2000 Wesley Ave
Janesville, WI 53545
Phone: 608-752-2140 Fax: 608-752-0530

Parent Handbook

Located in the Cargill United Methodist Church
2000 Wesley Avenue
Janesville, WI 53545

January 2025

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Welcome to Cargill Christian Learning Center! We are excited to have you as a part of our family. This handbook provides the necessary information you need to know about our program. Our center policies and safety management plans are available in the programs office if you would like to review more in-depth information.

MISSION STATEMENT

Cargill Christian will educate and care for children in a safe, nurturing, Christian environment.

PHILOSOPHY

Cargill Christian seeks to provide an environment which will develop spiritual growth through the incorporation of Christian values and the supplementation of ethics and morals taught at home. Our program seeks to enrich the social, physical, cognitive, emotional and educational growth of the individual child. This will be facilitated in a safe, healthy, Christian environment through the cooperation of parents, teachers, the center director, the Director of Educational Ministries and Pastors. This philosophy regards parents as the primary educators of their children. Parents' participation is a valued component of this program.

RELIGIOUS ACTIVITIES

A Christian environment will be reinforced through stories, music, art, prayer and an incorporation of Christian values through the general routine of class activities. A monthly Christian theme is developed by the youth pastor and incorporated into the weekly lesson plans prepared by classroom teachers. Increased spiritual awareness will be fostered with an emphasis on God's love and care for each of us.

ADMINISTRATIVE CHAIN OF COMMAND

Cargill United Methodist Church Lead Pastor – Rev. Steve Scott
Cargill Christian Preschool and Day Care Director / Administrator – Dawn Allen
Emergency Contact Person/Assistant Director – Brooke Frusti

ADMISSION INFORMATION:

Cargill Christian Learning Center is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). We are licensed to care for 135 children, ages 6 weeks to 13 years. We are inspected regularly to ensure that we meet licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry. This program is operated in accordance with the Federal Law & U.S. Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, sex, age, national origin, or disability. To file a complaint of discrimination, write to USDA, Director, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800)795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

HOURS OF OPERATION

Cargill Christian Learning Center is open Monday through Friday twelve months a year from 6:30AM to 6:00PM **(pick up will not be acceptable past 6:00PM).**

SCHEDULED CENTER CLOSURES

We observe the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Good Friday	Christmas Eve Day
July 4th	Christmas Day
Labor Day	New Year's Eve

Parents/Guardians are still required to fulfill the tuition agreement. Vacation days may be used for center closures if available. If the holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday.

Center Closed Teacher Development Days

The center will be closed two days each year for staff work days, one in the spring and one in the fall. The one in the fall is the day before Janesville Public School starts and the one in the Spring is President's Day in February. These days will be used for continuing education, team building, and room preparation. Parents/Guardians are still required to fulfill the tuition agreement.

UNSCHEDULED CENTER CLOSURES

Cargill Christian may need to close unexpectedly for a weather emergency or other facility emergency. If Janesville Public Schools close for snow or ice, Cargill Christian will also close. If the center needs to close, we will make this announcement on Radio Station WCLO AM 1230 and the center Facebook page. If possible, an email will also be sent to families through the ProCare email on file at the center. Full tuition will be required when the center is closed for a snowy day or another emergency.

ENROLLMENT OF CHILDREN

Perspective families should make an appointment with the center for a tour and policy book explanation. Upon arriving the family will meet with the Director or her representative to explain the Parent and Safety policy books. Parents' questions will be answered, and a tour of the entire center will be given to the new family. If the family is ready to enroll at that time, the director will furnish them with the paperwork needed to begin. Paperwork will be provided in the family's preferred language. English forms are kept on-hand. If a family needs paperwork in a different language, the director will access translated forms on the DCFS website and will give them to the family. The parent policy book can be translated using Google Translate and then given to the family. Applications will be accepted following the orientation. We will accept the application with an initial non-refundable registration fee of $100.00. If the family is not ready to enroll but wishes to hold a future spot(s), a placement fee of $100 is required to hold the spot. This fee is non-refundable; however, it can be converted into the

initial registration fee at the time of enrollment. The following forms are asked to be completed and returned to the Center before a child's first day of attendance:

A. **Child Enrollment Form/emergency form * DCF Required**
B. **Child's Health History and Emergency Care Plan: *DCF Required**
    a. This must be completed and on file before the first day of school to ensure the availability of emergency phone numbers and parental consent for emergency medical care.
C. **Child Immunization Record: *DCF Required**
    a. Every child must comply with the regulations set forth in the Day Care Immunization Record Form (DOH 4192) completed by parents.
D. **Child Health Examination form: *DCF Required**
    a. This must be completed by a physician and on file in the school within 14 days after admission.
E. **Field trip permission form**
F. **Policies acknowledgment form / Tuition agreement**
G. **Intake form for children under age 2 *DCF Required**
H. **Photo and video permission form**
I. **School age Transportation Form**: if being transported to and /or from school by the center
J. **Family Intake Questionnaire**
K. **Family Income Verification form:** for the CACFP

All information will be kept in confidential files in the child care office and on the director's computer. Only the center director and office personnel will have access.

***All life changes should be brought to the center director's attention as soon as possible (death, separation, divorce, layoffs, moves, etc.) This is important to the transition for the child. Parent information notices are posted on the bulletin board across from the Center's office or on the parent board inside the door of the main Day Care hallway.

INITIAL REGISTRATION FEE

The childcare registration fee is $100.00 per family. Payment is due at the time of enrollment. This deposit is non-refundable and will not be returned if a family chooses not to enroll after payment.

EDUCATIONAL PROGRAM

An ongoing educational program is designed for each class in accordance with age-appropriate activities for each child. Programs focus on educational development, music, art, cooking experiences, science, social studies, large and fine motor development, and perceptual skills. A monthly or biweekly Christian and educational theme is developed by using weekly/monthly lesson plans prepared by classroom teachers.

Lesson plans for children infants through age 13 will focus on the Wisconsin Model Early Learning Standards. These lesson plans use the Wisconsin Model Early Learning Standards to set developmental goals for each child in their class. Teachers will plan intentional experiences to enhance learning and development in the nine content areas. Children and teachers will work together to reach individual goals based on the child's needs and interest.

EDUCATION AND CURRICULUM POLICY

In each age group the center will provide opportunities for children to have:

A. A safe and secure environment.
B. Emphasis on Christian values and an awareness of different cultures and religions of others.
C. Religious holidays that all enrolled children celebrate may be observed.
D. Active and quiet activities.
E. Outdoor and indoor activities including water and wading pool activities supervised in accordance with the State of Wisconsin licensing regulations.
F. Individual and group activities.
G. Free and structured time.
H. Protection from excess fatigue and over stimulations.
I. Respect and consideration for others.

There will be written reports each day through the ProCare app and private conferences on children's progress in the fall and spring of each year. Additional conferences may be requested. During conferences, teachers will discuss the progress of the child's development, as well as any concerns the parent or teacher may have about the child. Teachers will keep a record of things discussed at each child's conference in the child's file. Parents are always welcome and encouraged to make classroom visits.

CLASSROOM STRUCTURES

We will individualize the program of care for each child by reviewing with parents every six months the child's growth, development and behavior. Teachers will use the lesson plans to identify individual goals for each child and group classroom goals for learning. Classrooms will be arranged in learning centers following the example of the Infant and Toddler Environmental Rating System (ITERS) and Early Childhood Environmental Rating System (ECERS). Classroom environments will reflect the community and children in our care as well as introduce children to other cultures and the world around them. This will be done through the use of books, puzzles, dolls, music, photos, and planned activities. Learning centers will be enriched to reflect the current theme. Children will be promoted by developmental level and age in accordance with date of birth.

INFANT

Our infant classroom focuses on the health and safety of each individual child. We work with each family to model our care to meet your family's needs and preferences. To accomplish this goal, we ask parents to supply us with their feeding, napping, and suggested schedule for their infant. This information needs to be updated every three months as well as completed daily on their daily sheet. Teachers will complete a daily sheet each day to share important information with you about your child's day. Cargill practices SIDS prevention with safe sleep practices so no soft items will be allowed in cribs. Parents may provide a wearable blanket if they would like. Infants will be placed on their back to sleep unless a parent provides a physician's note indicating a different position. Our classroom is a least restrictive environment so children are able to grow and develop as they are ready. To keep our room as healthy as possible, we ask that all parents and children wash their hands upon entering as well as remove or cover

their shoes. Feeding and nutrition information can be found in the nutrition policies section of our handbook.

TODDLER 1's

Our toddler program focuses on the transition of becoming a curious, active, independent one year old. We introduce them to developmentally appropriate educational activities such as art exploration, sensory play, stories, group play, and language development. In becoming independent, our toddlers will learn to eat center food served family style and use a cup on their own. They will also nap not in a crib so will need a sleeping bag or nap mat with blanket. Reciprocal communication is key so daily sheets will need to be completed by both the parent and teacher each day with the child's feeding, changing, and sleeping times.

TODDLER 2's

Our two-year-old program focuses on helping children become independent and working on self-help skills such as dressing, drinking from a cup, cleaning up, and toilet training. They are learning to interact with each other so we teach about appropriate ways to handle our feelings and work on how to express ourselves to others. Language development is so important at this age so our environment and lessons include lots of opportunities to expand and enrich their language skills. Children will be introduced to developmentally appropriate activities including: large and small motor activities, social interaction, introduction to colors and numbers, books and games, sharing, praying, manners, social, creative, intellectual, and cognitive activities.

PRESCHOOL 3 and 4's

Our preschool programs create an inclusive learning environment with a balance of free play, large and small group experiences, and individual learning opportunities. Thematic teaching and individual goals help children to learn and explore at their own pace. Children will learn about math and science concepts, enrich their language and writing skills, gain a sense of self, and focus on their social emotional development. They will have opportunities for both indoor and outdoor large motor experiences as well as learning about other cultures through music and movement.

4K WRAP AROUND CARE

Our four-year-old program offers before and after care for the P4J program as well as care in the summer and days off of school. Our teachers work collaboratively with the P4J teachers so will continue to model the expectations established in 4K. Children will continue a structured learning program with thematic teaching both before and after P4J to help them prepare for Kindergarten. Meals and snacks are provided as well as a scheduled rest time for those in the am P4J session.

OPTIONAL PROGRAMS- P4J and 3-year-old preschool

We offer P4J, the Janesville School District 4-year-old Kindergarten for those children 4 years of age by September 1st. P4J is a three-hour session offered either in the am or pm. This is a free program with wrap around care offered for an additional cost. Parents must enroll with the Janesville School District to participate.

A preschool program is also offered for children age 3 or older for 2 ½ hours 3 days a week. The preschool program is available for those just looking for preschool or you may choose to enroll your child in day care plus preschool.

SCHOOL AGE (Kindergarten-through age 12)

Age appropriate lesson plans will supplement the learning levels of the enrolled children. Through activities, children will be encouraged to develop good self-esteem, manners, and a caring atmosphere where all are equal. With games, creative activities, and books we strive to develop a welcome home like atmosphere where we are all one family. Our summer camp program provides a summer of fun activities including field trips and weekly themes.

Our school-age program is broken up into two components: before-and-after school care with busing, and non-school days & breaks.

NON-SCHOOL DAYS AND BREAKS

Cargill offers daily and weekly rates for care on days when school is not in session. Families must sign up in advance to receive care on these days, either by using the sign-up sheet in the child's classroom or by contacting the daycare office. When children attend the full-day program the daily rate will be charged for that day. The remainder of the week will be charged at the regular before and after school hourly rate. This applies to winter and spring breaks: if it is a full-week, children are billed the full-week rate. Children who do not attend the full-day or full-week program will be charged the before and after school hourly rate (hours x hourly rate) for that week.

Children who do not utilize the before-and-after school portion of our program are welcome to attend on non-school days and during breaks. Families must sign up in advance by contacting the daycare office the week prior to needing the services.

Summer camp will be provided once school is dismissed for the summer. An additional summer camp/field trip fee will be required. Children will be provided with a summer camp t-shirt to take home at the end of summer.

BEFORE AND AFTER SCHOOL CARE WITH BUSING

When a child is enrolled in our before-and-after school program, the family should submit a schedule of the child's anticipated regular hours of attendance. Children with rotating schedules should submit a schedule, in writing, to the daycare office a week ahead of time. It is understood that the family is responsible for the weekly tuition amount (number of hours x hourly rate) each week during the school year, September 1 through the last day of school, even during full or partial non-school weeks. If a child has a rotating schedule, the charge for non-school days/weeks will be based upon the child's typical schedule

Transportation is charged for all scheduled days for the bus. A non-refundable deposit is charged each Fall to guarantee the child's spot on the bus. Bus availability is limited so may change each school year.

TRANSPORTATION

The Cargill bus is equipped for child safety with seat belts, first aid equipment, and safety alarms in accordance with the State of Wisconsin regulations. A transportation book including, children's schedules, emergency contact information, bus routes, evacuation plans, and bus rosters will be carried in each vehicle each time it leaves. All children using the bus for transportation to and from school will need a DCF Transportation Permission form for Child Care Centers on file. Teachers will bring the roll call sheet, weekly roster, and clip board with them on the bus to ensure children's whereabouts at all times. Emergency evacuation procedures are also practiced and recorded.

Cargill buses are used to transport children to the surrounding schools before and after school and on field trips. All children will be signed in using the center attendance sheet and marked on the bus roster when getting on and off the bus. Buses will drop off children in the designated area of each school. Prior agreement is made with each school. If there is not a designated adult when the bus arrives to drop off a child, the child will remain on the bus until they can be released. If needed, the driver will attempt to contact staff at the school. Once arriving back at the child care the center, the driver will check the bus for children and walk to the back of the bus to shut off the child alarm system. At pick up, the driver will need to ensure all children that are scheduled to ride that day are accounted for before leaving the school. If a child is scheduled and has not come to the bus, it is the driver's responsibility to determine the child's whereabouts. The driver should contact the school, parent, and child care center. Once it is confirmed that the child is accounted for and all children are seat belted in the driver may leave the school. The schools we transport to will be determined prior to each school year.

The school transportation fee is $25 per week for each child. The weekly fee will be charged with the child's tuition. We require children to follow the rules of the bus and to depart and arrive, in a timely manner. To ensure the safe arrival of school-age children, we require that parents complete a school arrival/departure schedule, plus information and permission forms required by the State of Wisconsin. This gives us permission to transport the child and to know when the child is due to be picked up from school. All schedules must be accurate.

If a child will be absent from Cargill Christian Learning Center and does not need to be picked up, the parent MUST notify us by 2:45 PM (or 15 minutes prior to the school's scheduled dismissal) so we do not wait for the child unnecessarily. If they do not, they will be charged a $5.00 fee. The bus will wait for all children on the schedule until they arrive or the driver has made contact with a parent or the Director and has been notified that the child is not coming that day.

Failure to report absences will result in the following:

A. Written reminder
B. Meeting with the Director
C. Cancellation of the child's transportation

FIELD TRIPS

The children will be going on field trips throughout the year. Permission slips are required and will be sent home prior to each trip. Parents are welcome to join us but will not be counted in staff ratios. Transportation may be walking, Cargill owned vehicles, or contracted Van Galder school buses for long

destinations. If a parent chooses not to send their child on a class field trip they must make alternate arrangements for their care. They cannot stay behind in another class due to State age ratios and space. No fees will be reimbursed for non-attendance unless they use a sick/vacation day. Field trips are an important part of our educational curriculum.

WATER ACTIVITIES

In our classrooms, we encourage water play by using water tables. These water tables are cleaned after each use. Our classroom may also extend to our playground. During the summer months, we will also incorporate water play in water tables and use a sprinkler outside on the playground. Staff will closely supervise children while engaging in water play activities.

OUTDOOR PLAY

Large motor activities are critical to a child's development so please make sure you send your child to school dressed for outdoor play. Children will be scheduled 90 minutes per day of large motor activities. All children in attendance must participate in outdoor experiences unless a doctor's note prohibits them from participation.

If the weather heat index is above 95 degrees or the wind chill is below 0 degrees, the staff has been instructed to keep children inside and use the running hall or the fireside room down in the lower level for their large motor activities. In extreme cases of severe wind chill when there are warnings and school closings, the center may close as well.

REST PERIOD/NAP TIME

Parents must supply a sleeping bag for each child age 1 through 4, identified with the child's name, for nap time or quiet time. The sleeping bag must be taken home at the end of each week or every five days for proper cleaning. The sleeping bag will be stored in an individual plastic tote provided by the Center. The 4-year-old class will be offered a one-half hour rest time (as stated by the State of Wisconsin) with story time. Lights will be left on.

DIAPERING AND TOILET TRAINING

Diapering and toileting procedures require the staff to wear gloves at all times and to wash their hands as well as the child's before and after each change. Disposable diapers and gloves are thrown in the flip lid wastebasket. The entire inside bag is removed as it gets full and placed in the outside covered garbage cans.

Cloth diapers are permitted as long as the following conditions are met:
-parents must provide a hands-free container for storing the cloth diapers labeled with the child's name
-parents must remove the cloth diapers nightly from the center
-cloth diapers will not be rinsed out but will be placed in the hands-free container upon each diaper change
-safety pins are not allowed

Childcare regulations do not permit us to toilet train children under the age of 18 months. Once your child is ready to begin toilet training, inform the staff so a cooperative environment may be established. Please continue to send diapers and extra underpants until consistency has been established.

NOTE: Due to state regulations, staff members cannot wash out soiled underpants. Soiled underwear, bedding or clothing will be tied in a plastic bag and sent home.

Cargill Christian Preschool Program Policy requires children enrolled in the three-year preschool to be trained on a consistent basis. Pull ups may be worn to prevent accidents.

Parents will be notified by their child's caregiver when diapers and/or wipes are running low and must be provided. An additional charge will be added to the weekly bill, if the center has to provide wipes and/or diapers.

CLOTHING

Daily activities often include painting, pasting and outdoor play. For your child's comfort, please dress him/her casually. Please mark all boots, sweaters, and jackets with your child's name. We are not held responsible for unlabeled items. The staff encourages the children to accept responsibility for taking off, putting on, and hanging up their sweaters and coats without assistance. This aids in the development of the child's independence and self-confidence. Shoes must be closed toed and closed back and secure to your child's foot. **Shoes must be worn at all times.**

Parents should provide at least one extra change of clothing for their child to be kept at the center. Please have season appropriate clothing for your child.

PARENT PROVIDED ITEMS

Parents will be provided will a list of all items to be provided by the parent. The items vary by age group but include: extra clothing, nap mat/sleeping bag, outdoor clothing, and sunscreen. Children not toilet trained will need to bring diapers, wipes, and diaper ointment (if needed). In addition, Infants will need to provide at least 3 bottles per day, a pacifier (optional), and a sleep sack (optional).

The rooms are supplied with age appropriate toys, books and educational games. Staff sanitizes all toys daily. To avoid damage or loss, toys from home will not be allowed unless it is for a special activity. An exception is comfort items for nap time. We are not held responsible for lost or broken items.
In order to adhere to the Federal Food Program, no snacks, drinks, food, or gum shall be brought into the center. Birthday treats must be preapproved by the teacher and be peanut free. Please make arrangements ahead of time.

PETS IN THE CENTER

Pets will be allowed in each classroom but are limited to those that can be kept in a bowl or aquarium for example, fish, hamsters, gerbils, hermit crabs, or frogs. Only teaching staff will be allowed to touch them or clean their habitat. Any other animals brought into the center must be for an educational purpose and must be preceded by parental permission for each child participating.

SCREEN TIME POLICY

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics' recommendations on screen time:

- Children under 2 will have no screen time
- Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total.

Teaching staff and parents will be given information on how to reduce children's screen time both at home and during school hours. We understand that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development.

Therefore, we will restrict screen time by:

- Allowing ZERO minutes total per week of screen time for children under age 5, and 15 minutes per week for children ages 6-13 years
- Allowing no more than 15 minutes of educational computer/IPad time per week for children over age 2. Time and educational programming will be monitored and supervised by the classroom teacher.
- Not allowing any screen time during meals and snacks.
- Not allowing screen time as a reward or to manage behavior

*Screen time includes any time spent watching shows or playing games (including video games) on a screen. Screen time can include televisions, computers, or smart phones. For children 2 years and older, screen time does not include e-books or tablet computers to read children stories, using Smart boards for interactive instruction, or connecting with parents through videoconferencing.

MOVIES

Movies shown at the center must be rated G. All movies must be preapproved by the teacher and require a permission slip be signed by the parents. Movies will only be used for special events.

FAMILY INVOLVEMENT AND ENGAGEMENT

COMMUNICATION

Communicating with families is a critical component in caring for children. It is important that the lines of communication remain open, honest, and mutually respectful. Teachers and parents must initiate conversations with each other at drop off and pick up time as well as through phone calls and conferences. Teachers may also communicate through newsletters, daily sheets, take home folders, and emails.

The first line of communication for any questions, concerns, etc. should be from the parent to the teacher or the teacher to the parent. If additional assistance is required, the next line of communication should be between the parent and the director.

It is important to keep the Child Care Director informed of all parent concerns. The Director has an "open door" policy. This means parents are encouraged to call or stop in and talk with the Director. Any concerns or problems regarding communication between parents or guardians and teachers should be discussed with the Child Care Director or in her absence, a note should be written. The Child Care Director may be reached at 608-752-2140.

The center supports an "open door" policy. We encourage parents or guardians to visit anytime unless access is denied by a court order and that order is on file at the center. We also encourage parents to participate in special events, field trips, lunchtime, or whenever you have a free moment.

TRANSITIONS

A. Two weeks prior to a child's move up date from classroom to classroom, parents will receive notification of the child's transition. The notification will provide the move up date, classroom, teacher's names, and give parents the opportunity to schedule a conference or request more information from the new classroom. Children will have scheduled visits for a minimum of two weeks prior to the final move. Those scheduled visits should include several morning sessions (including drop off), afternoon sessions (including lunch, nap, and PM snack) and whole day sessions. Visits may be shortened or lengthened based on the child's comfort with the new classroom.

B. Any family transferring to a new location will be provided with the records requested to go to their new location.

C. Upon enrolling and paying the security deposit, families are encouraged to take the opportunity to visit the center with their child/children prior to starting care, they are also encouraged to attend any family events scheduled. A courtesy call informing the center of date and time of the visits would be appreciated.

D. Children will receive care by consistent staff members.

FAMILY SUPPORT STRATEGIES

Upon enrolling, families are asked to fill out a child intake questionnaire to help staff support family culture and values and families' rights to make decisions for their children. Teachers use this information within the classrooms to help shape the classroom environment and to support the school to family relationships. We ask all families to provide us with a family picture so we can incorporate your family into our environment as well as provide your child with a sense of security. Families are welcomed and encouraged to be an active part of their child's learning and experiences here at Cargill.

POLICY FOR PARENT INPUT

Program policies and procedures for Cargill Christian Learning Center are written and approved by the Learning Center Advisory Board and the Center Director. To give parents the opportunity to add their input to the program's policies and procedures the center will provide evaluation questionnaires on a regular basis. Parents are also invited to inquire about becoming a member of the Learning Center Advisory Board.

GUIDANCE POLICIES

Discipline means, "To teach our children appropriate behavior so that they have a healthy relationship with others and a good sense of their own self-worth." To achieve this, we must recognize the positive things children do and show respect for the individual growth of each child.

Sometimes a child may have difficulty sharing, listening, or following the rules in general. If this occurs, time away from the group either alone or with a teacher may be needed. This allows the child to work through his/her feelings of anger or frustration. He/she will then be guided back into the group's activities as soon as behavior permits.

Teachers may not, in any way, harm a child physically, verbally, or mentally. Children will not have food withheld nor will they be asked to perform demeaning tasks as a negative reinforcement of a behavior. Teachers are prohibited from using any type of negative punishments even at the request of a child's parent. All parent requests should be deferred to the Center Director

Staff understands that there will be times when a child will become distraught, fussy or won't quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal and that all babies and small children will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we can do to sooth your child. Sometimes this means just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need assistance or need to remove ourselves from the room. Staff has been trained not to hesitate to call another staff or the day care office for help if they feel it is necessary.

POSITIVE GUIDANCE

Teachers will set rules and enforce them in a positive manner. Discipline will be designed to help the child develop self-control, self-esteem and respect for the rights of others. While transitioning children from place to place staff will use games and other transitional activities to ensure children a positive experience.

REDIRECTION OF CHILDREN

It is the responsibility of the teacher to anticipate and avoid discipline problems whenever possible by steering the child to alternate activities. If a child is infringing upon the rights of others or hurting himself/herself or another child, immediate intervention will be taken.

Redirection will be used when:

A. The child has been warned and continues the disruptive behavior.
B. The child is hurting himself/herself or other children.
C. The other children cannot continue their activities because of the disruption.

Positive reinforcement will be used when students attempt to correct their behavior.

SETTING CLEAR CUT LIMITS

Rules will be explained so that the child understands. Discipline will be consistent. Daily routines will be established so the students know what is expected of them. Conferences will be scheduled twice a year or more frequently if needed and/or desired by parents. Teachers are available for visits before and after class. Parents are always welcome and encouraged to make classroom visits.

AGGRESSIVE BEHAVIORS and BITING

Cargill Christian understands that intermittent biting, particularly in young children, is typical in normal early childhood development. We also believe it is in the best interest of both the children placed in our care and our employees to set limits for aggressive behaviors, such as biting, that have the potential to harm others. Therefore, the following policy will apply to all children enrolled.

PROCEDURES

Teachers will make it a part of the curriculum to, on a regular basis, talk to children about appropriate ways to deal with feelings of frustration and anger. Emphasis will be placed on using words and language rather than aggressive behaviors. Classroom environments will be set up to help reduce aggressive behaviors by ensuring there is adequate materials, eliminating runways and hiding spots, and offering areas where a child can be alone to calm down. Teachers will also take the Pyramid Model training and use those techniques in their classroom to help children to work together to solve conflicts. Any incident of aggressive behavior, including biting, presents yet another opportunity to reinforce appropriate behavior thus discouraging inappropriate behavior.

Upon observing aggressive behavior or a biting incident, the teacher will first attend to the bitten or hurt child, comforting the child and cleaning the area of the bite gently with soap and water. Ice will be applied for a short period if bruising occurs; if the skin is broken the parent will be notified by phone. The teacher will also remove the aggressive child, or child who did the biting, from the setting in which the aggression occurred and help the child understand, in an age-appropriate manner, the behavior is not acceptable. Care will be taken not to reward the aggressive or biting child by immediately giving that child extra attention. In no event, will we condone or allow either an adult or another child to bite the biter as a disciplinary or other method

A. A Teacher who observes aggressive behavior or biting directed to another child or staff member will document on an Incident /Accident form and report the incident to the Director and the parents of both children involved. (confidentially is assured)
    a. The parent of the biter or aggressive child will be notified that aggressive behavior of a nature that could harm another child cannot be tolerated by the center and that the center personnel and the parent(s) must work together to change the behavior. The parent will also be counseled on methods of discouraging such behavior in his or her child. The staff and parents should devise a plan to try to modify the behavior. Biting by children older than three years will be viewed as more serious than toddler biting and may result in a more rapid dismissal, temporary or permanent.

B. Cargill Christian Learning Center staff will not identify the child who did the biting to the parents of the bitten child and may not give out medical or other information on the biter.
    a. It is suggested that parents of both the child that did the biting and the parents of the bitten child take time to observe the day to day classroom routine (minimum of 2 hours) for reassurance of the safety of that classroom.

C. The Center Director will be responsible for daily follow-up to ensure that the teacher and parents of the biter or aggressive child are communicating regularly and that the behavior is improving. Staff will review the classroom environment to make sure that there are sufficient toys and other projects, that the children are interacting appropriately and that the environment is adequately controlled. Once the aggressor has been identified, teachers will make all reasonable efforts to monitor the child and try to prevent repeated episodes. If staff, with reasonable intervention, is unable to prevent biting or aggression by the child the parent will be asked to pick up the child and remove them from the center that day. **A "3 strikes and you're out"** policy means a child that bites three times in one day will be sent home for the remainder of that day. This determination will be made on a daily basis. In no event should a child be permitted to remain in the center if, in the judgment of the Center Director and staff, the child poses a real threat of harm to other children in the center or other programs.

D. In the event a parent is asked to temporarily remove the child from the center, the child may be returned to the center after the parents have discussed with the teacher and/or the Center Director the steps needed to try to avert the behavior. It must be clear that the parents are actively involved in trying to discourage the behavior. A parent may be asked to consult the child's physician and /or a counselor for assistance with the problem. In some cases, the parent may be asked to keep the child out of the center for a period of time until the aggressive or biting phase has passed.

PROTOCOL

If the aggressive behavior cannot be controlled with reasonable staff supervision, and the child continues to display significant aggression to the extent that another child or staff could be harmed, the following steps will be taken:

1. Teacher to parent communication regarding the problem
    a. Develop a behavior modification plan.
2. Director/Parent/Teacher
    a. Discuss the problem.
    b. Review the behavior modification plan.
3. Dismissal of Child

After a discussion with parents a written dismissal letter will be sent to the family and a copy placed in the child's file.

EXCEPTIONS: It is understood in setting this policy that each child is an individual and those behaviors vary in type and degree and may be a one-time result of influences beyond control of parents or

teachers. It is intended that parents discuss these situations with center staff and that in certain circumstances exceptions to this policy may be made. Since each incident must be viewed in context, it may be that appropriate actions are less or more severe than those set forth in this policy. **In no event will a child be permitted to remain in the center, if in the judgment of the Center Director, the child poses a real threat of harm to other children in the center or other programs. If at any time the parents feel the dismissal action is unwarranted they may appeal the decision to the lead pastor.**

CHILD ABUSE

Cargill Christian staff are legally mandated to report suspected abuse or neglect to the Rock County Human Services Department, (608)757-5401.

HEALTH POLICIES

The policy of Cargill Christian is to maintain and protect the health of all children and staff and to reduce the risk or spread of disease and illnesses to other children. The teacher may send any child home whose health seems questionable upon arrival at school or while class is in session. If a child is too ill or uncomfortable to participate in daily routines, your child must stay home, or will be sent home if symptoms worsen throughout the day.

A. Children must remain out of the center the next day, and additional days until the child has been symptom free for a 24-hour period if the child is sent home with a fever of 101 or higher, vomiting, or diarrhea.
B. Children must stay out of the center for a minimum of 24 hours after a child has been taking prescribed antibiotics.
C. If a child is found to have a communicable disease (such as Pink Eye, Chicken Pox, Ringworm, Scarlet Fever, or Lice) the center must be notified. The director will notify all parents with children in the center of what the illness is and the symptoms, but not who the ill child is. The Health Department will be notified. (confidentiality is assured)
D. If a child with a suspected illness is taken to a doctor and found to be well, a Doctor's note stating the child IS NOT CONTAGIOUS is required for re-admission to the center the same day.
    a. The return of the child remains at the discretion of Cargill Preschool and Day Care.
E. A child may return to the center following an illness without a physician's statement if that child has been absent for the period of time designated for that specific illness.
F. The parent or designated person will be notified to pick up the child immediately if a child becomes ill at the center. Until that adult arrives, the child will be isolated from the other children, but within sight and hearing of a staff person.
    a. The parent/designated person must arrive within one hour of receiving information concerning the sick child or be charged $10.00 for each 15-minute period past the one-hour time frame.
G. It is our policy that tuition payment is made for absences due to illness. (Refer to section VACATION DAYS/SICK DAYS)

Any child who requires immediate medical attention will be taken to Mercy Hospital's Emergency Room or an appropriate facility.

ILLNESSES

A. Children may not be brought to the center, or will be sent home from the center, and must remain out for the entire next day for the following illnesses:
B. Fever (101 or over), vomiting, diarrhea
C. Chicken Pox, Strep throat
D. Measles, Rosella, unexplained rash
E. Any other communicable diseases
F. Inflammation and drainage of the eye
G. Lice or nits discovered (Cargill is a nit free facility. Children will not be able to return until they are checked and cleared by the office as nit free. This policy also applies to those children in P4J even though this policy is different from the Janesville Public School district.)

MEDICATION

PRESCRIPTION MEDICATION

Prescription medication including, but not limited to, aspirin, cough medicine or nose/eye drops may not be given to a child except under the following conditions:

A. A signed, dated, written authorization form is filled out by the parent and in the child's file, and the medication is accompanied with a prescription signed by a physician.
B. Prescription medication must be in the original container and labeled with the child's name, name of the drug, dosage for administering, a date, and a physician's name.
C. If a dosage is missed by staff, the parent will be notified immediately to determine what course of action to take.
D. Medication will be stored out of the reach of children.

NON-PRESCRIPTION MEDICATION

Non-prescription medication may only be given with written authorization by a doctor. Doctor's authorizations will be good for 30 days with a new medication authorization needing to be filled out every 14 days. Topical ointments and sunscreen will be applied with written permission on a topical ointment authorization form. Spray sunscreens will not be allowed.

ACCIDENT/MEDICAL LOG

The teacher will maintain an accident and report log. Parents are given a copy of the report of their own child's accidents. The child who causes the accident and the child who was hurt will both receive a report. Names of children will only be released to their own families. If there is a question about a report, please contact the Center Director.
The teacher will maintain a medication report log including all medication given to a child at the center. This includes prescription and over-the-counter medications. The log will also include the name of any child sent home, and why. Information about other children in the class will not be released. If there is a question about a report, please contact the Center Director.

INJURIES

All children with minor injuries at the center or on a field trip will be documented on the proper DCF forms and taken care of according to the first aid training received by all staff. Gloves will be worn by all staff when handling body secretions and disposed of in a plastic bag and placed in a covered garbage can as per regulations. If the injury is deemed severe and /or life threatening 911 will be called for emergency or rescue personnel to respond immediately and all proper policies designated by State regulations will be followed.

PHYSICAL EXAMINATIONS

Each child shall have on file a physical examination by a licensed physician of Parents' Choice not more than 6 months prior to, and no later than 14 days after admission to the center. Subsequent physician examinations ARE REQUIRED at least once every 6 months for children 6 weeks to 2 years of age. For children 2 years and older, an examination is required at least every 2 years.

NUTRITION POLICIES

Cargill Christian Learning Center participates in the Federal Child and Adult Care Food Program (CACFP) and adheres to all policies and guidelines of the program when serving meals and snacks. Breakfast, lunch, and up to three snacks are provided by the center daily.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

NUTRITION PROVISIONS FOR INFANTS AND TODDLERS

To meet the daily nutritional needs of infants and toddlers, Cargill Christian observes the following procedures:

A. Cargill Christian will provide all meals for infants with the following guidelines:
   1. The meal pattern for infants contains iron-fortified formula and other components listed under the Infant Meal pattern. The center must inform parents of the specific iron-fortified formula offered and have written documentation of the parent's decision to accept or decline the offered infant formula. This documentation must be kept on file for each infant. Regardless of whether the parent of the child provides the formula, the center is required to supply the other foods when the child is developmentally ready. As always, the decision about introducing semi-solid foods is made by the parents and the baby's doctor.
   2. Cargill Christian will provide the Sam's Brand "Simply Right" Gentle milk-based infant formula with iron. This brand is comparable to Enfamil Gentlease
   3. Parent Providing Infant Formula/Breast Milk: The decision regarding which infant formula is fed to an infant is one for the baby's doctor and parents/guardians to make together. Therefore, parents or guardians may elect to decline the offered infant formula and supply their own formula or breast milk. Written documentation of parent's decision to decline an offered infant formula is necessary.

B. Individual eating plans for infants beginning solid foods will be followed after communication between parents and teachers. Finger foods are suggested before the children will be moved to the toddler room.

C. Parents must supply and label all bottles.

D. All breast milk must be brought to the center in premade labeled bottles. Frozen breast milk in plastic bags is not allowed

E. Food and milk that has been exposed to child's saliva and not consumed will be discarded after eating, according to State regulation.

F. Bottles will not be allowed to be heated in the microwave. They will be heated in warm water in the crock-pot.

G. Food will not be served past the expiration date.

H. Water will be offered frequently throughout the day.

I. The center cannot vary a fee for infants based on whether the parent or the guardian provides the formula.

J. Infants still on formula or baby food after age ONE needs to have a physician's note allowing child to stay on formula or baby food.

SPECIAL DIETS

Please make sure the staff is aware if your child has special dietary needs. A physician's written instructions will be required to be on file in your child's classroom with a copy in the office files.
All food allergies are posted in each classroom and in each kitchen.
All menus are posted in each classroom, the kitchen and outside the child care office on the bulletin board. If special snacks are brought in by parents, they are given in addition to our regularly scheduled meal or snack. Teachers sit and eat with children to model proper manners and socialization skills.

MEALS AND SNACK SCHEDULE

School-age and P4J AM class Breakfast	7:15 AM to 8:15 AM
Breakfast	8:00 AM to 8:30 AM
Lunch	11:00 AM to 12:00 PM
Afternoon snack	2:00 PM to 3:30 PM
Late snack	5:00 PM to 5:30 PM

*Snack schedules vary among each classroom schedule

PROVISION OF MEALS

Breakfast is to be provided by the center and must consist of at least one item from each of the following categories:

A. Fruits or Vegetables
B. Cereal, Whole grain-rich or Enriched bread product or Meat/Meat Alternates
C. Grade A, Vitamin D milk for 1-year-olds. Children over the age of 2 will be served skim milk.

Lunch is to be provided by the center and must consist of at least one item from the following categories:

A. Milk or milk product Grade A, Vitamin D milk for 1-year-olds. Children over the age of 2 will be served skim milk.
B. 2 vegetables or 1 vegetable and 1 fruit
C. Meat products or other protein.
D. Cereal, Whole grain-rich or Enriched bread product

FINANCIAL FEES AND CHARGES

TUITION PAYMENTS

Parents will be billed weekly for day care services and/or monthly for preschool services. Tuition will be billed based on the enrolled schedule provided to the child care center. Tuition will not be adjusted on a weekly basis due to absence for illness/vacation or other schedule changes. (see vacation credit section) If the schedule change will be for 2 or more consistent weeks, tuition can be adjusted for those weeks if permission is given by the child care office in advance. An hourly rate is available for children who are in the center less than twelve hours per week and can fit in opposite the schedule of another child. Payments can be made by check, money order, cash, or credit card. Automatic payments are available using a checking account or credit card. Payments can also be made online at MyProCare.com. A $35.00 fee will be charged in the event of a returned check, ACH, or credit card return. Tuition is due and payable on the first day of the child's weekly/monthly attendance. If tuition is not paid by the Wednesday of services for the daycare, or by the fifth of the month for preschool, a late fee of $15.00 will be added to the tuition statement.

If an account becomes 2 weeks in arrears of payment due, services for children of the family will be discontinued until the account is paid in full. Tuition is payable for children regardless of physical

attendance unless vacation schedule and/or schedule change forms have been submitted and approved by the child care office
***ALL RATES ARE SUBJECT TO CHANGE AFTER A THIRTY DAY WRITTEN NOTICE

VACATION/SICK DAYS

Child care families will be permitted ten vacation / sick days per year. Each vacation/sick day is equivalent to a half day and will be given as 10% off your weekly tuition. To be eligible your child has to have been enrolled, full or part time, in the daycare for a minimum of six months. Vacation time must be pre-arranged two weeks in advance with the Director and a form filled out and returned to the daycare office. If a child is ill and is not able to attend the center, parents/guardians are still required to fulfill the tuition agreement (see financial fees section). A form located in the office or the child's classroom must be filled out by the parent and returned to the daycare office to receive sick day credit. Any days left over will also be forfeited at the end of the center's school year (August 31).
The annual year for vacation and sick days is September 1 through August 31.

REGISTRATION FEE

The child care initial registration fee is $100.00 per family. Payment is due at the time of enrollment and/or when reserving a spot on the waiting list. This fee is non-refundable. The annual registration is $50 per child or $75 per family and is charged in September along with the annual supply fee.

FAMILY DISCOUNT

A family discount of 10% off the oldest child's tuition is offered to families with two or more full time children. All tuition fees are determined by schedules submitted by parents one week prior to actual attendance. Changes must be submitted in writing by the Wednesday prior to the week you request changed.

ADDITIONAL FEES

- An annual registration fee is due in September each year in the amount of $50.00 for an individual child or $75.00 for a family.
- We appreciate you bringing and/or picking up your child on time. A $5.00 per 15-minute penalty fee will be added to your tuition bill for time spent over the scheduled time on early drop off or late pick-up times.
- School-age schedules must be accurate and turned in two weeks prior by Wednesday. A late schedule, early drop off or late pick-up will result in a $5.00 charge. Transportation to the public schools is $25 per week for school age children.
- Parents will be charged $1.00 per minute per child for all pick-ups after 6:00pm.

SUPPLY FEES (beginning children age 1 through 12):

Supply fees will be billed twice a year.

March 1:	Full-time students	$35.00
	Part-time students	$30.00
September 1:	Full-time students	$35.00

Part-time students $30.00

Three-year-old Preschool Supply Fee (one charge per preschool calendar year)

September 1: Preschool student $35.00

*if your child attends both preschool and daycare, charges will be $60.00 for both in September, then $35.00 in March.

FEE FOR HOLDING YOUR SPOT DURING SUMMER OR LAY OFFS:

If your child/children will not be attending daycare for more than two weeks, and you would like to hold your child's/children's spot during the absence, you must pay a fee to hold that spot. **If the fee is not paid the spot will not be held** for your child's/children's return. **You must begin by giving a written two week notice prior** to receiving the non-attendance rate. Payment of the fee will be required by Wednesday of each week and must be kept current to ensure a secured spot for your child/children when they return. This rate is only for children who are not attending any days at the center and as soon as you return regular rates take effect.

Holding fee rates are:

Age	Weekly
Infants-Ones	90.00
Twos	80.00
Three-Fives	75.00
School age	60.00

ARRIVAL AND DISMISSAL PROCEDURES

In the interest of safety, please observe the following rules:

A. Please use the back entrance of the church when you drop off and pick up your child. Each family will be provided a key fob (additional fobs available for purchase) upon enrollment to gain access to the facility
B. If your child will not be in attendance, please call or send a message in the ProCare app.
    a. A call will be made one hour past your scheduled drop off time if the center has not heard from you.
C. Children must be signed in and out every day on the parent computer. Computer registration codes can be provided to all authorized pick up persons through the child care office.
D. Cargill Christian is responsible for your child only after he/she is signed in by a parent or authorized person/adult. Both the correct time and the individual's signature upon arriving and leaving must be recorded as required by the State of Wisconsin Child Care Licensing regulations.
E. Please do not send or bring your child before the scheduled time. If there is a delay, you must phone the learning center office, so arrangements can be made.
F. Please come into the classroom to pick up your child. We do understand that emergencies arise. If someone other than a parent or the designated person is picking up a child, parents must notify the teacher in writing. It is our policy not to release children to anyone under the age of sixteen. For the children's protection, photo identification must be presented at time of pick up. Release

of a child will only be made to authorized pick up people listed on the Enrollment Form. If an emergency arises, parents may contact the director to give the authority to release the child to an adult not on the list. This may be allowed if the center is able to: verify it is the parent, written notification is sent (email or fax), and that adult brings in photo identification.

G. If an adult pick up person appears impaired in any way, they will be asked to meet with the Director or her designee to establish a safety plan before taking the child off the premises.

SECURITY SYSTEM

All classrooms and hallways in the child care center are monitored through a secured camera system. We also have a locked entrance with a key fob required for entrance. Parents will be provided with a key fob when enrolling after they have paid their security deposit. Additional key fobs can be purchased from the child care office for $10.00. The key fob is the property of Cargill Christian Learning Center and must be returned on the child's last day of attendance. Failure to return the key fob will result in a $10 charge which will be deducted from the family's security deposit.

For the safety of the children in our care, we ask that parents do not label their key fob or share it with people they do not know. A doorbell with camera has been installed on the handicap door which can be used in instances of forgetting your key fob or if approached by someone without a fob wanting to be let in. Please notify the office immediately so we may deactivate your fob if it is lost or stolen.

WITHDRAWAL NOTICE

A child will be withdrawn from the learning center by mutual agreement between the parents or guardians, the teachers, and the center director if the child's adjustment to the program is unsatisfactory. Parents will provide a written notice of their decision to withdraw.

A child will be dismissed if there is a general lack of cooperation by the parents in:

A. Filling out and returning required forms in a timely manner.
B. Paying fees or in making arrangements to do so.
C. Adhering to the rules of the preschool or day care relating to the arrival and departure times of the children.
D. Working on a child's behavioral issues that create safety and / disruption in the class room.

A family will be dismissed if a parent becomes belligerent or disrespectful to the staff. A written notice of the decision to dismiss will be sent to the parent and a copy placed in the child's file.
In all cases of withdrawal by parents, 2 weeks prior written notice shall be required. If 2 weeks prior notice is not given, regular fees will be required and the initial deposit will also be forfeited. Placement fees are non-refundable regardless of prior notice given

FIRE, TORNADO, AND OTHER EMERGENCY POLICIES

A clip board with daily attendance sheets, including child's name and birth date and the child's emergency form will be carried with the classroom teacher where ever she goes with her class. In the early morning, all clip boards will remain with the staff opening until each class room teacher picks up her class. When children are turned over to another teacher for breaks or at the end of the night the clip boards are passed on. Each teacher is responsible to have documentation on every child in their care

at all times. Each child's emergency form (kept in the teacher's clipboard) must, contain any information pertaining to that child's special health needs including any physical, emotional, social or cognitive disabilities. This emergency information will go with the child where ever they go. It is the teacher's responsibility to know all the information on each child in their care at any point in time. They should refer to the cards daily to be aware of updated information.

Regular emergency evacuation drills for fire, tornado, and other emergency policies will be held in accordance with State of Wisconsin regulations and conducted by the Safety Team Leader.

Fire evacuation: When the alarm sounds, all will exit the building as per the posted exit procedure by each classroom door and will meet at the designated areas. Teachers are responsible for attendance count of their class. Security service will automatically contact fire department. The Day Care Director and office staff will help with any children with disabilities or children needing additional assistance. These children will be carried to the transporting vehicle and placed aboard or carried out of harm's way. The Education Director and church staff in the building will assist where needed.

Tornado Evacuation: When City sirens sound, or if the staff hear on the radio, or staff feels the weather is threatening; the Director and/or the Safety Team Leader will inform all classes of the evacuation starting with the closest room. All children and staff will proceed down to the lower level hall for safety. The Day Care Director and office staff will assist any children with disabilities or children needing extra assistance. The Education Director and other church staff will assist as needed. Designated routes are posted by each classroom door. The Team Leaders in charge of the center cell phones and the Director will bring down cell phones and walkie talkies after everyone is safely evacuated into the lower level hall. The Safety Team Leader will get the emergency box from the downstairs store room after all children and staff are in the safe hall. Everyone will sit on the floor facing the wall with heads covered until the all clear is given by the Director or the Safety Team Leader.

Building Service Loss:

A. Inside building temperature must not fall below 67 degrees or above 80 degrees at any time. If this happens and the problem cannot be corrected within 1 hour the center will close and parents will be notified to pick up their children immediately. The center will remain closed until the problem is fixed.

B. If problems with services such as water, heat, electricity, air conditioning, phone or plumbing occur and cannot be fixed within 2 hours (less if it is a threat to health) the center will close for the remaining time until the problem is fixed. Parents will be notified by cell phone, on the radio (WCLO-WJVL) and the Internet. Full tuition will be required when the building must close for an emergency.

C. In case of an emergency when the Director cannot be reached, the Office Assistant Support Teacher and /or Lead Pastor should be contacted. The administrative chain of command will be followed.

EMERGENCY CONTACT PERSON

Upon opening, the emergency contact person at the center is the cook until the director of the center or the designee arrives.

COVID-19 POLICIES-effective 6/1/2020

Sick Child Policy Amendment: COVID-19

The safety and wellbeing of all staff, children, and the families at Cargill Christian continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. Following this additional sick child policy will help Cargill Christian to do this.

Children will be monitored for signs or symptoms of COVID-19 daily. **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have come in contact with others who have COVID-19

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contract the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- Cargill Christian will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee tests positive for COVID-19:

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. Cargill Christian will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of COVID-19

Returning to a child care facility after suspected COVID-19 symptoms

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
    - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath)
    - If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)

Parent Agreement

During this difficult and stressful time, we at Cargill Christian want you to know that we value the safety and wellbeing of you and your child(ren). For this reason, we ask that you take time to read through the following statements that we have put into place to keep everyone healthy and safe:

- If you meet any of the following criteria, please do not visit or pick-up/drop-off a child at our program:
  - Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma,
  - Have symptoms of COVID-19 (fever, cough, shortness of breath),
  - Have been in contact with someone with COVID-19 in the last 14 days, or
  - Have returned from travel to areas with community spread of COVID-19 as defined by the CDC in the last 14 days

- When picking up or dropping off a child(ren), please wait outside classroom and a teacher/staff person will assist you. Please note that you may be asked to stagger your arrival/departure times; the program will work this out with you ahead of time. We also ask that you practice "social distancing" (6 feet) at all times.

- If you need to enter the program for any reason, we ask that you wash or sanitize your hands immediately upon entry.

- If your child becomes ill while in our program, you will be asked to pick-up your child within one hour of the program contacting you. Please have plans in place to ensure you or a designated person is available if this should occur.

- Please review your enrollment information to ensure we have your current contact information as well as emergency contact information.

Liability Waiver and Release for Using Group Care at the program During COVID-19

I understand that children and other staff are at an increased risk for contracting the Novel Coronavirus or COVID-19 while utilizing group child care at the program. In enrolling in and using these services, I hereby acknowledge this risk and that the program is taking recommended precautions to protect children, families, and public health. I hereby release and hold the program, its officers, directors, employees and staff harmless from any liability arising out of exposure to Novel Coronavirus or COVID-19 and all consequences of such exposure, which are not a direct result of gross negligence, intentional or reckless conduct on the part of the program staff. I hereby waive the right I have to bargain for different waiver of liability terms.

POLICIES ACKNOWLEDGEMENT

Please complete this form and return it to the Director. This will be placed in your child's permanent file.

I _____have read the policies of Cargill Christian Learning Center and understand that I am responsible to abide by these. Any additional or changed policies will be distributed to all families and will include a new policy acknowledgement form which must be signed and returned to the office within ten days.

Signature _____

Date _____

TUITION ACKNOWLEDGEMENT

I _____AGREE TO PAY THE

WEEKLY TUITION CHARGE BY WEDNESDAY OF EACH WEEK

Signature _____

Date _____

ADDITIONAL FEES FOR OVER HOURS AGREEMENT

I _____AGREE TO PAY

ANY ADDITIONAL EARLY DROPOFF/LATE PICK UP CHARGES BY WEDNESDAY OF THE FOLLOWING WEEK

Signature _____

Date _____