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WELCOME!

MISSION STATEMENT

The mission statement at The Lawrence School is to provide a safe, nurturing, developmentally appropriate environment for Infants, Toddlers, Preschool and School-age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

ADMISSION/ENROLLMENT

The Lawrence school will be open year round. The total licensing capacity will be 98 children, serving children ages 6 weeks-12 years. The hours of operation will be Monday through Friday 6:00am to 6:00 pm. We will enroll children on a full-time or part-time basis. There will be a two day minimum for all ages. Half days are available for ages two years and older. We do require a tour of the center prior to the child's first day of attendance. The following forms will be given to you at the time of the tour and are due prior to the child's first day of attendance:

- Child Enrollment Form
- Child Health Report
- Immunization Record (can accept an electronic form)
- Intake for Child under Two (if applicable)
- Health History and Emergency Care Plan
- Permission for Transportation (if applicable)
- Alternate Arrival/Release (if applicable)
- Photo Permission Form

The Lawrence School will be closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and

Christmas Day. If the holiday falls on a Saturday, we will close on Friday. If the holiday falls on Sunday, we will close on Monday. If the day before or after falls below an enrollment of 22 children, The Lawrence School will close. We will remain open during inclement weather. You may use your vacation days for these holidays that we are closed. Please reference to our fee and refund schedule for vacation day policy.

GENERAL INFORMATION

It is very important that we have all your current information on file in case we need to reach you for an emergency or an illness:

- Home Cell and/or Work phone number
- Address
- Email address

Please notify the Director immediately of any changes to the above mentioned, as well as the following, in case of your child's emergency or illness, if you are unavailable to pick up the child:

- Name(s) of authorized person(s)
- Phone numbers
- Relationship to the child

Your child will not be allowed to leave with another person unless our employees have been notified prior to pick up. You may notify us of an authorized pick up by calling the center, an email or letting the employees know verbally at drop off. Employees will check for a valid photo ID for anyone else picking up your child to make sure that the name on the ID matches the name you have given us. Any person authorized to pick up your child needs to be on the child enrollment form and have a valid photo ID. If the parent or authorized person arrives to pick up a child and that person appears to be under the influence of alcohol or drugs, reasonable steps will be taken to prevent that person from leaving with the child(ren), such as calling another contact person or other parent. Legally, employees may not withhold

a child from the legal guardian. Employees will not hesitate to call local authorities if we feel the child is in danger.

We may not withhold a child from a parent if they are on the enrollment form as an authorized pick up person. If there are custody issues, we must have court orders in the children's file if the parent is not allowed to pick up the child.

The Lawrence School is always open for visits and observations by parents during operating hours, unless restricted by court order. We will need a copy of all court orders in the child(s) file, in order to comply.

All records are kept confidential and only accessible to authorized agencies and a licensing representative. The center and staff will not share information about your child(ren) or family.

Parents will be provided with a summary of licensing rules and regulations, "Your Guide to Regulated Child Care."

There is a medical/injury log book maintained which includes notations of medications given to any child and any injuries that have occurred. This is also available to parents.

At the Lawrence School we feel communication with parents is very important. We will keep you informed through email, phone calls, parent/teacher conferences, classroom wipe off boards and the board in the front hallway.

Rest periods are to be offered for children up to 5 years old that are in care for more than 4 hours per day. Rest periods will be 30 minutes. Children are not required to nap. If a child does not fall asleep after 30 minutes or awakes early, employees must allow the child to get up and have quiet time through the use of equipment or activities which will not disturb the other children. Children will be provided with a 2 inch thick mat, a sheet and a blanket for the mat. Blankets and sheets will be laundered at the end of the week and blankets and sheets will be replaced immediately if wet or soiled. Mats will be stored in the child's cubby. Mats will be sanitized each week or if soiled.

We recommend parents to dress children comfortably and in play clothes. Children should also be dressed according to the weather because they will go outside for a part of each day. Children should wear tennis shoes or other non-skid shoes to avoid accidents. Please do not send your child in open toed shoes. Please have a set of extra clothes for your child. A set of extra clothes should consist of pants/shorts, shirts, socks and underwear. If children's clothes get soiled, it is our responsibility to change the clothes immediately. Please make sure the extra clothes is the right size. Please bring extra clothes labeled with the first and last name and put in a ziploc bag.

It is a licensing requirement that all children go outside for a part of each day. Please make sure that your child is dressed accordingly. During the winter season, you want to make sure your child has snow pants, boots, hats and mittens. Children ages 0-2 years of age must go outside if temperatures reach 20 degrees or more with no wind chill and children 2 and older must go outside if it is 0 degrees with no wind chill. They may not go outside if temperatures reach more than 90 degrees for all ages.

ADMINISTRATIVE AUTHORITY

There will always be management on site. Jim Hoeft is the owner and will be on site at all times, unless on vacation. The Director will be on site at all times, unless on vacation. If you have a problem arise, please see the Director first. You can stop by the Director's office, call or email at any time. If you need to, we can set up a time to meet at your earliest convenience.

ATTENDANCE

Parents are expected to bring their child into the classroom upon arrival. Under no circumstances should your child be allowed to find his or her own way into the center. This provides a smooth transition and allows you a brief exchange with the teacher(s) to convey information about your child and learn of the day's plan.

A computerized system is used to sign your child (ren) in at arrival time and out at the departure time. It is required that you sign your child in and out each day using this system. During your family orientation prior to the first

day, you will scan your fingerprint for signing in and out. Any authorized pick up for your child will need to do the same. If the computerized system is down, there will be a log sheet by the computer where you will have to sign in and out on.

CHILD TRACKING

When children arrive at the center, they will be signed in on a center provided classroom attendance sheet and teachers will do a count of children in their classrooms every 60 minutes. When children leave their classroom, they will be signed out of the classroom. When children are picked up for school in the morning, they will be picked up by Frist Student Bus Transportation services and signed out of our attendance tracking form and when they return after school, they will be sign back in to our attendance tracking form. Students are required to have an Alternate Release Agreement Form on file at the center.

ABSENCES

When your child will be absent without any prior notification, please call the center one hour prior to the normal arrival time.

If a child does not come to the center at their contracted start time and we have not been informed they will not be attending on that day after 30 minutes we will call you to ascertain the whereabouts of the child. Each attempt to contact you will be documented whether successful or not.

If your family will be taking a vacation, please fill out a vacation request form two weeks prior to the vacation.

FEE AND REFUND POLICIES

Payments Due: Payments are due in full by Friday at 6:00pm prior to the week of care. Payments can be made in person at the reception desk. Please pay by credit, check, money order or cash. There is a 2% discount if you pay by check. At this time, we will not be accepting Wisconsin Shares. We have the fee and refund policy available for your review in the reception area at any time.

Late Payment: If we do not receive a payment each Friday by 6:00pm, there will be a \$10 late fee charged to your account on Monday. If the balance is not paid in full by Monday at 6:00pm and there have been no payment arrangements made, child care services will be refused the following day until the balances is paid in full.

Refunds: Under no circumstances will refunds be given.

Days off Credit: Each child will receive two weeks of their regular enrollment to be used for days off. For example, if your child attends two days per week, you will receive four days of credit to use. Vacation requests may be filled out two weeks prior to the days off or two weeks after the days off. After the two weeks, day off requests will not be submitted. After the credits have been used, full tuition will be due whether your child is in attendance or not. Credit slips must be returned to the reception desk. You will accrue more days at your child's yearly anniversary day. Days may not be carried over. You may use these days for vacation, sick or holidays we are closed. You may NOT use vacation credits for days your child(ren) are in attendance. If your child misses more than three days in a week due to a communicable disease and all of your vacation credits are used, only 50% of their weekly tuition is due. A doctor note is required. If you reduce your child(ren's) schedule at anytime, your vacation credits are also reduced.

Late pick up: For any child picked up after 6:00pm, there will be a charge of \$1.00 per minute.

Schedules: There is a two day minimum requirement for all ages. There are no half days available. Our full day rates are based on a 10 hour day. Any child that is in our care for more than 10 hours will be charge \$10 per hour. **If you dis-enroll your child(ren) for one to two months**, 50% of the weekly tuition is due to hold the space. **If you dis-enroll your child(ren) for the summer**, you can pay 50% of the weekly tuition or send your child(ren) 50% of the normal schedule to hold your spot. If this payment is not received or your child is not attending, the space will not be held. We do not accept rotating schedules.

Switching Days: If you need to switch days for attendance during the week, there will be a \$5.00 charge to do this. We must have a one week notice for any schedule changes. Space must be available to accommodate the change.

Returned checks: There will be a \$25 charge for any returned check.

Family Discount: A 10% family discount will be given to the second and third child in the same family. The discount will be given on the youngest child(ren).

Enrollment Fee: There is one time, non-refundable registration fee of \$50 per child or \$65 per family due at the time of admission.

Referrals: Any family that refers another family to The Lawrence School will receive 1 vacation credit after the family has been enrolled for 90 days. If you do a Google review, you will receive 1 free vacation credit.

Fee increase: There will be a tuition increase as economics require. A minimum of 30 day notice of the increase will be given to currently enrolled families.

Additional fees: Additional fees may apply for field trips and special activities.

Fee inclusion: All fees include breakfast, snacks and lunch.

LICENSING

The Lawrence School is licensed by the State of Wisconsin. State licensing representatives make routine appearances to make sure we are meeting all the state licensing expectations. Any compliance or non-compliance given by the representatives will be posted on the board in the main hallway. The state license will be posted on the same board. The licensing rules and regulations book will be available for your review at any time at the front desk.

WEAPONS

Weapons are strictly prohibited on The Lawrence School grounds. This includes conceal to carry.

PETS

There will be no pets on the premises. Parents will be informed of the addition of any pets to the center in writing.

NON-DISCRIMINATION

No person shall, on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, genetic information, marital status, arrest record, conviction record, military or veteran's status or disability, be excluded from participation, be denied the benefits of, or subjected to discrimination under any Lawrence School program or activity.

SPECIAL NEEDS

The Lawrence School follows the guidelines set forth by the American with Disabilities Act. The American with Disabilities Act requires care centers to make reasonable modifications to their policies and practices in order to enroll children who have special needs. We will accept all children with any special needs unless doing so it is not readily achievable or would constitute a fundamental alteration to our existing child care program.

REPORTING CHILD ABUSE AND NEGLECT

A Licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected will immediately contact the county department of social services or human services or a local law enforcements agency. Each licensee, employee and volunteer will have training on child abuse and neglect prior to their first day of employment and every two years thereafter. All information will remain confidential and will not be shared among center employees.

EDUCATIONAL PROGRAMS

At The Lawrence School it is our goal to meet the developmental levels of each child and each group of children. The program will promote all of the following: Self-esteem and positive self-image, social interactions, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth and literacy. Teachers will prepare weekly lesson plans which will have different themes each week.

The program will be planned to provide a flexible balance each day of: active and quiet activities, individual and group activities, indoor and outdoor activities, free choice activities rest period, eating and enough materials or activities that a child does not have to do the same activity twice in one day.

Classrooms will usually have seasonal celebrations, such as, Thanksgiving, Winter Holidays, Valentine's Day, Independence Day, etc. Parents are encouraged to share information or ideas for any special ethnic holidays their family may celebrate.

INFANTS-2 YEAR OLD PROGRAM

Prior to admission for an infant/toddler, parents will meet with the teachers to go over the child's schedule of meals and feeding, types of food introduced and timetable for new foods, toileting and diapering procedures, sleeping schedule, the child's way of communicating and being comforted and development and health history. The Intake for Children Under Two form that is given to parents before enrollment has all of the above information mentioned about the child on it. This form will be kept in the child's classroom and updated every three months up until the age of 2 or as needed prior to the 3 month requirement. **The daily program will include the following:**

- Teachers will respond promptly to a crying child's needs.
- Each infant and toddler will be allowed to form and follow his or her own pattern of sleeping and waking.

- Each child under one year of age will be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child will be allowed to assume the position most comfortable to him or her when able to roll over unassisted.
- Throughout the day each infant and toddler will receive physical contact and attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the center.
- Routines relating to activities such as taking a nap, eating, diapering and toileting will be used on occasions for language development and other learning experiences.
- When infants and toddlers are non-mobile and are awake, the teacher will change the child's body position and location in the room periodically. They also will be given "tummy time" throughout the day.
- Infants and toddlers that cannot walk, but can creep or crawl will be given opportunities during each day to move freely by creeping and crawling in safe, clean, open, warm and uncluttered area.
- They will be given a wide variety of safe toys and objects
- Infants and toddlers will be taken outdoors for a part of each day, except for during inclement weather.

Feeding schedule will be as follows:

- Each infant and toddler will be on their own feeding schedule
- Food and formula brought from home must be labeled with the child's name and dated and are refrigerated if required.
- Formula that is prepared at the center must be iron-enriched and mixed according to the manufacturer's directions. Formula or breast milk must be given to all children under 12 months of age. If a child needs any other milk or milk substitute, this must be given to us in writing from the child's physician.

- Leftover milk or formula will be discarded not more than 1 hour after each feeding. Bottles will only be rinsed out. Bottles must be taken home each night to be washed.
- Water will be offered to infants and toddlers several times a day.
- Any open baby food can be refrigerated and kept up to 36 hours. If it is not used within 36 hours, it will be discarded. Food will be poured in to bowls for feeding.
- Children that are too young to sit up will be placed in an infant seat for eating. Children that can sit up, but not able to sit at tables and chairs will sit in high chairs with safety straps or hook-on chairs.
- Bottles will be warmed up in bottle warmers and will NOT be microwaved.
- Table foods will be introduced according to the child's developmental level and when parents have notified the staff.
- We highly encourage children to experiment self-feeding with their hands and spoons. Eating utensils and cups will be scaled to the size and developmental level of the children.

Diapering and toileting:

- Soiled and wet diapers will be changed promptly.
- Toileting training will be consistent between the child's home and with the center. No routine attempts may be made to toilet train a child under 18 months of age.
- The diaper changing area will be cleaned with a neutral disinfectant and then a hard surface sanitizer before and after each child.
- We may change cloth diapers. Parents must supply the cloth diapers, plastic bags for the soiled diapers, a covered diaper pail or bag. The diaper pail or bag will be for your own child. It is required that the

soiled diapers are removed and taken home on a daily basis. There will be a new plastic liner put in the diaper pail each day.

- In order to apply powders, lotions or ointments, there must be written permission from the parents on file.

Parents in the Infant Rooms shall supply all of the following:

- Bottles, labeled with the child's first name and last initial
- Diapers and diaper cream
- Wipes
- Formula or breast milk that is labeled and dated
- Extra clothes
- Infant cereal
- Baby food
- Blanket
- Pacifier (if used)

3-5 YEAR OLD PROGRAM

Three to five year olds are provided with experiences to stimulate learning in all developmental areas including physical, emotional, social and cognitive. Child care providers prepare the environment for children to learn through active exploration and interaction with adults, other children and materials. Outdoor activity is planned daily so children can express themselves freely. Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems. Child care providers facilitate the development of these positive social skills at all times. Children develop an understanding of concepts about themselves, others and the world around them through

observation, interacting with people and real objects and seeking solutions to concrete problems. An abundance of activities are provided to develop language and literacy through meaningful experiences.

Children have daily opportunities to develop small muscle skills through play activities such as pegboards, puzzles, painting, cutting and other similar activities. Children also have daily opportunities for aesthetic expression and appreciation through art and music. Concrete learning activities with materials and people relevant to the children's own life experiences are provided. Interactions and activities are always designed to develop children's self-esteem and positive feelings toward learning.

Sample daily schedule for 3-5 year olds

6:00-7:30 a.m.-Arrival/Breakfast/Large muscle room

7:30-8:30-Depart from cafeteria to classrooms

8:30-9:00-Free choice activities

9:00-9:30-AM snack

9:30-11:30-Circle Time/Art activities/Indoor/Outdoor activities/Fine motor activities

Dramatic Play/Music and Movement/Stories/Sensory

11:30-12:00-Clean-up/Lunch

12:00-12:30-Lunch

12:30-2:30-Nap time

2:30-3:00-Put nap mats away/Bathroom

3-3:30-PM Snack

3:30-5:00-Indoor/Outdoor Activities/Finish up from morning activities

5:00-6:00-Departures/Free choice activities

SCHOOL-AGE PROGRAM

School-age children are assisted in making smooth transitions between school and child care. Our school-age program is designed to help children develop a positive self-concept through an integrated curriculum, which promotes physical, social, emotional and cognitive development. Children's learning occurs primarily through projects and learning centers that child care providers prepare and that reflect children's interests and suggestions. Child care providers guide children's ideas, responding to their questions, engaging them in conversation and challenging their thinking. Children manipulate and experiment with objects, such as blocks, cards, games arts and crafts and science and sensory. Outdoor activity is planned daily so children can develop large muscle skills, learn about outdoor environments and express themselves freely. Children have many opportunities to develop social skills such as helping, cooperating, negotiating and talking with the person involved to solve interpersonal problems. Time is also provided for children to work on homework, with the assistance of a child care provider, if needed.

Classrooms may not leave the premises for walking field trips.

In the summer, children will not use wading pools, but they may choose to do water activities which may include water in the sensory tables or sprinkler or hose fun outside on the fenced in areas.

Sample daily schedule for School-age children

3:50-4-Arrival/Snack

4-5-Homework time/Outdoor/Indoor activities

5-6-Departures/Free choice activities

If school-age children attend the center on full days off of school, the schedule will be adjusted accordingly.

CHILD GUIDANCE

POSITIVE GUIDANCE FOR CHILDREN

- Activities will be planned which teach courtesy, honesty manners, safety and self-esteem.
- A well-established classroom environment and routine will promote appropriate behavior.
- Praise and positive reinforcement, planned age-appropriate activities and establishing limits with the children that are understandable for them will assist in the development of a warm, nurturing classroom.

REDIRECTION OF CHILDREN

- A. Staff will be aware of children who consistently have problems with self-control.
 - B. Reminders will be given to children in a positive manner as to what is acceptable behavior.
- Rules will be flexible enough to consider individual children's personalities, needs and maturity levels.
 - If a guidance problem arises, staff will redirect the child to a choice of activities that will promote appropriate behavior. If the behavior continues beyond reasonable lengths of time and forms of redirection are no longer effective, the child may be removed from the situation to evaluate the problem with the assistance of a staff member.
 - A child who physically hurts another child will be taken aside and reminded that the incident was not acceptable behavior and why. An apology will be encouraged.
 - If a problem persists, the parent will be asked to meet with staff and discuss what may be helpful in motivating the child to behave in an acceptable way.

Child guidance means setting limits, guiding behavior and helping children learn appropriate behaviors. Guidance involves problem solving that is appropriate to the age and developmental level of the child. It is important to never confuse guidance with punishment.

PROHIBITED PUNISHMENT

Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:

- Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form or corporal punishment.
- Verbal abuse, threats or derogatory remarks about the child or the child's family.
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, bos or similar cubicle.
- Withholding or forcing meals, snacks or naps.
- Actions that are cruel aversive, frightening or humiliating to the child.
- Lapses in toilet training.

We understand that there will be times when a child will become distraught, fussy or won't stop crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. Staff understands that crying is normal, and that all babies will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we 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 staff needs your advice or assistance, and will not hesitate to call you if they feel that is necessary.

Between the ages of 1-3, biting is a very common occurrence. At this age, children are learning to communicate with others. This may affect children that have a speech delay as well. This is their way of expressing with others. It is the employees responsibility to do everything they can to stop this type of behavior. Employees can do this by redirecting and/or shadowing the child. If the behavior continues to go beyond more than twice a day for 1 week or longer, the employees will start documentation to see if there may be a pattern of why the child may be doing this. They will document for 1 week. The employees will sit down and meet with the parents to come up with a plan of action. If the biting continues and the child bites 2 times, we will call and ask the parent or authorized pick up to come and pick up the child. When the child returns the next day and bites once, we will call the parent to come and pick the child up. When the child returns the next day and bites once, we will call the parent immediately, the parent must come to pick up the child and the child will be suspended for one week. After the child returns from suspension and bites once, the parent will be called, the child will need to be picked up immediately and the child's care will be terminated.

There will be an incident report filled out for the child who did the biting and for the child who got bit. It will be logged in the medical log book. Parents will be called about the bites. Bites will be washed with soap and water and ice applied if needed.

DISCHARGE POLICY

A child's enrollment may be terminated for any of the following reasons, but not limited to:

- The failure to payments of fees as scheduled. This may result in immediate discharge, without a two-week notice.
- The failure to complete all necessary for forms.

- The failure of the parents to observe all the rules. DCF 251, Licensing Rules for Group Child Care Centers and center policies are available for you to view at any time at the front desk.
- The inability of the program to meet the needs of the child.
- A child is a consistent behavior management problem and shows no signs for improvements..
- Parents or The Lawrence School may terminate the child's stay by giving a two-week written notice. Parents who withdraw their child without a two-week notice must pay additional two-week tuition.

EMERGENCY EVACUATION PROCEDURES

All fire extinguishers on the premises will be operable at all times and will be inspected once a year by a qualified person and will have a label indicating its present condition and date of the last inspection. All employees will be trained at their new employee orientation on how to operate a fire extinguisher.

An emergency evacuation plan will be posted near all exits. Fire drills will be practiced one time per month and tornado drills will be practiced April through October.

In case of a fire, the children will be taken to an area furthest away from the building of where the fire is at until parents are notified and the children can be picked up. A cell phone will be taken along with attendance forms and emergency contact information. Infants will be put in an emergency evacuation crib. Teachers will count and double check their attendance records. Everyone will gather on the east side of the parking lot.

For an emergency that would require evacuation, the children will be evacuated to the nearest exit. The attendance forms and all emergency contact information and a cell phone will be taken along to make sure that children are accounted for and parents are notified.

In the event of a severe storm or tornado, the children will be taken downstairs to the basement. The attendance forms and all emergency contact information and a cell phone will be taken downstairs. There will be flashlights, blankets and a battery operated radio in the tornado warning practice area. Infants will be put in an emergency crib and taken to the nearest bathroom. Children with disabilities will also be taken to the nearest bathroom.

In the event of a lost child, the parents and/or the emergency contact will be notified and police will be called immediately.

If there is no heat, water, electric, etc., parents or the emergency contact will be notified by cell phone and children will have to be picked up or the center will not be open if it happens early in the morning.

In the event of any threats to the center, flash flood or any other emergency, the children will be kept safe and calm until parents or the emergency contact can be notified. If someone other than the parent or authorized adult picks up a child in the event of an emergency, we will check for ID. If needed, we will evacuate.

In the event of any drill or evacuation, the Owner or Center Director will call the "all clear". In the event that everyone needs to evacuate the premises, we will meet at Waukesha West High School, 3301 Saylesville Rd. Waukesha, WI 53189 and a note will be put up on the front door. In the event of an emergency or evacuation, you may tell us over the phone who will be picking up the child if you cannot make it. A photo ID will be checked to make sure the name matches what you gave us.

HEALTH CARE

Center-The Lawrence School is cleaned daily. Child care providers clean and disinfect changing tables before and after each diaper change and lunch table before and after eating. Infant and Toddler toys and equipment will be sanitized daily. All other toys and equipment will be cleaned one time per week, unless there is an illness, toys will be cleaned immediately. Toys will be sanitized in the sanitizing machine in the kitchen. Toys will be air dried.

Personal cleanliness-We work together to develop personal hygiene with children. Employees model this behavior by washing their hands before and after feeding and eating, toileting and diapering and after wiping bodily secretions from a child. The children's soiled clothes will be changed immediately and the clothing will be sent home in a plastic bag. Hand washing with the children occurs before and after meals, after sensory and art activities, toileting and diapering and when coming in to the classroom from the indoor large muscle room and outside.

Bodily secretions such as runny noses, eye drainage and coughed up matter will be wiped with a disposable tissue used once and placed in a plastic lined container. Employees will wash their hands with soap and water after removal of the gloves. Gloves will be discarded and placed in plastic bags. Bodily secretions on surfaces will be washed with soap and water and disinfected with a bleach solution of one tablespoon bleach to one quart of water, made fresh daily. Hands will be washed daily. Children will be protected from sunburn with protective clothing or by wearing sunscreen.

Universal Precautions-Anyone that is exposed to blood or blood containing body fluids and tissue discharges will wash their hands immediately with soap and warm running water. Hands will be washed with soap and water after removal of the gloves. Gloves will be discarded and placed in plastic bags. For spills of vomit, urine, feces, blood or other body fluids, employees will clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables.

Communicable Diseases-If your child is suspected of having a communicable disease such as, but not limited to, pink eye, strep throat, hepatitis, lice, polio, meningitis, ringworm, scarlet fever, whooping cough, thrush, German measles, mumps or impetigo, the Public Health nurse will be notified by the Director. All children will be watched for symptoms and parents and licensing will be notified. Parents will be notified by signs posted on the classroom door and on the board in the main hallway. Your child may not attend with a communicable disease. Your child may return with a note from the physician stating the condition is no longer contagious.

Hand, Foot and Mouth Disease-The Lawrence School policy may be different than what your child's doctor may say. The Lawrence School Policy is that no child may return to the center unless they are fever free for 24 hours or more **AND** all open sores are scabbed over and there are no more sores in the child's mouth. If your child misses more than one week of care, you will only owe 50% of the normal tuition rate. You must turn in a doctor note to the front desk to receive the 50%.

Illnesses-Employees are required to make a health assessment of each child that arrives in their classroom. Any child who shows signs of illness will not be able to stay for the day. If your child becomes ill during the day, you will be notified and asked to pick up your child within 1 hour of the notification. If you cannot make it within one hour, then your emergency contact person will be called and asked to pick your child up. The following symptoms will apply:

- Fever of 101 degrees or higher
- Skin rash or eye infection
- Diarrhea three times within two hours
- Vomiting one time

Children must be symptom and fever free and vomit free 24 hours before returning. Your child will be kept isolated inside the reception area with an employee until you or your emergency contact picks up your child. All information is kept confidential. There are no children's names used when an illness occurs.

Medications-Center staff may administer prescription or non-prescription medication, such as pain relievers, teething gels or cough syrup, to a child only under the following conditions:

- A written authorization that includes the child's name and birthdate, name of medication administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file.

- The medication is in the original container and labeled with the child's name and the label includes the dosage and directions for administration.
- A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, will be made in the classroom medical log book on the same day the medication is administered.
- Medication will be given to a child by the Director. If the Director is not available, medication will be given by the owner, Jim Hoeft. If the Director or Jim are not available, then the teachers will administer the medication.

All medications will be kept out of the reach of children. We will refrigerate medications that require it and labeled "medication". All medications given are logged in a medical log book. The medical log book may be reviewed at any time by a parent only pertaining to their child. All other entries will be covered. Under no circumstances should a parent administer a fever reducer such as Ibuprofen or Tylenol and then send a child to our center. This may result in spreading a contagious disease.

The center will maintain medical log books in each classroom. All injuries to a child and first aid given will be documented. Any observation of injury to a child sustained outside of our care and changes of appearance and behavior will also be documented. The Director will review all entries every 6 months and date and initial the check.

HEALTH FORMS

Prior to enrollment, you will be given child health forms. The forms that must be completed are:

Immunization Record -Required prior to or on the first day of attendance and must be kept current.

Child Health Report-Children ages 6 weeks to 2 years of age must have a child health report signed and dated by a physician not more than 6 months

prior to nor 3 months after the first day of attendance and a follow up every 6 months thereafter. Children ages 2 years to School-age must have a child health report signed and dated by a physician not more than 1 year prior to nor than 3 months after the first day of attendance and a follow up once every two years thereafter. If you are taking your child to the doctor, please stop by the office so we can give you a form to update.

Health History and Emergency Care Plan-Required prior to or on the first day of attendance. This form will have you list any medical condition or special needs that our employees will need to know about.

Please inform us in writing of any allergy that your child may have. The allergy will be posted up in the child's classroom and the kitchen so everyone that works in the classroom or the kitchen is aware of the allergy.

SUDDEN INFANT DEATH SYNDROME (SIDS) PREVENTION

To reduce the risk of SIDS, the employees at The Lawrence School will do the following:

Children under one year of age:

- Children 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 that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

Children under two years of age:

- Cribs will contain a tight-fitting mattress and any mattress covering will fit snugly over the mattress. Waterbeds will not be used.
- Sheets or blankets will be tucked tightly under the mattress and will be kept away from the child's mouth and nose.
- If a 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.

- The infant's head will remain uncovered at all times.
- Infants who can easily roll over from their back to their stomach will be put down to sleep on their back, but will be allowed to adopt whatever position they prefer to sleep.

INJURIES

Written permission from the parents to refer the child for medical care in case of an injury will be on file.

In the event of a serious or life threatening injury:

- 911 will be called and the child will be transported to Waukesha Memorial Hospital. On a field trip, children or staff who need emergency care will be taken to the nearest medical facility.
- The parents will be contacted

In the event of a minor injury:

- The parents will be contacted
- The child will be kept comfortable until the parent arrives

There are first aid kits located in the classrooms, outside and at the front desk at all times.

Superficial wounds will be cleaned with soap and water. An ice pack may be applied. Parents will be notified of a minor injury upon pick up. Parents will be notified of all head injuries immediately with a phone call.

A record of all injuries shall be kept in the child's permanent file and in the medical log book. Any accident or death of a child that requires professional medical treatment while the child is at The Lawrence School, it must be reported to the Licensing Department within 48 hours and an accident report will be filled out. It will also be logged in the medical log book and put in the child's file.

NUTRITION

Breakfast, morning and afternoon snacks and lunch will be provided daily. Snacks and lunch are planned to meet a child's nutritional requirements set forth by the US Department of Agriculture, Child and Adult Care Food Program and the State of Wisconsin Licensing Rules for Group Child Care Centers. These requirements ensure that each child receives a variety of foods from the basic food groups that contain the proper nutrients needed for growth and development and provide food experiences that promote ethnic and cultural diversity. Menus will be posted in the kitchen, classroom bulletin boards and on the board in the main hallway. If there is a food that we are serving and your child cannot have that item due to an allergy, special diet, religion purposes and ethnic background, please bring in a substitute item that day. Parents will be notified of any changes to the menu. No child will go without nourishment for longer than 3 hours.

Children ages 6 weeks to one year of age will be on their own meal pattern.

Mealtimes are served family style to encourage pleasant and meaningful conversations and role modeling of appropriate manners and socialization. Children are encouraged to try new foods, but not forced to eat. Food is never used as a reward or punishment. Staff are required to sit with children during mealtimes.

Breakfast will be served up until 7:20a.m. Breakfast will consist of cold cereal and milk. Morning snack will be at 8:45 and 9:15 a.m. and afternoon snack will be at 3:15 and 3:45 p.m. Snacks will consist of two of the following: a form of bread, 100% juice/fruit/vegetable, milk or protein. Lunch will be served at 11:30am. Lunch will consist of a protein, vegetable, fruit, form of bread and milk. School-age children will receive breakfast if they arrive before 7:20 a.m. and they will receive a snack arriving to the center after school.

During special holiday seasons, the teachers may have special parties in their classroom where you may sign up to bring items if you wish. Food that is brought in for special parties may only be store purchased and factory sealed and not homemade due to food allergies. Please make sure all food does not contain peanut butter and/or peanut oil!

Please inform us in writing of any food allergies. At The Lawrence School we strive to meet the needs of children with allergies, therefore we have instituted a “nut-free” policy. We do not include peanuts or peanut products in our menu items or classroom activities. We also do not allow peanuts or peanut products to be brought in to the center. Allergies will be posted up in the classrooms and the kitchen and kept confidential with a cover sheet over the allergy page.

KITCHEN/CAFETERIA

The kitchen is equipped with a microwave, stove, oven, refrigerator, sink and utensils that are necessary to prepare and serve meals. The sink will be used for food preparation and dishwashing.

All equipment and utensils have smooth, hard surfaces, easily cleanable, in good repair, durable, non-toxic and free of cracks, seams, chips and roughened areas and will be maintained in a clean and sanitary condition.

Food preparation areas are durable and surfaces are smooth, non-absorbent and easily cleanable.

After cleaning, utensils are stored in a clean, dry place and protected from contamination.

All kitchen utensils and food contact surfaces used for preparation, storage or serving food will be thoroughly cleaned and sanitized after each use.

All utensils will be scraped, sorted and prewashed under running water. Equipment and utensils will be cleaned in a commercial dishwasher and has a visible temperature gauge. They will be washed at 130-150 degrees Fahrenheit for at least 20 seconds with an effective cleaning agent and rinsed at 180 degrees Fahrenheit for 10 seconds or more, using an automatic rinse injector.

All dishes and utensils are air-dried on racks or baskets.

Food is clean, wholesome, is free from spoilage, free from adulteration or misbranding and safe for human consumption. Meat, poultry, fish, eggs and dairy products will be from an inspected source.

Only milk and milk products which are pasteurized and meet the Grade A milk standards of the Wisconsin department of agriculture, trade and consumer protection will be served or used.

Food in dented, bulging or leaking cans or cans without labels cannot be used. Hermetically, sealed, non-acid or low- acid food which has been processed in a place other than a commercial food processing establishment will not be used.

Food will be stored at temperatures which protect against spoilage. The following measures will be used to prevent against spoilage:

Perishable and potentially hazardous food will be kept in a refrigerator that is continuously maintained at 40 degrees Fahrenheit or below or 150- degrees Fahrenheit or above as appropriate.

Each refrigeration unit is maintained at 40 degrees Fahrenheit or lower and each freezing unit is maintained at 0 degrees or lower.

Each cold storage facility is equipped with a clear visible thermometer.

Food will be covered while refrigerated, except when being cooled.

Foods not requiring refrigeration is stored in a clean, dry ventilated and lighted storeroom which is protected from contamination by sewage wastewater backflow, condensation, leakage or vermin. In addition:

Dry foods such as sugar, flour, cereals and beans will be stored in bags with zip-tie closures or metal, glass or food-grade, plastic containers with tight-fitting covers and will be labeled.

Raw fruits and vegetables will be washed before being served or cooked.

Food returned from individual plates or from the tables will be discarded. Leftover prepared food which has not been served will be dated and refrigerated promptly and used within 36 hours or frozen immediately after

use. Potentially hazardous frozen foods will be thawed in the refrigerator, under colds running water or on the defrost setting in the microwave. No potentially hazardous food can be thawed by leaving it at room temperature.

Cleaning supplies such as bleaches and insecticides will are labeled and stored in cabinets used for no other purpose and are inaccessible to children. Mops and brooms and buckets are clean and will not be stored in food prep areas.

TRANSPORTATION

First Student Transportation Services will provide a school bus for picking up and dropping of children before and after school. There may be field trips where a school bus will be used throughout the school year and the summer.

General Information- The center will be responsible for a child between the time the child is placed on the bus before school at The Lawrence School and after school when the child gets off the bus and arrives at The Lawrence School. An alternate arrival and departure agreement must be filled out, signed and kept in the child's file for bus drop off and pick up.

Children that will be transported in school buses or vehicles built to school bus standards will be properly seated according to the manufacturer's specifications.

STAFF AND VOLUNTEER ORIENTATION

Every staff member and volunteer at The Lawrence School will receive a full staff orientation before their first day of employment. This orientation will include:

- Review of the licensing rules and regulations
- Review of center policies

- Review of contingency policies which include fire and tornado evacuation plans and the operation of a fire extinguisher
- First aid procedures
- Job responsibilities
- Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling bodily fluids, schedule of activities of the center
- Schedule of activities of the center
- Review of child abuse and neglect laws and center reporting procedures
- Child management techniques
- The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including center-provided transportation
- Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day
- Review of procedures to reduce the risk of sudden infant death syndrome prior to the employee's or volunteer's first day of work
- Procedure to contact a parent if the child is absent from the center without prior notification from the center
- Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met.
- Confidentiality
- Procedure for tracking transported children

Within 6 months of employment, staff will complete a certified CPR/First Aid/AED training.

STAFF CONTINUING EDUCATION

Each employee that works more than 20 hours per week will be required to receive 25 hours of continuing education per year and that work less than 20 hours per week be required to receive 15 hours of continuing education per year. Continuing education will be topics directly related to the early childhood field.