

Policies & Procedure Statement for Scribble's & Giggle's Family Childcare

Table of Contents

I	Mission Statement	Page 3
II	Vision Statement	Page 3
III	Philosophy	Page 3
IV	General Information	Page 3
V	Enrollment and Discharge	Page 6
VI	Payments and Refunds	Page 7
VII	Child and Provider Absence	Page 8
	a. Child Absence	Page 8
	b. Provider Absence	Page 8
VIII	Health	Page 9
	a. Child Illness/Injuries	Page 9
	b. Medications	Page 11
	c. Smoking	Page 11
	d. SIDS	Page 11
IX	Nutrition	Page 12
X	Daily Activities	Page 13
XI	Child Guidance	Page 15
XII	Transportation	Page 16
XIII	Pets	Page 16
XIV	Emergency Procedures	Page 16
	• Items to be Provided	Page 19
	• Schedule	Page 20
	• Rate Sheet	Page 21
	• Acknowledgment	Page 22

Scribble's & Giggle's Family Childcare
920-205-5388
Michelle Coker
1633 Tonya Trail
Neenah, WI 54956

Policy Effective Date: 07/28/2020

I MISSION STATEMENT

The mission of Scribbles & Giggles Family Childcare is to provide a safe, clean, loving, developmentally appropriate and enjoyable experience for every child. Scribbles & Giggles Family Childcare is committed to the families served and strives to give parents complete peace of mind.

II VISION STATEMENT

My vision in the present is for parents to feel good about their childcare choice and in the future, I hope each child will look back at their experiences with me and cherish it as a highlight of their childhood.

III PHILOSOPHY

Scribbles & Giggles Family Childcare believes children learn best through play. I believe in open and honest communication. I understand that all children are unique and special in their own way therefore I am committed to working with families to ensure what is best for your child. Scribbles & Giggles Family Childcare offers themed activities that are developmentally appropriate. I also believe in teaching children important life lessons such as Self Help and Safety, Patience, Teamwork, Responsibility and Compassion for self and others. Children are encouraged to use his or her imagination and own ideas.

IV GENERAL INFORMATION:

Scribbles & Giggles Family Childcare is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). Scribbles & Giggles Family Childcare is solely owned and operated by Michelle Coker. I do not utilize employees, volunteers, or substitutes in providing childcare services. I am licensed to care for no more than 8 children at any one time. This number changes based on the number and ages of children in care at any one time. Scribbles & Giggles Family Childcare will provide care for children ages 3 months old through 6 years old or until the start date of full-time school and or kindergarten. Drop-in Care is available for children 3 months through 12 years old. Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry. I am inspected regularly to ensure that I meet licensing standards.

Child care services will be provided between the hours of 7:00 AM and 5:30PM, Monday through Friday, January through December. No service will be provided on New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day. All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday for which regular fees will be charged. If a holiday falls on a Sunday, we will be closed the Monday following for which regular fees will be charged.

I will post the following items for your review:

- License certificate.
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Noncompliance's Statement and Correction Plan or Compliance Statement).
- Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Scribble's & Giggle's policies
- Daily Schedule
- Monthly Newsletter
- Up to date Pet Vaccinations
- Weekly Menu & Child Care Food Program Information
- Your Guide to Regulated Care
- Certification of course requirements
- Safety and Emergency Documentation

Scribble's & Giggle's Family Childcare procedure is to ensure the number, names and whereabouts of the children in care are known to me at all times includes using and utilizing the program sign-in and sign-out attendance form. Please help us stay in compliance by indicating the correct time when signing in and out daily.

Parents will receive a pamphlet, "Your Guide to Regulated Child Care" which is a summary of child care licensing regulations, as part of an enrollment packet. This will also be posted for your review.

Parents are welcome to visit my child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

I am required to maintain a current, accurate, written record of attendance for all children. Children will need to be signed in and out daily by parents on the Daily Attendance Record.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

I will not walk children who attend school nearby to and from Scribble's & Giggle's in the morning and after school. If parents wish to allow a school-age 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. Parents may use the form "Alternate Arrival / Release Agreement - Child Care Centers" to provide this information to the center.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication, on a regular basis Scribble's & Giggle's provides scheduled conferences, monthly newsletters, and a parent bulletin board. Upon request parents will have access to all records and reports maintained on his or her child unless restricted by court order.

To protect each family's confidentiality, Scribble's & Giggle's will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Scribble's & Giggle's Family Childcare is covered by liability insurance for the premises.

Scribble's & Giggle's Family Childcare is not covered by liability insurance for the business operations.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to child protective services to Winnebago County Human Services at 920-727-2882. Each child care

provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

All childcare providers are required to report to the Department of Children and Families any injury or incident during care when a child is evaluated by a medical professional, any death of a child in care, any animal-related injuries (wild or domestic) and any damage to the premises or loss of utility services either verbally or written within 24 hours and then a full written report within 5 days.

Open carry and conceal weapons are not permitted in my family childcare home at any time.

V ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:

Children may be enrolled on a full-time basis only. I do not accept children for part-time care. Children may also be enrolled for drop-in care as long as prior enrollment arrangements have been made and space is available with a 24-hour notice. All children will be enrolled for a trial period of two business weeks. During the trial period either the provider or parent may terminate child care without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

- *Child Care Enrollment*
- *Health History and Emergency Care Plan*
- *Alternate Arrival / Release Agreement* - (if applicable)
- *Intake For Child Under 2 Years* - (if applicable)
- *Transportation Permission* - (if applicable)
- *First week's regular fee*
- *Parent / Provider contract*
- *Policies and Procedures Statement*
- *Child Health Report - Child Care Centers*
- *Day Care Immunization Record* or an electronic record of your child's immunizations
- *Authorization to Administer Medication* - (if applicable)

I will inform you of any updates that are needed and give you 2 business weeks to submit the updated forms.

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the child care contract.

I will give a 2-week written notice of my intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give a 2-week written notice of their intent to withdraw the child(ren), and will be required to pay for those days whether or not children continue to attend. All outstanding fees must be paid.

VI PAYMENTS AND REFUNDS:

Fees are to be paid in advance on Fridays for the following week's services. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

I will establish a regular rate based on full-time enrollment. Additional fees will be assessed for additional hours if care exceeds 10 hours per day.

Scribble's & Giggle's does not charge an enrollment fee.

There will be an extra fee assessed for late payment and late pick up of a child.

Rates are not higher for children under 2 years of age than for older children.

There will be no reductions for additional children from one family. I am limited in the number of children that I may care for at one time.

No refunds will be given for days when children do not attend due to illness or other reasons.

I will allow 5 free days per year with no fee required. Free days cannot be rolled over to the next year. These days may be used for your child's sick days or your child's family vacation time. Free days may not be used for holidays. You can use

as many free days as you'd like in a week. Each child will receive 5 free days at the beginning of a calendar year. The child must be enrolled before June of that calendar year to receive all 5 days after June only 3 free days will be available after September only 1 free day will be available. After these days are used, I will require full payment for any absences for the rest of that year. A free day for a sick child will be added as a credit to your next weeks payment. For example, when you make your payment on Friday for next week and your child becomes ill and you'd like to use a free day then you pay one day less on your next payment date.

Scribbles & Giggles Family Childcare will charge a non-refundable holding fee of \$120/week/child to any family who wishes to hold a full-time spot for their child. Reasons for holding a spot could be but are not limited to a pregnant parent who wishes to hold a spot to enroll her infant in the future, a current parent who will be staying home with their child during the summer and wants them to come back in the fall, or a parent asks at an interview if they can wait 3 weeks for their child to start. The holding fee will be charged weekly and will be due every Friday for the upcoming week. If the holding fee is not paid, I will no longer hold the open spot and no refunds shall be given for any fees already paid. I will only hold a spot for 3 months. If a family needs to hold a spot for more than 3 months then regular rates of \$180/week/child will be charged after the initial 3 months.

See the attached RATE SHEET for current fees

VII CHILD AND PROVIDER ABSENCES:

A. Child Absence

If your child will not attend on a regularly scheduled day please let me know within 24 hours before your child's scheduled arrival time. All regular fees will be charged for a child who is absent, ill and on vacation.

If a child who is scheduled to arrive at Scribble's & Giggles does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child's absence, I will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at Scribble's & Giggles from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

B. Provider Absence

Vacation: I will take up to 3 weeks of vacation each year. 10 of those days, I will not charge. For 1 week, I will require payment of regular rates for my vacation. I will let you know of this time off at least 2 weeks in advance so you and your family can make alternate arrangements.

Illness: In the event that I or a household resident become ill, I will notify the parents of all regularly scheduled children as soon as possible that the center will be closed. I will require 3 days of sick pay per year when I am closed because of an illness.

Unplanned absence: In case of an emergency situation that requires my immediate attention, I will call Charlotte Olson. My emergency back-up person has been trained in Shaken Baby Syndrome prevention, and will come to the center to stay with the children during my absence. Parents will be called to pick up their children as soon as possible, and should do so within 2 hours of receiving the call. Each time an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

- The names and ages of children present.
- Arrival and departure information for each child including the names of people authorized to pick up the child.
- The location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs.
- The procedures to reduce the risk of Sudden Infant Death Syndrome if the center is licensed to care for children under 1 year of age.
- Overview of daily schedule

Regular fees will be charged when I am closed because of an emergency.

Planned absence: In the event that I am scheduled to be gone, the center will be closed. You will be given at least 30 days advanced notice of the scheduled closure. I will require payment of regular fees for days I will be gone for professional development for up to 2 days per year.

VIII HEALTH:

A. Child Illness / Injuries

Children who are ill are not to be brought to Scribble's & Giggle's. The following are examples but not limited to of children who are ill:

- A temperature of 100 degrees F. or higher (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)

- Child is irritable, continuously crying, or requires more attention than I can provide without hurting the health, safety or well-being of the other children in our care
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge
- Breathing trouble, hacking cough, loss of voice, swollen glands

If a child should become ill while at Scribble's & Giggle's, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within one hour. If the child is not picked up within two hours, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to child care. I 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 Department of Health Services, Division of Public Health.

I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease. The names of children whom are diagnosed with the communicable disease will not be disclosed to anyone not required to know this information.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. A head injury (bump, blow, or jolt to the head) and seizures will be treated as a serious injury, and parents will be notified as soon as possible. I have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Theda Clark Medical Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

I have not been authorized by the licensing agency to provide care for mildly ill children.

B. Medications

I will administer medications under the following conditions. Prescriptive and non-prescriptive 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 child's name, dosage and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Parents will be notified immediately of any administration of incorrect medication. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, I will obtain written authorization from the child's parent. The authorization shall include the brand and the ingredient strength.

C. Smoking

Smoking is not permitted on the premises of the center during licensed child care hours. However, Chad Coker does smoke on the premises (outside only) when the center is closed.

D. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS I will do the following:

- **Children under one year of age:**
- Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.
- Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- **Children under two years of age:**
- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.

- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib or pack and play.

IX NUTRITION:

I will follow USDA guidelines when planning our menus. Parents providing their own children's meals and snacks will be informed verbally of the USDA nutritional requirements.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

- A.M. snack
- Lunch
- P.M. snack

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing. Should a child consume a food or drink that may contain a known allergen to that child, parents will be notified immediately.

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

Weekly records of meals and snacks are available for your review on the Parent Communication Board.

Scribble's & Giggle's Family Childcare participates in the USDA Child and Adult Care Food Program. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. If there is any consumption of incorrect breastmilk parents will be notified immediately. I will provide Walmart's brand of formula called Parents Choice. All bottles and commercial baby food must be labeled with your child's name.

X DAILY ACTIVITIES:

I do not include religious instruction or practices in my daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum. We celebrate the following occasions: Christmas, Easter, Halloween, Valentine's Day, Thanksgiving, New Years, July 4th, Mother's Day, Father's Day, Presidents Day and each child's birthday. Upon request, other religious holidays can be observed (for example Kwanzaa, Hanukah, Rosh Hashanah, Ramadan and etc.) Because I'm not familiar with aspects of every religious holiday, parents who request these holidays to be observed must provide Scribbles & Giggles Family Childcare with information and activities on how to celebrate the holiday requested.

I plan activities according to the age and developmental level of each child in care, and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

- Language development: Books, music, story time, finger plays
- Large muscle skills: Balls, bean bags, hula hoops, outdoor play
- Small muscle skills: Arts & Crafts, stringing beads, blocks, scissor practice
- Creative expression: Process Art, blocks, Dramatic Play, Puppets
- Self-help skills: Assist with meal prep and clean up, dress self for outdoors
- Literacy skills: Books, letter recognition, writing practice
- Math skills: Counting games, Number Recognition,
- Science skills: Science Table set up with a different Science unit every couple weeks, science tools, real items to explore such as rocks, shells, leaves, pumpkins
- Sensory Skills: Sensory bin, Sensory bottles, sand and water table outside

The activities that I plan will follow the guidelines of Wisconsin's Model Early Learning Standards. These standards will also be used to assess the children to see where they are developmentally. PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

I have a wading pool for the children. When the small children's pool is used, I will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space. The wading pool will be emptied, cleaned and sanitized daily.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will help awake children find appropriate activities.

Children under two years of age will sleep in a crib or playpen. Children over the age of two years will sleep on a cot. The provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.

To improve and promote physical activity and free play throughout your child's day there will be limited screen time.

- Children birth to 35 months of age will get 0 minutes of screen time
- Children 36 months of age to 60 months of age are allowed 30 minutes of screen time per week only if it relates to the programs schedule and lesson plans
- Children who are 61 months and older are allowed 60 minutes of screen time per day only if it relates to the programs schedule and lesson plans

To help improve this policy Scribbles & Giggles Family Childcare does not allow children to bring tablets, iPod, cell phones or other electronic devices to the daycare from home. Children are not required to watch television or use an electronic device. Other activities will be available during that time for children to use.

Children can bring up to 3 toys from home to Scribbles & Giggles Family Childcare. Parents must remind their child that these toys will need to be shared with other children while at Scribbles & Giggles Family Childcare. Parents must understand that any toy they allow their child to bring from home that is returned damaged or broken beyond repair; Scribbles & Giggles Family Childcare will not be responsible to replace or fix the broken or damaged toy.

Field trips: We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

Scribble's & Giggle's does not provide night time care.

See attached SCHEDULE OF DAILY ACTIVITIES.

XI CHILD GUIDANCE:

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy or won't quit crying. My 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. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

I use "time outs" to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed three minutes and will not be used with children under three years of age. When used, the time out

will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

XII TRANSPORTATION:

I currently do not provide transportation. Public transportation will not used for field trips.

XIII PETS:

Scribble's & Giggle's has one small dog on the premises. Pets will be allowed in areas accessible to children during the hours of operation. The children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm, and Scribble's and Giggle's does have liability insurance that includes coverage for dogs and/or cats. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new pets to the center, I will notify parents in writing.

If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

XIV EMERGENCY PROCEDURES:

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

In the event of a tornado warning, the children will be taken to the downstairs bathroom. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified.

When exiting the home infants will be carried by me and toddlers will hold the hands of other children or myself and will be taught to exit safely out the nearest exit. When exiting the home from a window in emergencies I will gently roll (windows at ground level) or drop (windows off ground level) any infants or toddlers out of the window as close to the ground as possible and then begin to help the rest of the children exit. Any child with disabilities will be provided any additional help to exit the home. Any medical equipment needed for children with disabilities will be left behind and as soon as medical personnel arrive on the scene they will be notified of the child's needs. Children will be assembled across the street from the residence with a walking rope and a wagon for younger children or those with disabilities.

If we are unable to re-enter the building after a necessary evacuation, I will take the children to 741 Irish Road, Neenah WI the home of Charlotte Olson my emergency back-up. It is about a 5-minute walk to Charlottes house. The phone number there is 920-725-3367. Parents will be notified to pick their children up as soon as possible.

If the center should lose the use of heat, water or electricity before the center opens or while the children are in attendance, I will call the parents of each regularly scheduled child immediately and notify that the daycare will be closed until the resources are readily available for use again.

In the event of a flood before the center opens or while the children are in attendance, I will call the parents of each regularly scheduled child immediately and

notify that the daycare will be closed until everything is cleaned up and safe to resume care.

In the event that local schools close due to severe weather, Scribble's & Giggle's will not close.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat.

Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

In the event of a medical emergency I will contact medical services (911) and the parents to alert them of the situation.

To prevent allergic reactions due to food or other causes I will make every effort to create and maintain a safe environment for children with allergies and follow any policies and procedures to reduce the risk of accidental exposure and having a care plan for each child with an allergy. If a child were to consume any poisonous material, the parent will be notified immediately.

Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

If a child has an allergic reaction that doesn't appear to be life threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or if there was contact with or ingestion of an allergen.

If an emergency should occur Scribble's & Giggle's will charge all regular fees.

ITEMS TO BE PROVIDED

Parent Provided Center Provided Items

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable diapers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Baby wipes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Diaper Rash Creams labeled
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labeled sheet and blanket
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping bag / mat/ cot
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bottle for water, formula, and / or milk
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full change of clothing including underwear and socks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sunscreen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insect repellent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clothing suitable for outdoor play for each season
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crib or playpen with labeled fitted sheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Car seat or booster seat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sleep Sacks for children under 1 years old

OUR DAY AT SCRIBBLES & GIGGIES

Time	Activity	We are learning...
7:00	Arrival & Open centers	Children do the morning routine as they arrive The arrival activity teaches literacy, math, science, art, and/or fine motor concepts/skills..
8:30	Table Time	The table time activity teaches literacy, math, science, art, and/or fine motor concepts and skills. It is often connected to our theme.
9:00	Morning Meeting & Music & Movement	Morning Meeting consists of Message of the Day, Calendar and our plans for the day. Children are practicing writing skills during Message of the Day and math skills during calendar. Music time is filled with songs, rhymes, instruments, and use of gross motor equipment. Through music we learn language, phonemic awareness, math, music, social skills, and gross motor skills.
9:30	Snack	Snack provides many opportunities to explore math concepts, social, and language skills.
9:45	Outside/Gross Motor	Various gross motor activities are set up around the yard to practice and develop various gross motor skills. Children can also play on the equipment daily. When weather doesn't cooperate gross motor activities will be set up indoors.
10:30	Small Group & Centers	Children make a plan for play, deciding where they want to go, who they want to play with, and what they want to play. Our centers are art, blocks, science, writing, math or pretend. New themed activities are added to some centers every week Skills and concepts children are learning are literacy, math, science, art, fine motor, and social skills. Children not in centers work with Michelle in a small group.
11:30	Lunch	Children & Michelle eat lunch together like a family in the dining room. Children practice self-help skills by serving themselves. Children also help set the tables and clean-up.
12:00P	Circle Time	Michelle reads a book, we have a group science talk, or we have a group meeting. Children share, join in, make meaning, raise questions, and make connections to build ideas, concepts, and skills. Connecting activities (charts, graphs, songs, etc.) are done to build oral language, social skills, science/math concepts, and various literacy skills.
12:30	Rest Time/Quiet Activities	All children rest quietly on their cots. Children who are not sleeping will do quiet activities on their cots.
2:45	Snack	Snack provides many opportunities to explore math concepts, social, and language skills.
3:00	Small Group & Centers	The group is split up into two groups based on ability, interest, or random selection. Children will work with Michelle in a smaller group to learn various literacy, math, or science skills and concepts. New games and activities are introduced at this time to ensure a child's success. Those not in small group play in centers until their groups turn.
4:00	Outside/Gross Motor	Various gross motor activities are set up around the yard to practice and develop various gross motor skills. Students can also play on the equipment daily. When weather doesn't cooperate gross motor activities will be set up indoors.
5:00	Table Time	The table time activity teaches literacy, math, science, art, and/or fine motor concepts and skills. It is often connected to our theme.
5:30	Closed	

RATE SHEET - 02/01/2020

Rates at Scribble's & Giggle's Family Childcare, effective 02/01/2020, are as follows:

Children less than 2 years of age

Full-time care \$180.00 per week

Drop in care \$36.00 per day

Children 2 - 3 years of age

Full-time care \$180.00 per week

Drop in care \$36.00 per day

Children 4 - 12 years of age

Full-time care \$180.00 per week

Drop in care \$36.00 per day

Fee for late pick up of child \$6.00 per 15-minute interval (or any fraction thereof) per child.

Fees are to be paid in advance on Friday for the following week's services. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fee for late payment. If a payment is more than 2 days late, including weekend days, a mandatory daily fee of \$16.00 will be charged for each day payment is not made. This fee will be charged for each day payment is not made (including the number of late days already past due).

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$25.00 if your check does not clear the bank.

Holding Fee Payment for holding a spot for 3 months or less is \$120.00 per week. If a spot needs to be held longer; after the first 3 months, regular full-time rates will be charged.

The financial terms will be finalized upon signing of the parent-provider contract.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

Families will receive a minimum of 1 month notice when a rate increase is planned.

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective

date of _____. I further attest that I have read and understand these policies, and I agree to abide by them.

Signature - Parent / Guardian Date Signed

Signature - Licensee Date Signed

Note: Policies shall be provided to the parents any time the policies are updated. It is recommended that the licensee obtain a new attestation and signature from the parents when updates are made.