

Bethlehem Community Preschool & Child Care Parent Handbook

We Believe
More Experiences=More Growth

(715) 359-3366



www.bethlehem-preschool.com

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Bethlehem Community Preschool & Child Care

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Rothschild, WI 54474
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Parent Handbook

Effective Date: January 2021

Our Center

Welcome to Bethlehem Community Preschool and Child Care!

This handbook is designed to help new, current, and prospective parents understand who we are and what our Center offers. Each section addresses different aspects of Bethlehem Community Preschool and Child Care and how we care for your children.

Being able to understand who we are and what we offer helps you see our commitment to high quality child care for all children.

As with any policy manual, this handbook is subject to amendment as policies change or are added. Information on revisions and changes will be available to parents as soon as possible after adoption, either in hardcopy supplements in the lobby or online at Bethlehem Preschool and Child Care website at <http://www.bethlehem-preschool.com>. Our license, and license inspections are posted in the lobby above the parent sign in and out book.

Who We Are

The purpose of Bethlehem Community Preschool & Child Care is to be in partnership with the home, providing care and early education for children ages 6 weeks-13 yrs. old, with a warm, loving environment and developmentally appropriate experiences that promotes social, emotional, creative, intellectual, physical, and spiritual growth. The Center opened in 1996 serving preschool students and one room of childcare out of the basement at Bethlehem Lutheran Church. In August 2007 the center grew too large and moved to our current location. We have 6 classrooms and are serving ages 6 weeks to 13 years old. We are rated 3 stars through the Youngster Quality Rating Scale and we are licensed by the Department of Children and Families to serve 74 children.

The Center is open Monday through Friday from 6:30 AM to 5:30 PM, year round, with closures throughout the year due to holidays. Parents/legal guardians are welcomed visitors at all times unless a court order states otherwise. We believe that you are your child's first and most important teacher and encourage open communication. We at Bethlehem also value your opinion and suggestions at any time. Please consider joining us on field trips or any other time that may fit your schedule.

The BCPCC staff is committed to a program that is flexible enough to meet the needs of our families. Families contract for the schedule that best meets their needs.

Our 6 Child care groups are:

- Arctic: 6 weeks to 1 years old
- Ocean: 1 years – 2 years old
- Rainforest: 2 years – 3 years old
- Safari: 3 years- 4 years old
- Northwood's: 4 years- 5 years old
- School age: 5 years -13 years old

*We also offer care for school age children on school off days and snow days Call 715-359-3366

Preschool:

Preschool services are provided for children ages 3 years old, from 9:00 am – 11:30 am Monday, Wednesday, Friday, which runs September - June. The preschool follows the D.C. Everest school schedule and closes for snow days in accordance with the D.C. Everest school district. All preschool children attending the M-W-F program need to be 3 by Sept 1st and potty trained.

4K Program:

D.C. Everest 4K is held September-June from 9:00-11:40a.m. or 12:30- 3:10 p.m. 4K follows the D.C. Everest school schedule and closes for snow days in accordance with the D.C. Everest school district.

Mission Statement

Bethlehem Community Preschool and Child Care is dedicated to help each child grow emotionally, socially, intellectually, physically, and spiritually through individualized and group interaction.

Philosophy

Our philosophy is that children learn through play, and our goal is to provide as many varieties of play experiences, while supporting each child's progress at their own pace. Based on the assumption that all children have strengths, we promote the positive accomplishments each child makes. The center's programming emphasizes cognition and general knowledge, language and communication, social emotional, diversity, and health and physical development. Families are valued for the support they provide their children, for the partnerships they build with our staff, for their readiness to help and for their willingness to entrust their children into our care.

Staff

The Center's staff include an administrator, full-time director, six full-time teachers, plus six certified assistant teachers along with a full time cook. All staff upon hire are required to have a physical and TB test. All staff and volunteers have a background check done by the FBI and a caregiver background check every year thereafter. Staff also participate in an orientation before working in the classroom. This includes, a staff meeting for new staff, manual reading of center policies, tour, safety procedures, injury care & emergency procedures, all center health regulations & education programming including child guidance, universal precautions, infectious disease control, Sudden Infant Death Syndrome, Shaken Baby Syndrome, and child abuse & neglect. The state provides an orientations checklist which must be completed and kept in the personnel file of all staff. After orientation, new staff work alongside the experienced staff.

All staff attend a monthly staff meeting. All teachers and assistant teachers meet the continuing education requirements by attending conferences, workshops, and/or area educational classes. Requirements are 25 hours for full-time teachers and 15 hours for part-time.

Our Chain of Command is as following:

- Board of Directors
- Administrator
- Director
- Teacher in charge
- Cook
- Teachers
- Assistant Teacher
- Subs
- Volunteers

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ENROLLING AT THE CENTER

Registration Information

Parents can contact the center directors to discuss their child care/preschool needs and arrange for a tour of the facility and the desired program. After touring the facility the director will review the enrollment packet with the parent and discuss any questions or concerns that may arise. BCPCC will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act. Please discuss this with the director before enrollment in the center. The information shared with the director will be communicated to the lead teacher in the appropriate classroom, which allows staff to make any necessary arrangements. Please review the materials below to see what we require and our policies regarding tuition fees and payment.

Required Forms

The following is a list of required paperwork. All paperwork must be completed PRIOR to the first day of your child's enrollment. If your contact information changes during your enrollment, the center office is to be notified immediately.

Child Care Enrollment Form	Health History and Emergency Care Plan
Child Health Report/ Immunization History	Media Release/Parental Consent
Compliance agreement (from Handbook)	Signed Contract (Enrollment Form)
Under 2 Intake (if needed)	Alternate Arrival/ Release Agreement (if needed)

Physical Examination record

The physical examination record must be

- Signed by the child's physician on the state-approved form;
- Be dated no more than 12 months prior to enrollment;
- Submitted within the first 30 days after enrollment at the Center;
- A new certificate of well-being must be filed with the Center accordingly.
- The physician's signature cannot be an electronic signature

Immunization record

- Immunization records must be submitted within the first 30 days after enrollment at the Center.
- Your child must be immunized in accordance with standard pediatric practice in order to be admitted to the Center. All children must follow the American Academy of Pediatrics recommended immunization schedule. Your child's immunizations must be kept current, and you must supply documentation of all updates. Any deviations from the standard schedule must be documented by your physician with the reason(s) for such deviation. Children whose immunizations are not kept current are subject to disenrollment.

Media Release Policy

We sometimes take pictures and videos of the children engaged in play and other activities at the Center and during field trips. In the enrollment packet, there is a release form for you to sign to allow us to use these pictures and videos to help promote the Center and show others what we do. These images also allow you to see what kinds of activities your children are engaged in from day to day, giving you a glimpse into their experiences at the Center. These pictures and videos may be used on our website and our Facebook page, for educational projects at the Center, in the local newspaper (typically as part of a human interest story).

Tuition and Payment Policies

Bethlehem Community Preschool and Child Care provides quality programming in an excellent facility at affordable prices to our families. Tuition fees paid by parents are utilized to cover the Center's operating expenses including staff salaries and program and food expenses. Rates may be adjusted annually to cover increases in the cost of operation.

Full time care is defined as 3 or more days a week and 5 hours or more a day. Part time care is defined as 2 days a week and less than 20 hours a week

Registration Fees

A non-refundable initial registration fee of \$40.00 for an individual child and \$60.00 for a family is due at the time the registration form is submitted.

The 1 week's tuition is due to hold the spot plus the \$40 or \$60 registration fee. If a child enrolls, the hold fee will be applied to the first week's tuition. If the child does not start the fee is nonrefundable.

Fee Schedule

All tuition is due the Friday before the week of attendance. Please talk to the Director about rates. Part time care requests are discussed later in this section of the handbook. Tuition rates are evaluated yearly and are subject to yearly increases.

Preschool

Preschool services are provided for children ages 3 years old, from 9:00 am – 11:30 am Monday, Wednesday, Friday, from September - June. The preschool follows the D.C. Everest school schedule and closes for snow days in accordance with the D.C. Everest school district. There is a one time snack fee of \$50.00.

Payments

Bethlehem Preschool and Child Care expects three types of parent payment; cash, check or automatic payments. Our preferred method is auto payments. There is a .42 cent fee for Auto payments each week. If paying with cash or check and we have two late payments occur then Bethlehem will require you to go to the automatic payments. If tuition payment is not made by the following Monday at \$5.00 late will be applied to your account. Returned checks or ACH will be charged at \$12.00 for every NSF.

Child Care

Weekly tuition payment for child care is due the Friday before the week begins (for the next week's services). If you are not in attendance the Friday before the next week begins you need to pay before that Friday. If your child is not in attendance parents are still responsible for the weekly tuition cost.

Preschool

Monthly tuition payment for preschool is due the first preschool class day of the month. If your child is not in attendance parents are still responsible for tuition costs.

Agency Co-Payment

For those parents who receive child care fee payment assistance from an agency outside of the Center a written authorization must be received and kept on file in the Center office prior to the start of attendance. If the agency does not pay for your child care or does not completely cover your fees (i.e., a co-payment is required), you are responsible for any part of your fees not paid for or covered by the assistance you are receiving. If you do not do one of the above, and fail to pay the tuition yourself, you will be billed for the delinquent amount, and your child will not be allowed to attend the Center until those fees are satisfied. As noted in the non-payment section later, your child may also be disenrolled, and a charge for the required two weeks' notice will also be added to your account. Agency payments are made monthly and the parent portion is made weekly.

Family Discounts

Bethlehem offers a 10% discount to families that have multiple children enrolled in the program. The discount is applied by the director and taken off the oldest child care rate.

Part Time Care Requests

Bethlehem Community Preschool and Child Care does offer limited part time care opportunities, based on need and space availability at the Center. Please contact the Director if you are seeking part time care.

Non-Payment/Disenrollment

Non-payment of child care fees, as mentioned in the General Payment Policy section, may result in late fees of \$5.00 being added to your account and/or disenrollment of your child(ren).

Holding Fee

From time-to-time, "holding" a child's spot for child care may be necessary (e.g., maternity leave, summer vacation, etc.). BCPCC allows you to take up to 12 weeks off while holding your child's enrollment place (Limit 1 Extended Leave per year). Your child will not be in attendance for a minimum of four weeks and a maximum of twelve weeks. BCPCC requires that you make one weeks' worth of tuition per child as a holding fee for every four weeks that the child is gone. Prorated charges will apply if fewer weeks are used. Parents should contact the Director a minimum of 2 weeks prior to the absence to make appropriate arrangements. The decision of holding the spot is at the discretion of the Director and Board. Accounts must be up-to-date.

Field Trips/Special Event Fee

In the case of a field trip or special event an additional, a nominal fee may be charged to help cover the cost. If financial assistance is needed please speak to The Director.

Diaper Fee

Parents supply diapers or Pull-Ups for any child who is not COMPLETELY toilet trained (this includes during naps). Families will be charged \$5/diaper or Pull-Up if BCPCC needs to use its own supply.

GENERAL POLICIES AND PROCEDURES

There are a number of general policies our families need to be aware of. These are all intended to help BCPCC staff best serve your family's needs in terms of health and safety at the Center and to allow the Center to operate smoothly

Hours of Operation:

Bethlehem Community Preschool and Child Care is open Monday through Friday, from 6:30 am until 5:30 pm. Any changes or variations to these hours will generally be posted at least one week in advance, barring emergency situations.

Extended Hours and Late Charges

Bethlehem Child Care closes at 5:30 p.m. It is the parent's responsibility to pick up their child on time or by 5:30 pm or have his/her designated authorized adult pick up the child. A late fee of \$1.00 per minute per child will be billed to tuition accounts in situations when

the parent or authorized adult picks up after 5:30 pm. Habitual lateness in pick up (after 5:30pm) will result in dismissal from the center. Bethlehem staff will contact the Rothschild Police Department (for the childcare/school-age care) if the child has not been picked up by 6:00 pm and staff members have been unable to reach either the parent or emergency contacts. The authorities will determine the next measure to be taken regarding the care of the child(ren) in question.

Holidays

No services will be provided on: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and The day after Thanksgiving, Christmas Eve, and Christmas Day. The center will close at 1:00m on New Year's Eve. Fees will be charged for these holidays. If a holiday falls on a Saturday, we could be closed the previous Friday. If a holiday falls on a Sunday, we could be closed the Monday following. On occasion during the year our center may experience low enrollment days, typically around the holidays. Bethlehem Community Preschool & Child Care reserves the right to limit hours or close on low enrollment days. Parents will be notified in advance if this is to occur. Some possible days include the day prior to or following Thanksgiving, New Year's Eve, Christmas, and the day prior to or following July 4th.

Generally, when one of the above listed holidays falls on a Sunday, it will be observed the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Families do not receive credits or refunds for holidays or low enrollment days. Children are enrolled on a weekly basis. Fees are charged for the entire week, regardless of how many days they attended.

Vacation Policy

All children enrolled full time and have been in the program for 1 year will receive 5 days or one free vacation week per your calendar year. (To qualify, the child must not be in attendance for the day being used.) Please submit your request (in writing) to use this savings. Request forms are located in the front lobby. To use vacation days your account must be current. Vacation days have to be used within your calendar year. Vacation days cannot be carried over from year to year. Vacation fees cannot be used in place of the required two weeks' notice when choosing to leave the Center.

Emergency Closings

While no one likes unforeseen circumstances to occur, some situations may require BCPCC to shut down for a day or two, perhaps longer. These situations are ones where the safety and/or health of your children and our staff might be at risk if the Center were open. Emergency closing is at the discretion of the Board and Director, and every effort will be made to contact parents in advance whenever possible. If BCPCC needs to close families are still responsible for tuition.

Severe Weather Conditions:

In the event of severe weather conditions and the center needs to close, parents will be contacted by the Procure Engagement App and phone whenever possible, and information will also be provided to channel 7.

Other Emergencies:

Other situations, including but not limited to electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, public health emergency, or other situations which may endanger the safety or health of children and employees, may result in Bethlehem Community Preschool and Child Care being closed at the discretion of the Board and Director. The Center will make every effort to contact parents in these situations, via phone calls and posting to our Procure engagement app, along with any other appropriate media. In the event of an emergency closing in the middle of the day, rest assured that our employees are required to remain at the Center as long as there are children present. In the event of emergencies during the regular hours of operation, parents who arrive to pick up their children may be required to stay until the emergency situation has passed.

Arrival and Departure Policies

Because the safety of your children and our staff is of paramount importance to us, these are the policies which apply to the arrival of your child at the Center at the start of the day to our child's departure at the end of the day.

Parking

Parking during drop-off and pick-up times can be extremely busy. **Please drive with care when entering our parking lot.** Please watch for children who are on neighborhood walks and participating on field trips. Do not leave young children in the car unattended.

Dropping Off Children

- Always sign your child in at time of arrival. The sign in-book is located on the counter in the lobby. Staff will train new families on this procedure of signing in/out.
- Children are to arrive clean and ready for school. We will try our best to send your child home with a clean diaper and/or clothing and would appreciate the same consideration when you drop your child off.
- Children should arrive dressed for play. Please don't dress your child in nice clothing and expect him/ her to be spotless when you arrive to pick him/her up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots, and coats for cold and rainy weather. Please label all of your child's clothing.
- Do not drop your child off at the door and leave without announcing your arrival to the teacher in charge and checking your child in the program.
- Parents are required to call the center if their child is sick or will not be attending the center.

- If a child is absent from the center with no prior notice, the center will make a phone call to the child's home, parents' work or cell phone.

Picking-up of Children

- It is expected that parents will pick up their children at the appropriate time stated on the registration form.
- Please be sure to pick up your children before the scheduled hour of closing. Please note that parents are assessed \$1.00 per child for each minute when children are picked up late. (after 5:30pm)
- It is important you make contact with the teacher in charge when picking your child up.
- Be prepared to show your picture identification when picking up your child. Your child will not be allowed to leave with another person unless you have notified us in advance in writing. A picture is used when we do not recognize the individual.
- Please note: There is also a maximum of no more than 10 hours a day for care.
- Habitual lateness in pick up (after 5:30pm) will result in dismissal from the center. Bethlehem staff will contact the Rothschild Police Department (for the childcare/school-age care) if the child has not been picked up by 6:30pm and staff members have been unable to reach either the parent or emergency contacts. The authorities will determine the next measure to be taken regarding the care of the child(ren) in question.
- Late fees will be billed at \$1.00 a minute per child after 5:30pm.
- Persons appearing under the influence of drugs or alcohol will not be permitted to pick up children from the Center. An authorized person from the child's Child Care Enrollment and Health History document will be called to pick up your child and/or the Rothschild police will be called.

If you know you will be late picking up your child, please call the
Child Care Office 715-359-3366.
Late fees will apply.

Waiting List

Parents requesting a specific unavailable time/classroom for their child or a child who is not yet age-eligible may be placed on our waiting list.

Orientation

Parents and children are invited to visit the center prior to starting. Children adjust more easily if they are familiar with the teachers, other children and that facility before they attend. An open house is available each fall, which enables the parent and child to become familiar with our program. If you are unable to attend the open house, please contact the director for an alternate orientation.

Reporting Absences

The Center must be contacted (Child Care Office 715-359-3366) as soon as possible, on the day of your child's illness and each day thereafter they are ill, to inform the center of your child's absence from the Center and the reason for nonattendance. If contact is not made, the center staff will contact the home regarding the child's nonattendance. If a child is absent two weeks in a row without notification from the parent(s) or guardian, the child will be immediately withdrawn from the program and all fees become due and payable at once.

Other Policies

Clothing

- Please bring one complete change of clothing. This includes socks, underwear, shirts and pants. Label all items with your child's name
- Please dress children in clothes that are easily washable, as your child will engage in "messy" activities at school.
- Tennis shoes are highly recommended! Crocs, and open sandals are NOT appropriate for safe play.
- No flip flops

Items Parent Provide and those Provided by BCPCC

Parents provide:

- ✓ Disposable diapers, if needed
- ✓ Baby wipe, if child is in diapers
- ✓ Formula or breast milk in under 12 months
- ✓ 3 changes of clothes for infants and 1 years (labeled with child's name)
- ✓ 2 changes of clothes 2 and up (labeled with child's name)
- ✓ Seasonally appropriate outerwear (boots, snow pants, mittens; labeled with name)
- ✓ Small blanket for napping
- ✓ Medication as needed including diaper cream and hand lotion (permission forms will need to be completed.)
- ✓ Family photos (2-3)

- ✓ 2 boxes Kleenex
- ✓ See additional sheet for 4K and Preschool

BCPCC provides:

- ✓ A nutritious morning breakfast
- ✓ A nutritious lunch
- ✓ A nutritious snack
- ✓ Cot and sheet for napping
- ✓ All other necessary materials, equipment and supplies

Not responsible for lost/broken clothing/toys

The Center staff will make every effort to keep track of your child's clothing. However, the Center is not responsible for lost articles of clothing. Please return any clothing borrowed from the Center, so we will have extra clothing available for others who may need it. If your child outgrows clothing we would greatly appreciate donations.

Birthdays and Other Celebrations

You may plan a special celebration for your child's birthday at the Center. All aspects of the celebration must be approved in advance.

Consider these suggestions:

- Donate something to the classroom in your child's honor such as a fish, book, audiotape, or puzzle.
- Share a tradition by reading a story, sharing a family song or picture, or playing an instrument.

Due to licensing regulations, we may not serve food made at home.

Pets

All animals brought into the classroom as pets must have the prior approval. Reptiles, amphibians, turtles, ferrets, psittacine birds, exotic or wild animals, and poisonous animals, are not allowed in any classroom. Visiting animals must be approved by the head teacher and parents/guardians regarding the inclusion of their children in the experience. Any parent not wishing their child to be involved needs to inform the head teacher along with any known pet allergies.

Conduct and Ethics

The reputation of Bethlehem Community Preschool and Child Care is built upon the principles of fair dealing and ethical conduct of our employees, and the overall success of the business is tied to this as well. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest professional standards of conduct and personal integrity.

The continued success of Bethlehem Community Preschool and Child Care is dependent upon our families' trust and we are dedicated to preserving that trust. Thus, all employees owe a duty to Bethlehem Community Preschool and Child Care and its families to act in a way that will merit the continued trust and confidence of the public. Bethlehem Community Preschool and Child Care complies with all applicable laws and regulations and expects its Directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct.

Confidentiality

This Confidentiality Policy has been adopted to insure confidentiality and protection of individual rights of privacy for children, families, and employees of Bethlehem Community Preschool and Child Care. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws.

All children's private records (medical information, home address, etc.) are kept in the office. Classroom binders only contain information specific and necessary to care for the children in that classroom, and access to those binders is restricted to staff members who work in that room and the Director.

Any other information about children, families, or employees will not be divulged to anyone other than persons who are legally authorized to receive such information. This policy extends to both internal and external disclosure of information - this policy applies to our employees 24 hours a day, 7 days a week. In matters regarding behavioral issues, some information may be released to the lead teacher and assistant teacher to whom your child's care has been assigned.

Release of Records

If you would like to have your child records released to another agency please fill out the release of records form that can be attained by asking the Director.

Babysitting

Babysitting requests are often made to staff who are employed in our program. BCPCC is not responsible for any services provided by our employees outside of the Program. Please respect the Program by not asking employees to babysit during their scheduled work time.

Cell Phone Policy

There is no cell phone policy at BCPCC. Unless it is an emergency, please finish your phone call prior to coming into the center to drop off or pick up your children. Communication is key between parents and caregivers. Therefore, in order to assure thorough communication a no cell phone policy within the center is now in effect. This is to include all classrooms, restrooms and play yards. If you are on a call at the time of drop-off or pick-up, please terminate your call before entering the center. If your phone rings while you are on site, please allow your voicemail to answer the call.

HEALTH

The health of your child is important to us! We strive to provide a healthy environment for your child to learn and grow in. We also want to make sure that when your child is ill that the proper care and time is given for recovery. This helps minimize the exposure to others at the Center, including other children and their families.

Sanitation/ Temperature of Center

The center is cleaned daily. This includes: trash, bathrooms, and general sanitations procedures. All toys mouthed by children are collected and awash in soap/water and sanitized in a bleach/water solution daily. The temperature of the center is monitored by inside thermometers. State licensing regulations suggest that the classroom temperatures are above 67 degrees Fahrenheit and below 80. Please keep this in mind and provide a sweater or light jacket if your child is sensitive to temperature.

Food

Bethlehem Community Preschool & Child Care will follow USDA guidelines when planning breakfast, lunch & snack. No child will go without nourishment for longer than 3 hours. BCPCC will have trained staff for preparation of meals following USDA guidelines. They will also have an orientation and have 4 hours of continuing education in food service.

- Breakfast is provided at 8:30 am
- Lunch is provided at 11:00 for the infant,
- Lunch is provided at 11:15 1 years and 2 years old
- Lunch is provided at 11:30 for the 3 years old and up
- Snack is served at 2:30 for child care and 10:30 and 2:00 for 4k
- Milk will be provided for all meals and snacks. Milk must be pastoralized and meet Grade A Milk
- Meals are served family style and staff are seated at the tables with the children
- If a family has special requests, such as vegetarian or organic meals, the child is welcome to bring his/her own meal from home. Please talk to the director if you have special dietary needs.
- All menus are posted outside the kitchen and on the center website. Menu is subject to change without notice.

Children will be encouraged to socialize with other children during this time. We will also work on our table manners and trying new foods. Children are encouraged to try new foods but will not be forced to eat. The withholding of food will not be used as a method of discipline.

Food handling policy

Teachers will be expected to set up and serve the snacks and meals to your child's classroom. When coming into contact with food, the teacher will wear a pair of gloves. Before handling any food, you should wash your hands with soap and water. Each utensil can only be used for one food. If the same type of utensil is needed for a second food, a new utensil must be used (the same utensil cannot be shared between the two dishes).

Meal patterns

Each age group has different serving size requirements. These serving sizes are determined by state guidelines. The first serving offered to each child must constitute a full serving for that child's age group. Milk must be measured as well. Even if the child insists that he or she does not like a particular food, a full first serving must be given to the child.

If your classroom participates in family style meals (where all foods for the meal are instead available for the children to take their own servings), children can choose which foods to accept or deny, as long as all of the foods are made available.

Infant and toddler meal procedures:

Infants who are bottle fed must be held for feeding. Infants who can eat solids must be fed with a spoon by a teacher. Toddlers who can eat on their own should be encouraged to do so. Make sure a bib or extra t-shirt is put on the child prior to the meal, as this can be messy. Food for the toddlers should be cut in pieces no larger than 1 inch in size.

Breastfeeding: Breastfeeding mothers shall:

1. Have a refrigerator made available for storage of expressed milk
2. Shown sensitivity and given ongoing support

- Staff shall be trained in handling human milk
- Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression
- Breastfeeding promotion information will be displayed
- For more information please visit: www.dhfs.state.wi.us/WIC

Diapering

Diaper changing procedures are posted at each diaper-changing area.
 Get the diaper station ready- get diaper, wipes, cream out
 Put gloves on and change the child's diaper
 Never walk away from the table while a child is on the changing table
 Let the child wash his or her hands, unless the child needs you to assist in washing
 Throw away the used diaper and other diaper-changing materials in the container designated for this kind of disposal. Make sure that you are wrapping a dirty diaper in a plastic bag before disposing of.
 Wash hands
 Spray the table with soapy water and then wipe it off and spray with Bleach solution and let air dry
 Wash your hands

Handwashing

Proper hand washing helps curb the spread of disease and promotes general hygiene. By modeling these behaviors for the children under your care, and insisting that they follow the same process, you help to ensure the health of everyone you encounter.

- Turn water on and wait for water to be warm
- Lather soap on your hands
- Rinse and scrub hands for 30 seconds
- Towel dry hands
- Use a disposable towel if you are using the toilet or assisting a child with toileting.

Universal Precautions

All employees are required to strictly adhere to Universal Precautions Procedures to control exposure to Bloodborne Pathogens (discussed below) and other hazards, and to promote good hygiene.

Child Illness/ Injuries

BCPCC is not authorized to care for mildly ill children. Children who are ill are not to be brought to the center. Any child at the center shall be considered well enough to participate in all indoor and outdoor activities.

The following are examples of children who are ill:

- A temperature of 100.4 degrees F. or higher. (If the location of the temperature is checked (under the arm) a degree is added for accuracy)
- Vomiting
- Diarrhea (3 times in a day or 2 within an hour) has occurred in the past 24 hours
- A contagious illness such as chicken pox, strep throat, pink eye, hand, foot, mouth, croup, (Please call if your child has any communicable illness so that we can inform parents to watch their child(ren) for symptoms)
- An unidentified rash
- Has not been on a prescribed medication for 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge
- Lice

Children at Preschool will also be excluded until a medical evaluation allows inclusion for the following:

1. lethargy
2. uncontrolled coughing
3. persistent abdominal pain
4. discolored urine
5. refusal to eat or drink
6. irritability
7. persistent crying
8. difficulty breathing
9. green nasal discharge for more than 10 days
10. eye discharge or extreme redness

Parents will be called if their child is displaying a low-grade fever. Staff will monitor children with low-grade fevers or temperatures below 100 degrees Fahrenheit. Parents will be required to pick up their child within the hour if their child has a temperature above 100.4 degrees Fahrenheit. If diarrhea is found to be a symptom a child is displaying, the child will be monitored for further episodes. If the child has had two episodes of diarrhea within one hour OR three episodes of diarrhea since they arrived at child care, the parent will be called to pick up within an hour.

Bethlehem is required to post all instances of communicable diseases and the dates that they are present or have been diagnosed at the center. Parents are asked to notify the center in the event that their child has been diagnosed with a communicable disease. Parents and Bethlehem staff are required to notify the Marathon County Public Health Department and the Department of Children and Families if child or any family member has contracted a communicable disease including, but not limited to Chicken Pox,

German Measles, Measles, Mumps, Infectious Hepatitis, Poliomyelitis, Scarlet Fever, Whooping Cough, Diphtheria, or Meningitis.

Return Policy:

- When antibiotics are prescribed, the child must be out of the center for a minimum of 24 hours after the first dose is administered.
- Children are not to return to childcare until they have been fever free for 24 hours without any medication such as Tylenol and are symptom free. (Ex: if you are called at 11 and pick up at noon and give your child Tylenol at 12:30 the 24 hours does not start until that dose wears off. Depending on the medication it can be 4, 6, or 8 hours.) Medications such as Tylenol can only be administered at the centers for pain relief. Bethlehem staff are prohibited from giving medications to reduce a fever.
- The child must remain out of childcare until the diarrhea has subsided.
- Hand, foot, mouth when all blister are scabbed over (may take up to 5-7 days)
- Croup until cough subsides (5-7 days)
- Lice, when all eggs and nits are gone. This may take several treatments.

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

Ill or Injured During Attendance

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. We will try to isolate the child from the other children and keep them as comfortable as possible until a parent can arrive. Children should be picked up within 1 hour. After the child has left the equipment and toys that the child was in contact with will be sanitized and disinfected.

When dealing with a minor injury we will apply soap and water to the injury. We will apply ice if needed.

If a child is ill or injured during attendance on a field trip we will have an emergency backpack kit with us at all times. In the pack we will carry an instant ice pack, Band-Aids, gauze, and more. We will also have a cell phone for emergency situations.

After any injury we will place the information on an incident/accident form which is signed by the parent upon pick up then entered into our medical log book. At any time if a child is hurt and there are any concerns we will be in contact with the family informing them upon what has happened and what has been done.

Children may return to the center when they are symptom free for 24 hour, have been appropriately treated, or have been given medical approval to return to child care. BCPCC will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

BCPCC does not provide any primary health insurance or accident insurance for injuries that take place on school property or school functions.

Communicable Diseases

BCPCC will report all communicable diseases, when required, to the local health department. Parents of all enrolled children will be notified when their child has been exposed to a communicable disease.

Emergency Medical Treatment

If there is a need for emergency medical treatment, 911 will be called. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after calling 911. If possible, it will be requested that the ambulance take your child to the emergency medical facility that you designated on the child enrollment form.

Medical Log

All medication administered, accidents, injuries, or first aid occurring during the time the child is in the care of Bethlehem Community Preschool & Child Care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of the care of Bethlehem Community Preschool & Child Care will be entered into the center's classroom medical log book. Medical books are reviewed every 6 months.

Child Abuse and Neglect

The BCPCC has a goal of strengthening and supporting families. The BCPCC and staff, as child care professionals, are mandated by law to report any suspicion of child abuse or neglect. Children are observed regularly for signs of injury, illness, or abnormal behavior. Unusual observations will be documented in detail in the medical log book. Observations that require intervention will be reported to the Director as per HFS 46.07 (6)(a) and then to required agencies as listed in HFS 46.04(8)(a & b).

Medications

Prescription and non-prescription medication will only be given to children if parents have completed the authorization form provided.

All medicine must be in its original container bearing the label with the child's name, dosage, and administration directions.

The medication will be stored in a sealed container either in the classroom or in the refrigerator (depending on where the medication needs to be stored). BCPCC employees will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Medication authorization forms are only valid for a maximum of 6 months or as written on the label. This will also be reviewed by staff by establishing communication with the parent/guardian for each child's specific needs. All medications given are recorded in a medication log.

If you would like sunscreen and/or insect repellent applied to your child prior to going outside you must authorize in writing the application of sunscreen. The authorization shall include the brand and the ingredient strength.

Allergies

If your child has a food allergy or any other allergy please notify BCPCC in writing as soon as you become aware of the allergy. We will gladly work with you and your pediatrician to help accommodate your child's needs. Allergies are posted in the kitchen and each classroom area.

Asthma

Children who have been diagnosed with asthma should have an asthma action plan on file. This form is available in the office and on the web site. Inhaler will be kept in the medical box in the classroom.

Other Health-Related Policies

All facilities and grounds of Bethlehem Community Preschool and Child Care are tobacco-free environments. Smoking or any other use of a tobacco product is strictly prohibited. Furthermore, using, possessing, or being under the influence of alcohol or illegal drugs while on Bethlehem Community Preschool and Child Care property is strictly prohibited.

Behavioral Incidents

Behavioral incidents (biting or hitting other children, etc.) are documented and reported to the parents of the children involved, though the names of the other child(ren) involved are withheld. Behavioral incidents may be one which requires disciplinary action, which is discussed later in this section. When a child is bitten the area is washed out with soap and water and ice is applied if needed. The incident is then recorded in the medical log book and parents are notified.

Contingency Plans

Just as your child's health is important to us, so is your child's safety. We endeavor to provide the safest environment possible for your child, but inevitably some accidents do occur as the children play and interact with one another.

Daily Attendance

When children are dropped off in the child classroom by parent or guardian the teacher will record the time on the daily attendance sheet. The teacher then monitors the location of the children at all times. When a child leaves the classroom to attend another class or go home for the night the teacher will sign the child out on the daily attendance app. When a child is transitioning between classrooms a transition will be noted on the app.

Weapons and other Safety Hazards

For your child's safety and the safety of others at the Center, possession or use of any type of weapon, dangerous object, or explosive device while on Center property is prohibited. DCF 215.06(2)(c) addressed the presence of firearms and ammunition in a licensed group child care center as follows: DCF 251(2)(c) Firearms, ammunition and other potentially dangerous items may not be kept on the premises.

Emergency Evacuation Procedures

Evacuation routes are posted in each classroom, and the Center conducts routine fire and emergency drills to ensure that all staff and the children are aware of what to do in case of emergency.

Monthly tornado and fire drills are conducted. Records are available in the center office, and plans are located in the classrooms for emergency evacuation procedures. The center's temperature will be at no less than 67 degrees F. & no more than 80 degrees F. If the center should lose the use of heat, water or electricity before the center is open, parents will be contacted and notified with a time period that we expect to be operational

Emergency (Leaving the Center)

In the event of an emergency which requires leaving the Center (during a fire, for instance), our staff will take the children to a safe, nearby area until the emergency has passed. Staff will take attendance to ensure all children are accounted for. Parents who arrive to pick up their children during this kind of emergency will be permitted to take their children home at that time. Safe area is in the back field behind the center.

Emergency (Remaining at the Center)

For emergencies where leaving the Center would be unsafe (such as during a tornado warning), our staff will take the children to a designated Safe Area within the building until the emergency has passed. Staff will take attendance to ensure all children are accounted for.

Please note that parents are prohibited from picking up their children during this kind of emergency! While the parent is permitted to join with the child in the designated Safe Area, we may not release the child into the parent's custody until after the emergency situation is no longer a threat.

All Emergency numbers are listed in each classroom**Lockdown**

BCPCC reserves the right to lockdown the premises in the event of suspicious or threatening behavior. In the event of a lockdown, no one is able to be let in and/or out.

Missing Child Procedure

The following procedure is followed in the case of missing child:

- Search the BCPCC area,
- call the parents,
- call local authorities
- call the state agency.

Custody /Court Records –Orders

In the event of any legal matters regarding the custody of your child, the center must have copies of the court documents for custodial arrangements such as billing and visitations. In addition, any orders that state your child cannot visit with certain people must be supported with documentation from the court. Finally, if the parents are in a custody dispute over their child, the center must have all requests and directives for records or information about the child, from parents and attorneys in writing. Furthermore, those requests and directives must be within the guidelines of the court documentation. Childcare information will be released to both parents unless prohibited by court order.

CURRICULUM AND PROGRAM

The center's activities emphasize social, emotional, physical and cognitive development. The program's guiding principles include:

- Enhancing the child's self-concept
- Promoting socialization
- Fostering language development
- Improving motor coordination
- Developing skills in problem-solving
- Facilitating concept formation
- All children are capable and competent
- A child's early learning and development is multidimensional
- Expectations for children must be guided by knowledge of child growth and development
- 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 the active exploration of their environment
- Parents are children's primary and most important caregivers and educators

Developmentally Appropriate Programming

All programming for children six weeks of age and older follow the Wisconsin Model Early Learning Standards for age appropriate development programming. These are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website or through the Child Care Information Center at 1-800-362-7353.

Educational Policy

BCPCC provides an age appropriate developmental, hands-on curriculum that promotes physical development, fosters positive self-concept, promotes social development and enhances intellectual development. Our curriculum goals and objectives align with child progress assessments which are regularly documented and shared at conference time in November and April (or upon request). Assessments are completed throughout the year to show each child's individual development and also how that looks in comparison to standardized developmental milestones. Children are observed and assessed during typical play as well as more formal methods. All groups follow age-appropriate activities. Our 4K program is run in collaboration with the D. C. Everest School District.

Religious Teaching

Since BCPCC is a Christian Child Care Center religious teaching may be part of our small and large group teaching times. Prayers will be said before breakfast, lunch, and snack. BCPCC will be able to talk and participate in Christian religious holidays.

Since the DC Everest 4k program is a district sponsored program they will not partake in any religious teachings or prayers.

Parental Consent

By signing the Parental Consent Form on the back of the registration form, parents give consent for their children to be observed and to perform activities, which are appropriate for his/her development as determined by the staff. By signing the Media Release Form, parents' consent to allow release of publicity of their child/children enrolled at the center to newspapers or media.

Special Needs Policy

If a child has any type of special need(s), the Center Director and appropriate head teacher should be notified and provided with all necessary information regarding the special need(s). Upon acceptance into the program, the staff will develop an individual program plan for the child based on this information. Families have opportunities to provide input regarding policies and procedures for meeting a child's individualized plan, provided the staff has been given the necessary documentation i.e. IEP's, evaluations, medical documents, etc. from outside agencies.

Separation

It is quite common for a young child to feel some separation anxiety when you leave him/her at the Center for the first few times. Some children will cry and may even try to leave with you. These symptoms usually disappear when the child understands that you will return and when he/she gets to know the staff and the other children. This may take a few minutes, a few hours or a few days, depending on the child. There are some things you can do to help prepare your child for his/her first day. These suggestions may also help alleviate feelings of anxiety.

- ✓ Tell your child ahead of time that you will be leaving him/her at the Center. Make it clear that you cannot stay at the Center with him/her.
- ✓ When the time comes that you must leave, say a simple good-bye, reassure your child that you will return, and then leave promptly. Staying when your child is crying only seems to make things worse.
- ✓ Reassure your child that you will return at a certain time (after nap, before snack, at lunch time, etc.) and then return at the appointed time. This will help the child to develop a routine while he/she is at the Center.
- ✓ You are always welcome to visit your child at the Center. If your child is having a hard time separating from you, you may wish to postpone visits until he/she feels more comfortable separating from you. If you stop back, your child may have to go through the pain of separating a second time. If you are concerned about how your child is doing, please feel free to call. Our staff will take good care of your child and give him/her plenty of affection and attention, while promoting involvement in an activity as soon as possible. Usually the sadness your child expresses ends shortly after you leave. Remember also that separation anxiety may not occur right away. Your child may attend the Center for a few weeks and then go through a period of adjustment. Children sometimes are eager to attend the Center because it is new and exciting, but when the newness wears off they may wish to stay with you. If this occurs, the suggestions above will still apply. If the anxiety lasts longer than seems appropriate, we will work together to find a solution.

Program Information

Infant/ Toddler Program

The BCPCC Infant/Toddler Program offers children ages six weeks - two years old a safe, stimulating environment in which to grow and develop. Individuals are encouraged to develop according to their own unique abilities while relating to others. All staff working within this classroom MUST be able to see and hear all infants and toddlers at all times. During the child's first two years of life, they change and develop at a rapid pace. The skills they acquire during this time create the foundation of healthy development. The center offers children a developmentally appropriate environment to foster such development. Full-time care is only available at this time. The center is currently not accepting part-time infants and 1 year olds. Considerations for part time care will be made as available throughout the calendar year.

The Staff in the Infant/ Toddler Rooms

The Infant/Toddler staff are certified with the State of Wisconsin. All staff working with the infant/toddlers have had SIDS and Shaken Baby Syndrome training. All children under the age of 1 year will be placed on their back to rest/sleep unless the child's physician orders differently in writing.

What Parents Need to Provide:

An under two intake form will be filled out every 3 months to insure communication
 Formula/Breast Milk/Juice (labeled with child's name and date)
 Daily Foods
 Diapers/Diaper wipes
 Blanket (if want special one)
 Extra clothing

- 2-3 Family photos
- 2 boxes Kleenex

What the Center Provides:

- An under two intake form will be filled out every 3 month to insure communication
- Quality/Safe Environment
- Daily Reports
- Individualized Development plan
- Qualified staff
- Snacks/Milk (when age appropriate)

Diapering

- ✓ Diapering is completed every two hours or as needed when wet or soiled. They are also checked when a child awakens from rest.
- ✓ Parents are to supply all diapering materials (diapers and wipes).
- ✓ Cloth diapers are allowed and a disposal bin must be provided. Cloth diapers must have an absorbent inner lining and a waterproof outer lining, to be changed as a unit and sent home daily to be laundered.
- ✓ All staff wear protective gloves while handling body secretions. This includes diaper changing and the handling of bodily fluids. Gloves are disposed of in a covered trash can

Sleep

- ✓ Each crib has a tight fitting mattress and snug fitting sheet covering the mattress.
- ✓ Children under the age of 1 year may not have extra soft materials in their cribs with them.
- ✓ We suggest that parents provide a sleep sack, available commercially.
- ✓ All children under the age of 1 year will be placed on their back to rest/sleep unless the child's physician orders differently in writing.
- ✓ Once a child is able to roll over and back unassisted the child will be allowed to move to that position while sleeping.

Food

- ✓ Breakfast, Lunch and Afternoon Snack (for toddlers) are provided by the center
- ✓ Lunch for toddlers is between 11:00AM or 11:15 AM Special demand feeding honored for infants
- ✓ Moms are welcome to breastfeed at the center
 - Research has shown that breast-feeding has a positive effect on the health and emotional development of children. If you prefer to express breast milk and bring it to the center, please label the bottles with your child's name and the date, and place them in the refrigerator or freezer. No unlabeled bottles will be used.

Biting

- ✓ A normal part of a child's development, often a result of a child not yet having the language skills needed to communicate an emotion.
- ✓ Parents of both children will be notified in the occurrence of a bite.
- ✓ The incident will be recorded in the classroom's medical log book.
- ✓ The classroom teacher will develop a plan of action to help prevent further incidents and will inform both families of the plan.
- ✓ If biting persists; the teacher, Center Director, and parents will meet and discuss further plans or options.

Preschool 3's and 4's and 4-Year-Old Kindergarten Program

BCPCC works to broaden each child's interests and understanding of the surrounding world through purposeful activities carefully prepared by qualified teachers. The inquiry approach guides teachers in curriculum facilitation as children grow and develop attitudes toward learning as well as a foundation of knowledge and readiness. The environment supports the development of each age group and learning materials are provided that are inclusive of diversity. Teacher's qualification provides them with a broad base of knowledge and an excellent understanding of child development. Lesson plans are prepared with the following domains of learning represented.

Science / Literacy / Math / Social / Emotional / Cognitive / Art / Physical Activity

Classrooms are organized according to the best environmental practices of ITERS and ECERS. These environmental guidelines promote high elements of self-selection, and independence in organized environments and centers that may include: dramatic play, science and nature, sensory, blocks, manipulatives, math, literacy, music and movement. Wisconsin Model Early Learning Standards are incorporated into all programming so skills are supported outdoors as well as indoors and physical development is maximized.

What Parents Need to Provide:

- ✓ 2 changes of clothes 2 and up (labeled with child's name)
- ✓ Seasonally appropriate outerwear (boots, snow pants, mittens; labeled with name)
- ✓ Small blanket for napping
- ✓ Family photos (2-3)
- ✓ 2 boxes Kleenex

- ✓ See additional sheet if in 4K program or preschool

BCPCC provides:

- ✓ A nutritious morning breakfast
- ✓ A nutritious lunch
- ✓ A nutritious snack
- ✓ Cot and sheet for napping
- ✓ All other necessary materials, equipment and supplies

School Age program

Our extended school day program is a time where children have the opportunity to make new friends, interests, hobbies, and more in an environment that is caring and safe. There will be time available for children to work on any homework they may have, play various kinds of games both inside and outside, and have a snack. Hours are 6:30am-8:10am and 3:50 pm-6:00 pm.

If parents wish to allow a child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. If a child does not arrive on time we will be in contact with parents immediately.

Summer care is available June through August 6:30am -6:00pm. The School age program starts the day after grade schools closes and operates until the grade schools reopen in the fall. Summer programming requires a signed contract.

DAILY SCHEDULE: This following sample schedule will vary in each classroom:

Morning	Afternoon
6:30-8:15 Choice	12:15-2:30 Rest
8:15-8:30 Bathroom	2:30-2:45 Bathroom
8:30- 9:00 Breakfast	2:45-3:15 Snack
9:00-9:30 Circle Time	3:15-3:45 Choice
9:30-10:45 Center Play	3:45-4:30 Outside
10:45-11:25 Outside	4:30-5:30 Choice
11:30-12:00 Lunch	
12:00-12:15 Bathroom	

Transportation/Field Trips

Bethlehem Community Preschool & Child Care does not provide center or staff owned vehicles as transportation. BCPCC contracts transportation services for field trips are provided by Lamers Bus Line.

As part of our program, we occasionally organize field trips to allow the children to experience new environments and visit new people and places outside the center. A field trip permission form is required for all field trips that require transportation. All walking field trips are pre-approved by signing the child care enrollment. Teachers will post field trips forms on the child's cubby in advance of the field trip. This notice will state the destination, date, times, cost (if any), and type of transportations. It is very important that you sign the required permission slips if you wish your child to participate. Please be sure your child is on time for scheduled field trips. If your child arrives late we will not be able to care for the child until the class returns. Teachers take a cell phone, children's emergency information, the attendance list, any needed medication, and a first aid kit on all field trips. The same emergency and first aid procedures will be followed as if at the center. Attendance records will be copied and kept at the center while on the field trip.

Rest Time

- All children ages 6 weeks to five years old in attendance from 12:30 to 2:30 have a rest period. Cots and cot sheets are provided by the Center.
- Children are not required to sleep and will be provided with quiet activities during this period if not napping after 30 minutes.
- For those children that sleep, the Center prefers you either pick them up prior to napping or after the rest period is over.
- Children in attendance at rest time are able to bring in a small blanket, which are to be laundered by parents weekly. Pillows and toys are discouraged for lack of space.

Outside Time

Since we go outside almost every day, dress your child adequately for outside weather conditions. It is HIGHLY recommended all items are labeled. All children well enough to be at the Center are well enough to play outside. The children go outside twice a day, morning and afternoon, rain or shine. They do not go outside in extreme temperatures, hot or cold (above 90° with the heat index or below 0° with the wind chill) and when it is thundering or lightening. Our state licensing through the Wisconsin Department of Children and Families requires all children to go outside daily. If you feel your child is too ill to be going outside, they should remain home until well enough to join the regular classroom activities both in and outside. Children will be able to partake in 15-30 mins of teacher lead activities and then will enjoy free play outside.

Viewing of Videos

TV and video is not a part of our regular programming. Only "G" movies allowed for special occasions. Viewing of videos is not part of the center's regular programming.

Assessment

As teachers, assessments give us a clearer understanding of how to plan and design our curriculum to best meet individual needs. You are the authority regarding your child and your input is extremely helpful to us in becoming acquainted with him/her. Sharing information between us builds a strong foundation. Assessments are a collection of information about a child that is gathered while observing work and play. Collections may include writing, coloring and cutting samples, conversations, photos, anecdotal notes and observations of social interactions. If, through the assessments, we see the child may be lacking a skill that is viewed as typically developing for a particular age, we can integrate this need into the curriculum or environment. Assessments are also used to create purposeful curriculum based on a child's skills, interests and abilities. All children's records are kept confidential. Any information gathered concerning your child's growth and development is only accessible to the lead teachers and administrative staff. This information will only be made accessible to others with the parent/guardian's written approval.

Transitions

When a child transitions from room to room a notice will be given in writing that your child is moving classrooms. A child will transition up to a week. When a child is transitioning between classrooms a transition card will be used to notify the classrooms of when the child was signed out of the previous room and then signed in the new classroom. The first two days the child will spend from breakfast to before lunch in the new classroom. The child will return to their current classroom for a nap. On the third day the child will spend breakfast through lunch and return for a nap. The last two days of the week will be spent fully in the new classroom. If the transition is difficult for the child they have the option to come back to the previous classroom those last two days. Starting the following Monday the transition has been completed and they are fully in the new classroom. We also ask that you fill out the Who Am I sheet so the teacher in the new classroom will know more about your child.

DISCIPLINE POLICY

Children are not allowed to do anything harmful to themselves or others. Hitting, scratching, biting, etc., is not allowed. The children's safety is of utmost importance. All physical and verbal aggression is stopped immediately. Teachers encourage children to reflect on their feelings. The professional staff serves as models for children to follow. Verbal and physical aggression is handled by the redirection skills of the teacher; and when necessary with consultation of other professional staff. Withholding of food is never used as a form of discipline.

If physical and verbal aggression is reoccurring, a "Time Out" may be used only as a last resort for children age 3 and above. Time out is a removal from the area of aggression. Children in a time out will have direct adult supervision. The amount of time will not exceed 3 minutes.

Teachers use good language skills, calm voices, and plan ahead to stop and handle aggression. No hitting, shaking, or any corporal punishment is allowed. Children are never shown anything but respect from all adult staff.

The staff informs parents of recurring aggression. The following guide is followed:

- a. Parents/guardians are informed of the child's behavior (formal or informal conference).
- b. A home-school management plan is set up for the child (consultation with parents and other professional staff) if the aggression is reoccurring often.
- c. Observation notes of the child will be kept and findings reported to parents/guardians.
- d. For individual serious situations a timeline may be recommended.
- e. Recommendation to parents/guardians for outside evaluation from child development specialists, if Bethlehem staff determines an evaluation would be useful for the child's emotional, social, physical, or cognitive development.
- f. Discharge of child may be recommended if there is no change in situation and center can no longer provide appropriate care for the individual child.
- g. See discharge policy below.

It is the policy of BCPCC to treat all families and children with respect and fair treatment. Each situation that occurs at BCPCC is unique to the individual child or family. Decisions are based on individual needs.

Classroom Rules

Please review the following Classroom Rules at home with your child before your child attends:

Rules

1. Gentle hands
2. Gentle words
3. Share
4. Clean up
5. Listening ears

Consequences:

1. for all ages: After the child (aggressor) is calm, make sure that you make the classroom rules clear: "I cannot let

2. you hit or use the word 'dummy', we do not allow you to hit or call others 'dummy' at school. We use positive words here." It is hard to talk with a child when he/she is angry. While first stopping aggression, a simple coming between the children with, "I cannot let you hit or call others names", usually works. Try to use verbal skills with the child to find out the source of the anger. Teachers are encouraged to have children reflect their feelings. The professional staff serves as models for children to follow.
3. Time out: (Last Resort) If physical and verbal aggression is reoccurring, as a last resort use "Time Out" for children ages 3 and above. Time Out is a removal from the area of aggression. Children in a Time Out need direct adult supervision. The amount of time should not exceed 5 minutes. Children ages 0-3 are too young for Time Out. This age needs distraction or diversion to correct a given aggressive situation. (See #1)
4. Notes or phone calls each day incident happens *Positive note for good behavior also
5. Conference with parent
6. Two week reinforcement plan *For same repeated incidents:
 - a. Note
 - b. Phone call
 - c. Must pick up from center

Approaches to Discipline

1. Use positive statements; say "Please do this" instead of "no" or "don't".
2. Use as few words in your directions. Ask only once.
3. Be consistent. If you give a definite command, stick to it. Never argue with a child or fuss on his level. A child barraged by many directives that are not supported learns selective inattention.
4. Give a choice only if you mean it. You don't ask a child if he wants to wash his hands, you say, "It's time to wash our hands".
5. Have a friendly and calm manner. Make your voice and words pleasing. Except in a directive, use your full vocabulary. Do not talk down to a child.
6. Be honest and make few promises; when you make promises, make sure to abide by them.
7. Project a child's thinking beyond a tiresome task to something more desirable. "After we pick up the toys, we will have a story."
8. Use prevention rather than cure whenever possible. Anticipate storms. "Let's find something else to do", then give them a substitution.
9. If a child seems full of aggression, try finding some socially acceptable solutions.
10. Praise correct behavior.
11. The word "forgetting" is easier for a defensive child to accept than the words "wrong", "bad", or "ugly".

Let a child know how easy it is to forget and make a mistake, he can try again.

Whenever possible, the best discipline method is to encourage children to think of alternative solutions and possible effects of taking those alternatives. Through problem solving, children develop a sense of responsibility for their actions, begin to understand others' needs, and strengthen their decision-making skills. Just as in setting limits, children who participate in the decision-making process are more likely to adhere to their actions.

Younger or inexperienced children probably will need adult assistance to think of alternatives that are potentially agreeable. You might ask, "How can you . . .?" or "What could we do to . . .?" Children soon learn to generate their own solutions. Problems between children and adults, or between two adults, can also be resolved with this technique- it is called negotiation.

Several other possibilities for child-centered conflict resolution include the following:

1. When you notice the beginning of a conflict, just observe. Do not intervene unless the children ask for your help. Observe is the key word. Let the children know that you are available to assist them in dealing with a problem, but that you will not solve it for them.
2. If the conflict goes beyond an initial encounter, such as one child hits another and the other hitting back, stop it and allow the two to exchange comments verbally about their argument. Permitting hitting to continue might cause an injury and does not solve the disagreement. As long as you give the children an opportunity to respond, your first goal is to end the immediate conflict and then to help resolve the original problem.
3. If the children request your help, the conflict threatens injury, or the disagreement is excessively disruptive to the group, call the children over to you and calmly tell them that they must sit in a specific area- a "discussion center"- until they solve the problem. You can establish rules for the center at the time of the incident, during whole class discussions, or when the school year begins in September.

"Please, Thank You, "I'm Sorry"

We want the children to be kind and courteous to each other and the staff members but we believe proper manners should be imitated not mandated. We expect all staff members will use words like please, thank you, you're welcome, etc. When children do use these phrases we associate with "good manners", please praise them. We would like the children to take on responsibility for their actions rather than allow them to simply say

"I'm Sorry". First make sure all the children involved in the situation are physically safe and unharmed. If anyone is hurt, give the majority of your attention to that child. Initially, little or no attention should be given to the child who did the hurting. Then, please work with the child to ask them why they hit someone, took something away, or called someone a name. If one child has hurt another child, the child who hurt the first child needs to ask the child if he/she is O.K. Talk about how they feel, why it happened, etc. When you are finished, you can ask the child if there is anything they want to say. If the child does not say "I'm Sorry", please do not make them. Instead, tell the hurt child that you are sorry and act as a model.

GETTING INVOLVED

We encourage our families to get involved with Bethlehem Community Preschool and Child Care in a variety of ways. From conferences to volunteering to special events, there are many things you can do to strengthen your and your child's connection to the Center.

Parent- Teacher Communication

Our teachers provide a window into your child's day and experiences at the Center. Your child's teacher will communicate with you daily concerning your child's experiences at the Center. We know our parents have busy schedules, but please set aside time to talk with your child's teacher each day.

Communication with Families

The following are ways communications between the center and families are initiated:

- Each child has a mailbox in their classrooms: Notes from teacher, flyers, announcements, and reminders.
- Community and special announcements are posted on the parent board across from the kitchen.
- Weekly classroom lesson plans are posted on the classroom family board.
- Parent/teacher conferences (scheduled twice a year –fall and spring).
- Parents are encouraged to ask questions and to speak with their child's teacher on an on-going basis.

Please check your mailboxes daily and open all email correspondence from BCPC

Family Participation

Parents are welcome at all times at BCPC. It is encouraged to share time with your child. The following would be some examples of participation.

- Joining your child for lunch
- Reading a book to the class
- Share a talent: i.e. playing a guitar, lead a sing-a-song, do a science experiment, etc.
- Share a cultural tradition
- Fix a toy
- Bring a snack
- Demonstrate a hobby
- Help with a field trip
- Volunteer

Special Events

From time to time the Center will hold fundraising events. These will be announced well in advance, and all of our families are invited to participate.

Concerns

Just as teachers are encouraged to discuss concerns with parents, parents are encouraged to ask their child's teacher any questions they may have about their child's care at the Center or about general Center issues. It is important for parents and staff to clear up any questions or misunderstandings quickly. Nearly all concerns are best addressed at the classroom level, but if parents and teachers or administrators are not able to resolve their questions, then parents are encouraged to discuss their concerns with the Center Director. An open line of communication between teachers and families is vital in meeting the needs of the child.

LEAVING THE CENTER

While we hope that every family would wish to stay with us for as long as the child needs care, sometimes circumstances intervene and the family must leave the Center. There are two main ways a family could leave the Center - Withdrawal (which is initiated by the family) and Disenrollment/Dismissal (which is initiated by the Director of the Center).

Withdrawing Your Child

A two week written notice must be given prior to withdrawing from Bethlehem Community Preschool & Child Care. Fees will be charged for these 2 weeks whether or not children continue to attend. All outstanding fees must be paid before the last day enrolled with Bethlehem.

Discharge of Enrolled Children

We understand that not every child is suited for daycare. If there are any issues that are brought to our attention by our staff, parents/guardians or by your child, a meeting will be scheduled to address the concerns. A meeting will involve the director, necessary staff members and the parents/guardians. The concern(s) will be clearly noted and discussed throughout the meeting. Some examples may include:

Termination can occur to any child (including those with disabilities) if a parent fails to provide required enrollment forms, is consistently absent and/or is non-compliant with policies and procedures and failure to pay or:

- a. The BCPCC staff determines they are unable to meet the needs of the child or family.
- b. The staff determines it is not in the best interest of the program or other children enrolled in the program to have this child in attendance.
- c. The parents/guardians fail to cooperate with the program's recommendation in adjustment matters that are serious enough to warrant termination.
- d. BCPCC does not discriminate against children with disabilities. If it is determined BCPCC is unable or untrained to accept or provide care for a disabled child, the Center will provide a referral to the D.C. Everest School District
- e. BCPCC will integrate all children into the program regardless of race, sex, handicap, color, national origin, or religious belief, unless criteria a, b, c, or d is the determined situation.
- f. All fees must be paid prior to the child's last day. Those with unpaid balances will not be allowed to enroll.
- g. Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)

A plan will be designed to solve the issue(s) and a second meeting will be arranged to reassess the situation after a week has passed. If the issue(s) is still not resolved to the satisfaction of everyone involved, a 1 week written notice of termination of services will be issued.

Appendix: STATE GUIDELINES AND NOTICES

Nondiscrimination

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

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