hand washing throughout the day
4. Education  
Guidelines for infection control and guidelines on HIV infection for groups will be a part of orientation and in-service for all staff.

### **Accidents and Emergencies**

In the event of an accident, parents will be notified immediately. If a parent cannot be reached, the person(s) authorized by the parent will be contacted. Written permission must be provided

by a parent for the staff of the Children's Center to contact the family's physician, or to obtain emergency care in cases of serious accidents or injury (see "Child Enrollment Form").

Minor accidents will be treated as appropriate. For example, superficial wounds will be cleaned with soap and water, and protected with a bandage. A first aid kit is always available. At least one staff member who has had first aid training will always be on the premise.

If an injury requires additional immediate attention, the staff will make efforts to contact the parent or designated person to advise her/him of the situation. If deemed necessary, appropriate arrangements will be made for transportation to a source for emergency care. The Children's Center will activate 911 for emergency, and St. Elizabeth Hospital (738-2000) for emergency medical care.

For each accident, no matter how minor, a report will be made and filed at the Children's Center with information pertinent to the accident. The record of accidents will be reviewed at least every 6 months to assure that all possible preventative measures are being taken. This review, and the record, will be documented in the Children's Center's medical log.

## **Other Emergencies**

### **Intruder**

If the Center has an intruder, the director will assign a head teacher to call 911, the director will engage the intruder while the staff ensure the safety of the children by bringing them to a secure location, and if possible, to leave the building and go to the University. Staff will help the children to remain calm until the situation is resolved. After the situation is over, the center staff will contact all parents.

If the unknown or perceived threat is from outside the building, the Director or designee will lock the entrance doors, call 911 (0-911) and initiate a "lock down" if instructed to do so from the police.

### **Power Failure**

If the Center loses power controlling the heat and water, the children will be taken, by foot, over to the University Student Union. Parents will be notified of the situation and children will remain in the University Student Union until their parents arrive.

### **National Emergency:**

In the case of a national emergency, the children will be taken to the basement of the University, which has been identified as a shelter by the Division of Emergency Government.

### **Missing Child:**

If a child is found to be missing from the Center, the following steps will be taken:

1. The teacher will check the sign-in book to see if the parent has picked up the child.
2. The teacher will check all bathrooms, closets, and storage areas for the child.
3. The teacher will check the outdoor play areas for the child.
4. If the child cannot be located on the premises, the teacher will contact the center director and the parent.
5. All non-essential staff will assist in the location effort.

### **Inside Building Temperature**

The inside temperature will not be less than 67 degrees F.

### **Medications**

Written permission from a parent must be provided to the Children's Center when a child is taking any medication (prescript or non-prescript) which must be administered at the Children's Center.

Prescription and non-prescription medications must be supplied in the original container with the child's name and administration instructions clearly stated on the container. All medications will be stored out of reach of children.

A written report including time, date, type of medication, and the name of the person administering the medication will be documented in the medical log.

If the medication does not state the dosage, but rather "consult physician" in order to administer this medication, we will need written directions from your child's doctor to do so, as well as physicians' signature. If directions state dosage for child's weight only, we cannot administer without doctors written and signed permission.

### **Summer Sun Screen/Bug Repellent Lotion**

Parents who would like their children to have sunscreen/bug repellent applied will be asked to bring the brand of their choice in its original container, labeled with their child's name. A permission form will need to be filled out by the parent indicating brand and ingredient strength of sunscreen and/or repellent.

### **Child Abuse and Neglect**

The staff of the Children's Center are required to report children who appear to be neglected, or emotionally, physically, or sexually abused, to the County Child Protective Services or the police. Suspicions of abuse or neglect will be documented and placed in a confidential record.

Annual training will be provided to all staff to acquaint each with the physical and behavioral indicators of abuse or neglect, reporting laws, and methods of documentation.

### **Liability**

The parent/guardian does hereby agree to hold harmless Outagamie County, Winnebago County, the Board of Regents of the UW System, their officers, employees and agents, from any and all liability, loss, damages, costs, or expenses which are sustained or incurred arising out of the actions of the parent/guardian.

### **Screen Time**

Infants and toddlers have zero screen time. Preschoolers are provided less than 30 minutes of screen time, per week, if any at all.

### **Naps**

As specified in the State Regulations, each child under 5 years of age that is in a program for longer than 4 hours will be given the opportunity to nap.

A child who does not sleep after 30 minutes and a child who awakens shall have quiet time using equipment or activities which will not disturb other children.

### **Pets**

Parents will be notified in writing when there are pets on the premises. Pets shall be kept and handled in a manner which protects the well-being of both children and pets. Pets are not allowed in the food prep area.

### **Grievance Procedure**

Any complaint about the program or staff should be taken to the director and/or parent Advisory Committee. A parent should first schedule a meeting with the director and/or Parent Advisory Committee. Following the meeting, the director will inform the parent of the outcome.

If the parent is not satisfied that the grievance has been heard equitably, (s) he may pursue the matter with the UW Oshkosh Fox Cities Campus Regional Associate Dean of Administration and Finance.

### **Toys from Home**

We provide a wide varied of toys for the children to use at the Center. The toys for the children are age-appropriate, safe and durable. We choose them to promote construction, creativity, social interaction, imagination, and manipulation. We teach children that these toys belong to everyone at the Center and that sharing and caring for them is everyone's responsibility. When a toy comes from home this structure of sharing and caring is broken and is replaced by ownership and possessiveness. Often toys from home have small parts and/or can be easily broken. Books and a stuffed animal for naptime are more than welcome at school, but all other toys should remain at home except on designated sharing days.

### **Food and Nutrition**

The Children's Center is a participant in the Child and Adult Care Food Program (CACFP), a federal program of the Food and Nutrition Service, U.S. Department Agriculture (USDA). The CACFP gives financial assistance to child care institutions providing licensed child care. In Wisconsin, the CACFP is administered by the Department of Public Instruction.

The Children's Center provides well balanced and nutritional breakfasts, lunches and snacks. Special care is made to recognize and incorporate the cultural diversity of the community being served. The Children's Center will provide infant formula with iron, baby food and baby cereal. If parents choose to bring their own formula or baby food, they will sign off on the infant formula notification letter.

If a family chooses to bring meals, snacks or beverages from home, the program will supplement the meals, snacks and beverages if they do not meet the guidelines established by the Child and Adult Care food program (CACFP).

### **Schedule of Meals**

Children will be provided breakfast at 9:00am. Snacks are served approximately 3:00pm.

Lunches are served at approximately 11:00am for toddlers, 12:00pm for preschoolers.

### **Birthday Treats and Special Treats**

Families are invited to bring in special treats for their child's birthday. The treats need to be store bought and in its original container including the ingredients. **We can not accept any homemade treats.** You can also consider non-food items for birthdays, last day at UCC or last day for the school year.

### **Special Diets/Food Allergies**

A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instructions of a child's physician and upon request of the parent.

A special diet based on a food allergy may be served upon the request of the parent.

Food allergies and special diets will be posted in the kitchen and in each classroom.

### **Style of Meal Service**

Meals will be served family style. Teachers will sit with the children creating a family style atmosphere. Teachers never use children's preferred foods to encourage them to eat new or less-preferred foods. During meal and snack times, teachers always praise and give hands-on help to guide toddlers as they learn to feed themselves. When children request seconds, teachers always ask them if they are still hungry before having the children take seconds.

Teachers and staff eat and drink the same foods and beverages as children during meal and snack times. Teachers enthusiastically role model eating healthy foods served at meal and snack times.

### **Menu Planning**

The director and cook will be responsible for menu planning, in accordance with USDA and licensing guideline, in order to meet the nutritional needs and tastes of young children.

Menus are planned on a five-week rotating cycle. Menus include cultural and ethical diversity.

Menus will be posted in the parent information area.

Fruit (not including juice) is offered 2 times per day. Vegetables are offered 2 times per day, dark green, orange, red or deep yellow vegetables (not including corn). Lean or low-fat meats or meat alternatives are offered every time meats or meat alternatives are served.

### **Special Dietary Needs**

Special dietary needs are posted in the kitchen and in each classroom. Such information will include food allergies, dietary and other religious guidelines.

Meals will consist of the following:

**Breakfast** (9:00am): Grains OR Meat/Meat alternate (no more than 3 times per week), Fruit or Vegetable, Milk (Children under 2 years of age served whole milk, children over 2 years of age served skim milk)

**Lunch** - toddler (11:00am) and preschoolers (12:00pm): Meat/Meat alternate, Vegetable, Fruit, Grains, Milk. (Children under 2 years of age served whole milk, children over 2 years of age served skim milk)

**Snack** (3:00pm): Two of the following: Meat/meat alternate, Vegetable, Fruit, Grains, Milk (Children under 2 years of age served whole milk, children over 2 years of age served skim milk)

### **Nutrition Education**

Teachers will incorporate planned nutrition education into their routines at least 1 time per week. Teachers will talk informally about healthy eating each time they see an opportunity.

Teachers and staff receive professional development on child nutrition 2 times a year. The topics will include: a variety of topics about healthy foods and beverages for children and ways to help children build healthy eating habits.

Families are offered education on child nutrition. The topics will include: a variety of topics about healthy foods and beverages for children and ways to help children build healthy eating habits.

## USDA Nondiscrimination Statement with Complaint Filing Procedure

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

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

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

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

This institution is an equal opportunity provider.