

HONEYPIE NATURE  
PLAYSCHOOL, LLC



# Honeypie Nature Playschool FAMILY HANDBOOK

**2024-2025 Program Year**

**Rev. Date 1/3/2024  
Policies Effective 9/3/2024**



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## WELCOME

Dear Family,

Welcome to HoneyPie Nature Playschool! Thank you for choosing HoneyPie Nature Playschool to serve and meet your child's/family's early care and education needs. HoneyPie Nature Playschool is a play based and nature-based playschool program within a home away from home environment with a blend of preschool/playschool. HoneyPie Nature Playschool provides early childhood education through 'Exploring, Learning, and Nurturing' while interacting with children in a mixed age group, and with the aid of a primary caregiver. HoneyPie Nature Playschool's program is rooted in the belief that children learn through play; active learning and play are essential parts of HoneyPie Nature Playschool's "play based/nature-based curriculum" in supporting children's development. Music, art, play, sharing, story time/early literacy activities and other forms of learning provides academic, physical, emotional, and spiritual growth to develop and evolve. HoneyPie Nature Playschool embodies an atmosphere of exploring, learning, and nurturing in the natural world both indoors and outdoors. HoneyPie Nature Playschool provides a nurturing, comfortable environment indoors and out that is structured to meet the developmental needs of the whole child.

Thank you for choosing **HoneyPie Nature Playschool**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Janell Moran  
Owner/Provider  
608-206-6574

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**Honeypie Nature Playschool, LLC Policies & Family Guidebook**  
**Rev. Date 1/3/2024**  
**Policy Effective Date: 9/3/2024**

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## **Philosophy**

Honeypie Nature Playschool is a play based and nature-based playschool program within a home away from home environment with a blend of preschool/playschool. Honeypie Nature Playschool provides early childhood education through 'Exploring, Learning, and Nurturing' while interacting with children in a mixed age group, and with the aid of a primary caregiver.

We believe in the notion of free play in a preschool/early educational classroom, or as we refer to it, "playschool." We believe children learn through play. Enabling children to learn freely in fun and interesting ways, a child becomes both a learner and a teacher. We provide a mixed age group in the program, which encourages children to "explore, learn, and nurture" with one another. Children truly do learn from their play and interactions with one another.

We strongly believe in learning in the outdoor environment. Research has proven that nature brings peace in times of stress/depression. Exposing our children to as much outdoor time as possible, becoming immersed in the outdoor environment, naturally decreases a child's risk in becoming overstimulated, stressed, depressed, and reduces a child's risk of becoming ill.

We believe in partnership with family and the community. Family and the community work together to raise our young children-our future! "It Takes a Village to Raise a Child". Early Childhood is the stepping stone that enters children into the rest of their life. It is important that this stepping stone is a strong and sturdy one.

## **Mission**

We strive to provide our children, families, and community with high quality care and education in a nurturing home away from home environment; supporting our children's growth and development with play-based child directed care and programming. It is our goal to reconnect our children, families, and community back to nature and the great outdoors-Explore, Learn, and Nurture.

## **Values**

Children, Community, Family

## **Vision**

To provide high quality care, education, and connection to the children, families, and members of our community.

## **Certification**

State Licensed by Wisconsin Department of Children and Families

City of Madison Accreditation

5 Star Rating through YoungStar

Eco Healthy Certified

Nature Explore Certified

## **Definition of Family**

In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.

## **Hours of Operation and Holidays**

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

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

Honeypie Nature Playschool will be closed 5 days per year due to the need for staff development time and 2 days per program year transition days (prep environment for Fall Program and Summer Program). These dates will be noted on your Honeypie Nature Playschool, LLC Program Year Calendar and will be updated each January for the following program year (program years are September-September). Staff Development days will be used for continuing education, as well as preparation, and/or maintaining the program. All regular fees for these days apply.

I will take 17 days of paid vacation each year; I do require payment for these days. I will let you know of this time off at least 14 days in advance so you and your family can make alternate arrangements (with exception of emergency appointments/required days off)

## General Information

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

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

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

## Accreditation

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

Satellite is an important system that provides support and services to help family child care providers maintain quality in their family child care home. I am honored to be a member of Satellite and hope you are too, through being a member of Satellite, I am excited and happy for myself and the children to have high quality care in my home.

All families enrolled at HoneyPie Nature Playschool will be given a "What is Satellite" sheet, and brochure upon enrollment. During HoneyPie Nature Playschool, reaccreditation process with Satellite, family email addresses will be shared with HoneyPie Nature Playschool's Satellite consultant. HoneyPie Nature Playschool's Satellite Consultant will send out a Provider Evaluation to families (confidential)-these evaluations are an important step in the re-accreditation process.

All families must sign a Confidentiality Agreement, giving permission for HoneyPie Nature Playschool to release information about the child enrolled, to Satellite Consultants for purposes of assistance for the provider (educating the child, working with the child/family, etc.).

I am inspected regularly to ensure that I meet licensing standards. I am CPR certified and certified in First Aid Training, Child Abuse and Neglect training, and Shaken Baby Syndrome Training and Sudden Infant Death Syndrome. I am required to attend workshops and in-services yearly to maintain 24+ hours of continuing education. I am responsible for the curriculum development and meeting children's individual needs, as well as the day-to-day operations of the center. I do use Sign-Language with the children, to assist them in communicating their needs/wants. HoneyPie Nature Playschool is a Nature Explore Outdoor Classroom Certified Program and is also an Eco-Healthy Certified Program-more information can be found in brochures provided at enrollment.

I am required to maintain a current, accurate **record of daily attendance** for all the children. Please assist me in meeting this requirement by **signing your child (ren) in and out of the center in the Early Learning Ventures Kiosk on the tablet** located in the Entryway. This helps me to confirm the numbers and names of children in care per Licensing Policy 205.05 (3) L: Procedure to ensure that the number, names, and whereabouts of children in care are always known to the provider. The contract hours that you sign, are your child's hours of attendance; please follow these hours for your child's drop-off/pick up hours, to avoid a late pick up fee/early drop off fee. If you find that you need a day of different attendance hours, please fill out a change of hours form. **If you are taking vacation days, a written two-week notification is required to receive the vacation credit; families may not use vacation credit during provider's paid vacation time.**

## Admission & Enrollment

Children are admitted without regard to sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

HoneyPie Nature Playschool may use a consultant panel to determine the acceptance of a child with special needs into the childcare. This panel will include the parent/guardian or other primary caregiver, and if necessary and available, a physician, nurse, or other health care consultant, case manager, social worker, or anyone else who is needed for this child and family.

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

All admission and enrollment forms must be completed. A two-week, non-refundable tuition deposit is required for each child enrolled, along with a \$100 non-refundable deposit (to be applied to supplies and activity fees for child).



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

Children may be enrolled on a full-time basis (3-5 days per week, at 4-10 hours or more per day) or a part-time basis (2 days or less per week or less than 4 hours a day, when available). I do accept children for drop-in care if prior enrollment arrangements have been made and space is available. Children must be in attendance for no more than 10 hours/day to meet accreditation standards and high-quality indicators.

### **Transition from home to center**

Prior to your child's first day, you will have an opportunity to tour the program, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you. We do also request that families spend a couple of hours with their child in the program visiting, prior to their first day of attendance to aid your child in their transition from home to center.

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

### **Transition to elementary school**

We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### **Transition for before/after school care**

Children who are of school age may attend our before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner.

### **Inclusion**

**Honeypie Nature Playschool** welcomes all children and is committed to providing developmentally appropriate early learning and developmentally experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Procedures:

Admissions/waiting list: Children of all abilities are accepted into Honeypie Nature Playschool and families interested in having their child attend the program will be given an equal opportunity for

admission. A waiting list will be maintained, and children will be accepted from the list on a first come first serve basis.

**Inclusive Environment:** Early Childhood educators at HoneyPie Nature Playschool use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child(ren) and program.

**Family Centered Practices:** HoneyPie Nature Playschool acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. HoneyPie Nature Playschool communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

**Professional Development and Support for Staff:** Training and support is provided to ensure that all staff are comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focus on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

**Collaboration with other professionals:** Many children with disabilities or other special needs are supported by development and educational professionals such as therapists, teachers, and others. HoneyPie Nature Playschool welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. HoneyPie Nature Playschool supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings.

## **Non-Discrimination**

At **HoneyPie Nature Playschool** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

## Communication & Family Partnership

I will always do my best to speak with parents/guardians. Since Child Care hours are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment

To better support your child/family, it is important for families to inform the provider about transitions/changes in the child's family. This will help the provider support the child through change.

It is also vital that families report any injuries (especially any head injuries) that occur outside of program to provider as soon as possible or upon arrival!

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

**Daily Communications.** Daily communication from program staff will keep you informed about your child's activities and experiences at the center. This communication is done through Early Learning Ventures aka ELV (a free app for families). If you prefer written communication regarding your child's day, please let us know.

**Bulletin Boards.** Located throughout the program, bulletin boards provide program news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Bi-monthly newsletters provide program news, events, announcements, etc. These newsletters (and any communication regarding program happenings/events/dates) are available via Early Learning Ventures/Email (a paper copy can also be made if you prefer)

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates (email is sent via Early Learning Ventures)

**Parent Resource Area.** Our parent resource area provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

### Postings/Information Available for Parents Review:

I will post the following items for your review:

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

remain posted until the violation(s) has been verified as corrected and the action is closed.

### **In Parent Orientation Binder**

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

**Parents will receive a pamphlet, "Your Guide to Licensed Child Care" which is a summary of child care licensing regulations, in addition to Satellite pamphlet, Child Abuse/Neglect pamphlet, and SIDS pamphlet as part of an enrollment packet.**

### **Family Activities**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

**Family Visits.** Family participation is encouraged. Visit your child's program, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

**Family Night.** Family nights are scheduled on a seasonal basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families. Families are responsible for the supervision of their own child during family night events.

**Conferences.** Family & teacher conferences occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

### **Open Door Policy**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. We are a breast-feeding

friendly facility; our program welcomes parents/guardians to nurse or feed their children any time.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept always locked.

## **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Legal parents/guardians can receive information about children unless there is a court order in place and on file with the program. Children's records are accessible only to the child's parent(s), Satellite staff, regulatory staff (Certification, Licensing, USDA Food Program), and the provider unless written parental permission has been given.

Discussions between parent(s) and provider about specific children are held in private. Providers and parents will treat information about children and families in a confidential manner. Sensitive information about children and families is not shared with other families in care or other providers not providing care at Honey Pie Nature Playschool, LLC.

## **Publicity**

Occasionally, photos will be taken of the children at the center for use within the center or on our website/social media pages. Written permission will be obtained prior to use of photographs. Unless the family indicates that they want their child to participate, we will not use pictures or names of children for publicity.

# **CURRICULA & LEARNING**

## **Learning Environment**

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages and abilities in each classroom (we do not include religious instruction or practices in my daily activities.). We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-

making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

PLAY is the major component of the program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have the opportunity to use a variety of art materials, manipulative, and housekeeping equipment. A variety of provider-initiated, enriching experiences are available to stimulate each child's learning and development.

The provider provides sufficient amount and variety of materials and equipment, as defined by the City of Madison Accreditation Standards and regulatory standards, which are suited to the developmental levels of the children present. Children are always supervised (sight or sound indoors and in playground area, sight, and sound when not in backyard)

## Curricula & Assessment

**Honeypie Nature Playschool** uses the Emergent/Play-Based Curriculum. We plan activities and provide children with a variety of experiences based upon their interests and development. Some of the activities will include:

- Language development: Books, music, story time, finger plays, flannel board stories
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors
- Literacy skills: Books, storyboard, alphabet and writing games
- Math skills: counting, sorting, patterning, math problems/stories throughout the day
- Science skills: learning about plants and caring for plants, looking at weather, making predictions

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

As part of the Emergent/Play-Based curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted on the daily board. Honeypie Nature Playschool utilizes via Early Learning Ventures aka ELV (free app) to record activity and basic needs of infants/toddlers and 'Honeypie Highlights.' If you prefer to have a daily/weekly sheet in place of the communication app, please let us know.

## Big Body PLAY

Here at HoneyPie Nature Playschool, we believe in the value of exuberant, boisterous, rough-and-tumble play to a child's overall development. This vigorous body play allows children opportunities to use language—both verbal and nonverbal—and learn how to negotiate, take turns, wait, compromise, sometimes dominate and sometimes hold back, and make and follow rules. They are learning about cause and effect and developing empathy. Big body play also supports optimum physical development because it is so vigorous and because children—since they enjoy it so much—tend to engage in it for an extended amount of time.

### **To support the use of big body play while continuing to ensure the health and safety of every child we do the following:**

- Provide training to all staff on the importance of big body play and how to supervise it
- Prepare both indoor and outdoor environments for this play style
- Establish classroom and playground rules with the children to keep them safe and help them know what to expect
- Encourage staff to use big body games with the children
- Supervise the play constantly, which means ensuring an adult is watching and always listening
- Model appropriate play; coach children as they play so that they can interact comfortably with each other in this way

### **The following indoor and outdoor environmental features of our program support big body play while continuing to ensure the health and safety of every child:**

- At least 35 square feet of usable indoor play space per child, free from furniture and equipment so that children can tumble and wrestle (for example, a wrestling area for two children would consist of at least 60 square feet with no furnishings in the area)
- At least 100 square feet of usable outdoor play space per child, free from fixed equipment so that children can run, jump, tag, roll, wrestle, twirl, fall, and chase each other (for example, a group of six children playing tag would have at least 600 square feet in which to play)
- Safety surfaces indoors under and around climbers, and furniture that children might use as climbers (a loveseat, for example)
- Safety surfaces outdoors under and around climbers, slides, balance beams, and other elevated surfaces from which children might jump If you have any questions or concerns, please speak with me about it.

## Developmental Screening

**HoneyPie Nature Playschool** uses the Gold Assessment Tool. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the

child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

## Referral to Outside Resources

To ensure that the needs of each child can be met through our learning program, a developmental screening of each child will be completed and shared with families within 45 days of entry into Honeypie Nature Playschool. Research shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. Initial screening of children will give us a baseline and allow us to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in our state.

## Daily Scheduling/Programming

Infants and toddlers (children under three years of age) will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

Preschool Programming (children three years of age to five years of age) will have a semi-flexible, which will reflect the child's individual needs. Academic growth will evolve through music, art, play, sharing, story, and PLAY. The atmosphere will embody love, acceptance, and forgiveness for each child in a nurturing and comfortable environment. Active learning and PLAY are essential parts of the curriculum.

School-age children will have a quiet place to study or relax; access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

## Outdoor Exploration/Enrichment

I believe that going outside is important for a child's health and development. Honeypie Nature Playschool is proud to be a Nature Explore Outdoor Classroom Certified Program. I maintain a safe outdoor play space of 2000 square feet (back yard) on the premises of the center. (Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.)



## **Please dress your child appropriately for the weather and label all clothing**

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain/thundering/lightning.
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children aged 2 and above.
- Wind chills of 20 degrees F. or below for children under age 2
- 

## **Communal Water-Play**

Supervised children are permitted to engage in water-play (sprinklers, water table, water balloons, etc.) with direct adult supervision.

**I do not have a swimming pool on the premises. The center will not be using an off-premises pool, wading pool, water attraction or beach for the children.**

## **Outings and Field Trips**

Weather permitting; we conduct a minimum of 3 hours of supervised outdoor play and/or walking trips around the neighborhood two times a day for all children. Children are always accounted for. A permission statement for participation in walking trips is included in the enrollment package and is a requirement for registration on our program.

From time to time, there will be supervised field trips, and we welcome you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips. HoneyPie Nature Playschool will be utilizing contracted bus for field trips which we are not within walking distance. You will be notified prior to a field trip, which type of transportation your child's classroom will be utilizing.

## **Policy**

**The safety of children, passengers and the driver are of utmost importance in transportation provided by the program. All children transported by the program will have completed, signed Transportation Permission forms; children without permission forms will be refused transportation.**

**Licensing Policy 205.05 (3) L: Procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times. Parents are required to sign their child in at drop off and sign out at pick up on Early Learning Ventures Kiosk on the tablet located in the entryway. Provider will check to make sure each child is signed in at drop off and signed out at pick up. Provider will ensure the attendance record is up to date throughout the day in**

**addition to maintaining knowledge of number, names, and whereabouts of children through counting number of children and matching numbers with names throughout day-especially at times of transitions, when going outdoors and returning indoors, on field trips and during emergency drills and evacuations.**

## **Rest Time**

Honeypie Nature Playschool believes in the importance of a rest/nap time for all children as a nap/rest time are important for children's healthy mental and physical growth. Studies show that children who nap are more flexible and adaptable, have longer attention spans, and are less fussy than those who don't nap.

Per WI DCF Licensing regulations, "A child under 5 years of age in care for more than 4 hours shall have a nap or rest period. This rule does not prohibit children 5 years of age or older from having a nap or rest period. If the center provides a nap or rest period for children 5 years of age or older, the rules on rest periods apply."

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly always observe infants by sight and sound and check on sleeping infants every 15 minutes. A crib or playpen is provided for each child less than one year of age.

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

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

Children over the age of two years will sleep on/in a sleeping bag (provided by parents). The provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.

For all other age groups, after lunch, all classrooms have a quiet time. During this time, children ages 2 years and older are given the opportunity to rest/nap. For those who fall asleep, they

are provided the time they need to sleep. Those who are awake after 30 minutes of quiet time, are provided a space and time for quiet play will be made available.

If you have concerns about your child's nap time, please talk with your child's teacher. (Our policy is we will not wake sleeping children any earlier than 30 minutes after falling asleep, as a sleeping child, is a tired child and needs that nap/rest time to help their body/mind grow).

## Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 90 minutes per week per child.

**Wisconsin rules prohibit any screen time for children under two.**

**This includes TV, videos, and computers.**

## Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. We welcome families to share holiday celebrations with your child's classroom/our program so that we may include them in our programming. Celebrating holidays provides children with the opportunity to engage in meaningful activities that teach them so much more than just one day on the calendar. By learning about holidays, they learn about other cultures. They also gain an awareness of what is different and what is similar among people worldwide. They learn about tolerance and acceptance. They learn about what brings joy to people around the world. Our approach to learning about and celebrating special days is a gift to the children as it expands their minds, their hearts, and their worlds.

With adjustments based on families enrolled, we plan to celebrate the following:

Birthdays (celebrating the child and their interests)

Autumn Equinox

Fall/Fall Harvest (Harvesting our gardens and prepping it for Winter)

Halloween (Dress Up/Trick or Treating and Not So Scary Haunted Garage)

Thanksgiving (Harvest, Thankfulness, Family, Friends)

Winter Solstice/Yuletide/Christmas (Pine/Yule Tree and wreath(s) and pine cones, decorating with lights/decorations and celebrating the lights, celebrating the spirit of goodwill to others)

New Years (New Years with Balloon Drop and Dance Party)

Valentine's Day (friendship and love and kindness)

St. Patrick's Day (Sharing our own family's Irish Culture/Traditions)

Spring Solstice/Eostre/Easter (return of Spring and the re-birth/re-growth that comes with it, starting our gardens)

Mother's Day (Honoring/Celebrating the Mother's/Mother Figures in our lives)

Father's Day (Honoring/Celebrating the Father's/Father Figures in our lives)

Juneteenth (honoring/celebrating Emancipation thru songs/stories/ local events in area to celebrate)

Summer Solstice (return of Summer, celebrating the longest day of the year)

4<sup>th</sup> of July (celebration of nationhood, honoring/celebrating thru songs/stories/local events to celebrate)

Honey Pie Anniversary (Open House to commemorate the anniversary of Honey Pie Nature Playschool)

Upon enrollment, you will be given a family and culture questionnaire; the information collected from the questionnaire will be used to help plan and incorporate individual family traditions in activities that enhance educational success using family beliefs and cultures. We also invite families to share their customs, foods, dress, etc. from their culture that with our program.

### Healthy Celebrations.

We believe, and scientific evidence has proven, that instilling healthy habits early in childhood can reduce the risks associated with obesity and inactivity. Therefore, it is our policy to promote healthy eating by limiting the amount of sugary, high-fat, and processed food served, making recommendations for healthier options whenever food is served at the facility, and providing the opportunity for active play. Your child's teacher will provide you with a handout on 'healthy snacks' for ideas on what to bring in for healthy foods for celebration days including foods.

## **Birthday Celebrations**

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

## **Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles (we will not toilet train children prior to 24 months of age unless they show signs of toilet readiness AND the family is committed to toilet training at home as well). Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Communication between the child's family and provider is vital in supporting children in toilet training.

A handout on toilet readiness will be provided to families in our 2-, 3- and 4-year-olds to aid families in the transition to toilet training.

## **Guidance/Behavior**

### **General Procedure**

Honeypie Nature Playschool is committed to each child's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our program works to ensure that all children have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness. Each student at Honeypie Nature Playschool has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

If a child is crying, fussing or distraught-the child will be comforted in the following manner:

My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again.

However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary. If the situation becomes stressful for me, I will call my emergency back-up, an Emergency Back-Up Provider (Joni Bernau or Steven Moran) would be contacted to come and remain with the children. Prior to being left alone with children, new employees, substitutes, or emergency backup providers will receive orientation; or the child's parent to ask for help, this is an SBS procedure.

I do not use "time outs" to deal with unacceptable behavior-redirection/cool-down or meditation and relaxation will be used as an alternative. A "cool down time" may be used when other techniques have not been successful. A cool down time will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Cool down times will never exceed five minutes and will not be used with children under three years of age. When used, the cool down time will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else she might have done or said instead. Rather than use a specific cool down time chair or corner, I will have the child "take a break" near the others so the emphasis is on relaxation / cool down rather than isolation and punishment. The child will be praised after completing the cool down and will be helped to rejoin the group

Children with consistent difficulties are taken through the above procedures, and the parents are consulted regularly; if necessary, outside assistance is sought, and ultimately, the child could be dismissed from the program. This is seriously considered only when the health, safety, and welfare of the child, and/or that of another child or the children of the group are at risk.

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

**In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or**

**tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.**

## **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## **TUITION AND FEES**

### **Tuition Rates**

\*Please see Fee Schedule

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days (except for pre-approval for vacation days-not to be used in conjunction with provider vacation time), holidays, staff training closure or closure due to inclement weather.

### **Tuition Deposit**

A Tuition Deposit equal to two weeks of care is required at the time registration is confirmed. This deposit is applied to the first and last week of care provided a four-week written notice is given. If a four-week written notice is not given when a child has withdrawn from the program, the family will be billed for three weeks of care.

### **Overtime Rates or Adding Extra Days**

Overtime rates apply only to part-time families and are contingent on prior agreement of hours or days of care needed.

## Payment

Payment is always due in advance with no deduction for any absences (except for pre-approved vacation days-not to be used in conjunction with provider vacation time), holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 5 PM on Monday's, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$100 is due annually on September 1 and applied to Supply/Activity Fees. This fee will be pro-rated.

## Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by:

Check (checks made payable to HoneyPie Nature Playschool or HoneyPie)

Debit Card (3.5% charge)

Credit Card (3.5% charge)

Venmo

Zelle

Cash

If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

When provider vacation is scheduled, tuition is due the week prior to the scheduled vacation time.

## Late Payment Charges



Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.**

If payment is not received on the day that it is due, a late fee of \$10 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

### Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

### Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$5. of ever 10 minutes will be assessed beginning at 5:00 PM and will be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

### Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip. If families do not want to pay these fees, alternate arrangements must be made the time/day the field trip is scheduled for.
- A non-refundable enrollment/ registration fee of \$100 is due annually on September 1 and applied to Supply/Activity Fees.

### Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days (except for pre-approved vacation days) holidays, staff training closure
- or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Weather-related or Environmental Disaster or Pandemic** – in the event of a crisis during which we are prohibited from operating, families shall pay 50%. Payment of your

Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.

**\*\*\*Fees and other benefits for providers will be reevaluated each Spring (April/May) and implemented at agreement renewal (notification given in Spring and implemented with new program year), with consideration given to cost-of-living increase. Parents will receive a minimum of 6 weeks' notice for rate increases. A rate increase will go into effect each program year.**

## ATTENDANCE & WITHDRAWAL

### Absence

If your child is going to be absent or arrive after 8 AM, please call us at 6088380232 or 6082066574 or send a message via Early Learning Ventures. We will be concerned about your child if we do not hear from you.

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

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

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

### Vacation

We recognize the value of family vacations; therefore, families will be provided with the following vacation time (provided a two-week written notice):

Part Time Families Enrolled for ½ Day or 1 Day a week=1 Day of Vacation Per Program Year

Part Time Families Enrolled for 2 Days a week=2 Days of Vacation Per Program Year

Full Time Families Enrolled for 3 Days a week=3 Days of Vacation Per Program Year

Full Time Families Enrolled for 4-5 Days a week-4-5 Days of Vacation Per Program Year

**\*\*\*Vacation Time may not be used in conjunction with Provider Vacation**

**\*\*\*Vacation Time may not be applied to withdraw notice**

**\*\*\*Vacation Time Does Not Roll Over**

## Withdrawal

A written notice, 4 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your deposit. Vacation time may not be used as part of the notice of intent to withdraw a child(ren).

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

## Discharge

A child may be discharged from the program for reasons such as, but not limited to:

- Repeated Failure to pay fees on time (grounds for immediate termination, without advance notice).
  - Repeated Lack of parental cooperation, repeated use of vulgar language being used in presence of children and/or on premises, on phone or through email, and/or inappropriate parent behavior. (Grounds for immediate termination, without advance notice)
  - Inability of Child Care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
  - Repeated failure to pick up the child at the scheduled time.
  - Repeated Failure to complete and return required forms.
- \*\*\*Tuition payment will be due in full, upon termination notice; parents may not use vacation time with termination notice whether parent or provider initiated.

I will give a two-week written notice of my intent to discharge a child and try to inform parents of local resources that may be of help to them, except when the discharge is due to the parent's failure to keep current with fees owed or repeated lack of parent cooperation. Should the parent remove the child during the notice period I initiate, fees will remain required to be paid, in full, upon termination, and vacation time may not be used for termination notice. One or more of the factors that might cause center-initiated withdrawal include:

- Child has special needs that I am unable to handle effectively.
- Continued problematic behavior in the classroom.
- Excessive demands on myself to the detriment of other children
- The possibility of danger to the child or other children enrolled.
- Unwillingness of parents to cooperate.

One or more factors that might cause center-initiated withdrawal with less than a two-week notice include:

- Repeated Failure to pay fees on time
- Repeated Lack of parental cooperation, repeated use of vulgar language being used in presence of children and/or on premises, on phone or through email, and/or inappropriate parent behavior.

-Possibility of danger to the child or other children enrolled and/or excessive demands on myself to the detriment of other children.

When behavior or other concerns arise; the child's family will be kept in close, confidential communication; utilized as a resource. Prior to center-initiated withdrawal, a conference will be set-up with the family. I may require the family to connect with (phone call or appointment) a resource person (physician, psychologist, etc.) to help establish solutions and follow-up between the center and the family. If steps are not completed or completed within the established timeline withdrawal will automatically occur. If steps are completed, I will make the final determination regarding enrollment. If withdrawal is initiated, parents will be given 2 weeks' notice, unless we agree otherwise. Confidentiality is maintained throughout the process.

## **Provider Absence**

### **Sub Care (substitute care provided by a qualified adult)**

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

\*\*\*Please note: while every effort is made to arrange for sub care over program closure-when provider must be absent at opening and/or closing time of program-sub care is not an option and in such circumstance-closure of the program is the only option. Circumstances that would cause program closure include vacation, provider illness, professional development (when provider is not able to be present at first 15 minutes of open and/or closure of program), illness outbreak that creates need for deep clean/sanitization of program.

Parent(s) are responsible for finding their own alternate caregiver in the event of provider sick days or vacations. Provider will give parent(s) as much advance notice as possible when unable to provide care.

I will take up to 20 days of paid vacation each year; I do require payment for these days. I will let you know of this time off at least 14 days in advance so you and your family can make alternate arrangements. (With exception of emergency appointments/required days off)

If I, or a household resident, become ill, and I am not able to provide care to said illness, I will notify the parents of all regularly scheduled children as soon as possible, but no later than 7 AM that the center will be closed-except in case of emergency. Regular tuition fees will be charged when I am closed because of an illness, for up to 5 days. If I, or a household resident, become severely ill and require hospitalization I will close for the day until further notice. Provider receives 5 paid sick/personal days per program year, after 5 days are used, no payment is required.

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

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

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

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

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

## Closing Due to Extreme Weather

### Weather Policy

When the weather is bad, I encourage and strongly support you in making the decision that is best for your child (ren). You are always the best judge of your child's health and safety. If you feel it is best to keep your child at home due to Winter Weather, please feel free to do so. Please notify me within 30 minutes of your child's contracted drop off time if you do decide to keep your child home. Should you decide to drop off later or earlier than your contracted time due to Inclement in Weather, please let us know as soon as possible via phone call or text.

Should severely weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via text message, on our Early Learning Ventures Messaging, and via our Facebook Program Page.

**Closures due to Weather: When McFarland School District is CLOSED due to Winter Weather-HoneyPie Nature Playschool will be CLOSED**

**When McFarland School District is CLOSED due to Staff Development, Break, Etc, the closure of HoneyPie Nature Playschool will be made at Owner's Discretion. Factors that would impact a closure in this case include McFarland Recreation and Play Programming Closure, Bordering School District Closures, Winter Weather Warning for Dane County, Travel Advisories/Warnings, Madison Metro Bus Closure, Local College Closure, Local Business Closures, etc.).**

**Delays due to Weather: When McFarland School District is DELAYED due to Winter Weather, Child Care opening will be delayed until 9 AM.**

This will give me time to clear/treat my walk and step. It will give me time to assess current/any anticipated deteriorating weather conditions. It will also give me time to communicate any further delay or closure

- 1. By 8:30 AM, I will send out a group email and/or text to notify you of any updates/changes.**
2. If I do open at 9 AM, family and child safety are still a concern to me, so I request that you use extra care on the walkway/step, hold your child's hand and use the porch post going up and down the step.

3. **If you plan on arriving later than 9:30 Am, please communicate to me your intended plans to me by 9 AM** for my planning purposes (activities/meals)
4. When Child Care does not open until 9 AM, **please feed your child breakfast before arriving.**

Note: Should **snowfall/ice/freezing rain/sleet/mixed precipitation continues to worsen** or is anticipated to worsen by local weather news, **I may then opt to close Child Care I will make this decision by 8:30 AM.**

### **Early Pick Up due to Weather:**

In many of our families, adults work outside the home and they have no Child Care arrangements available before the end of the school day. However, if your schedule allows and if you feel your child(ren) will be safer at home, you can pick your child(ren) up before the end of the program day/your child's contracted pick up time. Please notify me via text or phone call if you do choose to pick up earlier than your contracted pick-up time.

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

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

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

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

## **DROP-OFF AND PICK-UP**

### **General Procedure**

We open at 7:15 AM, the doors remain locked until time. Parents are expected to accompany their children and sign them in.

We close at 5:00 PM M-Th and 4:30 PM F. Please allow enough time to arrive, sign your child out, and leave by closing time.

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$5. of ever 10 minutes will be assessed beginning at 6:00 PM and will

be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

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

### Cell Phone Usage

The times you spend in the program dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the program.

### Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing, via phone call or via email prior to pick up. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

To safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child, if possible, but if after 1 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### Child Release

If we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child, or if the person picking up does not have a car seat; to protect your child, we may request



that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child.

## PERSONAL BELONGINGS

### What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day (or diaper supply to keep at program), and at least 2 changes of clothes to keep at program. Any required lotions/ointments. Pack N Play Sheet. Bottles for feedings. All items must be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers (or diaper supply to keep at program) and at least two changes of clothes to keep at program. Any required lotions or ointments. Sleeping Bag (and pillow if desired) All items must be labeled and dated.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. Sleeping bag for nap/rest time
- **Preschoolers:** at least one change of clothes, socks, and shoes. Sleeping bag for nap/rest time.
- **Kindergarteners:** at least one change of clothes, socks, and shoes. Sleeping bag for nap/rest time.
- **After School Care Children:** books for homework, appropriate play clothes.

### Program Will Supply:

- Baby Wipes
- Sunscreen
- Insect Repellent
- Formula (Kirkland Brand)
- Pack N Play (ages 2 years/younger)
- Cot (18 months and older)
- Toothbrushes and Toothpaste (fluoride free)
- Snowsuit/Rainsuit, Baclava, Gloves

### Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Please do not bring

Open Toed Sandals and flip-flops as they are not appropriate for center play and make it difficult for your child to participate in some activities.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center. Rest Time Bedding will be washed weekly at HoneyPie Nature Playschool.

### **Cubbies and Mailboxes**

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please check your child's cubby daily for items that need to be taken home.

Each child also has a designated folder labeled with your child's name. Important papers and any artwork your child create will be found here. Please check daily.

### **Lost & Found**

You can look for lost items and bring found items to the Lost-and-found Box located at the program's main entrance. Please note that we are not responsible for lost personal property.

### **Comfort from Home**

If your child has a comfort item (doll, stuffed animal, blanket, etc.), please feel free to bring it in for your child to have as needed. We do request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## **NUTRITION**

### **Food Prepared for or at the Center**

HoneyPie Nature Playschool participates in the USDA Food Program through Wisconsin Early Childhood Association. Food prepared for or at the center will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. A record of meals and snacks will be available for review.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

School Year: Breakfast at 7:30 AM    Lunch at 10:30 AM    PM Snack at 1:30-2:30 PM/3:30 PM

Summer: Breakfast at 8:30 AM    Lunch at 11:30 AM    PM Snack at 2:30 PM

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

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

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

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

### **Foods Brought from Home**

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child’s name, date, and type of food.
- Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

<b>Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.</b>	
Bean & cheese dip Tortilla chips (crackers) Tropical fruit salad Broccoli Milk	Chicken strips Whole Wheat Roll Orange wedges Broccoli Milk

Cheese quiche Fresh fruit cup Broccoli Milk	Whole Wheat Macaroni & Tuna Salad Green Beans Carrots Milk
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## Food Allergies

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Any Food Allergies will be posted at the front entrance, if there are food allergies, we will work with the child's family to assure they are safe and protected from the food. If there is a food allergy, that food will not be offered to any of the children to keep children safe. Children will be asked to wash their hands upon arrival to protect against any food allergies.

## Mealtime

At mealtime the dining table is set with real plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged.

A caregiver who is trained in first aid for choking is present at all meals.

## Infant Feedings

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I **will** provide formula.

Infant feedings follow these procedures:

- Infants will be held for bottle-
- Infants are fed "on cue" to the extent possible (at least every 3 hours and usually not more than hourly) and by a consistent caregiver/teacher.

**Breastfeeding is supported by providing a place for nursing mothers to feed their babies. HoneyPie Nature Playschool, LLC does have a private room with a lock available for breastfeeding mothers, as well as many breastfeeding resources. HoneyPie Nature Playschool is a breast-feeding friendly center, and welcomes mothers to feel comfortable to nurse their infant at HoneyPie Nature Playschool**

- Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles

must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 7 days.

- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

### Children 24 Months and Older

- No child shall go more than 3 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 3 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

### School Aged Participants

- Before and after school childcare participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving before 7:30 AM, arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at childcare and is supplied with an adequate lunch if required for school.

## HEALTH

**Please be sure to wash your child's hands upon arrival to prevent the spread of germs and to prevent allergies.**

Parents must inform the provider if the child has any diagnosed health needs (e.g., allergies, asthma, medical conditions...) this information is recorded on the *Health History & Emergency Care Plan* form.

### Illness

You may not bring a sick child to the center. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, and he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher)
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Constant nasal drainage (clear/colored)
- Persistent Cough

- Wheezing/Shortness of Breath
- Vomiting – green or bloody, 1 or more time during the previous 24 hours with additional symptoms.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who are no longer contagious may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic 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:
  - The child's physician signs a note stating that the child's condition is not contagious, and,
  - 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 (or after visit summary) stating that the child is no longer contagious and may return to our care is required.

Provider will contact parents if the child becomes too ill or is seriously injured during the day. Parent(s) will be responsible for picking up the child within one hour after notification by the provider. If parent(s) cannot be reached, the provider will call the emergency contact person listed on the *Child Care Enrollment* form. Sick children will be isolated within sight or sound of the provider and made as comfortable as possible (area in home for this purpose: bedroom in lower level). Injuries or incidents that occur while a child is in the care of the center and result in a child being seen by a medical profession must be reported to the Licensing Specialist.

Provider will notify parent(s) as soon as possible if she is unable to care for children based on the provider's illness.

Providers may request that a child who has had a prolonged illness or observed health condition visit a doctor or have appropriate tests and may refuse to provide care if the parent does not provide a medical release for the child to remain in care.

**If there is a communicable disease/contagious illness outbreak, that requires Honeypie Nature Playschool, LLC to close, Honeypie Nature Playschool, LLC will close with payment due for that day to clean and do what is necessary to prevent further outbreak (examples: Flu, Head Lice, Pink Eye, HFM, etc.). If there it is necessary/required for Honeypie Nature Playschool, LLC to close for**

**quarantine/isolation due to a communicable disease/contagious illness outbreak, half the rate of tuition will be due during that time.**

## Allergy Prevention

Families are expected to notify us regarding children's known food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies. In coordination with families, a written plan will be developed that includes what steps staff will take if a child is exposed to an allergen at the center.

## Medications

Provider **will** administer medication. If the provider administers medication, the parent will provide a signed *Authorization to Administer Medication* form for all medications, prescription and non-prescription, including ointments or cream (this includes diaper cream, sunscreen, and insect repellent). **Instructions regarding administration of all medications are to be provided in writing on this form by the child's parents and must match the directions indicated on the medication container. Medications will be in the original container labeled with the child's name. This form can be obtained by requesting from HoneyPie Nature Playschool Staff or printing off honeyPie Nature Playschool website.**

All medication is kept in a closed container and secured in the hall closet, which has a lock on the handle. I am required to fill in the Medical Log when needed.

- All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
- **Prescription medications** require a Medication Authorization Form signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. Blanket authorizations, such as dispensing Tylenol at my discretion, are not allowed; unless for teething/severe head colds

- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the Family specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 3 months.

Honeypie Nature Playschool supplies sunscreen for all children (Babyganics). If your family prefers the use of different sunscreen, we ask that you send the alternative sunscreen you desire to have applied to your child.

Honeypie Nature Playschool supplies insect repellent for all children (Off-Family). If your family prefers the use of different insect repellent, we ask that you send the alternative sunscreen you desire to have applied to your child.

## Communicable Diseases

Please call or email your child's teacher or office staff as soon as you know that your child has a contagious illness so we can take required health and safety steps.

## Cleaning/Disinfection

Honeypie Nature Playschool will be properly cleaned and disinfected daily by staff throughout the day as well as at the end of the night. We will also do a deep cleaning monthly to ensure a thorough cleaning and disinfection. Toys will be sanitized on a weekly basis and more often if needed to prevent the spread of germs. If a child puts a toy in their mouth the toy will be taken away (after use) and disinfected. We will use a disinfectant/sanitizer that is registered with the U.S. EPA and will use in accordance with label instructions to sanitize our toys and will leave them out to air dry.

All bedding and other soft materials in hot water with detergent. Please let us know if your child has an allergy to certain types of detergent.

Honeypie Nature Playschool diffuses essential oils daily to help keep the air clean and pure and to help build/support the immune system of children-only essential oils researched to be safe and healthy for children under the age of 2 years will be diffused around children. A Medication Authorization form will be given to families upon enrollment for EO Diffusing at Honeypie Nature Playschool.

All staff are required to wash hands after restroom use as well as using hand washing procedures during diaper changing. Children will also follow hand washing procedures after using the restroom, before and



after outdoor play, before and after sensory table and/or art projects and before/after meals.

We will dispose of soiled diapers and will place any bedding or clothes that have been soiled in a plastic bag labeled with the child's name and placed in their cubby. Gloves will be worn when handling soiled clothes or bedding, and/or when handling diapers or clothes that are soiled with BM or blood.

## SAFETY

### Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 0 °F \*For children under 2 years of age, outdoor play will not occur if the outside temperature is less than 20 F). degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50% or below.

### Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

Minor (superficial) injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick up their child.

**Per State Licensing Regulations: Parents will be notified immediately in any of the following situations: head injuries (any bump, blow, or jolt to the head); seizures; consumption of incorrect breast milk; consumption of food or drink that may contain a child's allergen; consumption or contact with poisonous materials; administration of incorrect medication.**

**\*\*\*Prior to or upon arrival each day, please report any injuries to provider that occur after Child Care Hours, this is especially important for head injuries!**

### Emergency Transportation

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Meriter Hospital. Contact with the parent(s) will be made as soon as possible after contacting 911. Should an ambulance be needed, parents will be responsible for any cost. In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

**All medication administered, accidents or injuries occurring on-site, marked changes in behavior or appearance, or any observation of injuries to a child's body received outside of Child Care will be documented in the center's medical logbook. Regulated Child Care providers are required (mandated) to report suspected child abuse or neglect to the local authorities. Records of injuries are reviewed at least twice a year to determine that all possible preventative measures are being taken. If your child has an injury outside of childcare, please report as soon as possible (prior to or upon arrival)**

## Poisoning

Suspected poisoning shall be treated only after consultation with a poison control center. Parents will be notified as soon as possible.

## Biting

Biting is a normal stage of development that is common among young children – and sometimes even among preschoolers. It is something that most young children will try at least once.

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. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## Pets

If Honeypie Nature Playschool has a pet-it will be either a fish or hamster or guinea pig. If we do have a pet-a permission slip and information regarding the hamster is given to each family to sign and return indicating that they have been notified about the pet.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we will ask you to leave the program immediately and your contract may be terminated if a hostile/aggressive behavior is repeated.

## Smoking

The use of tobacco in any form is prohibited on the center's premises.

### Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, can inflict bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon are not permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. Reports will be made to Dane County Human Services workers (608-261-5437 or 261-6067) for the child's safety.

The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## EMERGENCIES

### Policy

**Regular fire and emergency drills/ simulations are an important safety practice that will be conducted once a month, at different times of the day. The routine practice of conducting these**

**drills will enable Honeypie Nature Playschool to foster a calm, competent response to a natural or human generated disaster, should these types of emergency situations occur. Our policy is to incorporate fire safety education into our curriculum in addition to conducting regular fire drill simulations to help children be better prepared for a real emergency.**

### **Evacuation and Relocation:**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Training for Evacuation**

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

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

### **Sheltering in Place/Severe Weather**

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

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

The attendance record and emergency contact information will be brought along

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

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

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

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

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

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

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

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

Training for Sheltering in Place/ Severe Weather

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

### **Practicing for Weather Emergency**

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

### **Lock-down**

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

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

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

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

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

All bells and alarms will be ignored unless otherwise instructed.

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

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

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

Children that may have difficulty walking will be assigned one adult to assist them in getting to the designated evacuation area. Support staff will transport all medications, including inhalers, EpiPen's, allergy medications etc. via a backpack, when at all possible, to the evacuation spot. Emergency to-go containers are prepped and accessible in classrooms and evacuation areas containing items necessary for long-term sheltering like:

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

Diapers, wipes, gloves, and disposable bags

First aid kits

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

### **Food Allergies:**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

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

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

### **Staff Training for Food Allergies:**

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

### **Loss of Utilities/Structure Damage:**

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

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

### **Lost or Missing Child**

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 3 minutes, the family and the police will be notified.

## **Personal/Family Emergency**

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

## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed on an annual basis and updated as needed. They are available for review upon request to the center director.



## PARENT GRIEVANCE PROCEDURE

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

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

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

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

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

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

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

# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook will be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Honeypie Nature Playschool Family Handbook**, and I have reviewed the family handbook and agree to abide by all policies. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Honeypie Nature Playschool Family Handbook** that I do not understand.

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Recipient Signature

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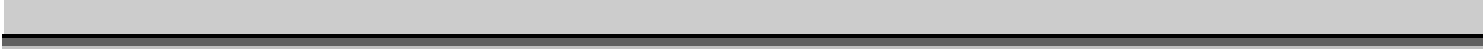
Date

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Center Staff Signature

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Date



## FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Holiday Gathering
- Book Swap
- Fall Festival
- Annual Family Picnic

**Classroom Activities:** Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Welcome new families
- Contribute to class Potluck Meal
- Family Teacher conferences

