

HoneyPie Nature Playschool, LLC

Policies & Family Handbook

Rev. Date 1/5/2021
Policies Effective 09/07/2021

HONEYPIE NATURE
PLAYSCHOOL, LLC



HoneyPie Nature Playschool, LLC
State Licensed, City of Madison Accredited, 5 Star Rating on YoungStar Rating System
Nature Explore Outdoor Classroom Certified, Eco-Healthy Certified

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Policy Effective Date: 09/07/2021

A. MISSION STATEMENT AND PHILOSOPHY “Exploring, Learning, and Nurturing”

Honeypie Nature Playschool, LLC is a play based and nature-based playschool/family child care program within a family home setting. Honeypie Nature Playschool, LLC provides early childhood education through ‘Exploring, Learning, and Nurturing’ while interacting with children in a mixed age group, and with the aid of a primary caregiver. Honeypie Nature Playschool, LLC’s program is rooted in the belief that children learn through play; active learning and play are essential parts of Honeypie Nature Playschool, LLC’s “play based/nature-based curriculum” in supporting children’s development. Music, art, play, sharing, story, and other forms of learning provides academic, physical, emotional, and spiritual growth to develop and evolve. Honeypie Nature Playschool, LLC embodies an atmosphere of exploring, learning, and nurturing in the natural world both indoors and outdoors. Honeypie Nature Playschool, LLC provides a nurturing, comfortable environment indoors and out that is structured to meet the developmental needs of the whole child.

B. GENERAL INFORMATION

1. The State of Wisconsin, Department of Children and Families license Honeypie Nature Playschool, LLC Satellite/City of Madison accredits Honeypie Nature Playschool, LLC. A group size and ratios will be maintained that do not exceed City of Madison Accreditation Standards, unless an exception to these standards is granted by the City of Madison Office of Community Services. The Provider will maintain group size & ratios by State Licensing. I am licensed to care for no more than eight (8) children at any one time between the ages of 6 weeks and 12 years (this number does not count provider’s own children 7 years of age and older). All children are eligible for enrollment at Honeypie Nature Playschool, LLC, regardless of race, color, religion, gender, national origin, sex, creed, political persuasion, ancestry, or handicapping condition (if it does not restrain participation in regular program activities.) Honeypie Nature Playschool, LLC is operated in accordance with the U.S.D.A. policy, which does not permit discrimination. Enrollment is not contingent upon geographic boundaries or income limits.

Honeypie Nature Playschool, LLC maintains Liability Insurance coverage through West Bend on both the premises and the business operation.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights (Office of Adjudication), 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

2. I am a member of Satellite, and accredited by Satellite-City of Madison. Satellite has offered a variety of services for providers since 1975. Services include City of Madison Accreditation, home visits by my Satellite Consultant, training opportunities, support groups, the use of toys and equipment, and referrals.

Initial when reviewed: parent

provider

7. Items from Home

In order to protect your child's items, please do not send money, food (please have your child finish food in car before entering HoneyPie Nature Playschool), candy, toys, or gum with your child to HoneyPie Nature Playschool, LLC, unless it is on the lesson plan for show/share. A special doll and/or blanket are allowed for nap/transition; **please mark all items with your child's name including clothing/etc.**

8. Birthdays

A special treat/snack, movie/video (G/PG), game, or toy may be brought in to celebrate a child's birthday. Please consult me on whichever you decide to bring.

9. Hours of Operation, Holidays, Vacations, and Staff Development Days

Child care services will be provided between the hours of 7:15 A.M. and 5:00 P.M., Monday thru Thursday and Fridays from 7:15 AM-4:30 PM. No service will be provided on New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

*** All regular fees will be charged for these days. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

HoneyPie Nature Playschool, LLC will be closed 5 days per year due to the need for staff development time. These dates will be noted on your HoneyPie Nature Playschool, LLC Program Year Calendar and will be updated each January for the following program year (program years are September-September). Staff Development days will be used for continuing education, as well as preparation, and/or maintaining the program. All regular fees for these days apply.

I will take 15 days of paid vacation each year; I do require payment for these days. I will let you know of this time off at least 14 days in advance so you and your family can make alternate arrangements (with exception of emergency appointments/required days off)

10. Weather Policy

When the weather is bad, I encourage and strongly support you in making the decision that is best for your child (ren). You are always the best judge of your child's health and safety. If McFarland Schools and/or other local schools are delayed or closed, due to winter weather, and you feel it is best to keep your child at home due to Winter Weather, please feel free to do so.

In many of our families, adults work outside the home and they have no child care arrangements available before the end of the school day. However, if your schedule allows and if you feel your child (ren) will be safer at home, you can pick your child (ren) up before the end of the program day.

Please note my weather policy regarding delays/closing:

- A. If the Wisconsin Department of Transportation issues a "no travel advised" statement for Dane County and/or our local area and/or closes due to Winter Weather Conditions, HoneyPie Nature Playschool, LLC will be closed, as this is an indication that roads are not safe for travel, you will be notified via text message and/or phone call if this occurs.
HoneyPie Nature Playschool, LLC will monitor 511wi.gov and the 511 phone line for any warnings/statements regarding travel in our county/area when making the decision to close.
- B. In the event there is a Wisconsin State of Emergency due to Weather-Related conditions, I will be closed.

Initial when reviewed:

parent

provider

C. When McFarland schools are DELAYED due to Winter Weather, child care opening will be delayed until 9 AM

- 1) This will give me time to clear/treat my walk and step
- 2) It will give me time to assess current/any anticipated deteriorating weather conditions
- 3) It will give me time to communicate any further delay or closure
- 4) Should snowfall/ice/freezing rain/sleet/mixed precipitation continue to worsen or is anticipated to worsen by local weather news, I may then opt to close child care.
- 5) By 8:45 Am, I will send out a group email and/or text to notify you of any updates/changes.
- 6) If I do open at 9 AM, family and child safety are still a concern to me, so I request that you use extra care on the walkway/step, hold your child's hand and use the guardrail going up and down the step.
- 7) If you plan on arriving later than 9:30 Am, please communicate to me your intended plans to me by 10 AM for my planning purposes (activities/meals)
- 8) When child care does not open until 9 AM, please feed your child breakfast before arriving.
- 9) Communication between us is essential.

*In the event frozen precipitation does not occur or worsen until later in the day and my husband/children are not available to keep our walk/steps clear from deepening snow or icing conditions, I may contact parents and close early. When parents cannot be reached, emergency contacts will be called for pick-up.

*In the event that I lose power, I will be closed

*Refund/payment credit is not given for inclement weather and power outage closures/delays

*If the area is under a tornado warning during pick up times, families will be required to sign a departure/consent form for the protection of families/liability of Honeypie Nature Playschool, LLC.

11. Postings/Information Available for Parents Review:

I will post the following items for your review:

- License certificate/Accreditation Certificate
- Registry Certificate
- Satellite Accreditation Certificate
- YoungStar Certificate
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Department forms *Noncompliance Statement and Correction Plan* or *Compliance Statement*).
- Any warning letter or enforcement action—order, forfeiture, and temporary suspension—issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.

In Parent Orientation Binder

- Center policies
- Child Care Professional Membership Certificates
- Education Certificates/Diploma
- Childcare Professional Portfolio
- HFCC Parent Handbook
- Communicable Diseases List

Initial when reviewed: parent

provider

C. PARENT-PROVIDER COMMUNICATION

1. It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, **please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves.**
2. Parent(s) and provider will communicate at a regularly scheduled time about child care and the child's growth and development. Times and method(s) agreed upon by the parent(s) are daily contact at drop-off and pickup, and other forms of communication (e.g. daily contact, daily/weekly sheet or GrowthChart, or email). However, these are very busy times and are not always conducive to conversation; the best time to contact me via phone (phone call) is between the hours of 12:30-2:30 PM/5-6 PM. Please understand that it is not always possible for me to respond immediately to text messages/emails, as the care and supervision of the children is most important-if there is a concern/conversation that needs to take place, a phone call and/or conference, is best to address any issues to give it the attention it needs.
3. It is important for parents to be informed on their child's progress. I complete and offer Developmental Reviews/Portfolio reviews 2 times per year (Fall & Spring), Parent-Teacher conferences will be offered once per year (late Fall/Winter). Although conferences are scheduled once per year, please feel free to request a conference at any time.
4. **Parent(s) agree to inform the provider about transitions/changes in the child's family. This will help the provider support the child through change.**
5. **Parent(s) agree to notify the provider as soon as possible of a child's absence, but not later than the morning of the scheduled day of care.** *If a child who is scheduled to arrive at the program does not arrive within 30 minutes of the specified time on the written agreement-and the program has not been notified of the child's impending absence, the provider will attempt to contact the parent/guardian to determine the child's whereabouts (this contact will be documented).
6. Fees and other benefits for providers will be reevaluated each Spring (April/May) and implemented at agreement renewal (notification given in Spring and implemented with new program year), with consideration given to cost-of-living increase. Parents will receive a minimum of 6 weeks' notice for rate increases. A rate increase will go into effect each program year.
7. Parent(s) are responsible for finding their own alternate caregiver in the event of provider sick days or vacations. Provider will give parent(s) as much advance notice as possible when unable to provide care.
8. Provider encourages parent(s) to be involved in the family child care program. Parent(s) may visit the program at any time when their child is present. (Unless restricted by Court Order)

D. CONFIDENTIALITY STATEMENT

Providers and parents will treat information about children and families in a confidential manner.

1. Providers may release information to Satellite regarding compliance with this contract. Non-compliance may impact referrals to other Satellite providers. Satellite staff may be used for consultation in a confidential manner.
2. Children's records are accessible only to the child's parent(s), Satellite staff, regulatory staff (Certification, Licensing, USDA Food Program), and the provider unless written parental permission has been given.

Initial when reviewed: parent provider

3. Discussions between parent(s) and provider about specific children are held in private.
4. Sensitive information about children and families is not shared with other families in care or other providers not providing care at Honey Pie Nature Playschool, LLC.
5. All childcare providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to child protective services or the police. Reports will be made to Dane County Human Services workers (608-261-5437 or 261-6067) for the child's safety. Reports are taken by Social Workers and entered into the data system. Then the report will be screened by a supervisor. The Human Services supervisor is responsible to determine whether it requires assessment by a worker. Upon assessment, a plan will be created and incorporated.

E. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

1. A group size and ratios will be maintained that do not exceed City of Madison Accreditation Standards, unless an exception to these standards is granted by the City of Madison Office of Community Services. The provider will maintain group size & ratios required by State Licensing. The program is regulated to serve 8 children between the ages of 6 weeks and 12 years at any given time. (This number does not include provider's own children age 7 years and older).

2. Each newly enrolled child must attend a minimum of 1 day of attendance, with the child's parents as part of a transition period into the program, to assure the child is comfortable entering the program.

3. All children will be enrolled for a trial period of 6 weeks. After the 6 week trial period, either the provider or parent may terminate childcare with a four week advance notice.

4. Forms required before child care begins:

- *Registration Agreement*
- *Schedule of Contract Hours*
- *Child Care Enrollment*
- *Field Trips/Photo/Water Permission Form*
- *Emergency/Transportation Card (Blue Card)*
- *Health History and Emergency Care Plan*
- *Child Intake and Information*
- *Sunscreen/Insect Repellent Application Form*
- *Essential Oils Authorization Form*
- *Lotion/Ointment Authorization Form*
- *Policies: Initialed/Signed*
- *Child Care Policies: Signed*
- *Initial Parent Conference Form*
- *Personal Profile Sheet*
- *Development History Sheet*
- *Confidentiality Agreement*

Initial when reviewed:

parent

provider

5. Forms to complete within 30 days of enrollment and updated every 12 months per HoneyPie Nature Playschool, LLC Policies and/or as required:

-Child Health Report

(Must be completed and filed for children within 3 months of starting date. Each child must have an initial physical examination not more than 6 months before or later than 3 months after enrollment. Evidence of the child's most recent physical examination shall be provided by a report signed and dated by a physician. Child Health Report forms are provided by me and must be completed and returned to me by the parent. An After-Visit Summary is also accepted)

-Day Care Immunization Record (an electronic record of immunizations can be provided instead of this form)

(Immunization Forms are required for each child, and must be on file. Immunization forms are provided by me and must be completed and returned to me by the parent within 30 days of enrollment. Effective July 2001, all children are required to be immunized with chicken pox vaccination. An After-Visit Summary with all updated immunizations included, is also accepted.)

For the health/safety of the children and family enrolled at HoneyPie Nature Playschool, LLC, and for the health/safety of my own family, all enrolled children must be up to date on vaccinations per recommendations/vaccination schedule by Centers for Disease Control and Prevention.

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

*****I will inform you of any updates that are needed and give you one week to submit the updated forms. Forms are also available on our Shutterfly Site and website.**

*****Children are not eligible for care at HoneyPie Nature Playschool, LLC until the above forms are returned within the timeline indicated above, this includes updates.**

6. Forms to complete as needed:

-Authorization to Administer Medication (for use of ointments/lotions/medications to be administered while in care at HoneyPie Nature Playschool)

****Forms are available at: <http://www.dcf.wisconsin.gov/childcare/licensed/Forms.htm> as well as on HoneyPie Nature Playschool Shutterfly Site and HoneyPie Nature Playschool's website.*

7. Children may be enrolled on a full-time basis (5 days per week, at 4-10 hours or more per day) or a part-time basis (2 days or less per week, when available). I do accept children for drop-in care if prior enrollment arrangements have been made and space is available. Children must be in attendance for no more than 10 hours/day to meet accreditation standards and high quality indicators.

8. A child may be discharged from the program for reasons such as, but not limited to:
- Repeated Failure to pay fees on time (grounds for immediate termination, without advance notice).
 - Repeated Lack of parental cooperation, repeated use of vulgar language being used in presence of children and/or on premises, on phone or through email, and/or inappropriate parent behavior. (grounds for immediate termination, without advance notice)
 - Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
 - Repeated failure to pick up the child at the scheduled time.
 - Repeated Failure to complete and return required forms.

*****Tuition payment will be due in full, upon termination notice; parents may not use vacation time with termination notice whether parent or provider initiated.**

Initial when reviewed:

parent

provider

9. I will give a two-week written notice of my intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to the parent's failure to keep current with fees owed or repeated lack of parent cooperation. Should the parent remove the child during the notice period I initiate, fees will still remain required to be paid, in full, upon termination, and vacation time may not be used for termination notice. One or more of the factors that might cause center-initiated withdrawal include:
- Child has special needs that I am unable to handle effectively.
 - Continued problematic behavior in the classroom.
 - Excessive demands on myself to the detriment of other children
 - The possibility of danger to the child or other children enrolled.
 - Unwillingness of parents to cooperate.
10. When behavior or other concerns arise; the child's family will be kept in close, confidential communication; utilized as a resource. Prior to center-initiated withdrawal, a conference will be set-up with the family. I may require the family to connect with (phone call or appointment) a resource person (physician, psychologist, etc.) to help establish solutions and follow-up between the center and the family. If steps are not completed or completed within the established timeline withdrawal will automatically occur. If steps are completed, I will make the final determination regarding enrollment. If withdrawal is initiated, parents will be given 2 weeks' notice; unless we agree otherwise. . Confidentiality is maintained throughout the process.
11. Parents must give a four-week notice of their intent to withdraw the child (ren), and will be required to pay for those four weeks whether or not children continue to attend. All outstanding fees must be paid. Vacation time may not be used as part of the notice of intent to withdraw a child (ren).

F. PAYMENTS AND REFUNDS

1. Fees are to be paid in advance Monday by 5:00 PM each week for the following weeks' care. If a payment is more than 3 days late, including weekend days, a late fee will be charged for each day payment is not made. Tuition can be made by check, cash, UWCU MoneyLink or Venmo.
2. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. When provider vacation is scheduled, tuition is due the week prior to the scheduled vacation time. Checks should be made paid to: HoneyPie Nature Playschool
3. For new enrollment, a Registration Fee (Non-Refundable) of 1st and last week's tuition is required to hold/guarantee your child's spot. A Supply Fee will also be due at this time.
4. A Re-Enrollment/Registration Agreement will be handed out annually each Spring (April/May) and due annually each June to commit a spot for your child (ren) for the upcoming program year. An annual supply/activity fee will also be due each June with the Re-Enrollment/Registration Agreement, this Supply/activity fee will be used during the program year for supplies used (paper, crayons/markers/pencils/colored pencils, paint, and crafts) and special activities.
5. Each child's weekly/daily rates are based on your child's hours of enrollment and the HoneyPie Nature Playschool, LLC rate sheet (attached).

Initial when reviewed:

parent

provider

6. A full-time weekly rate is charged for children who are contracted for care at 5 days per week for up to 10 hours per day.
7. Part-Time Child Care/Rates are less than 5 days per week at 4-10 hours per day and offered when available. Half Days also offered when available for up to 4 hours per day.
8. A daily rate is charged when children are contracted for care less than 5 days per week and less than 10 hours/day and are offered when available.
9. A Sibling Discount of 10% is offered to families with more than 1 child enrolled full-time.
10. An hourly rate may be required for extra hours or drop-in care outside of contract hours (less than 10 hours/day).
11. A Field Trip fee may be charged for field trips, and will be posted per trip.
12. A fee for non-sufficient funds (NSF) or overdrafts will be charged if your check does not clear the bank.
13. There will be an extra fee assessed for late payment or late pick up and/or early drop-off of a child.
 - \$5.00 for first 5 minutes
 - \$10.00 each additional 5 minutes
14. Children/families contracted/enrolled for full time care are given 5 days of vacation, after these days have been used; no refunds/credit will be given for days when children do not attend due to illness or other reasons. A two (2) week written notice must be given from families for vacation time to be used. Families **may not** use vacation days in conjunction with provider's paid vacation days. Vacation Day credit/refunds may not be used for days a child is absent from HoneyPie Nature Playschool, LLC due to illness.
****For current fees, see the attached Rate Sheet.***

G. RELEASE OF CHILD

1. Children may only be released to persons listed on the *Child Care Enrollment* form (except as per #2 below).
2. The provider must be informed, in writing or by telephone call (in advance), if someone other than the parent(s) or authorized person will be picking up the child. The person picking up the child may be asked to show a driver's license or other picture I.D.
3. If, in the opinion of the provider, the person who arrives to pick up the child is not able to transport the child safely, the provider will choose one of the following options:
 - a. Call an emergency back-up person who is authorized to pick up the child.
 - b. Call a cab to transport the child and pick-up person at the parent's expense.
 - c. If the pick-up person arrives without a legal car seat, the provider may ask the person to leave the child with the provider while they obtain a legal car seat to transport the child.

Initial when reviewed:

parent

provider

4. If in the opinion of the provider, the person arriving to pick up the child is not able to transport the child safely, and the person refuses the options offered in 2 (two) above, the provider will call the police and report that the driver of the car may be operating it illegally.

H. CHILD AND PROVIDER ABSENCES

1. Child Absence

If your child will not attend on a regularly scheduled day please let me know within 30 minutes before your child's scheduled arrival time.

Please follow scheduled contract times as there is a \$5.00 charge for the first 5 minutes and \$10.00 charge for each additional 5 minutes of early drop-off and/or late pick up outside scheduled contract times.

In some cases, families may choose to reduce hours, or withdraw their child (ren) from care in the summer, due to schedule changes with their place of employment; this is offered when available. In this case, an amount of \$100 per week is due to hold your child's spot, OR the child (ren) must attend a minimum of 1-2 days per week with payment due for each day of attendance.

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

If a child is expected to be dropped off earlier or picked up later than designated contract times, a 24 hour notice is needed, except in the event of an emergency.

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

I will walk (but not or transport children by vehicle) who attend school at McFarland to and from the program in the morning and after school; when I am able, this will be scheduled in advance. (I can walk children to the bus stop if needed, if this is needed, an agreement will need to be set-up with the McFarland School District for a bus stop.) For 4K Students, Bus Pick up and drop off is at HoneyPie Nature Playschool, LLC.

2. Provider Absence

I will take 15 days of paid vacation each year; I do require payment for these days. I will let you know of this time off at least 14 days in advance so you and your family can make alternate arrangements. (with exception of emergency appointments/required days off)

In the event that I, or a household resident, become ill, I will notify the parents of all regularly scheduled children as soon as possible, but no later than 7 AM that the center will be closed. Regular tuition fees will be charged when I am closed because of an illness, for up to 5 days. In the event that I, or a household resident, become severely ill and require hospitalization I will close for the day until further notice. Provider receives 5 paid sick/personal days per program year, after 5 days are used, no payment is required.

Provider receives 3 bereavement days per program year to be used for funerals and/or family or provider hospitalizations.

Initial when reviewed: parent

provider

In case of an emergency situation that requires my immediate attention, I will call Joni Bernau or Steven Moran, (emergency backup providers). My emergency back-up persons will come to the center to stay with the children during my absence. In a situation where I am unable to return within 2 hours, parents will be called to pick up their children as soon as possible, and should do so within 1 hour of receiving the call. I will provide my emergency back-up person with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs and the procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age. Regular tuition fees will be charged when I am closed because of an emergency. My emergency back-up providers have been trained in CPR/AED, Child Abuse/Neglect, Shaken Baby Syndrome prevention; and Sudden Infant Death Syndrome, review of how to reduce the risk of Shaken Baby Syndrome and Sudden Infant Death Syndrome will be done.

In the event that I am scheduled to be gone, every effort will be made to schedule back up care (except in illness); Steven Moran or another contracted Substitute Provider will act as my substitute, if possible. Families are responsible for providing back up care, when a substitute is unavailable in the event that I am scheduled to be absent. Before my substitute or any other providers are required to meet the staff-to-child ratios and begin work with the children, I will provide them with an orientation and document its completion on a form provided by the Department of Children and Families. The orientation will cover all of the items specified in the licensing rules. The orientation shall include a review of names and ages of all the children in care, current arrival and departure information for each child including the names of people authorized to pick up the child, review of children's records including emergency contact information, specific information relating to the child's special health care needs including medications, disabilities or special health conditions. Procedures to reduce the risk of sudden infant death syndrome will be reviewed. An overview of the daily schedule including meals, snacks, nap and any information related to the eating and sleep schedule of infants and toddlers will be reviewed. Review of the center's procedures for dealing with emergencies as well as the procedure for reporting suspected abuse and neglect of a child. Review of the procedure to contact a parent if a child is absent from the center without prior notification from the parent will be reviewed. Additionally, review of center policies required under 250.04 (2) (e), review of chapter DCF 250 Family Child Care Centers, and review of DHS 12.07 (1) regarding caregiver reporting requirements will be covered. My substitutes have received CPR/AED training, Child Abuse/Neglect Training, and Shaken Baby Syndrome prevention training, as well as Sudden Infant Death Syndrome Training. Advance notice of at least 1 week will be given in this situation, unless an emergency occurs.

All staff are required to notify the licensee and the licensee to notify the Department of Children and Families as soon as possible, but no later than the next business day, when any of the following occurs:

- a. The employee has been convicted of a crime
- b. The employee has been or is being investigated by any governmental agency
- c. The employee has a substantiated governmental finding against them; or
- d. A professional license held by the employee has been denied, revoked, restricted, or otherwise limited.

I. HEALTH

1. **Concealed weapons are restricted on the premises at HoneyPie Nature Playschool, LLC, for the safety of all children/families (Police Officers/Officers of the Law are exempt from this Policy)**
2. **Please be sure to wash your child's hands upon arrival to prevent the spread of germs and to prevent allergies.**
3. Smoking is not permitted on the premises when children are present. No person will smoke on the provider's premises, indoors or outdoors, when the children are present.

Initial when reviewed:

parent

provider

4. Parents will inform the provider if the child has any diagnosed health needs (e.g. allergies, asthma, medical conditions...) this information is recorded on the *Health History & Emergency Care Plan* form.
5. Provider **will** administer medication. If the provider administers medication, the parent will provide a signed *Authorization to Administer Medication* form for all medications, prescription and non-prescription, including ointments or cream (this includes diaper cream, sunscreen, and insect repellent). **Instructions regarding administration of all medications are to be provided in writing on this form by the child's parents and must match the directions indicated on the medication container. Medications will be in the original container labeled with the child's name. This form can be obtained by requesting from HoneyPie Nature Playschool, LLC Staff or printing off honeyPie Nature Playschool website.**
6. HoneyPie Nature Playschool, LLC will be cleaned and disinfected daily by staff throughout the day as well as at the end of the night. We will also do a deep cleaning twice a month, to ensure a thorough cleaning and disinfection. Toys will be sanitized on a weekly basis and more often if needed to prevent the spread of germs. If a child puts a toy in their mouth the toy will be taken away (after use) and disinfected. We will use a disinfectant/sanitizer that is registered with the U.S. EPA and will use in accordance with label instructions to sanitize our toys and will leave them out to air dry. All bedding and other soft materials in hot water with detergent. Please let us know if your child has an allergy to certain types of detergent. HoneyPie Nature Playschool, LLC diffuses essential oils daily to help keep the air clean and pure and to help build/support the immune system of children-only essential oils researched to be safe and healthy for children under the age of 2 years will be diffused around children. A Medication Authorization form will be given to families upon enrollment for EO Diffusing at HoneyPie Nature Playschool.
7. All staff are required to wash hands after restroom use as well as using hand washing procedures during diaper changing. Children will also follow hand washing procedures after using the restroom, before and after outdoor play, before and after sensory table and/or art projects and before/after meals.
8. We will dispose of soiled diapers, and will place any bedding or clothes that have been soiled in a plastic bag labeled with the child's name and placed in their cubby. Gloves will be worn when handling soiled clothes or bedding, and/or when handling diapers or clothes that are soiled with BM or blood.
9. To protect the health of all children in care, child care will not be provided for a child who has or had:
 - A temperature of 100.0 degrees F. or higher, taken under the arm (and adding 1 degree) or with an ear thermometer during the last 24 hours (and without use of blanket medications such as Tylenol or ibuprofen)
 - Vomiting that has occurred once or more in the past 24 hours
 - Diarrhea has occurred more than twice in the past 24 hours
 - A contagious disease that is still in the communicable stage.
 - An unidentified rash
 - Head Lice
 - Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
 - Has a constant, thick, colored nasal discharge
 - Consistent, dry cough
 - Wheezing/Shortness of breath
 - A suspected case of strep throat or conjunctivitis until diagnosed. If the child is positive, he or she must be on medication for 24 hours before returning to care, a doctor's note or After Visit Summary must be returned as well indicating the date the child is able to return to care.
 - An illness which makes a child too uncomfortable to participate in daily activities, including daily outdoor play.

Initial when reviewed: parent

provider

- **If a child is seen by their physician for any of the above symptoms, or other symptoms, a doctor's note/Child Health Report, must be brought with the child prior to returning. A Doctor's Note/Child Health Report is required for a child to return to care when there is a communicable disease. An After Visit Summary is also accepted. This is for the health/safety of all children/families.**

- 10. Children, who have been ill, may return to the program when they are symptom free for 24 hours, fever free for 24 hours without use of Tylenol/Ibuprofen, have been appropriately treated and/or have been given medical approval to return to child care. Providers will follow appropriate regulatory procedures for personal cleanliness and communicable disease control. The local public health department's guidelines for exclusion of children from child care will be followed. A Doctor's Note/Child Health Report is required for a child to return to care when there is a communicable disease, an After Visit Summary indicating the date the child is permitted to return to care is also accepted.**
11. Provider and parent(s) will notify each other if the child has been exposed to a communicable disease. Certain communicable diseases must also be reported to the local health department and State Licensing. Communicable disease exposure will also be posted at the program.
12. Provider will contact parents if the child becomes too ill or is seriously injured during the day. Parent(s) will be responsible for picking up the child within one hour after notification by the provider. If parent(s) cannot be reached, the provider will call the emergency contact person listed on the *Child Care Enrollment* form. Sick children will be isolated within sight or sound of the provider and made as comfortable as possible (area in home for this purpose: bedroom in lower level). Injuries or incidents that occur while a child is in the care of the center and result in a child being seen by a medical profession must be reported to the Licensing Specialist.
13. Providers may request that a child who has had a prolonged illness or observed health condition visit a doctor or have appropriate tests, and may refuse to provide care if the parent does not provide a medical release for the child to remain in care.
14. Provider will notify parent(s) as soon as possible if she is unable to care for children based on the provider's illness.
15. If there is a communicable disease/contagious illness outbreak, that requires HoneyPie Nature Playschool, LLC to close, HoneyPie Nature Playschool, LLC will close with payment due for that day to clean and do what is necessary to prevent further outbreak (examples: Flu, Head Lice, Pink Eye, etc.). If there it is necessary/required for HoneyPie Nature Playschool, LLC to close for quarantine/isolation due to a communicable disease/contagious illness outbreak, half the rate of tuition will be due during that time.
16. Minor (superficial) injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick up their child.
17. Per State Licensing Regulations: Parents will be notified immediately in any of the following situations: head injuries (any bump, blow, or jolt to the head); seizures; consumption of incorrect breast milk; consumption of food or drink that may contain a child's allergen; consumption or contact with poisonous materials; administration of incorrect medication.

Initial when reviewed:

parent

provider

18. All medication administered, accidents or injuries occurring on-site, marked changes in behavior or appearance, or any observation of injuries to a child's body received outside of child care will be documented in the center's medical log book. Regulated child care providers are required (mandated) to report suspected child abuse or neglect to the local authorities.
19. If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Meriter Hospital. Contact with the parent(s) will be made as soon as possible after contacting 911. Should an ambulance be needed, parents will be responsible for any cost.
20. Poisoning: Suspected poisoning shall be treated only after consultation with a poison control center. Parents will be notified as soon as possible.
21. Records of injuries are reviewed at least twice a year in order to determine that all possible preventative measures are being taken.

22. Medications

I will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided (from Provider or online at HoneyPie Nature Playschool, LLC website). All medicine must be in its original container bearing the label with the child's name, dosage and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing Tylenol at my discretion, are not allowed; unless for teething/severe head colds. All medication is kept in a closed container and secured in the hall closet, which has a lock on the handle. I am also required to fill in the Medical Log when needed.

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

23. Sudden Infant Death Syndrome (SIDS)

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

- **Children under one year of age:**
 - Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
 - No soft or loose objects are allowed in cribs or playpens for children under 1 year of age, including blankets, flat sheets, and pacifiers with attached soft objects. Swaddling with a blanket is prohibited, but wearable sleep garments, including wearable swaddles, are allowed.
- **Children under two years of age:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If 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.

24. Pets:

HoneyPie Nature Playschool, LLC has a pet hamster on the premises, a permission slip and information regarding the hamster is given to each family to sign and return indicating that they have been notified about the hamster.

Initial when reviewed: parent

provider

J. NUTRITION

Honeypie Nature Playschool does participate in the USDA Child and Adult Care Food Program. I will follow USDA guidelines when planning our menus. No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast at 8:30 AM/9:00 AM

Lunch at 11:00/11:30 AM ***On Tuesdays, during our Summer Programming (June-August), we will have "Cold Lunch Tuesdays," families will provide a "home lunch/cold lunch" for the children to eat during our Tuesday Field Trip Day to the McFarland Public Library. Lunch must meet USDA Food Program Standards.

P.M. snack at 2:00/2:30 PM (as children wake from nap)

All families must sign an enrollment form upon registering at Honeypie Nature Playschool, LLC , for use of the Food Program through WECA. If a family should decide to not participate, they must sign the waiver designating so.

Parents providing their own children's meals and snacks will be informed in writing of the USDA nutritional requirements. If a child has a special diet, either by medical condition or personal choice, parents will be asked to document it (have doctor sign if by medical condition) and turn it in to me for filing.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing. Food Allergies will be posted in the Honeypie Kitchen Area.

Monthly records of meals and snacks are available for your review (posted on fridge)

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

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I **will** provide formula. All bottles and baby food must be labeled with your child's name. Honeypie Nature Playschool, LLC does have a private room with a lock available for breastfeeding mothers, as well as many breastfeeding resources. Honeypie Nature Playschool, LLC is a breast-feeding friendly center, and welcomes mothers to feel comfortable to nurse their infant at Honeypie Nature Playschool, LLC .

Any Food Allergies will be posted at the front entrance, if there are food allergies, we will work with the child's family to assure they are safe and protected from the food. If there is a food allergy, that food will not be offered to any of the children to keep children safe. Children will be asked to wash their hands upon arrival to protect against any food allergies.

Initial when reviewed:

parent

provider

K. DAILY ACTIVITIES

1. I do not include religious instruction or practices in my daily activities.
2. I will plan activities and provide children with a variety of experiences. Some of the activities will include:
 - Language development: Books, music, story time, finger plays, flannel board stories
 - Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
 - Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
 - Creative expression: Dramatic play, puppets, music / instruments, flannel board
 - Self-help skills: Assist with mealtime preparation, dress self for outdoors
 - Literacy skills: Books, storyboard, alphabet and writing games
 - Math skills: counting, sorting, patterning, math problems/stories throughout the day
 - Science skills: learning about plants and caring for plants, looking at weather, making predictions
3. PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.
4. Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:
 - Heavy rain/thundering/lightning.
 - Temperatures above 90 degrees F.
 - Wind chills of 0 degrees F. or below for children age 2 and above.
 - Wind chills of 20 degrees F. or below for children under age 2
5. I believe that going outside is important for a child's health and development. HoneyPie Nature Playschool, LLC is proud to be a Nature Explore Outdoor Classroom Certified Program. I maintain a safe outdoor play space of 2000 square feet (back yard) on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care. Wading pools will be used. I do not have a swimming pool on the premises. The center will not be using an off-premises pool, wading pool, water attraction or beach for the children.
6. I do have a sprinkler and sensory table, and a wading pool which will be used for water play in the summertime, used under direct adult supervision.
Please dress your child appropriately for the weather and label all clothing
7. Infants and toddlers (children under two years of age) will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.
8. Preschool Programming (children two years of age to five years of age) will have a semi-flexible, which will reflect the child's individual needs. Academic growth will evolve through music, art, play, sharing, story and PLAY. The atmosphere will embody love, acceptance, and forgiveness for each child in a nurturing and comfortable environment. Active learning and PLAY are essential parts of the curriculum.

Initial when reviewed:

parent

provider

9. School-age children will have a quiet place to study or relax; access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.
10. Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will not wake children, unless a doctor's note is filed, due to the need for children to get all the rest they need.
11. A crib or playpen is provided for each child less than one year of age. Children over the age of two years will sleep on/in a sleeping bag (provided by parents). The provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.
12. I will sometimes allow children to watch television including VHS or DVDs (before/after lunchtime and/or at rest time), television viewing will be limited to 30 minutes/day. Programs viewed will be age-appropriate and developmentally appropriate, television programs will be limited to G/PG shows only and will be limited to PBS/Disney/Nickelodeon only.
Children may bring VHS or DVDs from home under special circumstances such as to celebrate a birthday/holiday or to go along with a unit/theme. Children are not required to watch television, and other activities will be available during that time for children to use.

***We occasionally will watch a movie/special television program (G/PG) that goes along with a theme/unit or to celebrate a holiday/birthday.

L. POSITIVE CHILD GUIDANCE

1. The provider's expectations and discipline will be age-appropriate, consistent and suited to each child.
2. Overview of provider's positive guidance strategies: Children's behavior will be guided by setting clear limits or rules for children and using Conscious Discipline. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity after a talk about the undesirable behavior. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.
3. If a child is crying, fussing or distraught-the child will be comforted in the following manner: My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again.
4. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary. If the situation becomes stressful for me, I will call my emergency back-up, an Emergency Back-Up Provider (Joni Bernau or Steven Moran) would be contacted to come and remain with the children. Prior to being left alone with children, new employees, substitutes or emergency backup providers will receive orientation; or the child's parent to ask for help, this is an SBS procedure.

Initial when reviewed: parent

provider

5. I do not use "time outs" to deal with unacceptable behavior-redirection/cool-down or meditation and relaxation will be used as an alternative.
A "cool down time" may be used when other techniques have not been successful. A cool down time will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Cool down times will never exceed five minutes and will not be used with children under three years of age. When used, the cool down time will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else she might have done or said instead. Rather than use a specific cool down time chair or corner, I will have the child "take a break" near the others so the emphasis is on relaxation / cool down rather than isolation and punishment. The child will be praised after completing the cool down and will be helped to rejoin the group.
6. In accordance with State regulation, actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. These forms of punishment will never be used, even at a parent's request.
7. Children with consistent difficulties are taken through the above procedures, and the parents are consulted regularly; if necessary, outside assistance is sought, and ultimately, the child could be dismissed from the program. This is seriously considered only when the health, safety and welfare of the child, and/or that of another child or the children of the group are at risk.
8. I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.
9. In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Licensing Policy 205.05 (3) L: Procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times. Parents are required to sign their child in at drop off and sign out at pick up on the provided Attendance Sheet. Provider will check to make sure each child is signed in at drop off and signed out at pick up. Provider will ensure the attendance record is up to date throughout the day in addition to maintaining knowledge of number, names and whereabouts of children through counting number of children and matching numbers with names throughout day-especially at times of transitions, when going outdoors and returning indoors, on field trips and during emergency drills and evacuations.

M. TRANSPORTATION AND FIELD TRIPS

1. Program **will not** provide transportation for children during child care hours (we do walk)
2. Program **will** use public transportation (Kobussen Bus Co.).

Initial when reviewed:

parent

provider

- 3. Provider will inform parent(s) of all field trips including date, time & destination, and whenever possible, notice will be given prior to the field trip.
- 4. Emergency information for each child will be taken whenever the children leave the premises. This will include walks in the neighborhood.

N. Sub Care (substitute care provided by a qualified adult)

- 1. Provider will notify parent(s) when planning to use substitute care is/was provided on an emergency basis.
- 2. Provider will comply with all regulations (including orientation) of substitute care staff.

O. EMERGENCY PROCEDURES

Evacuation and Relocation:

Whenever it is determined that it is safer outside than inside the building, HoneyPie Nature Playschool, LLC will enact an evacuation policy.

The Director/Administrator and/or Designee will make a verbal announcement that the building will be evacuated. A verbal announcement will be made to any person outside of the building but within the grounds (playground) to enact the evacuation procedures.

The Director/Administrator and/or Designee will be designated to call 9-1-1, identify the name, location, nature of emergency and location of the evacuation site.

The Director/Administrator and/or Designee will contact Emergency Back Up Person to notify them of the Evacuation and Relocation.

Teachers will gather all children in their group and ensure all children in attendance are present using the attendance sheet to do a head/name count/match. Teachers will instruct/assist students to evacuate the building, using designated routes, and report to their designated area. If the exit route is blocked, they will follow an alternate exit route.

In case of fire or emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form (sign in) and list of phone numbers for parents and emergency contacts (emergency cards) will be taken to assure that all children are accounted for and all families will be notified (counting and matching children with attendance). Children will be assembled at the sidewalk near our large pine tree.

Assigned staff will check the bathrooms, hallways, and common areas for visitors, staff, and students while exiting.

Teachers/staff will take attendance in new locations and note any students who are not present and the reason.

If circumstances require the relocation of students and staff to a remote site where students will be accounted for and may be released to their parents or guardians. The Director/Administrator and/or Designee will decide if it is safe for the students/staff to walk to the relocation or if transportation is required. If needed, they will designate someone to contact transportation to take students to the off-campus evacuation site.

- 1. Egner Park Shelter-5703 Bird Song Ct., McFarland
- 2. McFarland Police Department-5915 Milwaukee St, McFarland
- 3. McFarland ED Locke Public Library-5920 Milwaukee St., McFarland

Initial when reviewed: parent provider

Teachers will report any missing students or staff to the Director/Administrator and/or Designee. At the designated area, teachers and students will stay in place until further instructions are given by the Director/Administrator and/or Designee.

The Director/Administrator and/or Designee will communicate with parents via 1. Phone Call 2. Text Message and 3. Group Email via Shutterfly

The Director/Administrator and/or Designee will contact their DCF Licensing Specialist to inform them of the evacuation.

Training for Evacuation

Staff persons and volunteers will be instructed in emergency evacuation procedures and their role in such a procedure during their orientation in the first week of employment or volunteer service.

Evacuation plans will be posted and practiced monthly. Tornado drills will be practiced during the tornado season which is March through October.

Sheltering in Place/ Severe Weather

In the case of severe weather or hazardous material release outdoors, HoneyPie Nature Playschool, LLC will provide a refuge for students, staff, and the public inside the building. Severe Weather/Shelter-in-Place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

In the event of severe weather, the children will use the area nearest the south wall of the large room in the basement as a shelter (closet under stairs and/or lower level bathroom). Children will be instructed to sit along the wall and cover their head with their hands. A weather radio will be available for staff to keep apprised of the weather situation. Diagrams for evacuation procedures will be posted in each room of the child care center. The attendance form (sign in) and emergency contact information will be brought along

The Director/Administrator and/or Designee will announce the enactment of the Shelter in Place policy by sounding a whistle.

For students and staff outside telephones, or runners will gather staff and students inside.

All windows and doors will be shut and if warranted, heating, ventilation, and air conditioning systems and utilities will be shut off to stop the inflow of outside air into the building.

Teachers will move students into a closet under stairs or lower level bathroom.

If outside, teachers will direct students to the appropriate shelter.

During a Tornado Warning, if there is no time to get into a building or shelter, teachers will help students to attempt to squat or lie low in the nearest ravine or open ditch or low spot away from trees and power poles.

All persons will remain in shelter until notified by the "All Clear"

If a parent/guardian is present to pick up a student, they will be encouraged to shelter in the school.

Training for Sheltering in Place/ Severe Weather

Staff persons and volunteers will be instructed in emergency evacuation procedures and their role in such a procedure during their orientation in the first week of employment or volunteer service.

Initial when reviewed: parent provider

Practicing for Weather Emergency

It is the responsibility of the Director to plan for monthly practice of the weather emergency plan and to arrange practice at various times during the day including, but not limited to, early morning, late afternoon, lunch time and nap time.

Lock-down

This policy will be enacted when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, civil disturbance, etc.).

Upon first indication of an armed intruder, staff will immediately notify the Director/Administrator and/or Designee. They will call 9-1-1 and give the Center name, address/exact location of the child care center, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area where last seen, actions taken by the child care center staff. If possible, the caller will remain on the line to provide updates.

Director/Administrator and/or Designee will make classroom teachers aware of the situation, verbal announcement and if necessary phone call and assist in ensuring the safety and welfare of students and staff.

Teachers will clear the hallway and bathrooms near classrooms and move everyone into a classroom. They will lock classroom doors, and turn off your lights. Students and staff will stay away from doors and windows and be seated near an interior wall

If a life-threatening situation exists (i.e. an active shooter is in the room), they will exit immediately to a place of safety and will take any steps necessary to protect those within their care.

All bells and alarms will be ignored unless otherwise instructed.

Teachers will take attendance and be prepared to report missing students or additional students, staff, or guests sheltered in the classroom.

The Director/Administrator, in consultation with law enforcement officials, will determine when the child care center can resume normal activities, and communicate the information to parents and the public.

Emergency Considerations for Children Under the age of 2 and/or those children with disabilities

Children that may have difficulty walking will be assigned one adult to assist them in getting to the designated evacuation area. Support staff will transport all medications, including inhalers, EpiPens, allergy medications etc. via a backpack when at all possible to the evacuation spot.

Emergency to-go containers are prepped and accessible in classrooms and evacuation areas containing items necessary for long-term sheltering like:

Pre-packaged food and water and including items specific to children with food allergies

Diapers, wipes, gloves and disposable bags

First aid kits

Books, puzzles and other items to engage children in during stressful times.

Initial when reviewed:

parent

provider

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Cook, teaching staff, and substitutes will be continuously informed about food allergies of specific children via staff meetings, communication logs and updates made the Center's allergy list. A food allergy list is located on fridge of Honeypie Kitchen

Children who have food allergies will use red colored dishes and cups for easy visual cues that they may require alternative food or drink.

Staff Training for Food Allergies

Staff persons and volunteers will be instructed in how to check for food allergies, how to arrange meals for children with allergies and how to handle allergic reactions and their role in such a procedure during their orientation in the first week of employment or volunteer service.

Loss of Utilities/Structure Damage:

If the center should lose the use of heat, water, or electricity before the center opens, the center will close until use of heat, water, or electricity is regained, families will be contacted as soon as this occurs.

If the center should lose the use of heat, water, or electricity while children are in attendance, families will be called to pick up the children within 1 hour of being contacted.

Missing children

In the event of a lost child, all areas of the center/location will be checked. If the child cannot be found, the child's parents and police will immediately be notified.

Personal/Family Emergency:

In the event of a personal emergency, the emergency backup persons (Steve Moran or Joni Bernau) will be contacted to come to the center to supervise the children. Janell Moran will contact parents. These individuals will be oriented to the program; the Orientation checklist will be completed prior to caring for the children and kept on file. These individuals are trained in Shaken Baby Syndrome Prevention, Sudden Infant Death Syndrome, CPR/AED/First Aid, and Child Abuse and Neglect

P. PARENT GRIEVANCE PROCEDURE

- **If the parent has a concern or problem with a provider, the following steps should be followed in the order listed:**

Step 1: Communicate the concern or problem with the provider. This is the most important step in assuring that two-way communication occurs. This may occur through a series of conversations. I do request that any concerns or problems that need to be discussed are done so via phone conversation or scheduling a conference, this allows us to give the matter at hand the attention it needs/deserves. Please do not hesitate to come to me with any questions/concerns, my mission is for families to feel at ease/comfortable in speaking with me, we are family at Honeypie Nature Playschool.

Initial when reviewed:

parent

provider

Step 2: If the concern continues after attempts have been made to resolve it through provider and parent dialogue, contact the Satellite consultant to facilitate communication between parent and provider-this may include consultation or mediation.

If the concern cannot be resolved through either Step 1 or 2, then proceed to Step 3:

Step 3: Request an investigation of the concern by the Satellite Consultant.

Step 4: If step 3 does not satisfactorily resolve the concern, submit in writing your concern to the Director of Satellite. The Director will respond within 30 working days.

Step 5: If you chose to appeal the Director’s decision, submit an appeal in writing to the City of Madison Office Community Services within 30 days of receipt of the decision, and the appropriate action will be determined.

XII. ITEMS TO BE PROVIDED

Parent provided (please label)

1. Diapers/Pull Ups (cloth diapers also accepted)
2. Lotions/Ointments IE Diaper Ointment (Medication Form must be filled out)
3. Labeled sheet (pack n play sheet) and blanket (big enough to be tucked in at foot end of pack n play and both sides) (for children under 2 years)
4. Sleeping Bag (children 2 and older)/Blanket and/or pillow
5. An item to sleep with at nap (optional) (children under the age of 1 year may not sleep with items in their sleeping space, this a SIDS guideline and Licensing Regulation)
6. Bottle for formula, breast milk, water (water bottles are provided at HoneyPie Nature Playschool)
7. 2 full sets of clothing including underwear and socks-labeled
8. Appropriate Outdoor Clothing
9. Tooth brush
10. Family Photos/Collage

Center Provided:

1. Baby Wipes
2. Sunscreen/Bug Spray
3. Formula
4. Pack and Play for sleeping (ages 2 years and under)
5. Toothpaste

----- **Initial when reviewed:** **parent** **provider** -----

I, the parent, by my signature below attest that I have received a copy of these policies. I further attest that I have read and understand these policies, and I agree to abide by them. All policies and/or procedures are subject to change with best intentions for program, children, families, and/or providers; with at least 1 week notice given.

Signature – Parent

Date

Signature – Licensee

Date

Signature – Parent

Date

RATE SHEET

Rates at Honeypie Nature Playschool, LLC effective September 7, 2021 are as follows:

Infants-6 Weeks-2 Years of age

Full-time care (3-5 days per week)
\$253.00/week
\$50.60/day

Daily (Less than 3 days at 4-10 hours/day)
\$55.60/day

Children 2 - 5 years of age

Full-time care (5 days per week up to 10 hours/day)
\$233/week
\$46.60

Daily (Less than 3 days at 4-10 hours/day)
\$55.60/day

Extended Care/Drop In
\$13/hour

½ Day (up to 4 hours/Day -or- Wrap Around 4K)
\$30.60/day

5K-12 Years

No School/Inservice Days
\$233/week
\$46.60/day

½ Day (up to 4 hours/day)
\$30.60/day

Extended Care/Drop In
\$13/hour

Part-time care (Less than 5 days at 4-10 hours/day)
\$55.60/day
\$10/hour

School Year-Before and After School Care 5K-12 Years

Before School only
\$10.60/day

After School
Full-Time (3-5 days per week)-\$112/week
Part-Time-\$20/day

Before AND After School
Full-Time (3-5 days per week)-\$152/week
Part Time-(2-3 days per week)-\$35.60/day

*Daily Rate applies to children contracted for care less than 5 days per week or less up to 10 hours/day

*Part-Time Care is a 2 day minimum and is offered when available.

Initial when reviewed: parent provider

Honeypie Nature Playschool, LLC Daily Schedule

“EXPLORE, LEARN, NURTURE”

Revised 12/14/2020

7:00 AM Arrival/Self-Exploration

(please use front entrance during School Year, September-May; for drop off)

9:00 AM Breakfast served/Morning Meeting

10:00 AM Outdoor/Large Motor Exploration (weather permitting-if weather does not allow-we will have large motor indoors)

11:00/11:30 AM Lunch Served/Storytime

12:00/12:30 PM Yoga Storytime and Transition to Nap/Rest Time

12:30/12:45 PM Nap/Rest Time

2:00/2:30 PM Transition to Snack Time

3:00/3:30 PM Outdoor/Large Motor Exploration (weather permitting-if weather does not allow-we will have large motor indoors)

4:45 PM Clean Up

5:00 PM (4:30 PM F) Honeypie Nature Playschool CLOSE

******Schedule Subject to change*****

Initial when reviewed: parent

provider

DAILY ACTIVITIES

A. Meals and Snacks

1. All food served will meet the nutritional guidelines of the USDA.
- A record of meals and snacks will be available for review.
- If parents provide food, they will be informed of USDA guidelines, a documentation signed by parent and/or physician required.
- This program **does** participate in the USDA Child and Adult Care Food Program.
 2. The parent will notify the provider in writing if the child has any special dietary needs or has a food allergy.
 3. The following meals/snacks will be provided: (Meals/Snacks will be provided at intervals no longer than 3 hours.)

Breakfast	Lunch	Afternoon Snack
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***On Tuesdays, during our Summer Programming (June-August), we will have “Cold Lunch Tuesdays,” families will provide a “home lunch/cold lunch” for the children to eat during our Tuesday Field Trip Day to the McFarland Public Library.

B. Supplies The following supplies will be provided by the parent:

- Appropriate Clothing for weather
- Extra Change of Clothes (labeled)
- Diapers
- Lotions
- Ointment
- Toothbrush/Toothpaste
- Labeled sheet/blanket (crib size for children under 2 years) sleeping bag (children over 2 years)
- An item to sleep with at nap time (optional)
- Bottle for water, formula, and/or milk (children under age 1)

C. Program Activities

1. Children will be supervised at all times (sight or sound indoors and in playground area, sight and sound when not in backyard)
2. The provider agrees to have sufficient amount and variety of materials and equipment, as defined by the City of Madison Accreditation Standards and regulatory standards, which are suited to the developmental levels of the children present.
3. PLAY is the major component of the program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have the opportunity to use a variety of art materials, manipulative and housekeeping equipment.
4. A variety of provider-initiated, enriching experiences are available to stimulate each child’s learning and development.
5. Children (including infants and toddlers) will go outside daily, weather permitting. The children will not play outside when: temperatures exceed 90 degrees or below 0 degrees, thunderstorms/severe weather watches, swarms of mosquitoes are in the area.
6. Rest or nap time will be provided for all children younger than five years of age who are in care for four or more consecutive hours. Parent will provide sheet/blanket (under 2 years) or sleeping bag (over 2 years)
7. The daily schedule is attached.
8. Parent and provider will discuss the use of television and provider will limit quantity and monitor quality of programs.
9. Activities will include and reflect the individuality of the provider’s home, as well as the individuality of the children and families in care.

THESE DAILY ACTIVITIES HAVE BEEN DISCUSSED AN MEET WITH MY APPROVAL

Parent/Guardian: _____ Date: _____
 Parent/Guardian: _____ Date: _____