



Blair-Taylor Child Care Center Parent Policy Handbook

(Updated 9/2021, 8/2022, 7/2023, 7/2024, 7/2025)

**N31024 Elland Road
Blair, WI 54616**

HOURS OF OPERATION

January-December, Monday-Friday, 5:30 a.m. – 5:30 p.m.

Center will be Closed for New Year's Eve Day (observance), New Year's Day (observance), Good Friday, Memorial Day, Fourth of July (observance), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (observance), Christmas Day (observance). Additional day for 2025, December 26

Licensed capacity 80.

Serving children 6 weeks-11 years.

PURPOSE

To provide safe, stimulating and nurturing childcare services for children 6 weeks of age and older.

To provide high quality, developmentally appropriate learning environments for children up to 11 years of age with a focus on their social, cognitive, physical, and emotional growth.

MISSION STATEMENT

"To educate all learners to reach their potential as productive citizens."

DELEGATION OF AUTHORITY



**The Program Director is responsible for the daily programming of the Child Care Center. If the Program Director is not available a designated Lead Teacher will be assigned the responsibility.

FORMS AND INFORMATION TO BE COMPLETED BEFORE ENROLLMENT ORIENTATION

- Tuition Contract, Drop-off/Pick-up times
- Authorized Individuals for Pick-up
- Photo Release/Permissions
- Statement Understanding Policies
- Developmental History/Family Background
- Child Care Enrollment Form
- Health History and Emergency Care Plan
- Child Health Report (Physical)
- Immunization Record
- Intake for Child Under 2 Years
- DPI Food Program Household Income Sheet

FEES

Annual Registration Fee, per child: \$50.00 (non-refundable)

Tuition:

Tuition is to be paid by closing on Monday for services that will be provided that week. If tuition is not paid by closing on Monday for services that will be provided that week, a \$10.00 late fee will be added to your account.

If child care is being funded by an outside source (MY WI Child Care, etc.), families are responsible for any tuition or fees not covered by the assistance.

No tuition will be charged when the Center is closed for Holidays or closed for any other reason.

NSF Fees: Any bank service charges for insufficient funds will be added to individual account balances.

Late Pick-up Fee: The center closes at 5:30 p.m. each day. Any child picked up after 5:30 p.m. will be charged a \$15.00 late fee for each additional 15 minutes after 5:30 p.m.

Additional Fees for School-Age Children:

Two Hour Late Start - School Age Children attending Before School Child Care will be charged an additional \$10.00 for this added time in care.

Two Hour Early Release - School Age Children attending After School Child Care will be charged an additional \$10.00 for this added time in care.

Snow Days - In the event of a school cancellation and a school age child is already in attendance at the center, the parents will be notified and given the option to pick their child up or pay the daily rate of \$41.00/resident, \$46.00/non-resident.

Tuition fees will be reviewed annually during the month of June. New Child Care rates may apply beginning July 1 of each year.

Blair-Taylor Child Care Center Tuition Rates - Resident of the Blair-Taylor School District

INFANT ROOM	Full time 5 days/week	\$215.00/week
	Part-time 1-4 days contracted	\$50.00/day
TODDLER 1 ROOM	Full time 5 days/week	\$205.00/week
	Part-time 1-4 days contracted	\$48.00/day
TODDLER 2 ROOM	Full time 5 days/week	\$195.00/week
	Part-time 1-4 days contracted	\$44.00/day
PRESCHOOL 3 ROOM	Full time 5 days/week	\$190.00/week
	Part-time 1-4 days contracted	\$42.00/day
PRESCHOOL 4 ROOM	Full time 5 days/week	\$185.00/week
	Part-time 1-4 days contracted	\$41.00/day
School Age Care	Before School Care	\$14.00/day
	After School Care	\$14.00/day
	Full time 5 days/week	\$185.00/week
	Full Day Care	\$41.00/day
Back up Care	Full Day Care as space allows	\$55.00/day

**Blair-Taylor Child Care Center Tuition Rates - Non-Resident of the Blair-Taylor School District
(WITH AVAILABLE SEATS - FOLLOWING DEPARTMENT OF INSTRUCTION GUIDELINES)**

INFANT ROOM	Full time 5 days/week	\$235.00/week
	Part-time 1-4 days contracted	\$55.00/day
TODDLER 1 ROOM	Full time 5 days/week	\$225.00/week
	Part-time 1-4 days contracted	\$53.00/day
TODDLER 2 ROOM	Full time 5 days/week	\$215.00/week
	Part-time 1-4 days contracted	\$49.00/day
PRESCHOOL 3 ROOM	Full time 5 days/week	\$210.00/week
	Part-time 1-4 days contracted	\$47.00/day
PRESCHOOL 4 ROOM	Full time 5 days/week	\$205.00/week
& School Age Care	Part-time 1-4 days contracted	\$46.00/day

ADMISSION

Families will submit an Application for Enrollment to the center in order to enroll their child (ren). If space allows the family will be contacted by the Program Director to begin the Enrollment process.

After confirming an enrollment spot, families will be given an Enrollment packet to fill out. The Registration Fee will be paid at this time to secure the enrollment spot at the center.

Once enrollment paperwork is filled out the family will meet with the Program Director for an orientation to go over the paperwork and policies before the child can attend the center. The family will be given a tour of the facility during the orientation.

At orientation, each family will receive two key fobs in order to enter the child care center when dropping off and picking up their child. If any additional key fobs are needed (more than 2) or a key fob is misplaced please let the office know. Each additional key fob will be \$20.00 each.

If there is not space for the desired enrollment the family will be put on a waitlist. Families will be put on the waitlist according to the date the Application for Enrollment was received. We will follow DPI guidelines for Blair-Taylor School District resident vs. non-resident enrollment protocol.

CONTRACTED SCHEDULES

An attendance schedule will be arranged with the Program Director upon enrollment for each child. Families will sign a tuition contract for scheduled days and will be required to pay the contracted rate whether the child attends or not.

In order to change a child's contracted schedule, a two-week notice must be given to the Program Director for the change. The Program Director may only approve the contract change if the child's classroom has the availability for the requested change.

Upon enrollment, families will give the center the daily drop off and pick up times for their child. If the drop-off and/or pick-up times change, families must contact the Program Director and will be required to fill out a new Drop Off/Pick Up form.

It is the family's responsibility to notify the Center in the morning if their child will not be attending on his/her scheduled day. The parent must notify the center no later than 7:30 a.m. if their child will be absent. If the center is not notified of a child's absence the family will receive a message from the center approximately one-hour after their contracted drop-off time to confirm if the child will be absent for the day.

A two-week written notice is required for withdrawals.

FAMILIES DAILY RESPONSIBILITIES

Children must be accompanied into the classrooms of the center by an individual authorized by the child's parent/guardian.

An authorized individual must also pick up the child.

- If the authorized individual has not previously been to the center to pick up the child, the center staff will ask the individual for their picture ID. Staff will compare the name on the ID to the individuals listed on the authorized pick up list before releasing the child.

- If an unauthorized individual arrives to pick up the child, the center staff will not release the child until the child's parents/guardians have been contacted and approval has been obtained to release the child to the individual.
- No child will be released into the custody of an individual who is suspected to be under the influence of drugs or alcohol. Another authorized individual will be contacted to pick-up the child. If necessary the local law enforcement agency will be contacted to assist in the situation.

Families must allow enough time in the A.M. to sign their child in, help their child hang up any outerwear, and to update their child's teacher on how the previous night and morning has gone for the child.

In the P.M., families will allow time to sign their child out, check in with their child's teacher on how the child's day was, and to get any information needed for the family.

CONFIDENTIALITY OF RECORDS

Records kept by the Center regarding children in our care are not open to inspection except by order of the court. All information provided to the center regarding personal family information will be kept confidential.

The form, Health History and Emergency Care Plan, completed by the child's parent, shall be on file at the center by the first day of attendance. Information contained on the Health History form shall be shared with any child care staff members assigned to care for the child. A listing of all children with special health needs will be posted in each room for all staff.

MANDATED REPORTING

The center staff are Mandatory Reporters and are required to report children who are or appear to be abused or neglected as defined in ss.48.02 (1) and 48.981 (1), Stats. Staff will immediately contact the Department of Social Services, County Sheriff, or local Police Department. Wisconsin Administrative Code DCF 251.04(8)(a).

Staff will receive Child Abuse and Neglect training every 2 years. The training will cover 1. The Child Abuse and Neglect law 2. How to identify children who have been abused or neglected. 3. The procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Chapter 48.981 defines "Abuse" and "Neglect" as follows:

"Abuse" means any of the following;

1. Physical injury inflicted on a child by other than accidental means. Physical injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm as defined under s. 939.22 (14).
2. Sexual intercourse or sexual contact under s. 940 and 944.

"Neglect" means failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over the child, for reasons other than poverty to provide necessary care, food, clothing, medical or dental care, or shelter as to seriously endanger the physical health of the child.

"Child" means any person under eighteen (18) year of age.

"Emotional" damage means to harm a child's psychological or intellectual functioning which is exhibited to be severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of those behaviors, which is caused by the child's parent, guardian, or legal custodian or other person exercising temporary or permanent control over the child and for which the child's parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm. Emotional damage may be demonstrated by a substantial and observable change in behavior, emotional response or cognition that is not within the normal range for the child's age and stage of development.

EDUCATION POLICY

- **Daily Schedules**

- The Infant and One Year Old classrooms will have a predictable sequence of events each day including breakfast, free play, outside time, lunch, nap and snack. However, the needs and individual schedules of each child will always take priority in the infant and one year old classrooms. Children will be fed when hungry, given naps when needed, and given free play when awake and active.
- The Two, Three, Four year olds and School Age children will have a predictable full day routine which will include Morning Group Time, Breakfast, Music/Movement, Storytime, Outdoor Play, Learning Centers, Lunch, Naptime, Snack and Free Play.
- The School-Age Children will have a typical after school routine which will include Snack, Outdoor Play, Homework time and Free Play.
- All daily routines will offer a balance of active/quiet activities, individual/group activities and indoor/outdoor activities.
- Early morning and late afternoon activities will be provided. Early mornings and late afternoons often allow for smaller groups of children, which allows for age groups to be mixed as staffing needs adjust.
- Temperature guidelines for outdoor play are:
 - 2-12 year olds: Will go outside when it is 0 - 90 degrees, including the wind chill and real feel temperatures.
 - 0-1 year olds: Will go outside when it is 20 - 90 degrees, including the wind chill and real feel temperature.

- **Curriculum**

- According to the Wisconsin Model Early Learning Standards (WMELS) children learn best through play and active exploration of their environment. Each weekly lesson plan will reflect the five domains of the Wisconsin Model Early Learning Standards which are: Health and Physical Development, Social and Emotional Development, Language Development and Communication, Approaches to Learning, and Cognition and General.

The Blair-Taylor Child Care Center will incorporate these domains into the curriculum by providing appropriate experiences that contribute to physical, social, emotional, and intellectual development of each individual child. Classroom curriculum content will be based on Monthly/Weekly themes that tie into all developmental areas in the classroom such as: literacy, fine motor, large motor, art, music, blocks, sensory, dramatic play, math and nature/science.

All activities offered by the Blair-Taylor Child Care Center will promote self-esteem, positive self image, social interaction, self-expression, communication, creative expression, muscle and motor development and intellectual growth.

All equipment available to the children will provide large muscle development, manipulative skills development, intellectual stimulation, social interaction and encourage creativity.

Each classroom will notify families of the presence of any pets. Any pets in classrooms would be contained in a tank. (Fish, hermit crabs etc.)

The classroom curriculum will not include any religious components, including religious holiday materials. Cultural diversity will be celebrated and discussed as appropriate.

- Screen-time
 - Educational videos may be used only to supplement the daily curriculum for children. No child will be required to watch the videos. Other activities will be available.
 - Screen time usage in classrooms will be considered according to the following guidelines:
 - 24-35 months: 30 minutes per week
 - 36 months - 5 years: 30 minutes per day
 - 5 years and older: 60 minutes per day
- Assessments
 - Staff will take daily observations of the children and use these observations to set goals for the child related to his/her own developmental level. Working on the child's individual goals will be incorporated into the daily routine and lessons of the classroom. Goals will be reevaluated regularly and once met a new goal(s) will be set.
 - Twice a year the Lead Teachers will use a developmental assessment tool to record where each child is developmentally. These assessments will be based on daily observations of the children and their work within the regular routine of the classroom. Teachers will offer to meet with the parents at Parent-Teacher Conferences twice a year to discuss strengths and the goals they are working on for each individual child.
- Staff qualifications
 - All classrooms will have a Lead Teacher who is qualified under the Wisconsin Administrative Code DCF 251. Lead teachers will be responsible for implementing all daily activities, establishing the classroom routines, conducting assessments and holding Parent-Teacher conferences. Parents should communicate with their child's classroom teacher daily.
 - Some classrooms will also have a second teacher or a classroom aide working in the classroom if staff to child ratio requires two staff.
- Field trips / Transportation
 - At times children will go for a walk around the neighborhood or school property.
 - If children are transported for a field trip, parents will be notified prior. They will be told the date, time, and destination of the Field Trip and permission slips will be signed and dated by the child's parents/guardians.
 - All vehicles will be clean and free of obstructions on the floors, aisles and seats. The vehicle will be equipped with a first aid kit. Children will be properly seated according to the vehicle used for transportation and to manufacturer's specifications. Contracted services will follow requirements of 251.08(1)(c).
 - Children will not be left unattended in the vehicle.
 - Children's enrollment and emergency information will be taken on all field trips.
 - All staff will know the names of the children being transported. When they arrive at the destination all children will be counted. Upon departure all children will be counted and roll call taken upon the children boarding and departing the vehicle.
 - Any contracted bus service that may be used, the driver is responsible for turning off the alarm and checking all seats. Staff will follow the Center's procedures in ensuring that all children are accounted for.

GUIDANCE AND DISCIPLINE POLICY

- Classroom management techniques
 - Staff will be conscious of the classroom environment and how it relates to the overall classroom atmosphere. The following will be considered to create an inclusive classroom environment: classroom arrangement, materials and activities that are age appropriate, having duplicates of popular items; as well as, transition and discipline techniques.
 - Staff will implement strategies to help children learn rules, limits, and responsibility that are developmentally appropriate. The classroom environment will be set up in a manner that will promote safe, interesting, and challenging exploration by the children. When conflict arises staff will use redirection to focus the children's attention on something more appropriate. Staff will work with children to understand the effects their actions have on others and will assist the children in communicating their needs and desires.
- Aggressive or Adverse Behavior
 - Aggressive or adverse behavior will be handled by: redirecting the child's attention to a different activity, a teacher getting down to the child's level and talking to them in a quiet and calm manner, or restriction of privileges for a short period of time. All discipline practices will concentrate on self-control, self-esteem, and respect for others.
 - Teachers will communicate daily with parents/guardians on any behavior struggles their child is having. Daily communication may be verbal or written depending on the teachers/parents daily schedules.
 - Use of time-out is prohibited for children under 3 years of age.
 - Any occurrence of a time-out may not exceed 3 minutes. A time-out is an interruption of unacceptable behavior by the removal of the child from the situation, not to isolate the child, but to allow the child an opportunity to pause, and with support from the provider, reflect on behavior and gain self-control.
- Time management (Transition with little to no wait time)
 - Classroom routines will be planned ahead of time in such a way to limit the amount of time children are waiting in lines or in large groups. Such routines would include: bathroom breaks, handwashing for meals, dressing for outdoor time.
- Appropriate ways staff will manage crying, fussing or distraught children
 - Try to determine why the child is crying, fussing or is distraught (is the child hungry, uncomfortable, tired, sick, bored, etc.)
 - Hold the child if young enough to console.
 - Try to redirect the child to an alternate activity.
 - Have the child drink some water to calm down.
 - If it is due to separation from parents/guardians, offer reassurance.
 - If suspected illness, the child will be checked for signs and symptoms of illness.

- Biting Information

- Although biting is serious, it is quite normal in very young children. Biting is a common problem whenever children are brought together in a group.
- The safety of the children, as well as the well-being of the biter, will always be considered. It is the Center's responsibility as professionals to protect our families' privacy rights by not disclosing the name of the biter.
- Some actions that may be taken are:
 - Staff members will talk with the parents of the child that bites about the issue and come up with an approach that is consistent between the center and the child's home.
 - Staff will observe what leads to the biting to understand what might be causing it.
 - Staff will observe to see if there is a pattern.
 - Staff will take the child's age into consideration when planning solutions.
 - A brief time away from the other children may be effective with toddlers and young preschoolers.
- If all strategies are exhausted and the problem persists or worsens, it may be in the best interest of everyone for the parents to find another caregiver situation. If necessary, the Center may need to take action as described in our Discharge Procedure.

- Discharge Procedure

- If a behavioral issue is present and consistent with a child, the child's Parent/Guardian will be notified by the Classroom Teacher and will be encouraged to work with the Teacher on creating a unified approach in attempting to correct the issue. Open communication between the Teacher and Parent/Guardian will continue on a daily basis. All attempts and communications between Child Care Staff and the parents/guardians will be documented.

If necessary the Blair-Taylor Child Care Center will look for outside agencies to get involved in the case to assist with strategies and/or interventions that could be used. Outside agency involvement would only be sought after parent/guardian approval.

All attempts will be made with the Teacher, Parent/Guardian and Program Director to remedy the behavior following a time-line laid out between all parties involved. But, if after all attempts fail the child may have to be discharged. If the severity of the issue warrants, the child could be discharged without prior warning and immediately removed from the Center.

- It may become necessary for the Center to discharge a child/family due to any of the following circumstances: a child who displays persistent behavioral problems that could endanger the well-being and safety of the other children and staff.
 - Such behaviors could include excessive swearing, biting, hitting, kicking, throwing items, etc.
 - Other circumstances for discharge could include: a parent or guardian being uncooperative in filling out or returning required forms, paying tuition, observing the center's rules related to arrival and departure of a child, or excessive rudeness to any of the staff members.
 - The decision to discharge a child could be delivered via verbal or written communication depending on the specific details of the situation.

- Prohibited actions
 - Actions that may be psychologically, emotionally or physically painful, discomforting or potentially injurious are prohibited by staff or parents/guardians.
- Americans with Disabilities Act
 - Blair-Taylor Child Care Center does not discriminate on the basis of disability in its services, programs, or activities.
 - Blair-Taylor Child Care Center will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities.

HEALTH POLICY

- Symptoms of illness
 - Upon arrival and throughout the day, each child will be observed by staff members for symptoms of illness and injury. Any child who displays symptoms of illness will be evaluated closely and sent home if necessary. These symptoms include but are not limited to:
 - fever of 100.4 or more
 - diarrhea or loose stools, 3 or more times in a day
 - abscess or draining sores and wounds
 - rash with unknown cause that is causing the child distress
 - vomiting
 - headaches or unbearable pain
 - loss of appetite and lethargy/unusual passivity
- Ill child procedure
 - Children who are displaying any of the above symptoms will be evaluated and isolated from the other children. Parents/Guardians will be contacted to come and pick up the child.
 - The child will be in the office or another area of the center away from the other children. If the Parent/Guardian is unable to come and pick up the child in a reasonable time frame it will be the Parent/Guardian's responsibility to make arrangements for another authorized person to come and get the child.
 - If your child has been sent home with any of the symptoms of illness listed above, your child should remain at home for a FULL 24 hours after symptoms subside without the use of fever-reducing medicine, etc.
- Communicable Disease
 - A child or other person with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in the center during the period when the disease is communicable.
 - When an individual is suspected of having a Communicable Disease such as: Chicken pox, measles, mumps, whooping cough, or other reportable communicable disease under DCF 145 the local Public Health department will be notified.
 - All individuals and/or children who were potentially exposed shall be watched for symptoms of disease as well as their parents/guardians being notified of the potential exposure.
 - An individual may be readmitted to the center if there is a statement from a physician stating that the condition is no longer contagious or if the individual has been absent for a period of time equal to the longest incubation period for the disease as specified by the department.

- Medication procedure
 - No medication will be administered without a signed, dated, written authorization from the parent/guardian. The authorization includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization. The authorization must be dated and signed by the parent/guardian.
 - Prescription medication must be in the original container with the prescription label stating the child's name, name of medication, dosage, directions for administering, date and physician's name. Over the counter medications must be in all original containers with the appropriate labels and directions for administration and will be given with a doctor's note for specific symptoms.
 - A record of medications administered will be kept in a medical log.
 - All medication will be stored out of the reach of children.

- Injuries
 - Routine procedures for treatment of minor injuries are posted at the Center. All staff have current CPR/AED training. A record of injuries will be kept in a medical log as required. Parents will be notified either via phone call, in person or in writing of any injury that occurs while their child is in attendance at the center.
 - Written permission from the parents/guardians to call for medical care in case of emergency shall be on file at the Center. Parents shall be contacted immediately after an emergency call has been made.
 - **Emergency Medical Care Facility: Gundersen Tri-County Memorial Hospital and Clinics**
18601 Lincoln St. Whitehall, WI
715-538-4361

- Physical Examination and Immunizations
 - Each child under 2 years of age shall have a health examination with a signed Child Health Report not more than 6 months prior nor 30 days after being admitted to the center. A follow up examination will be required every 6 months thereafter.
 - Each child over 2 years and under 5 years shall have a health examination with a signed Child Health Report not more than one year prior nor 30 days after being admitted to the center. A follow up examination will be required every 2 years thereafter.
 - Children 5 years of age and older are not required to have a health exam.
 - A record of immunizations for each child must be on file within 30 days of the child's first day of attendance.

- Abusive Head Trauma Training and SIDS Training
 - All staff who provide care and supervision to children under 5 years of age shall receive department-approved training in Abusive Head Trauma before their first day of work.
 - All staff will learn the proper procedures to reduce the risk of Sudden Infant Death Syndrome prior to their first day of work.
 - Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress.
 - No loose materials such as pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals shall be used in cribs.

- Each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him/her when able to roll over unassisted.
- Allergic Reactions
 - All children with food allergy reactions will be treated according to the child's Health History and Emergency Care Plan. In an emergency 911 will be called.
- Parent Notification
 - Parents will be notified in all cases listed below:
 - Your child has been exposed to a confirmed case of a communicable disease.
 - Your child is ill.
 - Your child needs professional evaluation of an injury.
 - Your child experienced a head injury (bump, blow or jolt to the head).
 - Your child consumes incorrect breastmilk.
 - Your child consumes food or drink that may contain the child's allergan.
 - Your child comes in contact with poisonous materials.
 - Your child is given incorrect medication.
- Cleanliness/Sanitation
 - All children and adults shall wash their hands with soap and running water upon arriving at the Center, before and after eating, after using the restroom or a diaper change, after coming in from outside, or any other time throughout the day when the hands are visibly dirty.
 - Infants' hands will be wiped with soap and water based hand wipes after diaper changes, before and after eating, or any other time throughout the day when hands are visibly dirty.
 - Wet or soiled clothing shall be changed promptly.
 - Disposal of soiled/contaminated clothing/diapers/wipes will be disposed of or handled properly to avoid contamination.
 - Each child will have a separate individual sleeping cot or crib. Individual sheets will be washed weekly. Individual blankets will be sent home weekly to be washed.
 - Toys and equipment will be sanitized weekly or as needed after being put in a child's mouth.
 - Universal Precautions will be used when in contact with bodily fluids or body secretions.
 - Staff will have access to disposable gloves for all first aid procedures and for anytime they are in contact with bodily fluids or body secretions.

NUTRITION POLICY

- Meals provided - Breakfast (8:00), Lunch (11:00), Snack (2:00)
 - All children 1 and up will be provided with a Breakfast, Lunch and Snack daily. All infants who are developmentally ready to eat table foods will also be given appropriate foods from each meal. Parents/Guardians will communicate with staff as their infant begins to eat table foods and which foods are appropriate. Menus will be posted near each classroom.
 - All 1 year olds will be served whole milk, each 2 year old and up will be served 1 % or skim milk. Children will have the opportunity to drink water throughout the day as needed or desired.
 - Each meal will be served in the child's designated classroom. Meals will be prepared by the Blair-Taylor School Food Service Staff and brought into the center.
 - A special diet based on a food allergy may be served upon the written request of the parent.
 - When food for a child's full meal is provided by the child's parent, the center shall provide the parent with information about requirements for food groups and quantities specified by the U.S.D.A. Child and Adult Care Food Program.
 - A special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instructions of a child's physician and upon request of the parent.
 - Food service staff and all child care staff members having direct contact with the children shall be informed about food allergies and other allergies of specific children.
 - The Blair-Taylor Child Care Center participates in the Child and Adult Care Food Program.

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:
(833) 256-1665 or (202) 690-7442; or

3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

- Treats/Food brought from home
 - Any treats/food that are brought into the classroom, will be served following the health and safety restrictions for all children enrolled. Please check with the classroom teacher ahead of time to ensure correct allergy information.
- Infant Feedings: Breast milk/formula and baby cereal/baby food
 - Parents/Guardians will be required to supply the center with either breastmilk or formula, if their desired type of formula is not offered, for all children under 12 months of age.
 - Breastmilk can be brought unthawed in bottles or containers or frozen in milk bags, enough breastmilk to feed the infant throughout the day will be required. All breastmilk will be labeled with the child's name and date and stored in the refrigerator and heated in warm water when needed.
 - Blair-Taylor Child Care Center will provide an *Iron Fortified Formula* for any family who would prefer to use the center provided formula.
 - Other types of formula may be brought in but must be in the original container. This will be labeled with the child's name and bottles will be prepared as needed. Parents/guardians will be notified when the container of formula is running low.
 - Once heated a bottle of breastmilk/formula must be consumed by the child or dumped out within one hour.
 - Blair-Taylor Child Care Center will provide Gerber brand infant cereals and pureed baby foods for infants who are developmentally ready. If parents/guardians prefer a different brand, they may provide it to the center for their child.

SAFETY PLAN AND EMERGENCY PROCEDURES

Evacuation diagrams shall be posted in each classroom by the door. The diagrams will include the fire evacuation route and tornado shelter areas.

Staff and volunteers will be trained in Emergency Procedures and their individual responsibilities.

Fire evacuation plans will be practiced every month. Tornado drills will be practiced monthly from April through October.

- **Fire**

- STEP 1

- When an alarm goes off, first check your immediate surroundings.
- Gather your grab bag/attendance.
- Quickly evaluate the hall area for any unusual reason why the fire alarm may have been pulled.
- Quickly grab jackets if it is cold and if no immediate threat is visible. Turn lights off and close the classroom door if possible.
- Proceed to the designated exit. If the exit is blocked or a threat is visible, proceed to the nearest clear exit.
- Infants and one year olds will be evacuated using Evacuation Cribs. Children with disabilities will be escorted out with assistance as needed.
- Children gather with Classroom Teachers outside. Teachers will take attendance.

- STEP 2

- If told to do so, gather at the designated staging place. Children will stay with their classroom teacher. (The Track)
- If inclement weather during an actual fire, we may go back into the building on the side of the building opposite the fire, which is protected by the firewall. A firewall between the 1999 portion and 2014 addition was built during the construction.

- STEP 3

- If necessary children will be brought to the Off-Site Staging Area and parents will be contacted for pick-up.

- **Tornado**

- STEP 1

- In most cases, if a tornado watch is in effect, there will be an announcement explaining a tornado watch has been issued in our area by the National Weather Service.
- There is no need to go to an area when a watch has been issued unless teachers have been told to do so. Continue with daily routine and listen for any further instructions. Individuals will make sure designated tornado safety locations are accessible at this time.
- If we have very little notice, a tornado warning may be announced without a tornado watch notice.
 - When a tornado alarm goes off in the city or we have been notified of a tornado warning, all staff and children will be instructed to proceed to the designated tornado safety locations.
 - Check your immediate surroundings.
 - Gather your grab bag/attendance and communication device.
 - Lights off and close the classroom door if possible when leaving.

- Proceed to the tornado safety designated area. Take attendance.
 - Follow further directives if given
 - STEP 2
 - If told to evacuate, gather at the designated staging place. Children will stay with their classroom teacher. (The Track)
 - STEP 3
 - If necessary children will be brought to the Off-Site Staging Area and parents will be contacted for pick-up.
- **Potentially Violent Situations**
 - STEP 1
 - The first person to note indication of a potentially violent situation, as soon as it is safe to do so, should call 911, then notify the Administration/Incident Commander.
 - STEP 2
 - If in close proximity to the danger, assess the situation for the best option. If an intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.
 - Individuals who are not in an immediate danger area should gather information about their classroom's immediate situation. Account for all situations or other individuals sheltered in the room.
 - Assess the ability to safely EVACUATE the building. If there is no safe manner to EVACUATE the building, have others assist in conducting a LOCKDOWN of the room.
 - Rooms in LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATION becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.
 - Unless evacuating, rooms in LOCKDOWN, shall remain secured until personally given the "All Clear" by the Administrator/Incident Commander.
 - If an intruder enters the classroom, individuals are to use whatever COUNTER strategies necessary to keep the children safe. This includes making noise, moving about the room, throwing items, safely exiting the windows, and taking control of the intruder. Anyone not involved in the COUNTER strategies should get out any way possible and move to another location.
 - STEP 3
 - After the intruder has been subdued, the Administrator/Incident Commander in consultation with Law Enforcement will go from room to room to release people in LOCKDOWN and then EVACUATE and relocate to the FAMILY REUNIFICATION location.
 - Those who remained secured in a LOCKDOWN, will EVACUATE the building using the designated exit routes, take attendance and move to buses for transportation. The Administrator/Incident Commander will request bus transportation or alternate transportation to the relocation site. The Administrator/Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
 - The Administrator/Incident Commander will activate the media guidelines to deal with media and parent notification protocols, and direct parents to go to the relocation site.
- **Utility Disruption** (water, heat, electricity, telephone)
 - If Utilities are disrupted in the Child Care Center, the Center will make every effort to remain open. The decision to close the Center will be based on the following factors:
 - The amount of natural light in the Center.

- The temperature in the Center.
- The ability and necessity of heating food.
- The risk to the health and well-being of children and staff.

If the decision to close the Center is determined, parents will be notified to pick up their children.

- **WATER:**
 - The Center may close if there is a loss of water that disrupts appropriate diapering, hand washing and toileting with clean running water for more than one hour. If water is off for a shorter duration, office personnel will distribute wet wipes for hands and bottled water for the children.
- **INDOOR TEMPERATURE:**
 - The temperature inside may not fall below 67 degrees. If it falls below 67 degrees and the Center has no heat, parents will be notified to pick up their children.
 - If the temperature indoors exceeds 80 degrees, the Center will provide for air circulation with fans, air conditioning or other mechanical means. If the electricity is out and the temperature exceeds 80 degrees, parents will be notified to pick up their children.
- **ELECTRICITY:**
 - The Center may close if there is a loss of electricity and it is too dark for the children or staff to see, if meals cannot be made, or if it interrupts water and toilet services for more than one hour.
- **TELEPHONE:**
 - If the phone service goes out, staff cell phones will be used. Parents will be notified of this change via the Center's parent messaging system, emails and the School's Facebook page.

- **Inclement Weather**

- Every effort will be made for the Center to remain open in the case of inclement weather. However, if we cannot adequately staff, the road conditions are unsafe for travel, or the outdoor temperature is too cold to be considered safe the Center may deem it necessary to close for an entire day, open late, or close early. This decision will be made as soon as possible for families to be able to make alternative arrangements for their child.
- Parents will be notified of any last minute closures via the Center's parent messaging system and emails if applicable.

- **Emergency Procedure for a Missing Child**

- Staff members will at all times know the number and names of the children in their care. Staff members will keep track of the children in attendance by using daily attendance sheets.
 - The adult who is dropping off or picking up a child must always let a staff member know when their child arrives for the day and when they are leaving for the day.
- During transitions from the classroom to playground or classroom to classroom, staff members will count the children before leaving an area and re-count the children when arriving at the new location.
- When counting the children and a child is found missing, staff will check around the classroom or the playground if applicable. The staff member will notify the office immediately. All staff will be notified to check their classrooms and playgrounds. The entire building and grounds will be checked.

- Parents/Guardians will be contacted to let them know of the situation and to verify that the child was or was not picked up.
- If the child is not located after the complete building and grounds search the Sheriff's Department will be notified.

SUPPLIES PROVIDED BY FAMILIES

- Infants
 - Diapers and Wipes
 - Daily supply of breastmilk or formula (if the Center provided brand is not preferred)
 - Daily supply of bottles
 - Extra changes of clothes in diaper bag or gallon sized ziplock bags. Please label!
 - Sleep sack or Swaddle, No blankets.
- One-Year-Olds
 - Diapers and Wipes
 - Extra changes of clothes in gallon sized ziplock bags. Please label!
 - Appropriate clothing and footwear for outdoor play
 - Personal water bottle
 - Blanket
- Two-Year-Olds
 - Diapers and Wipes
 - Extra changes of clothes in gallon sized ziplock bags. Please label!
 - Appropriate clothing and footwear for outdoor play
 - Personal water bottle
 - Blanket
- Three-Year-Olds
 - Diapers and wipes if needed
 - Extra changes of clothes in gallon sized ziplock bags. Please label!
 - Appropriate clothing and footwear for outdoor play
 - Personal water bottle
 - Blanket
- Four-Year-Olds
 - Extra changes of clothes in gallon sized ziplock bags. Please label!
 - Appropriate clothing and footwear for outdoor play
 - Personal water bottle
 - Blanket
- School-Age Children
 - Appropriate clothing and footwear for outdoor play
 - Personal water bottle

PARENT INVOLVEMENT

- Volunteer
 - The center will allow parents/guardians to visit and observe at any time during the center's hours of operation, unless access is prohibited or restricted by court order.
 - Our Center loves volunteers. Volunteers can be used throughout the year and the hours are flexible. Even a couple of hours a week are appreciated. Volunteer activities can include reading to children, playing games or assisting the teacher with projects in or out of the center. Please see the Program Director for more information if interested.
- Attend Family Events or Parent Meetings
 - At times the Center may have special family events with special activities that we would encourage all families to attend to strengthen the home/school connection. Teachers will also offer parent/teacher conferences twice a year to discuss your child's development and goals, and families are encouraged to participate in conferences.
- Participate in Fundraisers
 - Occasionally the Center may hold fundraisers for special equipment or supplies. Please help our Center reach our goals by promoting and supporting any fundraisers the Center may hold.
- Enhance our curriculum by sharing your professions, hobbies, talents
 - All families are unique and some family members might possess a special talent, have a unique hobby or an interesting profession. Family members are always welcome to visit our Center to share any of the listed items. These will help enhance our curriculum by providing the children with real world experiences. Please see your child's Classroom Teacher or the Program Director for more information if interested.

CHILD CARE CONTRACT

Child Care will be provided to _____ (child's name), following the contracted schedule set in place by _____ (parent's name) and the Blair-Taylor Child Care Center.

a. Full-time care will be provided Monday through Friday at the weekly contracted rate of \$ _____.

OR

b. Part-time care (full days) will be provided at the daily rate of \$ _____ per day.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY (Scheduled Days circled)

The weekly contracted rate will be \$ _____.

Expected Drop-Off and Pick-up times:

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

The following terms are agreed upon:

If your child leaves the Center for a portion of his/her scheduled day for appointments, activities, etc., or is absent all day, you will be billed at the regular contracted rate for the day. Tuition will not be charged when the Center is closed for Holidays or closed for any other reason.

The Center will be closed for ten Holiday days per calendar year. These days will be pre-determined every year and a notice will be given to families.

Tuition must be paid by closing on Monday for services that will be provided that week. If payment is not received by closing on Monday, a \$10.00 late fee will be added to your account. If no payment is received by the end of the week, care will not be provided the following week.

The center closes at 5:30 p.m. each day, according to the Center clock. If your child is picked up after 5:30 p.m., a \$10.00 late fee will be charged for each additional 15 minutes after 5:30 p.m.

Upon enrollment, families will give the center the daily schedule for their child. (Daily drop off time and pick up time.) If the drop-off and/or pick up times change, families must contact the Program Director and will be required to fill out a new Drop Off/Pick Up form. Hours of operation are 5:30a.m. to 5:30 p.m., Monday - Friday.

It is the family's responsibility to call the Center each morning that their child will not be attending on his/her scheduled day. The parent must notify the center no later than 7:30 a.m. if their child will be absent.

OVER

A two-week written notice is required for withdrawals.

It may become necessary for the Center to discharge a child/family due to any of the following circumstances: a child who displays persistent behavioral problems that could endanger the well-being and safety of the other children and staff.

- Such behaviors could include excessive swearing, biting, hitting, kicking, throwing items, etc.
- Other circumstances for discharge could include: a parent or guardian being uncooperative in filling out or returning required forms, paying tuition, observing the center's rules related to arrival and departure of a child, or excessive rudeness to any of the staff members.
- The decision to discharge a child could be delivered via verbal or written communication depending on the specific details of the situation.

EFFECTIVE DATE: ____/____/____

SIGNED _____ Date _____

(Parent/Legal Guardian)

SIGNED _____ Date _____

(Parent/Legal Guardian)

Individual Pick up Authorizations

Child's Name _____

Please list adults authorized to pick up your child in the event a parent/guardian is not available. I understand that a photo ID will be requested for all individuals who have not previously picked up or staff do not recognize.

1. Name: _____

Relationship to Child: _____

Home Address: _____

Phone Numbers:

Cell: _____ Work: _____ Home: _____

2. Name: _____

Relationship to Child: _____

Home Address: _____

Phone Numbers:

Cell: _____ Work: _____ Home: _____

3. Name: _____

Relationship to Child: _____

Home Address: _____

Phone Numbers:

Cell: _____ Work: _____ Home: _____

SIGNED _____ Date _____

(Parent/Legal Guardian)

Permission

_____ Yes _____ No Blair-Taylor Child Care Center has permission to use my child,
_____ in photographs or videos of activities which may
include my child for public relation purposes, the facilities website or
Facebook page.

_____ Yes _____ No I give the Blair-Taylor Child Care Center permission to take my child on
supervised walks off the Center's property.

My preferred method of communication for important information is (select all that apply):

_____ Phone calls _____ Written notes _____ E-Mail

Preferred Phone number _____

Preferred E-mail address _____

I have read and understood the following policies:

- Payment Policy
- Education Policy
- Guidance and Discipline Policy
- Health Policy
- Nutrition Policy
- Safety Plan and Emergency Procedures

SIGNED _____ Date _____

(Parent/Guardian)

Developmental History

Child's Name _____

Milestones (Please list dates/ages as appropriate)

Sitting _____ Crawling _____ Walking _____ Talking _____

Health Information

Doctor's Name _____ Phone # _____

Preferred Clinic/Hospital _____

Family arrangements in event of child illness:

Does your child have/or has had:

Serious illness/hospitalization: _____

Physical disabilities: _____

Allergies: _____

Any medications given regularly: _____

Eating Habits

Does your child eat with: Spoons _____ Forks _____ Hands _____

Favorite Foods: _____

Foods Refused: _____

Eating Problems: _____

Food Allergies: _____

Bathroom Habits

Is your child potty trained: Yes / No (If yes, please answer following bathroom questions)

Does your child indicate bathroom needs: Yes / No _____

Does your child need help going to the bathroom: Yes / No _____

If potty trained does your child wear a pull-up/diaper while napping: Yes / No _____

Sleeping Habits

What time does your child go to bed: _____ Wake up _____

Does your child have their own bed: _____ Do they sleep with a special toy or blanket: Yes / No

Does your child take naps: Yes / No If yes, when and how long: _____

Family Background

Who lives at home with your child:

Holidays, traditions, and/or customs that your family practices:

Occupations/professions represented in your family:

In what way can our facility help your child:

Any other information you would like the Blair-Taylor Child Care Center to be aware of: