

CUBBY BEAR LLC  
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**Mission Statement:** Our promise to you is to provide exceptional care that exceeds your expectations. We strongly believe in allowing all children to learn and grow at their own pace. We accept each child as an individual and will treat them with respect. We encourage all children in our care to discover and learn everything there is to know about the world around them. Teachers use positive reinforcement to teach the children the act of kindness, care, and patience. We create play-based learning environments that allow children to learn through discovery and experimentation. Our highly trained staff oversee children's play to always encourage inquiry and to secure children's safety.

**Philosophy:** Here at Cubby Bear, we practice the development of the whole child. Giving each child the skills he or she needs to excel socially, emotionally, physically, and most important intellectually. You will find a rich, nurturing environment where learning is fun, skills increase, and passionate teachers turn every learning moment into a positive experience. In short, it is a place where you can be confident your child will thrive.

**Values:**

- ❖ Show Respect to Everyone
- ❖ Care for each child as if they are your own
- ❖ Leave negativity at the door
- ❖ Teaching kids' independence, life skills, and how to be a good human is just as important as academics
- ❖ Support and nurture all children

Cubby Bear LLC does not allow any weapons to be carried on persons (any person or employee entering the building), or on the premises. If a person is found to be in noncompliance with this regulation, they will be asked to vacate the premises. If a person should refuse to vacate the premises, the local authorities will be contacted.

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# ADMISSION

## Terms of License

Cubby Bear LLC is licensed by the State of Wisconsin, Department of Children and Families (DCF, [www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). We are licensed to care for no more than 60 children at any one time. We are inspected regularly to ensure that our center meets licensing rules.

Cubby Bear LLC will provide care for children ages 6 weeks – 12 years old.

Child care services will be provided between the hours of 5 a.m. and 6 p.m., Monday through Friday, January-December.

## Enrollment Limitations

There are no limitations for enrollment at Cubby Bear LLC.

## Days Closed

No service will be provided on

- New Year's Day
- Memorial Day
- July 4<sup>th</sup> (depending on the year, may be possibly Friday & Monday observed)
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Eve
- In-Service Days (two per year; April and August)

All regular fees will be charged for these holidays.

## Emergency Closing Procedure

There may be times when an emergency arises which requires the child care center to close. If this occurs, we will send a Bright Wheel message to parents/guardians to let them know.

## Licensing Information

Cubby Bear LLC will post the following items for the public's review on the parent/guardian bulletin board in the front entryway of the building:

- License certificate
- Results of most recent licensing inspection
- Notice of enforcement actions, stipulations, conditions, exceptions, or exemptions
- Parent/guardian notices
- Menu's

Note: Parents/Guardians can find the DCF Licensing rules & Center Policies located in the front entryway in a white binder.

## Absent Child Without Prior Notification

Parents/guardians are responsible for the schedules they provide us with. We expect children to be in attendance on those days at those times. If a child who is scheduled to arrive at the center does not arrive within 30 minutes of the specified time on the written agreement signed by the parent/guardian, and we have not been informed of the child's absence, we will attempt to contact the parent/guardian via Bright Wheel to determine the child's whereabouts.

If parents/guardians wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, *Alternate Arrival/Release Agreement*. School-age children who leave the center unescorted must be traveling to home, school, or another activity where adult supervision is present.

If a child is transported to the center and does not arrive and we have not been informed they will not be attending that day, we will attempt to contact the facility from which they were transported to determine their whereabouts. We will also attempt to contact the parent/guardian at least twice. All attempted contacts will be documented.

### **Attendance**

Children may be enrolled full-time 5 days per week or part-time less than 5 days per week. Per licensing rule, no child can be in care for more than 14 hours per day. Our program limits children's enrollment to 13 hours per day.

### **Confidentiality**

To protect each family's confidentiality, Cubby Bear LLC will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those persons or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or their family. At the family's request, and with written consent from the family, we will transfer any child's record to a new setting. We will provide, and keep on file, the DCF-F-369-E Confidential Information Release Authorization form as needed.

### **Child Abuse and Neglect Reporting**

All child care providers are mandated reporters of suspected child abuse and neglect. If a child care provider suspects a child has been abused or neglected, that provider is **required** to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement agency: Dodge County Human Services, 920-386-3500. Each child care provider and substitute will receive training at least every two years in child abuse and neglect laws, how to identify children who may have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. If an employee or volunteer is suspected of mistreating a child, that person will be subject to immediate suspension pending the CPS or law enforcement investigation's outcome. The incident must be reported to the Department of Children and Families within 24 hours after the occurrence.

### **Administrative Structure**

The administrative structure at Cubby Bear LLC is as follows for all hours of operation:

- Administrator/Licensee
- Program Director
- Teachers
- Assistant Teachers

### **Enrollment Information**

The following forms must be completed and returned to the center by the first day of the child's attendance:

- Form DCF-62, *Child Care Enrollment*
- Form DCF-44, *Health History and Emergency Care Plan*
- Form DCF-104, *Alternate Arrival/Release Agreement* (if applicable)
- Form DCF-56, *Child Care Center Transportation Permission* (if applicable)
- Form DCF-61, *Child Care Intake for Child Under 2 Years* (if applicable)
- Form DPH-419, *Child Care Immunization Record* (or an electronic record of your child's immunizations) - due within 30 days of child's first day of attendance
- Form DCF-60, *Child Health Report* signed by a medical professional (or an electronic printout from a medical professional from the last well child visit)
- Photo Release Form

We will provide copies of these documents to fill out.

The director will inform parents/guardians when updated forms are needed. This will occur at least 5 days in advance.

### Method of Enrollment

Parents/guardians interested in enrolling their children at Cubby Bear LLC must meet with the director in person to discuss their child's specific needs and to review program policies before the child is enrolled. We understand family culture is important, and the more we can learn about yours, the better we can provide more in-tune care for your child. Cubby Bear LLC encourages you to provide as much information about your child as possible at enrollment. It is important that your child's transition to our center is as comfortable as possible.

Cubby Bear LLC encourages you and your child to visit the center before their first day of attendance.

### Items Parents/Guardians Provide and Those Provided by Center

The chart below indicates which items parents/guardians are required to supply and which items Cubby Bear LLC will provide.

#### ITEMS TO BE PROVIDED

| Parent/<br>Guardian | Center | Items   |
|---------------------|--------|---|
| X                   |        | Disposable diapers/pull-ups (if applicable)                     |
| X                   |        | Baby wipes (if applicable)                                      |
|                     | X      | Baby formula (Enfamil Gentlease)                                |
|                     | X      | Puree Baby Food (Gerber 1 <sup>st</sup> /2 <sup>nd</sup> Foods) |
|                     | X      | Homemade Meals (Breakfast, AM & PM Snack & Lunch)               |
| X                   |        | Lotions   |
| X                   |        | Blanket labeled with child's name                               |
| X                   |        | Sleeping bag (over 1 year)                                      |
| X                   |        | 4 Bottles (if applicable)                                       |
| X                   |        | Full change of clothing, including underwear and socks          |
| X                   |        | Sunscreen   |
| X                   |        | Insect repellent  |
| X                   |        | Clothing suitable for outdoor play for each season              |
|                     | X      | Crib or cot   |
| X                   |        | Sleep Sack  |
| X                   |        | 2 Sippy Cups (1-12yr olds only)                                 |

### Parent/Guardian Access to Center

Cubby Bear LLC has an open-door policy. Parents/guardians are welcome to visit the child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If parental access is prohibited or restricted, we will need a copy of the order. Please understand that we cannot legally limit access to a parent/guardian if there is not a copy of a court order on file at the center. If possible, please try to restrict visits during naptime which happens 12pm-2pm, as this can be disruptive to the children's day.

### Pets

Cubby Bear LLC does not have pets on the premises. Prior to adding pets to the center, the director will notify parents/guardians in writing.

If your child has pet allergies, please inform the director verbally and be sure to provide written information on the Health History and Emergency Care Plan under the non-food allergies section.



## **Children's Records**

Each child will have a separate file kept in a secure location, that only the owner & director will have access to.

## **Medical / Incident Log Book Procedure**

All medication administered, accidents or injuries occurring on-site, marked change in a child's behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered in the center's medical or incident logbook. The director will review the logbook with staff every six months and document this procedure.

## **Center Philosophy**

Here at Cubby Bear, we practice the development of the whole child. Giving each child the skills he or she needs to excel socially, emotionally, physically, and most important intellectually. You will find a rich, nurturing environment where learning is fun, skills increase, and passionate teachers turn every learning moment into a positive experience. In short, it is a place where you can be confident your child will thrive.

## **Non-discrimination Statement**

Cubby Bear LLC will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, disability, ancestry, sexual orientation, or any other state or Federal protected class.

## **Americans with Disabilities Act**

Cubby Bear LLC will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>

## **Access to Children's Records**

Parents/guardians have full access to review their child's records. If you would like to see your child's records, please call or email us in advance to make a request. All parents or guardians will have access to their child's records unless restricted by court order.

A Department of Children's and Families Licensing Representative may visit and inspect Cubby Bear LLC at any time during licensed hours of operation. A Licensing Representative shall have unrestricted access to the premises identified on the license, including access to children served and staff records and any other materials or other individuals having information concerning the Cubby Bear LLC's compliance with the DCF 251 rules.

A representative from the Bureau of Child Care Subsidy Administration may also access children's files, including any Provider/Parent Written Payment Agreement.

## **Use of Children's Photos**

Cubby Bear LLC may take photos and/or videos of children from time to time. These images may be used in children's portfolios, hung on walls within the center, used in the center's newsletter, etc. The center may also use the photos and/or videos in our marketing materials. Photos of you or your child/children will never be used in this child care program without a signed and dated photo permission form.

## **Communication About Child's Progress**

Each child's progress is communicated daily between center and parents/guardians in the following ways:

- Daily face-to-face conversations
- App used (Bright Wheel)

## **Availability of Rules and Policies**

Rules and policies are given to parents/guardians upon enrollment and are available to parents/guardians at any time upon request to the center director.

Cubby Bear LLC, does have a designated space where staff and families can meet within the center for conferences, private conversations, etc. This space is in the Director's office and does have to be scheduled to use.

## DISCHARGE OF ENROLLED CHILDREN

### Circumstances and Procedures for Termination of Enrollment

#### Parent/Guardian Initiated

A parent/guardian may decide to terminate child care enrollment at the center at any time. Parents/guardians must give two weeks' notice in writing to the center director. Fees will still be collected for the two weeks, even if the child is not present.

#### Mutually Initiated

There may be a time when both the center director and parent/guardian decide that termination of enrollment is best for the child and/or program. Notice is required in writing to the center director and no fees will be collected for the two weeks, unless the child is still attending.

#### Center Initiated/Behavior Related

Cubby Bear LLC will regularly advise parents/guardians of their child's progress. If a situation arises where a child is having problems adjusting to the daily schedule, following classroom rules, and/or there are safety concerns, the following steps will be taken:

1. Teacher and parent/guardian communication in the form of an incident report, a short conversation at pick up/drop off, or a phone call (**verbal notice**).
2. If, after two weeks, the situation has not worked itself out, a formal meeting will be scheduled with the parents/guardians, center director, and teacher to discuss and develop a behavior plan to support the child. The plan will be documented and kept in the child's file (**written notice**).
3. If, after 2 additional weeks, there is no change, another in-person conference will be set up to either revise the action plan, refer the child to other services, and/or terminate care.

#### Steps Prior to Discharge and Documentation of the Process

All efforts will be made to work out a plan for behavior management between staff and the parents/guardians to see if challenging behaviors can be managed and/or corrected. The teacher will ask for a parent/guardian/teacher conference to discuss the behaviors in detail. Input from parent/guardian on behavior management is vital. If, after two weeks, the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate care and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

Termination is not taken lightly. Cubby Bear LLC understands the impact of expulsion on young children. More information on expulsion can be found here: <https://wisconsinwatch.org/2023/08/wisconsin-preschoolers-expelled-k-12-students/>

#### Outside Agency Involvement

Before any child is terminated, efforts may be made to seek additional services from other service agencies to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Birth to 3, speech and language screenings are some of the outside services that could be utilized. Should the child need additional services not available directly through Cubby Bear LLC, an outside agency may be contacted to meet those needs. Staff will consult with parents/guardians before contacting any outside agency. Prior to any referral being scheduled at Cubby Bear LLC, parents or guardians would need to complete and sign authorization to have any agency screen their child while in care. The authorization form for this is DCF-F-CFS0057 Informed Consent for Observations or Testing by an Outside Agency Licensed Child Care Centers.

#### Decision Making

All decisions regarding the discharge of enrolled children are summarized in the section above, *Circumstances and Procedures for Termination of Enrollment*. The Owner ultimately has final decision-making abilities.

### **Discrimination Issues**

If you feel your child/family has been discharged due to discrimination, please bring these concerns to the director for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, disability, ancestry, sexual orientation, or any other state or Federal protected class.

### **Appeal Process**

Should you disagree with the termination of your child for any reason, please discuss your concerns with the director and the owner will make the final decision.

### **Discharge of Child Care Reasons**

Discharge of Child Care could result for any of the following reasons:

1. Non-payment of tuition and/or fees (Grounds for immediate termination, without notice)
2. Lack of parent/guardian cooperation
3. Inability for Cubby Bear LLC to meet the needs of the child. The center director will consult with the parent/guardian concerning how any problems might be solved before ending child care services (See center initiated/behavior related above with steps)
4. Repeated failure to pick up the child at the scheduled time
5. Failure to complete and return required forms by their due date
6. Any family member or representative treating center staff with disrespect, abusive language, violence, or threat of violence (Grounds for immediate termination, without notice)

## **FEE PAYMENTS AND REFUNDS**

All policies regarding fee payments and refunds are included in the policy handbook, which is made available to parents/guardians on demand and is also located in the front entryway binder. For current fees, please request from the Director.

All fees are due on FRIDAYS and can be paid by any of the following methods:

- ☐ Cash
- ☐ Money order
- ☐ Personal check
- ☐ Debit / Credit card (Bright Wheel)

If there is a third-party payment, such as from an employer or the County, a special payment schedule will be arranged and detailed in your contract. Parents/guardians will be responsible for any specified co-payments or amounts not covered in full by the third party.

### **Late Payments**

If a payment is late, there will be an additional charge of \$15 per day. This fee does have to be paid before the child can return to care. A payment is considered late when it is received 1 day after the due date.

### **Late Pick Up**

There is an extra fee assessed for late pick up of a child. That fee is \$10 per minute. This fee does have to be paid before the child can return to care. A late pick-up is one where the child is picked up 1 or more minutes past their scheduled time.

### **NSF Checks**

If a check is returned as "non-sufficient funds," a fee of \$50 will be charged to cover the insufficient check. This fee, plus original bank fees the program is charged, does have to be paid before the child can return to care.

### **Absences Due to Illness**

If a child is absent due to illness, fees are charged for these days.

### **Vacations**

Each child will receive 5 days per calendar year for vacations. Fees will not be charged for this time. Parents are welcome to use these days whenever they would like as long as 1 week notice is given.

### **One Time Enrollment/Registration Fee**

Cubby Bear LLC charges a one-time enrollment/registration fee when a child first enrolls.

### **Annual Registration/Material Fees**

Each year, on January 1st, a fee of \$100 will be charged for re-enrollment to each child that enrolled prior to October 1st.

### **Refunds**

All fees, including registration/re-enrollment fees are not refundable. Closing due to inclement weather will not be refunded to you in the form of a credit on future charges.

### **Additional Fees**

- Lunches/Meals: Cubby Bear LLC does not charge any additional fees for lunches/meals.

### **Sliding Fee Scale**

Cubby Bear LLC does not offer a sliding fee scale.

### **Discounts**

There is a fee reduction for children from one family. That reduction is 10% off the oldest child weekly tuition rate.

### **Referral Bonus**

Cubby Bear LLC does not offer a bonus for referrals.

### **How Fees Are Calculated**

Cubby Bear LLC charges fees based on a daily or weekly rate. These fees are outlined in the rate sheet. A written contract will be signed by parents/guardians with an agreement on the rate per day or week of the child's care. Additional fees will be assessed for additional days beyond those outlined in the parent/guardian contract.

## **CHILD EDUCATION**

### **Religious Training**

There is not a religious component to our program. We do not offer mealtime prayers, songs, stories, or displays of religious aspects and we do not celebrate religious holidays.

### **Early AM and Late PM Care**

Groups of children may be combined at the beginning and at the end of any given day. Being that Cubby Bear LLC is open in the early morning and late afternoon we have a written plan for activities which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Children will have the opportunity to rest, eat, use materials, and engage in activities that do not duplicate activities planned for the other parts of our day. Rooms may be combined at the beginning/end of days and staff-to-child ratios based on the age of the youngest child in the group are always maintained.

There is a child care teacher assigned to each classroom in the center and staff-to-child ratios are always maintained. Depending on the number of children present on any given day, there may also be an assistant child care teacher in the classroom. Each group/classroom of children is supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm, and ensure safety.

## **Outdoor Play**

There is a clean and organized outdoor play space on the center's premises. Age-appropriate equipment will be provided for all ages to explore, play, and learn. Teachers will supervise and interact with the children while they are outdoors.

Children, including infants and toddlers, will go outdoors daily when the weather permits. Please dress your child appropriately for the weather, including sturdy shoes or boots. Cubby Bear LLC does allow open-toed shoes for children.

The children will be kept indoors during inclement weather, including any of the following:

- Heavy rain
- Temperatures above 90 degrees F
- Wind chills of 0 degrees F or below for children ages 2 and above
- Wind chills of 20 degrees F or below for children under age 2
- Poor air quality alert days

When weather does not permit outdoor play, children will be given the opportunity to engage in physical activity indoors.

## **Developmentally Appropriate Programming**

**Infants and toddlers** will have a flexible schedule that reflects the child's individual needs, including forming and following their own pattern of sleeping and waking. Child care workers will respond promptly to a crying child's needs. Each child will be given physical contact and 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. We 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. A digital report (Bright Wheel) will be maintained daily, documenting what and when each child ate, when they slept, and when they wet or soiled a diaper. We will use this report to share information with parents/guardians about the child's activities and disposition for each day the child is in attendance.

**Preschool age children** will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities include math, science, large and small muscle movement, art, and literacy.

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

## **Night Care**

We are not licensed to provide care between 10 p.m. and 5 a.m.

## **Rest or Naptime**

Rest or naptime will be provided for all children 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 wake. A teacher will help awake children find appropriate activities.

Children under one year of age will sleep in a crib with a crib sheet provided. Children over the age of one year will sleep on a cot with a parent provided sleeping bag. The parent/guardian will launder the bedding/sleeping bag at least after every five uses or as soon as possible if wet or soiled.

## **Center Schedule**

Each classroom will have its own detailed daily schedule posted on the parent/guardian bulletin board and in their classroom. This schedule will list outdoor play time, mealtimes, nap/rest time, special activities, and other structured and unstructured time. A sample schedule is included below.

## SCHEDULE OF DAILY ACTIVITIES – SAMPLE

| Begin Time |    | End Time | Activity               |
|------------|----|----------|------------------------|
| 5:00 am    | to | 7:00 am  | Free Play              |
| 7:00 am    | to | 7:30 am  | Breakfast              |
| 7:30 am    | to | 7:45 am  | Diaper Check / Potty   |
| 7:45 am    | to | 8:15 am  | Calendar / Weather     |
| 8:15 am    | to | 9:00 am  | Arts and Crafts        |
| 9:00 am    | to | 9:30 am  | Snack                  |
| 9:30 am    | to | 10:00 am | Diaper Check / Potty   |
| 10:00 am   | to | 11:00 am | Outside Play           |
| 11:00 am   | to | 11:30 am | Reading / Stories      |
| 11:30 am   | to | 12:00 pm | Lunch                  |
| 12:00 pm   | to | 12:15 pm | Diaper Check / Potty   |
| 12:15 pm   | to | 2:00 pm  | Nap / Quiet Activities |
| 2:00 pm    | to | 2:15 pm  | Diaper Check / Potty   |
| 2:15 pm    | to | 2:30 pm  | Snack                  |
| 2:30 pm    | to | 3:30 pm  | Outside Play           |
| 3:30 pm    | to | 5:00 pm  | Free play              |

### Communication With Parents/Guardians

It is important that we communicate daily concerning the needs and interests of each child. However, if there are issues or concerns that need to be discussed, parents/guardians should arrange a convenient time to talk with the director.

To foster communication on a regular basis, Cubby Bear LLC provides the following:

- ☐ Written monthly newsletters to provide families with upcoming center and community events, reminders, and happenings around the center
- ☐ Parent/guardian/staff conferences. These will be offered two times per year
- ☐ Parent/guardian bulletin board
- ☐ Face-to-face daily conversations
- ☐ Bright Wheel direct parent messaging

### Coordination of home schedule with programming

Cubby Bear LLC believes that it is essential to develop a plan with families regarding the coordination of a child's home schedule with our center's programming to provide continuity of care. To enhance and scaffold the child's development, center staff will work with families to generate a plan that includes coordination with the following items:

- Meals/snacks
- Types of foods that have been introduced and timetable of new foods
- Nap/rest/sleep
- Diapering/toileting
- Family traditions
- Child preferences (comfort items, likes, dislikes, additional need to know information)
- Any additional information pertinent to the child's well-being and development

Cubby Bear LLC staff will use parent/guardian input to plan activities and provide children with a variety of experiences.

### **Cultural Diversity**

Our curriculum will provide exposure to a variety of cultures through music, stories, games, and art. We will celebrate how we are the same and how we are different from one another.

### **Water Activities**

Cubby Bear LLC does not have a swimming pool on the premises.

The center will not use wading pools for the children.

The center will be using an off-premises pool, wading pool, water attraction, or beach for the children over 5 years of age during summer camp only. Whenever we utilize any of these off-premises, water-oriented facilities, we will follow all safety and supervision requirements as specified by licensing rules.

### **Transitions**

Waiting can be hard for children during routines such as toileting, eating, handwashing, and intervals between activities. Staff will work to ensure an easy transition from one activity to another by singing songs, doing finger plays, playing small games, and many other means of positive guidance to move as a group from one activity or place to another.

### **Walking Field Trips**

We may occasionally take walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

### **Curriculum**

Learning through 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.

Cubby Bear LLC has a written program of activities which is suitable for the developmental level of each child and each group of children. The program provides each child with experiences that will promote the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, and literacy.

### **Staff Responsibility for Curriculum**

As mentioned above, a schedule of daily activities is posted in each classroom. A program of activities is planned monthly, in advance, by staff members using various resources. We are aware we can also use the services of the Wisconsin Child Care Information Center, known as CCIC (800-362-7353), and access their resources to plan activities. The activities focus on learning based on the interests of the children and lesson plans are available for parents/guardians to review.

## **CHILD GUIDANCE**

### **Distraught Children**

When a child is crying, fussy, or distraught, staff will work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. This may include stroking their back, cuddling, rocking; offering a drink; acknowledging the child's fear, separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how they are feeling or what has happened. If the unhappiness persists, we may contact a parent/guardian to share what is occurring and inquire if this might indicate onset of an illness.

### **Positive Guidance**

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

the rights of others. Opportunities for physical activity or food are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

### **Time-Out Procedures**

A “time-out” is a break from the large group, provided by the teacher, to support and give an opportunity for the child to calm down and regain composure. A time-out may only be given to a child who is 3 years of age or older and may not exceed 3 minutes. This must be done in a non-humiliating, non-isolating manner.

Before a time-out is given to a child, the teacher will use other techniques to calm the child. Some of these techniques may be one-on-one activities, redirection, small group activities, breathing exercises, calming exercises, conversations between the child and teacher, etc.

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

### **Prohibited Actions**

In accordance with Wisconsin child care rules, 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/guardian's request.

Prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, 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, or enclosing the child in a confined space such as a closet, locked room, box, or similar cubicle
- Withholding or forcing meals, snacks, or naps
- Punishing a child for lapses in toilet training

### **Transitions**

What we know about child development reminds us that children do best when they are not expected to wait for several minutes before transitions and activities begin. Routines such as toileting, eating, and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

### **Promoting Positive Behavior**

Classroom arrangement, materials, and programming are scaled to the developmental level, size, and ability of children, which will contribute to providing clear guidelines and promoting positive behavior.

### **Parent/Guardian Involvement in Solving Behavior**

All efforts will be made to work out a plan for behavior management between staff and the parents/guardians to see if challenging behaviors can be managed and/or corrected. The teacher will ask for a parent/guardian/teacher conference to discuss the behaviors in detail. Input from parents/guardians on behavior management is vital.

### **Techniques Staff Will Use to Control Unwanted Behaviors**

- Supervise the children carefully and intervene before a problem occurs
- Redirect a child to an alternative activity
- Keep routines and expectations predictable
- Set good examples and use positive reinforcement
- Discuss any concerns with parents/guardians



## **Biting Policy**

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. Children are sensory learners and often explore orally. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

We realize that biting can be a big concern, and we strive to minimize the behavior whenever possible. If your child bites or is bitten, you and the parent(s) of the other child involved receive an Incident/Accident Report that keeps the identity of both children confidential. The following is our biting policy:

- If a child inflicts 3 bites in a one-week period (5-week days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior can be modified.
- If the child again inflicts 3 bites in a one-week period, the child will be suspended for 2 business days.
- If the child once again inflicts 3 bites in a one-week period, the parents will be asked to make other childcare arrangements.

If a child, who has been through steps 1 and/or 2 and goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from daycare for the remainder of the day. This will not count towards the 2-day suspension.

## **EMERGENCY PLANS**

### **Fire Evacuation**

If there is a fire or a fire drill goes off, the director or person in charge will contact the local fire authorities/911 and children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents/guardians and emergency contacts will be taken out by the staff member designated in our Chain of Command to ensure all children are accounted for, and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to the south parking lot, near the apartment buildings. The director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated.

The local fire authority will call all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to the nearest open business, until parents/guardians or another authorized adult will be contacted to arrange pick-up.

Fire evacuation drills are practiced once a month January through December. All drills will be documented on form DCF-F-CFS0543 *Safety and Emergency Response Documentation Group Child Care Center*.

### **Tornado Warning**

In the event of a tornado warning, the children over 1 year of age will be taken to the basement by all available staff members. Infants (under 1 year of age) will be taken to the staff bathroom upstairs. Blankets, a portable radio, and flashlight, with extra batteries for both, are kept in the tornado shelter area. Attendance and emergency contact information will be brought along by the staff member designated in our Chain of Command. The director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are in the shelter area. Staff will engage the children in quiet activities until we are informed by the authorities that the danger has passed.

Tornado drills will be conducted monthly from April to October and documented on form DCF-F-CFS0543 *Safety and Emergency Response Documentation Group Child Care Center*.

### **Missing Child**

Staff will immediately report a missing child to the director. Extra staff will check all areas of the center, indoors and outside. If the child cannot be found, the child's parents/guardians and/or emergency contact and the police will be notified immediately. The director will notify the Department of Children and Families within 24 hours after the occurrence. If a staff member is alone on the premises, they will contact the emergency backup person.

### **Other Weather Emergencies**

In the event of earthquakes, floods, landslides, mudslides, lightning, wildfires, or winter weather we look for guidance at: <https://www.cdc.gov/disasters/index.html>

### **Loss of Building Services**

If the center should lose heat, water, electricity, and/or telephone services before the center opens, parents/guardians will be notified within 15 minutes using the methods of Bright Wheel, email, or phone call and will be advised that the center is closed, and the parent/guardian will be responsible for finding alternate care for their child until the situation is resolved.

If the center should lose heat, water, electricity, and/or telephone during the hours of operation, parents/guardians will be notified that the center will be closing, and the parent/guardian will be responsible for picking up their child/ren within one hour after the call. If the parent/guardian cannot be reached, we will call the emergency back-up person to come and pick up the child/ren.

### **Threat to the Building or Occupants**

Depending on what the emergency is, if possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building, each classroom will take cover in a secure area. The main door will be closed and locked; all other doors will be closed and locked as possible. 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed, or the police or fire department has arrived. Law enforcement and parents/guardians will be immediately contacted to advise them of the threat.

### **Allergic Reactions**

Each child with an allergy will have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector or "epi-pen"). The care plan will include specific symptoms that would indicate the need to administer medication. Center staff will review allergic reaction protocols at least two times per year to ensure each child's safety and well-being.

If a child has an allergic reaction that does not appear to be life-threatening, has a suspected allergic reaction, or contact with/ingestion of an allergen, staff will review the emergency care plan to determine the steps that need to be taken to ensure the child's health and well-being. The staff will follow the steps in the emergency care plan, which are as follows:

- The staff will notify emergency medical personnel if epinephrine has been given and follow any additional guidelines given by medical personnel.
- The director will notify parents/guardians immediately after medical personnel have been notified of any allergic reaction or possible contact with food that may cause an allergic reaction.
- If needed, the child will be transported to Beaver Dam Hospital for care. The director will stay with the child until the parent/guardian arrive.
- The incident will be documented in the medical logbook.

All staff have training in infant and child CPR, AED, and first aid techniques. They will be reviewed with staff by the director when needed.

### **Vehicle Accidents**

In the event of a vehicle accident while transporting children, the driver will focus on the safety of the children first and then call 911. The driver will then call the director of the center and share their location as well as other important

information. The director will immediately call the children's parents/guardians and ask them to pick their children up. The director will then go to the site of the accident to support the children.

### **Off-Site Walk or Field Trip**

When children or staff are off-site for a walk or field trip, teachers will take along a cell phone, emergency contact information, attendance sheets, emergency medications, and a first aid kit in case an injury occurs to a child or staff member.

### **Emergency Medical Treatment**

If there is a medical emergency with a child or adult requiring emergency medical treatment, 911 will be called. Staff will perform first aid according to their training. Children present will be taken from the area calmly by available staff for supervision and safety. If it is a life-threatening situation, with no time to consult the child's file or parent/guardian, 911 will be called. If an ambulance is needed, parents/guardians will be responsible for any medical costs incurred. Parents/guardians will be contacted as soon as possible after contacting 911. The injury will be recorded in the medical logbook upon return to the center.

### **Superficial Injuries**

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents/guardians will be told about minor injuries via app, if applicable, or when they pick up their child. Superficial injuries will also be entered into the medical logbook.

### **Daily Attendance**

Cubby Bear LLC has a physical clipboard tracking system for all classroom staff to know children's locations at any time. Staff are trained in this system. During early AM arrival and late PM pick-up, teachers will be aware of the children they are responsible for, as rooms are opened for the day or combined at end of day. Parents/guardians or authorized adults are required to bring children into the building. Staff are required to sign the children in at the beginning of the day (documenting arrival time), and sign them out at the end of the day (documenting departure time). Comparison of the attendance record to the actual children in care will occur at each transition and hourly throughout the day.

### **Emergency Contact Person**

If there is only one staff person on site with eight or fewer children, we will ensure that an emergency provider is available to arrive at the center within five minutes. This person will be trained on Shaken Baby Syndrome (SBS)/Abusive Head Trauma (AHT) Prevention and will sign a document agreeing to serve as an emergency back-up.

### **Authorized Pick-Up**

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent/guardian or someone listed on the enrollment form is to pick up a child, the director or teacher must be notified in writing (emails or app messages are acceptable) or by telephone call in advance. The person picking up the child will need to show a driver's license or other picture ID, even if they have picked up at a previous time.

### **First Aid Equipment**

First aid equipment will be stored in each classroom and the emergency bag.

### **Reports to DCF**

The center will report any situation as it pertains to statute 251.04(3)(a-n) DCF 251 *Licensing Rules for Group Child Care Centers* to the Department of Children and Families within 24 hours after the incident. These situations include:

- Any incident or injury to a child while at the center that results in a professional medical evaluation
- A death of a child in care
- Any injury to a child caused by an animal
- Any damage to the premises that may affect licensing compliance, or any incident at the premises that results in the loss of utility services
- Unexpected closures lasting more than 2 weeks, within 24 hours after the center has been closed for a 2-week period

- Any known convictions, pending charges or other offenses of the licensee, group child care center employees or other person subject to a child care background check that could potentially relate to the care of children at the center or activities of the center
- Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center
- Any suspected abuse or neglect of a child by an employee or volunteer that was reported, including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, while in care
- Any incident involving law enforcement within 24 hours after the occurrence that involves a licensee, a household resident or an employee of the center in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the center or involves any traffic-related incident where a person responsible for the violation transports children in the care of the center
- Any confirmed case of a communicable disease reportable under [Chapter DHS 145](#) in a child enrolled at the center or a person in contact with children at the center, within 24 hours after the center is notified of the diagnosis, noting that the licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis

### **Emergency Lighting for Night Care**

The center does not offer night care to more than 20 children at any one time.

### **Emergency Phone Numbers**

Emergency phone numbers, the center's address, and the center's phone number will be posted by the phone in each room occupied by children, and the center's office.

### **Vehicle Availability**

There is a public rescue or emergency vehicle available within ten minutes of the center.

### **Emergency Supplies**

A radio and flashlight, with extra batteries for both, first aid kit, diapers, and blankets will be always kept in the tornado shelter area.

### **Special Evacuation Considerations**

Any child who has a limited ability to respond in an emergency will be identified at the time of enrollment. Staff will be aware of any special evacuation needs the child may have and accommodations will be made to ensure their safe evacuation from the building.

### **Safe Location for Children After Emergency Evacuations**

If an evacuation off the premises of the center is needed, all people will go to Super 8 Motel.

### **Children's Records During Emergencies**

Children's records will be kept in the office, but a copy of their emergency contacts, along with phone numbers, will be taken with staff any time there is an emergency evacuation.

### **Custody issue disputes**

A child will not be denied release and/or restricted access to a parent/legal guardian unless a copy of the custody agreement or court issued restraining order that surrenders such rights is in the child's file at the center. The court orders will be strictly followed. In the absence of a court order, both parents/legal guardians will have equal rights and access to their child. If a situation arises which results in a conflict of the above agreements and/or threats to safety of the building and its occupants, the center staff will contact local law enforcement.

### **Impairment of Pick-Up Person Due to Drugs or Alcohol**

If a parent/guardian or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child,

including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, our status as mandated reporters requires us to call the local authorities if we feel the child is in danger.

### **Unauthorized Person at Pick Up**

If an unauthorized person arrives to pick up a child, we will ask that person to leave. If they choose not to leave, we will call the local police department.

## **HEALTH CARE**

### **Sudden Infant Death Syndrome (SIDS)**

All employees and volunteers will be oriented with information regarding SIDS and procedures for risk reduction of SIDS.

- Infants up to 12 months of age will be placed on their back for every nap or sleep time unless the infant's primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position.
- Infants will be placed for sleep in safe sleep environments, which includes a crib or playpen with a firm, tight-fitting mattress covered by a tight-fitting sheet. The crib or playpen will meet the required safety standards.
- No monitors of any kind or positioning devices will be used unless required in writing by the child's primary care provider, and no other items will be in a crib occupied by an infant except for a pacifier.
- Blankets, stuffed animals, bumper pads, or pacifiers with attached soft objects are not allowed in cribs or playpens for infants younger than 12 months.
- Infants will not nap or sleep in a car seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play yard, highchair, or any other type of furniture/equipment that is not a safety-approved crib or playpen.
- If an infant falls asleep in any place that is not a crib or playpen, staff will immediately move the infant and place them on their back in their crib or playpen.
- If an infant arrives to the program asleep in equipment not specifically designed for infant sleep (e.g., car seat or stroller) the infant will be removed and placed on their back in a crib or playpen.

### **Ill Child Definition, Care, Isolation, and Removal**

The following procedures shall apply when a child with an illness or condition that has the potential to affect the health of other persons, such as vomiting, diarrhea, unusual lethargy, or uncontrolled coughing, is observed in the child care center.

- Teachers will check each child who comes into their classroom by looking at the child and noticing any signs of ill health or differences that are apparent. Throughout the day, the teachers will be aware of the development of signs of ill health or changes in status.
- The ill child will be isolated or separated from the space used by other children by a partition, screen, or other means to keep other children away. The child shall be provided with an appropriate sleep surface with a sheet, blanket, or sleeping bag and isolated with supervision until they are picked up from the center.
- If a child is ill with a fever of 100.4 or higher, diarrhea, vomiting, or an unexplained rash, please do not bring your child to the center. If your child is observed to have these symptoms while at the center, a parent/guardian will be called to pick the child up. The parent/guardian has 1 hour to pick up the child.
- Depending on the illness, a letter from a medical professional may be requested for the child to be readmitted to the center.
- Children may return to the center when:
  - They are free of fever, vomiting and diarrhea for 24 hours
  - They have been treated with antibiotics for 24 hours
  - They can participate comfortably in all usual activities
  - They are free of open, oozing skin conditions and drooling (not related to teething) unless all the following relevant conditions are met:
    - The child's physician signs a note stating that the child's condition is not contagious
    - The involved areas can be covered by a bandage without seepage or drainage through the bandage

- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required

### **Communicable Diseases: exclusion and notification to public health, licensing, and parents/guardians of exposed**

If there is an exposure of a communicable disease at the center, we will notify parents/guardians. Certain communicable diseases must also be reported to the health department and the Department of Children and Families. For more information on Wisconsin Childhood Communicable Diseases, please refer to the following chart:

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>.

The following communicable diseases are the most commonly seen in childcare along with our policy for each, this is not an inclusive list – Please click the link to see all of them.

**Croup** – 5 days from diagnosis

**Ear Infection** – able to attend with antibiotics, no exclusion time

**Hand, Foot, Mouth Disease** – 1 week from diagnosis, as long as spots are scabbed over and child is eating and drinking normally.

**Influenza** – 5 days from diagnosis

**Pertussis (Whooping Cough)** – Until 5 days of antibiotics

**Pink Eye (Conjunctivitis)** – 24 hours after antibiotic drops or cream are started

**Pneumonia** – 1 week from diagnosis

**Ringworm** – 1 week from diagnosis

**Roseola** – 24 hours after rash resolves

**RSV** – 1 week from diagnosis

**Strep Throat** – 24 hours from 1<sup>st</sup> dose of antibiotics, and fever free for 24 hours without the use of Tylenol or Ibuprofen

### **Medical Log Responsibilities, Entries, and Review**

Cubby Bear LLC maintains a medical logbook that records information about the following:

- Any evidence of unusual injuries to the child's body (bruises, cuts, etc.)
- Any injuries a child received while at the center, entries need to include the child's name, date and time of injury, and a brief, objective description of the situation
- Any medication dispensed to a child and the date the medication is dispensed, with all entries including the child's name, date, and time the medication was given, type of medication, dosage of medication, and the signature of the person administering the medication
- Any incident or accident that occurs when a child is in the care of the center and the child requires professional medical attention

Medical logbooks must have stitched bindings with lined and numbered pages. Pages may not be removed from the medical logbook. The logbook is kept in each classroom. The Director reviews the logbook every 6 months to ensure proper health and safety measures are being taken. The Director signs and dates the review in the medical logbook to demonstrate compliance.

### **Medication Administration and Storage**

Any prescription or over-the-counter medication brought to the center must be specific to the child who is to receive the medication and labeled with the following information:

- Prescription medication must be in its original container labeled with the child's first and last name, name of health care provider, name and expiration date of medication, prescription date, time of day, dosage, frequency, and, if applicable, special instructions.
- Over-the-counter medications must have the child's full name on the container, the manufacturer's original label with dosage, frequency, and any special instructions for administration and storage. The expiration date must also be clearly visible.

All medications must be stored and inaccessible to children; medication requiring refrigeration shall be kept in a refrigerator in a separate container clearly labeled “medication.”

### **Medication Authorizations**

Over-the-counter medications and/or medications ordered by a child’s health provider will be given when proper documentation is on file, including consent from the parent/guardian. An “Authorization to Administer Medication Form” must be completed for all prescription and over-the-counter medications. All information on the authorization form must be completed before the medication can be administered. Blanket authorizations that exceed the length of time specified on the label are prohibited. If a medication authorization from the parent/guardian contradicts the label instructions, the label instructions take precedence unless there is written authorization from the physician indicating a different dose or timeframe. An over-the-counter medication will not be given for more than 5 days, before a physician’s order would be required.

### **Missed Medicine Dosage or Other Errors in Distribution**

If the center staff fails to administer the medication correctly, whether in dose or timing, the child’s parent/guardian will be contacted immediately and notified of the error. The center staff will document the conversation and error or missed dose in the medical logbook.

### **Parent/Guardian Notification and Confidentiality**

Confidentiality related to medications and their administration will be safeguarded by the center director and staff.

### **Cleanliness**

Cleanliness will be maintained at all times. Tables will be washed and sanitized before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected as needed, but at least daily.

### **Disposal of Soiled Diapers, Wet or Soiled Clothing, and Bedding**

To reduce risk of transmission of illness, staff are trained to use the following diapering procedure: place soiled wipes into the soiled diaper and fold everything together. Pull gloves over soiled diaper to contain the odor and its contents. The diapering surface is cleaned and disinfected between the diapering of children, immediately after each use, following manufacturer’s directions if a commercial product is being used or a dwell time of two minutes if a bleach solution is being used. Wet or soiled clothing is changed and bagged for parent/guardian to take home. Bedding is sent home to be washed weekly.

### **Sanitation of Toys and Equipment**

Toys in all classrooms will be cleaned and sanitized at least once a week, or more often if necessary. Any toy that has been in a child’s mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized, and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed.

### **Use of Universal or Standard Precautions**

All staff will use disposable gloves when treating bleeding injuries. Surfaces touched by blood will be washed and disinfected. All materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

### **Handling Body Secretions**

Staff and children will wash their hands after:

- Handling bodily fluids, including:
  - Blowing or wiping a nose,
  - Coughing,
  - Toileting or diapering, and
  - Touching any mucus or blood
- Handling any materials such as sand/dirt,
- Touching surfaces that might be contaminated by contact with animals,
- Cleaning up vomit, and

- Handling pets or other animals

### **Handwashing Procedure for Staff and Children**

Staff and children will wash their hands with soap and running water using a disposable towel to dry. Hands are washed before and after meals and after coming in from outside.

### **Glove Usage and Disposal**

Disposable gloves are available and will be used when needed then disposed of in a covered trash can.

### **First Aid**

First aid procedures will be followed for all injuries.

### **Minor Injuries, Handling, and Parent/Guardian Notification**

If a child should become injured while at the center, a parent/guardian will be contacted immediately.

### **Serious Injury and Accident Procedures**

If a serious injury occurs, 911 will be called, and the injured child's parents/guardians will be called. If possible, the rest of the children will be moved to a safe area.

### **Off-Site Injury Procedures**

If an injury occurs off-site, 911 will be called, the teacher in charge will call the director, and the director will call the injured child's parents/guardians. If possible, the rest of the children will be moved to a safe area.

### **Source of Emergency Medical Care**

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Beaver Dam Hospital. If possible, we will take the child to the emergency medical facility that is designated on the Child Enrollment Form. Should an ambulance be needed, parents/guardians will be responsible for any costs. Parents/guardians will be contacted as soon as possible after contacting 911.

### **Child's Special Health Needs – Information Sharing**

If a child in care has a special health need, it will be shared discretely with staff members to ensure the safety of the child and maintain as much confidentiality as possible. All special health needs will be included in the child's physical file.

### **Health Related Forms**

The following forms are required for each child enrolled:

- Immunization Form
- Child Health Report
- Health History and Emergency Care Plan
- Authorization for Medication (as needed following the medication policy on page 19)
- Additional requested medical forms based on the care needs of the child (allergies, regularly scheduled medications, differing abilities, etc.)

### **Immunizations**

The following methods are acceptable for reporting a child's immunizations:

- *Child Care Immunization Form*
- An electronic printout from the Wisconsin Immunization Registry or other registry maintained by a health care provider or the Department of Health Services.

### **Physical Exams**

Documentation of a child's most recent physical examination must be in accordance with the following schedule:

- Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor more than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter.



- Each child who is at least 2 years of age but who is not 5 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center, and a follow-up health examination at least once every 2 years thereafter.
- Children 5 years of age and older are not required to have a health exam.
- To document a health examination, use either an electronic printout from a medical professional or the department's form, Child Health Report — Child Care Centers that is signed and dated by a licensed physician, physician assistant, or other EPSDT provider (certified under DHS 105.37b (1) (a)).

### **Health History**

If there are changes to your child's health or they develop new allergies, please update the *Health History and Emergency Care Plan* form.

### **Child Bite Health**

Child bite health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort will be offered. The incident will be documented in the medical log and the parent/guardian will be informed upon pick up of the injured child. Due to confidentiality, the name of the child who bit your child will not be released. Cubby Bear LLC refers to the NAEYC information regarding child biting issues. You can find more information at:

<https://www.naeyc.org/our-work/families/understanding-and-responding-children-who-bite>

## **NUTRITION**

### **Personnel Orientation and Training**

Food service personnel will participate in the center's orientation and complete at least four hours of annual training in kitchen sanitation, food handling, and nutrition.

### **Mealtime Routines**

Cubby Bear LLC will provide breakfast, AM snack, lunch, and PM snacks to all children in attendance at the times identified in the daily schedule. As caregivers, we make sure we provide nourishing meals and understand that it is a child's role to decide whether and how much to eat.

### **Child Guidance and Food**

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

### **Mealtime Socialization**

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking non-nutritious foods in front of children. Often, our staff spend time talking with children about nutritious foods and drinks. Children will be encouraged to clean up after themselves.

### **Menu Requirements, Preparation and Changes, Age-Appropriate Menu, USDA Guidelines**

Cubby Bear LLC does participate in the USDA Child and Adult Food Program (CACFP). All food is prepared on the premises. All meals are prepared following the USDA guidelines when preparing and planning our menus. Serving sizes will match age-appropriate amounts as outlined in the USDA guidelines. Any changes or substitutions in the menu will be posted with the original menu in the front parent area. Refer to [Healthy Bites: A Wisconsin Guide to Promoting Childhood Nutrition](#) for recommendations on specific nutrition policies related to fruits, vegetables, whole grains, meats, meat alternates, and beverages.

### **CACFP Nondiscrimination Statement**

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

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

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

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:  
(833) 256-1665 or (202) 690-7442; or  
email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Early AM and Late PM Feeding**

Children who attend during the early morning or late evening hours will be offered a snack to ensure that they never go without food for more than three hours.

### **School-Age Children**

School-age children will be offered a snack upon arrival after school.

### **Infant and Toddler Feeding**

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. All bottles and commercial baby food must be labeled with your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk will be disposed of immediately. Refer to [Healthy Bites: A Wisconsin Guide to Improving Childhood Nutrition](#) for more ideas on infant feeding policies. Cubby Bear LLC provides formula, baby food, and rice cereal at no additional cost, currently we provide Enfamil Gentlease, Gerber Puree Foods, Gerber Rice Cereal.

### **Specialty Menus**

Accommodations can, in most instances, be made when specialty menus such as vegetarian and kosher are requested by the parent/guardian. Please talk with the director about any dietary needs for your child.

### **Food Allergies**

If your child has food allergies, parent/guardian must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen. If the child has a milk allergy, a statement is required from a medical professional indicating an acceptable alternative.

### **Special Diets**

If a child has special dietary needs, parents/guardians must notify the center in writing. Special dietary needs will be discretely posted in the classroom and the kitchen. A special diet based on a medical condition, excluding food allergies,

but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent.

### **Menu Posting**

A 5-week rotation of meals and snacks are available for parents/guardians to review. These menus are located in the front of the center on the parent bulletin board. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

### **Kitchen Cleanliness, Dishwashing**

Eating surfaces will be washed and sanitized before and after meals and snacks. Staff and children will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

### **Food storage**

Food will be stored off the floor and in airtight containers after opening. Containers will be labeled and dated.

### **Special Treats, Holidays, etc.**

Birthday and holiday treats brought in by families are allowed, but they must be store purchased and factory sealed. We cannot accept anything homemade. Please try to provide nutritious choices. We encourage nutritious alternatives for special treats, as well as replacing a food-based treats with creative activities. Please keep in mind we may have children with food allergies.

### **Detailed kitchen instructions**

- Cubby Bear LLC does have a kitchen with a stove, refrigerator, and microwave. The kitchen has been inspected and meets all building code requirements.
- Refrigerator (40 degrees F or colder) and freezer temperatures (0 degrees F or colder) will be properly maintained.
- Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all sinks.
- All cleaning products will be kept in a separate, locked cabinet apart from all food and food items.

## **TRANSPORTATION POLICY**

Cubby Bear LLC does provide transportation. Children can be transported to and from school and on field trips in vehicles owned by the center.

### **Procedure to Ensure No Child Is Left Unattended in a Vehicle**

We will track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is transferred to their responsible caregiver. To do this, Cubby Bear LLC will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, including each time any vehicle is exited. The driver is ALWAYS the last person to exit the vehicle after doing a final sweep for children and then turning off the child safety alarm.

### **All Children Exit the Vehicle After Being Transported to a Destination**

The driver will do a safety sweep of the vehicle once we arrive at the destination to ensure all children and their belongings are removed from the bus.

### **Notifying Parents/Guardians of Field Trip That Requires Transportation**

We will email families to notify them of the date, time, and destination of any field trip that requires transportation.

### **Transporting Children: Verifying Attendance at All Times**

The bus driver or designated center personnel will verify attendance of transported children upon drop off or pick up with child's teacher through roll call of children. Before a driver who is not the licensee first transports children, the center will provide the driver with training.

### **Driver Training: Before an Individual Can Transport Children and Annually Thereafter**

Driver training includes the information in this document: (DCF 251.08(4)(b)

<https://dcf.wisconsin.gov/cclicensing/ccformspubs> (form 5383).

Before an individual can transport children, they will have to undergo training. Driver training includes, but is not limited to:

- Procedure for ensuring that all children are properly restrained in the appropriate child safety seat.
- Procedure for loading, unloading, and tracking of children being transported.
- Procedure for evacuating children from a vehicle in an emergency.
- Behavior management techniques for use with children being transported.
- Review of this chapter and applicable statutes under s. 347.48, Stats.
- Review of center policies.
- Review of first aid procedures.
- Review of child abuse and neglect laws and center reporting procedures.
- Information on any special needs a child being transported may have and a plan for how those needs will be met.
- Review of the use of the vehicle alarm, if applicable.
- Other job responsibilities as determined by the licensee.

The licensee will review, document, and update the training as necessary with each driver annually and place the finished review in the driver's file.

### **Emergency Information Carried in Vehicle**

An attendance form will be brought along, and the children will be checked whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all children, and a cell phone will be brought by the teacher(s) in charge.

### **Driver Requirements**

Drivers must be at least 18 years of age, hold a valid Wisconsin operator's license for the type of vehicle driven, and have at least one year of experience as a licensed driver.

### **Volunteer Drivers**

Cubby Bear LLC does not allow volunteers to drive children.

### **Center Provided Transportation**

Cubby Bear LLC does provide transportation.

### **Does Your Program Own Vans**

Cubby Bear LLC does own a van that is used to transport children.

### **Contracted Transportation Services**

Cubby Bear LLC does not contract for transportation services.

### **Use of Staff Vehicles**

Cubby Bear LLC does not transport children in staff vehicles.

### **Required Forms**

All children who are transported will have the following completed and signed forms on file: *Transportation Permission – Child Care Centers Field Trip or Other Activity Notification/Permission*.

### **Child Safety Restraints**

Vehicles must be equipped with car seats, booster seats, and seat belts appropriate for the age and size of children being transported. Children under age 13 may not ride in the front seat.

**Vehicle Inspections**

At 12-month intervals the licensee shall provide the Department with evidence of a vehicle's safe operating condition on a form provided by the Department. The Department's form, Vehicle Safety Inspection, is used to record evidence of the vehicle's safe operating condition.

**Annual Driver Record**

Annually, Cubby Bear LLC will obtain and review the driving record of any person who will transport children and obtain an inspection for each vehicle used to transport children. This does not include public transportation.