

POLICY AND PROCEDURES



Welcome to Berlin Community Daycare & Preschool! Revised 2024

If native language accommodations are needed, BCDC will work with outside agencies to provide translated materials.

We believe that every child deserves the highest quality of care and instruction. Each child is an individual and shall be treated with respect. Your children's early experiences affect how they perceive the world throughout their lives. Therefore, our purpose is to provide a positive, safe and loving environment where children can grow and learn at their own pace. We strive to work closely with parents to develop a plan for individual care and instruction. We feel it is important to help children build self-esteem in their abilities and enthusiasm for exploring the world. We help children learn to respect other's rights and property and foster beginning social skills.

A. *Administrative Structure*

1. Board of Directors
2. Director
3. Child Care Teachers
4. Child Care Assistant Teachers
5. Cook/Cleaning Person

B. *Operating Procedure*

Berlin Community Daycare & Preschool, Inc. is open from 5:30AM to 5:30PM, Monday through Friday. The center will be open year round, excluding the following holidays:

Memorial Day	Fourth of July	Labor Day
Thanksgiving Day	Christmas Eve Day	Christmas Day
The Day After Thanksgiving	New Year's Day	

Holidays will be charged as a normal operating day unless personal time is requested to be applied. If an observed Holiday lands on a weekend, the center will close on the first following business day that is not a holiday.

The center will also be closed for one day each year for a staff professional development day. This closing is for the purpose of staff enrichment so we can better serve you and your child. The date of this professional development day is to be determined annually and communicated to parents at least three months in advance. Families will not be charged for this day.

C. *Children Served & Hours*

Berlin Community Daycare & Preschool, Inc. is licensed by the State of Wisconsin to serve children between the ages of 6 weeks and 5 years and 12 months old. Berlin Community Daycare & Preschool, Inc. provides care from 5:30 a.m. to 5:30 p.m. Monday through Friday and is licensed for 60 children.

D. *Enrollment*

Tours of the center may be set up in advance through the Center Director. Upon enrollment, all necessary paperwork must be completed and fees paid. Refer to "Admission" for the required paperwork. Parents are invited to participate in a short new enrollment orientation prior to their child's first day of school which includes a tour of the center and a description of curriculum, policies and other information.

Part-time enrollment for all children is only available if our full-time spots are not filled in each classroom. Children under the age of three enrolling part-time may only enroll for full days. If a potential client requests a full-time spot, current part-time clients will be offered full-time enrollment in order to remain enrolled. The current part-time client has until the end of the next business day to notify center of their intent. If the existing part-time client declines to take the full-time spot, they will be given a two-week notice to arrange for other part-time care. Children must be within two months of age to share a spot.

Non-school days and early release days will only be offered to children with weekly contracts. Berlin Community Daycare & Preschool, Inc. cannot accommodate and therefore will not permit enrollment of children only for public or parochial school early release days, non-school days, or when alternative care is not an option.

E. *Admission*

The following forms must be completed by the parents and are due on or before the first day of attendance.

- Administration fee
- Fee payment & refund form
- Signed contract
- Intake for Child under age 2 form
- Health history form
- Child enrollment form
- Arrival/Departure release form (if needed)
- Immunization form
- Physical examination
- Food program – enrollment form



- Food program – household income form
- Food program – infant meal notification (if needed)

The contract period is from September to August. Any changes to the contract, including termination, will be accepted only with a two week's written notice. Childcare fees will be billed for the final two weeks even if you choose not to have your child attend the center during that time. The enrollment fee is to be paid at the time of registration and with yearly contract renewal each September. The Center will not dually enroll any child. Each child may have only 1 contract for care. Rotating schedules are not permitted. Rates are scheduled to be adjusted on a yearly basis, on or around the 1st of September. Rates and rate structure are subject to change at any other time throughout the year with 60-day notice to contract holders.

F. *Immunization requirement*

Berlin Community Daycare & Preschool, Inc. has a responsibility to keep all children in our care safe and healthy. This includes protecting our children from diseases that are preventable by immunization. Therefore, BCDC requires any child who attends the center to have all Wisconsin Department of Health Services immunization requirements per the child's age. Waivers will not be accepted by BCDC.

G. *Personal Days*

After one year of continuous full time enrollment, full time children will receive 8 personal days, prorated from anniversary date to September 1. Personal time may be taken as needed with 24-hour notice. Personal time must be requested in writing and used within 30 days of the child's absence. Personal time does not accrue. All reimbursements for personal days will be calculated by a 5 day week.

H. *What to send with your child*

Upon admission, please bring a sleeping bag for rest time and a complete change of clothing to be left at the center. Please label all belongings, including infant items listed below.

Additional items for infants:

- Diapers
- Baby Wipes
- Bottles

I. *Communication with Parents*

Berlin Community Daycare & Preschool, Inc. has an open door policy with the parents. Parents are welcome any time during operating hours, to come into the center and observe. Parents and children are encouraged to visit as often as they like during these hours prior to enrollment as well. Parents will be notified through posted notes by the sign-in book, notes in statement folders or in baskets, via email, through the monthly newsletter or through our website, www.berlindaycare.org, about any information they will need to know.

Parent/Teacher Conferences are scheduled twice each year, in November and April.

The Procure app will be used throughout the day by staff detailing the child's activities for the day. Information on this app shall include, but not be limited to specific foods served at meals and snacks, (for infants- other children's meal information can be accessed at the menu near the parent kiosk) diapering/bathroom breaks, rest times and special activities enjoyed by the child on any given day. An injury form will be used separately for such incidents if they should occur. Additionally, we strive to work closely with parents in the development of each child's care and instruction. Therefore, we will make every effort to communicate often with parents and we ask that parents bring issues of concern to our attention.

J. *Ages & Stages Questionnaire*

Teachers use Ages & Stages (ASQ-3) to screen all enrolled children. Teachers send questionnaires based off ages, home to be filled out and returned by parents. ASQ's go out either at enrollment time or 2 months prior to conference times. ASQ's help teachers in goal creating and are a tool used at conferences.

K. *Children's Dress Code*

Children should be dressed comfortably to allow easy movement for activities such as: running, jumping, kneeling, etc. Clothing should fit appropriately. Items too small or especially too large can cause a safety concern as clothing may not stay on the body properly.

Shoes must provide safe and secure footing. Flips flops may not be worn. Open toed sandals that strap or fit around the foot securely may be worn.

H. *Non-Discrimination Statement*

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or



contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

I. *Inclement Weather – BCDC Closing*

Due to the concern for the safety and well-being of the staff, children, and parents of Berlin Community Daycare & Preschool, Inc. the center will close as follows when inclement weather occurs:

- If the Administrator/Director feels that employees traveling from outside of Berlin to meet staff/child ratios endanger their life or well-being in anyway.
- When there are hazardous road conditions, (i.e. snow or ice), the Administrator/Director will use his/her own discretion based upon information obtained from weather reports, State Patrol, County Highway Department, radio and television.

Any time the center is closed due to inclement weather, it will be announced on the following radio stations: Berlin radio (FM WAUH the BUG 102.3), Ripon radio (AM WCWC 1600), Oshkosh radios (FM NASH 99.5) (FM WBJZ B104.7), WBAY Channel 2, and Good Day Wisconsin on Fox11 WLUK and online at fox11online.com.

Inclement Weather - Elementary Schools Closing

All enrolled children are welcome to attend BCDC during a non-scheduled time/day due to inclement weather school closings on a first call, first serve basis. We will do our best to accept children on short notice due to school closing. Please call to make arrangements as soon as you know of your need for care. We must continue to follow childcare teacher to child ratios and must have enough staff to care for all children. If adequate staffing is not available, we may need to limit the number of children accepted in this type of situation. Do not attempt to communicate your care needs via email, written notes, etc. Please call the center at (920) 361-3357 to communicate your need for care.

K. *Religious Training*

There is no religious training conducted at Berlin Community Daycare & Preschool, Inc. The center does celebrate most major American holidays, including Easter and Christmas, but mainly discusses symbols of these holidays, without going into the religious aspect. The center does welcome children of all religious backgrounds.

L. *Posting Rules & Licensing*

The Wisconsin Administrative Code DCF 251 Licensing Rules for Group Child Care Centers is posted on the bulletin board near the sign in book. If violations occur, they are posted along with correction plans outlined.

M. *Confidentiality of Records*

The licensee is responsible for compliance by the childcare facility with s.48.78, Stats, and this subsection.

1. Persons having access to children's records may not discuss or disclose personal information regarding the children and facts learned about children and their relatives. This does not apply to:
 - The parent or person authorized in writing by the parents to receive such information; or
 - Any agency assisting in planning for the child when informed written parental consent has been given.
 - Childcare facility shall make accessible to the parents, upon request, all records and reports maintained on their child.
 - All records required by the department for licensing purposes are to be available to licensing representatives.

N. *Legal Custody Disputes*

Berlin Community Daycare & Preschool, Inc. will not withhold information or refuse a parent to take a child unless we have written statements from legal authorities. In the event of a legal custody dispute, currently employed staff members will respect the center's confidentiality policy unless subpoenaed by legal representation. BCDC will write one contract per family and take payment from the contracting party only; if parents shares payments, it is between them to work out.

O. *Daily Attendance*

A kiosk is located at the west and east entrances, is provided to monitor daily attendance. The parent/guardian that is bringing a child or picking up a child must enter their child's code daily. Staff also monitors attendance in each classroom. Teachers are to record arrival/departure times of each child as well as their own attendance in each classroom.

P. *Mandatory Reporting*

We as daycare providers are required by state code 251.04 (8) to report any kind of abuse or neglect that concerns us. This is something that we as providers take very seriously. We will comply fully with the regulations on behalf of the children.

Q. *Classroom Move Ups*



Classroom changes are made at the beginning and end of a BASD year. This will keep children with their peers as we prepare them for school. At the Directors discretion, children may be moved early to accommodate enrollment needs if classroom space allows.

R. *Biting*

If your child is bitten at the Center, the area is washed with antibacterial soap and running water. Ice may be applied. Both families are notified of when and where the bite occurred. It is also written in the Medical Log to document its occurrence. This allows the Center to keep track of any habitual biting. The common developmental stage of biting is from nine to eighteen months and this is a normal stage we work through together. Teachers watch for signs or attempts of biting, so they can redirect the child before it happens. The Center is bound by law to protect the identity of the biting child from other parents. This does not mean that we will put the welfare of the other children in danger. The following is our procedure when it comes to children who bite:

1. Teachers keep track of when and/or why a child has started to bite. They try to intercede before any biting occurs and then communicate to families what happened each day (how many attempts and what is done). Parents and teachers work together to try to stop the biting, and the Director is notified if needed.
2. If the parents are not cooperating or if the biting has worsened, a meeting with parents may be set to discuss further options. A date is set to reevaluate the situation.
3. If the problem has continued or worsened, we may choose a termination of enrollment.

S. *Surveillance Cameras*

The purpose of this policy is to ensure the safety and security of all the children, staff, and visitors at Berlin Community Daycare & Preschool, Inc. through the use of video surveillance. This applies to all areas within the center premises where video surveillance cameras are installed. Video surveillance is recorded 24/7 and retained securely for 14 days, after which they are deleted unless required for investigation or legal purposes. Access to video recordings is restricted to authorized personnel only, including the Director, Board of Directors and designated administrators. Recordings are not available for parent viewing.



EDUCATION/CURRICULUM POLICIES

A. *Education Philosophy*

We believe every child deserves the highest quality of care and instruction. Each child is an individual and shall be treated with respect. Your children's early experiences affect how they perceive the world through their lives. Therefore, our purpose is to provide a positive, safe, and loving environment where children can grow and learn at their own pace. We strive to work closely with parents to develop a plan for individual care and instruction. We feel it is important to help children build self-esteem in their abilities and enthusiasms for exploring the world and we help children learn to respect other's rights and property and foster beginning social skills.

B. *Curriculum*

Each program at Berlin Community Daycare & Preschool, Inc. shall provide each child with experiences to promote self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, and intellectual growth. Throughout the day, the children shall have an opportunity to experience active and quiet activities, individual and group activities and indoor and outdoor play.

Our curriculum is based around themes and The Wisconsin Model Early Learning Standards. The theme and activities will be posted outside of each classroom. The teachers will develop and oversee the activities for each age level.

Each classroom provides cultural diversity through dolls, posters and/or themes of different cultures.

Routines such as toileting and eating, and intervals between activities, shall be planned to avoid keeping children waiting in lines or assembled in large groups. The program should provide:

- Reasonable regularity in eating, napping and other routines
- Daily periods when a variety of experiences are concurrently available for the children to select their own activities
- Protection from excess fatigue and over stimulation

C. *Television & Screen Time:* The amount of time children spend on screens impacts their health in many ways. Too much screen time can keep children from being physically active and playing with peers. We are committed to limiting screen time in our program. We believe that limiting screen time helps children be more physically, emotionally, and mentally healthy. Berlin Community Daycare & Preschool, Inc. does have a television. However, the television is only to be used as a supplement to the daily plan on a limited basis. No child is required to watch television; therefore, other quiet activities will be available. TV and tablets are not to be used more than 30 minutes a week for children ages 3 and older and will not be used at all for children 2 years of age and under. When tablets are used for music purposes, the screen will be turned out of children's view.

D. *Outdoor play:* Fresh air and exercise are important to a child's good health. Child under the age of 2 years old will have a minimum of 45 minutes of outdoor time with 30 of the minutes teacher led time. Child 2 years old and older will have a minimum of 90 minutes of outdoor time with 30 of the minutes teacher led time. Outdoor time can be broken into separate increments throughout the day. If it is raining or the temperature outside is extremely cold or extremely hot, the children will stay inside the building and be given a choice of activities.

E. *Infant & Toddler Care*

Before admission, infant and toddler parents must fill out an Intake Form per state code 251.04(6)(a)1(i). These forms are kept in the appropriate room to ensure that the teacher has the available information. The parent will update the intake form every three months as required by state.

Caregivers will respond immediately to a crying child's needs. Children under two years old will be allowed to follow their own schedule for eating and sleeping. Throughout the day, they shall receive physical contact such as being held, rocked, talked to, sung to, and taken on walks both inside and outside the center. The non-walking child who is awake shall be periodically changed in body position. The room shall be clean and orderly at all times. Safe toys of a wide variety will be available at all times.

We provide covered cups for children who are no longer using a bottle. Water will be offered to infants over six months old and toddlers, several times throughout the day.

F. *Rest periods per state code 251.07(4):* A child under 5 years of age in care for more than 4 hours shall have a nap/rest period. Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to get up and to have quiet time through the use of equipment or activities which will not disturb other children. The teachers will encourage the children to wake by opening curtains, turning on all lights, or allowing other children to use louder activities. Parents are to provide a sleeping bag for children 1 year to 5 years. During rest time, each sleeping bag is placed at least 2 feet from the next child. The sleeping bag will be sent home every 5 uses to be laundered, unless soiled. For children 6 weeks to 1 year, the center provides an individual crib, sheets, and blankets. Sleeping bags and bedding shall be stored in a clean and sanitary manner.

G. *School-Age Child Care*

Berlin Community Daycare and Preschool will provide care for school-age children up to the age of 5 years and 12 months old, before and after school. Childcare may also be available for school-age children on days that school is not in session and in the summer from 5:30AM to 5:30PM.



CHILD GUIDANCE POLICIES

The purpose of discipline is to teach the child self-control. It is an on-going process of shaping behavior with positive reinforcement. We will provide an interesting and challenging program, a healthy and pleasant environment, and consistent loving care to keep discipline problems to a minimum. Desired behavior will be requested with a positive statement. Positive reward systems will be used to ensure "good" or acceptable behavior. Many children respond to praise; others need to receive stickers or other tangible rewards. If a child does not respond, the teacher will redirect the child to an acceptable alternative behavior or activity. A "time-out" is the only type of discipline that can be used. The child will be removed from the situation for a short period of time within the sight of the teacher.

A. *Guidelines for Children Three and Over*

Children under the age of three will be redirected, meaning the child's attention will be directed to a different program activity. Children at this age will be guided towards other activities. Children over the age of three will also be directed to other appropriate activities. If redirection does not work and special rewards do not enhance acceptable behavior, children may be asked to sit a "time-out" for unacceptable behavior. A child will be given a time-out that does not exceed 3 minutes.

Parents will be notified, upon picking up their child, when time-outs were used and the reason why a time-out was used to discipline.

B. *Guidelines for Infants and Toddlers*

- Child care workers shall respond promptly to a crying, fussing or distraught child.
- The worker shall assess the situation and provide comfort or assistance as needed.

C. *Classroom Arrangement*

Classrooms are arranged to promote positive behavior with specific areas the children use. With this arrangement, several children are encouraged to use each area at a time; this eliminates build-up of children in one single area. Transitions such as finger plays, songs or simple games (like Simon Says), are used to help decrease a large number of children waiting in line at one time.

D. *Punishment Prohibited*

Punishment, which is humiliating or frightening to a child, is prohibited. This includes

- Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment
- Verbal abuse, threats or derogatory remarks about the child or family
- Binding to restrict movement or enclosing in a small space such as a closet
- Withholding or forcing meals, snacks, or naps
- Children shall not be punished for lapses in toilet training

Parents may not request center staff to use any of the prohibited punishments.

E. *Discipline*

Delegation: Only a qualified staff person shall discipline a child. Procedure: The child will be given a clear-cut directive about behavior expected and resulting consequences. Consequences will be as closely related to the situation as possible. Child will be assisted by teacher to confirm the directive, when necessary. Child will be given POSITIVE guidance and POSITIVE reinforcements.

Teacher Responsibilities

- To be as consistent as possible
- To be as positive as possible
- To set the prime example for children to follow
- To protect and enhance a child's self-esteem
- To respect each child as a unique individual

F. *Child Guidance Education for Staff*

Staff attends continuing education programs, which often include programs on child guidance. These seminars and workshops promote positive guidance techniques and tactics to encourage appropriate behavior from children. During orientation, staff are also familiarized with Center policies on child guidance and taught to encourage positive behavior.

G. *Termination of Care*

1. Termination of Care by the Center

The Center may terminate an enrolled child's care in the following instance:

- Abusive behaviors and/or verbal threats by parents toward staff members or other parents.
- Parents disciplining, in any way, children other than their own while at the program.
- Child exhibits continuous inappropriate behavior, out of control behavior or behavior that is harmful to other children or staff. In this case, the staff members will make every effort to involve the parents and possibly other resource persons (if parental permission is given as appropriate) in order to decide together the best course of action for this child, prior to any termination.
- When determined, by the center, that the child will need additional help which the center cannot provide.
- If at any time the health, safety or well-being of the child, staff members, or other students at the center cannot be assured the Directors reserve the right to terminate any child's enrollment without advanced notice.



- A child may also be terminated if a parent is unable to keep up with the child's tuition payment. (See Fee Payment and Refunds)
 - If a child is absent from the center with no notice and the contract holder cannot be reached within 5 calendar days of the first day of non-attendance enrollment will be terminated.
 - If the parent does not keep the child's Child Health Report and Immunization History forms up to date.
2. Termination of a child by the center because of continuous inappropriate behavior or behavior that is harmful to other children or staff or out-of-control behaviors. The following process would take place in the event of a center based termination.
 1. Teacher reports problems to the Director. Documentation of inappropriate behavior will be recorded; one copy will go home to parents the other copy will go in the child's file. If the inappropriate behavior causes an injury to another child, this will be documented on an ouch report and in the medical log book. Suggestions of what strategies could be tried and a plan formulated of "things to try in the classroom" will be developed between the teacher and administrator/director. These suggestions will be written down and placed in the child's file.
 2. Behavior continues—Parent/Teacher /Director meet to discuss the problem and discuss notes home and the plan formulated of things to try in the classroom.
 3. If adequate improvement is not seen, a second meeting will be held and an agreement between parties involved will be signed. This agreement will give the child 30 days to improve behavior. At that time, a discussion will be held as to what strategies the school will use and what strategies the parents use. These strategies will be documented and placed in the child's file. Parents may request another meeting during these 30 days. The teacher will continue to document inappropriate behavior and one copy will go home to parents and one will go in the child's file. If behavior causes injuries, it will be documented in the medical log book and on an ouch report.
 4. If at any time within these 30 days the Director feel that the child's presence in the program puts the health, safety or wellbeing of the child, staff members or other students at risk or we cannot meet the child's needs, the child's enrollment may be terminated immediately.
 5. At the end of 30 days, Parent/Teacher/ Director will meet to discuss the improvement or non-improvement of behavior.
 6. If there is no improvement, termination will occur.
 3. Termination of Care by the Parent
 - Parents who choose to remove their child from the Center must give the Director an end date, two weeks prior to the child's last day. Billing continues through the final two weeks if the child is in attendance or not.
 - When a parent has a change in their living location or change of hours, it may be a mutual decision to remove the child, if the center is unable to meet the need of the family.

H *Toilet Training Policy*

It is not necessary for children under the age of three to be toilet trained prior to enrollment at Berlin Community Daycare & Preschool, Inc. Actual toilet training is prohibited under Wisconsin daycare rules before the age of 18 months per state code 251.09(4)(a)1. Children showing beginning interests in toilet training may be allowed to sit on potty chair, but may not be forced to do so. Toilet training should be planned cooperatively between the child's teacher and parents so there is consistency at home and childcare center. There will be scheduled visits to the bathroom during toilet training often exceeding the usual bathroom times. Children are encouraged to tell teachers of their need to use bathroom times. Bathroom independence is very important. Children should be dressed in clothing they can manage and should be able to get clothes down and up easily. Belts and bib overalls are very difficult for your child to manage, especially when the need is urgent. Please remember this when dressing your child.



FEE PAYMENTS AND REFUNDS

A. *Tuition Payment Schedule*

- Tuition is drafted every Friday, prior to scheduled care.
- Payment adjustments due to use of personal time (if applicable), an invoicing error or added care due to an inclement weather school closing or delay will automatically be reflected in the next scheduled draft
- If tuition cannot be drafted due to insufficient funds a late fee of \$25 will be applied
- In the event of a failed draft BCDC reserves the right to draft the original amount plus the fee upon notification of the failed draft, which may result in more than 1 draft in a given week and/or the sum of the total draft(s) equaling more than the authorized payment range
- If tuition is not paid by noon on the Friday after care is given, enrollment will be terminated on that day and tuition will continue to be drafted until the account balance is paid in full, even after contract termination has occurred
- A late fee of \$25 per week will be assessed to the account for each week there is a balance due
- In a 12-month period, if 4 or more failed drafts occur due to insufficient funds, enrollment will be terminated
- The account will be presented to small claims court if there is still a balance after 30 days

B. *Wisconsin Shares*

Families who receive Wisconsin Shares assistance are subject to the same schedule above. State Payment Agreement forms will be filled out in addition to the centers contract and will be kept on file for 3 years. Families are responsible to inform Administration how their Electronic Balance Transfer (EBT) balances are to be applied for each month. If communication is not made, the full tuition amount due will be withdrawn from the customers authorized bank account. BCDC is restricted to ask families what Share amounts they receive.

C. *Invoices*

Parents/guardians will be notified of each draft amount on a weekly invoice, delivered via email.

D. *Payments*

The Center will not accept cash or check for tuition payments of any kind. All payments are to be made via Direct Pay. There will be a \$25.00 charge for any insufficient funds.

E. *Fees for non-scheduled hours*

Children are not allowed to arrive before their scheduled time, as the teacher scheduled to care for them may not be there yet. Children dropped off before their scheduled arrival time, picked up after center closing or more than 10 minutes after their agreed upon pick up time will be charged a \$25 fee. If a child is in our care after center closing or for more than 10 minutes before or after the scheduled time, there will be a \$1 per minute charge in addition to the initial \$25 fee.

If a child is not picked up 30 minutes after center closing, local authorities will be called.

F. *Nonattendance policy*

If your child will not be in attendance as scheduled, please notify BCDC right away. A minimum of 24 hours' notice is required for any vacation time and use of personal time must be submitted in writing to the office. Personal time may not be retroacted more than 30 days. Payment adjustments due to use of personal time (if applicable) or an invoicing error will be credited to your payment draft. After personal time is used, full payment is required to maintain your child on our schedule. More information regarding personal days is in the enrollment section.

G. *Refunds*

Refunds are paid by check to parents leaving BCDC with a credit balance. If there is a credit balance and the child will be returning the credit will be applied at time of return.

H. *Discounts*

A 10% discount is given to the oldest child's contracted hours if more than one child in a family is contracted with the center.

I. *Annual Enrollment Fee*

A \$75 per child fee is due at contract signing and at yearly contract renewal.

J. *Summer Holding Spot*

The Center does offer a 10-week summer holding spot option. This needs to be discussed at least 2 weeks in advance the center director. The 10 weeks must be consecutive. Each week will be billed on the normal billing schedule at a rate of \$30.00 per week per child. There will be a \$60 cap per family for the holding spot option.

K. *Wait List Fee*

If a spot is not available for child, parents can choose to go on a wait list. A \$30 per child, non-refundable, fee will be due upon wait list entry. When a spot is available, the parent will be contacted and the \$30 will be used towards the enrollment fee.



Berlin Community Day Care & Preschool Direct Payment Authorization

By completing and signing the following authorization you acknowledge agreement to the terms of the BCDC Enrollment Contract as well as the BCDC Fee Payment and Refunds Policy.

I (We) hereby authorize **Berlin Community Day Care & Preschool, Inc.**, hereinafter called COMPANY, to initiate debit entries to my (our)

Select One

Checking Account **Savings Account**

indicated below at the depository financial institution named below, hereinafter called DEPOSITORY. I (We) acknowledge the dollar amount of debit entry may vary weekly based on our care needs. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. I (We) further acknowledge by signing this authorization I (We) are bound to the National Automated Clearing House Association's (NACHA) Operating Rules.

Financial Institution Name _____ Branch # (if applicable) _____

Financial Institution Address _____ Financial Institution Phone Number _____

City _____ State _____ Zip _____

Financial Institution Routing Number _____ Your Account Number _____

You will be notified of each draft amount on your weekly invoice, delivered via email.

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Accountholder Signature _____ Accountholder Signature _____

Accountholder Printed Name _____ Accountholder Printed Name _____

Date

Internal Use Only

Date Received ___/___/___

Received By _____



EMERGENCY POLICIES

Please be advised of the emergency procedures as outlined below to be followed in the event of severe conditions or other emergency. It is requested that parents take immediate shelter in the event of a tornado. We and the Emergency Government Director ask that you do not attempt to drive to Berlin Community Daycare & Preschool, Inc. to retrieve your child(ren) when a severe storm warning exists. This may only endanger yourself and your child(ren) as well as cause congestion in the area. Thank you for your attention to these matters. We appreciate you following these suggested guidelines.

A. *Fire Evacuation Procedure*

1. Sound the fire alarm. This device is out of each child's reach and used for nothing else.
2. Notify the Fire Department, or assign someone to do it for you.
3. The children are taught that they are to stop anything they are doing when they hear the signal and meet the adult immediately at a particular place.
4. Evacuate the building regardless of the apparent size of the fire or amount of smoke. Do not stop to take clothing, toys, etc. A designated place to meet is determined for each classroom. It will be stressed to the children that there shall be no running and no reason to panic.
5. If teachers are caring for infants and toddlers, special consideration must be given to their evacuation. Every adult on the premises, except those assigned to other children (office helper, administrator and any other adults) should go immediately to assist the teachers of infants and toddlers. Infants can be wheeled out in cribs with several in each crib.
6. Exits, hallways and other evacuation routes must be cleared at all times. Exits are not planned through a kitchen or furnace room.
7. All lights are turned off on the way out. This enables firefighters to see better in a smoke filled building.
8. Classrooms doors are closed to prevent spread of fire.
9. Attendance book is also taken out.
10. An adult must lead the way to a safe place and another adult must be the last one to leave after checking rooms, bathrooms, closets, etc. The meeting place is the toddler playground. If this meeting place cannot be accessed, then teachers shall follow the relocation procedure of leading students to the Berlin Public Library located at 121 W Park Avenue, which is 2 blocks directly south of the center.
11. After the children are assembled in a safe place, check the completeness of the evacuation. Each adult responsible for children should take attendance of the children in their care. Staff may at this point attempt to extinguish the fire or find the source of the smoke. Staff will be trained on the use of the extinguishers.
12. When the first fire truck arrives, inform the person in charge that everyone is or is not out of the building and direct them to the fire location.

B. *Tornado Procedure*

1. Sound signal device (out of the child's reach and use for nothing else).
2. Children will be taught that they are to stop anything that they are doing when they hear the signal and meet the adult immediately at a particular place. It shall be stressed that there will be no running or need to panic.
3. Staff will take sign-ins and enrollment binders, all found in each room, calmly lead the children to the main bathrooms or other small, inner buildings away from windows. Radios, blankets for covering, and flashlights are kept in both large bathrooms.
4. Have the children sit along the walls in the main bathrooms in a crouch position with heads positioned between legs and knees.
5. Cover the children with sleeping bags. The staff will check for children in the gym, bathrooms, closets, etc. All children will be accounted for using the attendance log or sign-in book.
6. Staff is to stay with the children until the "all clear" is given by the administrator.
7. Once all is clear, children should return to classrooms and attendance should be taken.

C. *Flash Flood Procedure*

Berlin Community Daycare & Preschool, Inc. is located at 107 W. Moore Street in Berlin, WI, which is one of the highest points in the city. We do not anticipate a need for flash flood evacuation.

D. *Emergency Evacuation/Relocation of Children*

In case of an emergency evacuation, children and staff will go to the Berlin Public Library located at 121 W Park Avenue, which is 2 blocks directly south of the center. Emergency information will be taken in the event of evacuation and parents will be notified as soon as children have safely arrived at designated location. Children will remain with their teachers and only be released to authorized persons.

E. *Lockdown Procedure*

In the case of a lockdown, children will remain in the classrooms and will go to the cubby area of the classroom located to the left of the doorway, with the exception of the Little Star room, which is to the right side. Staff will close top portion of the Dutch door and latch it to the bottom half. Teachers will ensure the door is locked. The lights will be turned off and the alert picture will be placed in the window to notify authorities that persons are in the room. Staff will run their quiet drill with children until notified by administration or authorities that the lockdown ended. For the safety of the children, staff and families, parents/guardians will not be notified until the situation is under control.

F. *Loss of Services*

Due to loss of building services, Berlin Community Daycare & Preschool, Inc. would call professional services to solve any service loss. If it creates a safety issue or quality care to all children cannot be provided due to the loss, parents will be contacted to pick up their children until the service loss is repaired.



G. *Emergency Supplies*

Each classroom, including tornado rooms are supplied with a flashlight and radio. Classroom flashlights can be found in the closets; radios are used in the classroom itself. Batteries are stored in the office. Each room has an extra blanket/sleeping bag and the children's sleeping bags are available if needed.

H. *Child and Staff Injury*

Upon arrival to the center, staff shall observe the child for symptoms of illness or injury. Any type of injury will be documented in the classroom medical log with a description of the injury along with any explanation given from the parent/guardian as to how injury occurred. If an injury occurs while in care at the center, staff shall tend to the injury appropriately, followed by documenting the injury including time, location and specifics to the situation which the injury occurred, in the classroom medical logbook. An ouch report will also be filled out to put in the child's file. Parents are to be notified at pickup of injury. Parents will be immediately notified of any injury that is a bump, blow or jolt, to a child's head. Any seizure episodes will also result in parents being immediately notified.

In case of critical illness or injury, the staff would take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- Attempt to contact parent or guardian
- Attempt to contact parents through any persons listed on emergency form that was completed on the enrollment form.

If we cannot contact parent or guardian, we will do any or all of the following:

- Call for ambulance or fire rescue
- Have the child taken to emergency hospital (ThedaCare Berlin Hospital) in the company of a staff member.
- Administer CPR or conscious choking if needed.
- Administer First Aid if needed.

It is up to the discretion of the staff at BCDC, based on the extent of the injury, to call 911 or fire rescue prior to contacting a parent. Any injury resulting in medical care will be reported to the state licensing agent within 48 hours. It is for this reason that we ask you to immediately report any visit to a medical facility due to an injury that happened while in our care.

I. *Food and Allergic Reaction Procedure*

In case of critical reaction, the staff would take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- If applicable, administer any medication authorized for the allergy.
- Monitor the child's reaction to determine if further action is required. Documentation of the food ingested as well as the reaction to the food.
- Attempt to contact parent or guardian if staff feels the child's reaction is a concern.

It is up to the discretion of the staff at BCDC, based on the extent of the reaction, to call 911 or fire rescue prior to contacting a parent. Any injury resulting in medical care will be reported to the state licensing agent within 48 hours. It is for this reason that we ask you to immediately report any visit to a medical facility due to an injury that happened while in our care.

J. *Extreme Cold or Hot Temperatures*

If it is raining or the temperature outside is extremely cold or extremely hot, the children will stay inside the building and be given a choice of activities. 'Extreme' temperatures are as follows: Heat index temperatures above 90° F, Wind chills of 0° F or below for children age 2 and above. Wind chills of 20° F or below for children under age 2. In extreme warm weather, children will be encouraged to drink plenty of fluids including water. In the spring, summer and fall months' parents must bring individual water bottles for their child. BCDC water bottles are available in the office for \$2. Children who do not have a water bottle will be provided a small paper cup. Please be sure your child has appropriate clothing for all the seasons. We provide insect repellent and will apply it as needed during the summer months per state code 251.0796(f)2. We also provide sunscreen year-round which is applied to the children prior to going outdoors. Keep in mind, your child will be outdoors daily.

K. *Special Procedures for Special Needs*

Special consideration for staff or children that have a recognized physical or mental disability would include having a designated person attend to them during an evacuation. Each situation would need to be planned individually.

L. *First Aid and CPR Training & Storage*

All employees in regular contact with children shall obtain and maintain a current certificate of completion for infant and child CPR and AED (automated external defibrillator) use within 3 months of hire. All classrooms have individual first aid kits. Disposable gloves are kept in each first aid kit and/or near each diaper changing station if there is one in the classroom. AED is located in west end of the hallway outside of the Twilight classroom.

M. *Lost Child Procedure*

If a child is lost while on the center's premises and in the center's care, the staff will all be expected to look in their rooms. A designated person, not having children in their care will look outside and everywhere needed. If the child cannot be found, parents will be notified and appropriate measures will be taken.



N. *Child Release Information*

Each child will be released to an approved person. Approved people will be listed on the Child Care Enrollment form. If there is a custody dispute on a child, the parents will need to provide the center with a court order stating any specifications. If a person is authorized to pick up a child and the staff is not familiar with the person, a photo ID will be required. We also encourage parents to let us know if the “normal” person will not be coming to pick up and who it will be. If an authorized person comes to try to pick up a child, and is under the influence of alcohol or a controlled substance, the staff is to try to delay the person until the parents can be called. If the staff member is alone and feels they will be in danger if they were to confront the person, they will allow the child to leave and try to get a license plate number of the vehicle the child will be in and phone the authorities as soon as possible. Berlin Community Daycare & Preschool, Inc. staff cannot withhold a child from parents who appear under the influence.

O. *Child Transportation*

Berlin Community Daycare & Preschool, Inc. does not provide transportation to and/or from the child’s home and/or center.

The Berlin School District provides transportation to the public schools. There is a bus stop in front of our building which provides transportation at no charge to children before and after school.

Buses may be used to transport children for field trips. The center rents a bus for such an occasion. The following procedure has been developed to ensure that all children exit the vehicle after being transported to a destination per state code 251.08 (5)(e): On the teacher’s attendance sheet for the field trip, he/she will sign the bottom of the sheet indicating that he/she has physically checked the bus thoroughly each time children have gotten on or off the bus. Additionally, all buses will be required to have a safety alarm system which prompts the driver of the bus to inspect the vehicle for children before exiting. Parents will be notified by written permission slip when a child will be leaving the Center for a field trip by bus. This slip will give details of date, time, destination, etc.

P. *Child Absences (without prior notification)*

Berlin Community Daycare Staff is required to know the children assigned to their care and their whereabouts at all times. Berlin Community Daycare & Preschool, Inc. will attempt to notify a parent or guardian when a child is absent from the child care center without prior notification.

If the child does not arrive at the center within 30 minutes of their scheduled time, Berlin Community Daycare & Preschool Inc. staff will follow the procedures below to attempt to locate the child’s whereabouts.

1. Staff will first ask the Director/Administer if there has been verbal or written notification of the child’s absence.
2. If no notification has been given, staff will attempt to contact the child’s parent or guardian through at least one phone call to at least one number on the Child Care Enrollment form.
3. This call is to be made by 9:00am or within one hour of the child’s scheduled time.
4. If staff is unable to reach the parent or guardian, a message will be left and the contact attempt will be documented in the master schedule.

Q. *Emergency Contact for the center*

Our center will have a staff member available to be called in the event of an emergency. This person can be to the center within 5 minutes of being called. Information on this person can be found by the main entrance in the parent area and can only be used for emergencies.



HEALTH CARE AND SAFETY POLICY

Health Requirements

The objective of the Berlin Community Daycare & Preschool, Inc. Health Care Policy is to maintain, protect and improve the health of the children attending. We intend to run a center that will reduce the spread of disease and childhood illness. It is assumed that any child brought to the center is healthy enough to participate in all of the day's activities, including outside time. Your cooperation is vital if we are to provide a healthy atmosphere for the children. BCDC is not authorized nor has adequate accommodations to provide care for mildly ill children. Mildly ill is defined as a common, temporary illness that is non-progressive in nature and is not listed as a communicable disease.

A. *Child Illness and Isolation*

1. The Center Director, Administrator or child's teacher will notify parents immediately if your child becomes ill as follows:
 - a. The child is running a temperature, is vomiting, has diarrhea, matted or pink eyes, unexplained rash, and/or complaints of sore throats, earaches, coughing or other suspected contagious illnesses. The child is too ill to participate in all of the day's activities, including outside time. After parents have been contacted, the child should be picked up within one half hour of center's call. Persons listed as the emergency contact should be someone staff is able to reach in the event that a parent/guardian cannot be reached.
 - b. Illness defined as but not limited to:
 - I. Mildly ill symptoms such as discharge from the nose that is not clear in color and cough
 - II. A temperature of 101
 - III. Vomiting one time
 - IV. Diarrhea 3 or more times, or one extreme episode
 - V. An unexplained rash
 - VI. Unable to participate in all of the day's activities, including outside time.
2. The above descriptions will help you understand when a parent may be called, but not limited to the above descriptions.
 - a. The center director or next staff person in charge will assist the teacher in determining the illness. Please remember that our staff always tries to make the best determination concerning the welfare of the child.
 - b. The child will be isolated from the group, with the center director or other available staff. The child will be taken to the office or unused classroom and be comforted, given the option to do simple activities or rest on their sleeping bag until picked up.
 - c. The center director or next in charge will also notify parents in the event of a major or minor injury. After the injured child has been treated, the staff member who witnessed the injury will record the injury in the center medical log. (Any injury requiring the child to visit a physician must be reported to the Department of Children and Families within 48 hours of the incident.)
 - d. Children must be free from fever, vomiting, diarrhea and other contagious symptoms for a full 24 hours without the use of medicine, before they will be able to return to the center. For example, if your child leaves the center at noon due to vomiting, the earliest possible time they will be able to return is noon the following day, provided there is no further vomiting. If there were to be further vomiting, it would be 24 hours from the last incident. Doctor's excuses will NOT be accepted if the child has not been out of the center for a period shorter than 24 hours.

B. *Communicable Diseases*

Communicable diseases are illnesses and infections which pass through body fluids and secretions.

When it is determined that a child may have a communicable disease, the center director or staff in charge will notify the child's parents. Parents should pick up their child immediately. A child may be readmitted to the center if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the Department of Health Services, Division of Public Health. In the specific case of Head Lice, because the incubation period is cyclical, a child must be deemed "lice free" by a physician to return to the center. If the child is reported to have a communicable disease, a dated notice will be posted near the sign-in area, without using the child's name.

Measles-If there was to be a confirmed case of measles at Berlin Community Daycare & Preschool, Inc, our infant room would be required to shut down for at least 2 weeks as children under one cannot be immunized. Any other children who do not have the vaccine would also have to remain out. BCDC will seek medical consultation from the Green Lake County Health Department and follow their recommendations and determine when those children may return.

C. *Medication*

- Prescription medication can be administered under the following conditions:
 - a. Prescription medication is in the original container and labeled with the child's name, medication name, dosage, date and physician's name.
 - b. A signed, dated, written authorization with the name of medication, time to be given and amount to be given must be signed by parents. (Form CFS-59)
 - c. Non-prescription medication will be sent to the center in the original container and labeled with the child's name, dosage and directions for administering. Written authorization is also necessary.
 - d. We must follow dosage instructions. If non-prescription medication indicates that a doctor should be consulted for children under a certain age, we must have a statement from the doctor indicating the dosage to administer.
 - e. An authorization form must be updated or a new one filled out if one week has passed without the child receiving the medication.
- Medication will be given by the child's assigned teacher or teacher left in charge and recorded in a center medical log by the teacher administering medication. A note will also be recorded on the child's daily activity sheet to insure the child has had the medicine.
- Medication shall be stored so that it is not accessible to the children. Medications requiring refrigeration shall be kept in a refrigerator in a separate, covered container labeled "medication".



- If dosage is missed or distributed incorrectly, parents will be notified immediately by the Center. Parents can then determine what they would like the Center to do about the situation.

If administration of an incorrect medication or incorrect dosage is given to a child, a parent will be immediately notified.

E. *Hand washing – staff & children*

A child's hands shall be washed with soap and warm water before meals, snacks and diapering or toileting. A child's hands and face shall be washed after meals. Anyone working with children shall wash their hands with soap and warm water before handling food and after assisting with diapering/toileting and after wiping bodily secretions from a child with a Kleenex.

F. *Sanitation of toys & equipment*

Furnishings, toys and equipment shall be washed or cleaned when they become soiled. Eating surfaces shall be washed and sanitized before and after each use.

T. *Pet Policy*

These stipulations should be followed if the center or classroom acquires any new pet:

- Fish, caged gerbils and hamsters are allowed as permanent classroom pets.
- Teachers will be aware of and take into account children with allergies or a fear of animals while pet/s is in classroom.
- Parents will be notified in writing that a new classroom pet has been introduced.
- Berlin Community Daycare & Preschool strongly discourages the visits of family pets to the center.

U. *Sudden Infant Death Syndrome (SIDS) Policy*

Berlin Community Daycare & Preschool, Inc. will abide by the following SIDS Risk Reduction Methods:

- Infants under 12 months of age will be placed on their backs on a firm, tight fitting mattress for sleep in a crib.
- Waterbeds, sofas, soft mattresses, pillows and other soft surfaces are prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, pacifiers with attached soft objects, and other soft products will be removed from the crib.
- Swaddling is only permitted at the request of a parent. If a swaddle is used, the infant will be placed at the foot of the crib. Blankets may not be used to swaddle, only wearable sleep garments and factory made swaddles are allowed. Teachers will work on transitioning out of swaddle use while child is at center.
- The infant's head shall remain uncovered during sleep.
- Unless the child has a note from a physician specifying otherwise, infants will be placed in a supine (back) position for sleeping to lower the risk of SIDS.
- When infants can easily turn over from the supine to the prone (stomach) position, they will be put down on their back, but allowed to move to whichever position they prefer for sleep.
- Positioning device that restricts movement within the child's crib are not permitted, even with a doctor note.

V. *Media Release*

BCDC realizes the importance of keeping parents up to date and informed of their child's day while at our center. We also believe that, as a community run non-profit, it is important to have a venue to share our positive contributions to the Berlin area. We will never post a photo/video clip of your child without your permission as given in the Media Release form. We encourage parents, family member, former students and community member to "like" our Facebook page. We ask that if you choose to post to our Facebook page you ensure your post is polite, respectful and in the best interests of the center, children, families and staff at all times. If you have a concern or negative comment to make regarding our center please contact the Director or Board of Directors promptly and directly so we can best resolve your concern in a professional manner. BCDC is the owner of the Facebook page we have created. As such, we reserve the right to delete or filter any and all posts, comments, etc. which we deem are not in the best interest of the center.



NUTRITION POLICY

A. *Nutrition Requirements*

The objective of Berlin Community Daycare & Preschool's nutrition requirements is to provide nutritious meals for children that attend the center. We follow the most current USDA food program guidelines. In coordination with the Department of Public Instruction, the center provides breakfast, lunch and afternoon snack for children over one year of age and Parent's Choice iron fortified formula, infant cereal and 1st and 2nd fruit/vegetables for infants under one year of age.

B. *Meals*

Children eat all meals in their classrooms. The serving of breakfast begins at 8:30 A.M. and lunch begins at 11:30 A.M. Snack is served in each classroom at 2:30 PM after rest time. School-age children will be served a snack when they arrive in the afternoon, around 3:30 PM. All meals and snack must be recorded on daily participation record for monthly meal count when meals are served or immediately following the meal. Staff must wash hands before handling food and use utensils to serve food or wear gloves. Children will receive a meal or snack at least every 3 hours.

Meals are prepared by the cook and served in a family style for classes with children over the age of 2. Teachers will serve for children 2 and under. The cook has been trained within the guidelines of Wisconsin Administrative Code DCF 251. Children are encouraged to serve themselves in appropriate portions. Manners are encouraged at all times. Children are encouraged to socialize with their peers in an appropriate manner. The children also clear their own place at the table which includes discarding any leftover food from their plate and emptying their glass.

Berlin Community Daycare & Preschool provides nutritious meals for all children. Therefore, we ask that no meals be sent to the center. If a child has a food allergy or lifestyle preference, a parent may send a substitute for that food only, or the center will provide an alternative food for that child.

C. *Farm to Table*

We are committed to providing healthy food and forming healthy eating habits among the children by buying and teaching about local healthy foods. BCDC will offer a variety of local fruits, vegetables, herbs, grains, and dairy products throughout the year. During growing seasons, the center will maintain a garden to support children's learning by having children assist in planning, planting, caring for and harvesting the produce. We will offer fruits and vegetables at least 3 times a week from local vendors, which includes the center's garden. Classrooms will continue planning healthy food education and where it comes from all year long.

D. *Allergies/Intolerances/Special Dietary Needs*

All allergies and intolerances, especially life threatening, must be shared with the Center upon enrollment to ensure staff having contact with your child are prepared. Details of the allergy or intolerance must be noted on intake paperwork and the Health History form must be filled out detailing the allergy/intolerance, signs & symptoms of exposure, and actions to be taken if exposed. Any necessary medication must be current and here at all times for the child to remain enrolled. If a child consumes a food or drink that may contain the child's allergen, parents will be immediately notified.

For children to be served alternative foods (including vegetarian, religious reasons, etc.), we must have a Special Dietary Needs form filled out. Items should be similar and nutritionally equivalent to what is being served, including milk products and must meet CACFP guidelines. Any items brought to the Center must be packaged and labeled with the child's name and date.

E. *Infants*

All infants are given bottles on their own schedules. Parents are required to provide enough clean bottles for their infant each day. Bottles must be labeled with child's initials. Left over milk or formula will be discarded after each feeding. Used bottles will be rinsed after use, and sent home at the end of each day. All bottles and food given will be documented on the child's daily sheet. Teachers must document bottles and food given to infants on the daily infant production record. Updates are done every three months on the intake form to reflect changes in the child's schedule.

As bottles and food are introduced the following steps are taken to ensure proper handling:

- All food is given from a dish rather than out of jars.
- Leftover food will be labeled, dated, initialed and refrigerated. Leftovers will be thrown out after 36 hours.
- The infant/toddler teacher prepares the food.
- All dishes and spoons are provided by the center and will be washed and sanitized by the center.
- Breast milk and leftover foods will be stored in a refrigerator in the classroom.

F. *Breastfeeding Friendly Childcare Center Policy*

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. Berlin Community Daycare & Preschool, Inc. subscribes to the following policy.

- Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair and nearby access to running water.
- A refrigerator will be made available for storage of expressed breastmilk.



Breastfeeding mothers and employees may store their expressed breast milk in the centers refrigerator. Mothers should provide their own containers clearly labeled with name and date. The center will follow guidelines from the American Academy of pediatrics and Center for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Universal precautions are not required in handling human milk.

- Sensitivity will be shown to breastfeeding mothers and their babies.
The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrives. Artificial baby milk (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
- Staff should be trained in handling human milk.
All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.
- Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.
Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks.
- Breastfeeding promotion information will be displayed.
The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

G. *Dishwashing Procedures:*

All kitchen utensils and food contact surfaces used in preparation, storage and food service shall be thoroughly cleaned and sanitized after each use.

All utensils and dishes shall be scraped, sorted and pre-washed under running water.

The Center uses industrial grade dishwasher which sanitizes through heat as it cleans. In the event that the dishwasher could not be used, the following procedure would be used for manually dishwashing.

1. Wash in water between 110 degrees and 125 degrees Fahrenheit using an effective soap or detergent.
2. Rinse by immersing dishes and utensils in clean, hot water to remove soap or detergent.
3. Sanitize by submerging dishes and utensils for at least 2 minutes in a solution of a sanitizer, possibly bleach, approved by the State.

All dishes and utensils shall be air-dried in racks or baskets or on drain boards.

H. *Drinking Water & Water bottles*

A safe supply of drinking water shall be readily available to children at all times from a drinking fountain of the angle jet type. In addition, in an effort to “go green”, children aged 1 and up will receive a BCDC water bottle to be used while at the Center. Please take your child’s bottle home each day, wash and return on the next day of attendance. Additional water bottles may be purchased in the office for \$2.00 each. Children under age 1 will be given water via Center covered (sippy) cups. We will sanitize these cups for continued use.

I. *Food Program Non Discrimination Statement*

In accordance with the Federal Law & 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 to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.



Parents,

Along with this letter is a copy of the Berlin Community Daycare & Preschool, Inc. policy and procedure handbook. As stated on our contract, the handbook can be accessed online or by requesting one from the office. This option will still be available however; we feel it is important to also present each family with a copy of the handbook.

All new families will receive a copy at the time of enrollment and all previously enrolled families will receive a copy any time the manual is revised.

Please read, sign and return the bottom portion of this letter to the office.

If you have any questions or concerns, please bring them to Janice.

Thank you,

BOD and Janice Button



.....

Printed name

____ I have received a Berlin Community Daycare & Preschool, Inc. policy & procedure manual.

____ I have read and understand the policy and procedure manual.

____ I understand that I will be held accountable for the policies within the manual.

(Signature)

(Date)



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