

Key to Life Christian Childcare and Community Center



Parent Handbook



THIS MANUAL HAS BEEN COMPILED AS
A TOOL TO ASSIST THE STAFF OF KEY
TO LIFE CHRISTIAN CHILDCARE WORK
TOGETHER WITH PARENTS TO
PROVIDE CONSISTENT, QUALITY CARE
TO THE CHILDREN ENTRUSTED TO US.

THIS MANUAL WILL BE CONTINUALLY
UPDATED AND EXPANDED AS NEEDS
CHANGE AND NEW POLICIES ARE
ENACTED.

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SECTION 1: GENERAL INFORMATION

1.1 GENERAL OVERVIEW

Key to Life, Inc. is a non-profit childcare licensed by the State of Wisconsin through the Department of Health and Family Services. Our facility is licensed for a maximum of 80 children at any one time. Key to Life is inspected regularly to ensure compliance to all licensing standards.

Key to Life provides care for children between the ages of 6 weeks and 12 years. Childcare services are available without discrimination on the basis of race, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation.

Key to Life is a ministry of St. Peter Evangelical Lutheran Church in Schofield Wisconsin. The Childcare Director and Associate Pastor are staff members of St. Peter Church and work in conjunction with the Childcare Ministry board of St. Peter.

1.2 OUR MISSION

Key to Life Christian Childcare Center exists to assist families in nurturing children by providing high quality childcare with a Christ-centered curriculum.

Our program provides a safe, healthy environment that fosters spiritual, social, emotional, and physical development. Our program includes age-appropriate and developmentally sound activities such as art, music, learning centers, Bible Lessons and life lessons, as well as indoor and outdoor large motor activities. All religious elements of the curriculum will be carried out according to Biblical, Lutheran doctrine as taught by the Wisconsin Evangelical Lutheran Synod.

Our program strives to instill self-confidence and build self-esteem in children through the knowledge that their good Shepherd can and still lives to make them precious members of his flock. His love for them is unconditional. We provide a safe and secure Christian environment that will promote the growth and development of children.

Christian values and virtues are modeled and mentored at all times. As a Christian center we seek to help children grow academically, socially and spiritually. It is this aspect of our program that makes Key to Life unique and sets us apart from many other early childhood programs.

1.3 TIME AND HOURS OF OPERATION

Key to Life is open Monday through Friday from 6:00 AM to 6:00 PM throughout the year with the exception of the following holidays:

New Year's Eve and Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Day.

Key to Life is also closed on the days that fall between Christmas and New Year's. Families will not be charged for days when the center is closed.

1.4 ENROLLMENT OPTIONS

Key to Life offers options for full time care as well as part-time preschool. Children who receive care 5 full days per week (5-10 hours per day) are considered full time. For more information about full and part time enrollment refer to the "Office Policies" chapter of this manual.

School-aged children up to 12 years old may be cared for before and/or after school. The weekly fee will cover care for Monday through Friday whether in attendance or not.

Key to Life offers a full summer program for school-aged children up to 12 years old during the summer months when school is not in session. Fees will be assessed prior to field trips as opportunities arise.

1.5 GENERAL STAFF QUALIFICATIONS

The staff at Key to Life was selected based on their understanding of and ability to demonstrate the timeless biblical truths that are taught in the classroom. Our goal is that all lead teachers are members of the Wisconsin Evangelical Lutheran Synod (WELS), or a church body in agreement with WELS teaching. All teachers model Christian morals, values, and ethics as they interact with the children and with each other.

All teachers at Key to Life meet or exceed the education and/or experience requirements of the State of Wisconsin. All teachers are required to have between 15 and 25 hours of continuing education per year.

SECTION 2: ADMINISTRATION & OFFICE POLICIES

2.1 PROGRAM RESPONSIBILITY

The Key to Life Program Director is responsible for the planning and implementation of all childcare programs. The Program Director is the supervising authority over all childcare staff.

The Program Director will designate one lead teacher to lead the center when she is not on site. When the Program Director is gone, messages will be taken on any questions or inquiries that can be handled when he/she returns. If a situation arises needing immediate attention, the Program Director will be contacted by telephone.

2.2 DEFINITION OF TERMS

Full Time Enrollment – Any child who receives care 5 days per week is considered enrolled as “full time.”

Part Time Enrollment – Any child who receives care less than 5 days per week.

Full Day – 5 or more hours of care in one day. (Children may not attend more than 10 hours each day.)

Half Day – Less than 5 hours of care in one day.

2.3 ENROLLMENT PROCESS

- 1) Enrollment packets are available at the Key to Life Childcare office. Packets include all necessary forms for enrollment. Parents are encouraged to schedule a tour with the Director before enrolling.
- 2) The childcare enrollment form and the non-refundable registration fee must be submitted for the child to be considered for admission to Key to Life. Students are admitted on a first come, first served basis.
- 3) If there are no immediate openings, parents can choose to be placed on a waiting list by paying the registration fee. As openings become available parents will be notified in the order they were placed on the list.
- 4) Tuition for the first week of enrollment is required at the time of admission.
- 5) All enrollment forms must be completed and returned to Key to Life at least one week before the first day of attendance.

2.4 ENROLLMENT FORMS

The following items must be completed for each child and returned to the center by the first day of attendance:

- Childcare Enrollment Form
- Photograph Use
- Health History and Emergency Plan
- Immunization Record
- Child Health Report
- Emergency Card
- Child Placement Contract
- Weekly Schedule
- Household Size Income/Food Program
- Church Information Sheet
- Electronic Transfer Form
- Handbook Agreement Form

Infants will also have the following items:

- Intake for Child Under 2 Years
- Infant Meal Notification

School Age children will also have the following items:

- School Age Agreement (when applicable)
- Transportation Permission (when applicable)

It is very important that we have up-to-date emergency information and phone numbers where parents may be reached in an emergency. (Please advise the office of any changes as soon as possible.)

It is vital that the center is informed of the individuals authorized to pick up each child. Parents must provide the name and number of several local contacts who can pick up your child in case of emergency, lateness or illness. This is for the child's protection. Staff cannot release your child to anyone who is not listed on your form unless prior arrangements have been made. Our teachers and staff will ask for identification when the identity of the adult is not known.

Each child must have a health statement prior to admission, dated not more than one year prior to start date, on file in the center office. An annual physical examination is required thereafter until the age of five. Key to Life must have updated records of all required immunizations on file.

All children under the age of 2 must have a Child Intake Form on file and must be updated every 3 months. The office will contact parents when this form needs updating. Parents are then asked to update the information and discuss any changes with their child's teacher.

2.5 CONFIDENTIALITY

The information in each child's file is confidential. Only authorized staff, parents and licensing personnel have access to this information.

2.6 HOLDING A CLASSROOM SPOT

In the event that a family wants to remove their child from daycare on a temporary basis but plans to return, parents will continue to pay full price in order to hold the spot. For example, a child that regularly attends full time, five days a week, will continue to pay for that full time spot in order to guarantee return. If payments are not made, the spot could be forfeited to another family.

2.7 SCHEDULE CHANGES

Key to Life will try to accommodate changes in regular weekly schedules when possible. Advance notice of changes must be given to the office a minimum of two weeks in advance. Forms for schedule changes are available from the childcare office.

2.8 HOLIDAYS

Families will not be charged on days when the center is closed due to holidays listed in section 1.3 Time and Hours of Operation.

2.9 DISCHARGE OF ENROLLED CHILDREN

A child may be discharged from the center for reasons including, but not limited to:

- Failure to pay fees on time (Grounds for immediate discharge)
- Lack of parental cooperation
- Inability to meet the needs of the child
- Actions of the child which endangers him/herself or others
- Repeated failure to pick up the child at the scheduled time
- Failure to complete and return required forms

Key to Life will give two week's written notice when intending to discharge a child. The Program Director will attempt to inform parents of local resources that may be of help to them. Should a parent remove the child during a notice period initiated by Key to Life, fees will not be charged for the remaining unused days.

Parents must give two week's written notice of their intent to withdraw their child(ren), and will be required to pay for those two weeks whether or not child(ren) continue to attend. All outstanding fees must be paid.

2.10 BILLING

Tuition for the first week is due upon enrollment of your child, as well as the registration and supply fee.

Families are billed based on their *regular* weekly schedule whether in attendance or not.

Tuition is due Friday by 9:00 am for the following week of care. If at 9:00am Friday there is a remaining balance on a family's account, a late fee of \$15 will be added at that time. If no payment has been made within a two week period, children will not be allowed to return until the tuition is paid in full.

Families with more than one **non-school age** child enrolled full time at Key to Life will receive a \$10 discount per additional child(ren) per week.

Tuition will be prorated **ONLY** for weeks the administration chooses to operate less than three days due to unforeseen circumstances.

There may be additional charges for special events, field trips, summer programs etc. Parents will be notified in advance of these charges.

Key to Life accepts cash, checks and money orders. Checks should be made payable to Key to Life Child Care. Returned checks are subject to a \$25 service charge.

2.11 FEES

The registration fee and yearly supply fee are due upon enrollment of each child. The yearly supply fee is used to pay for special projects/events throughout the year.

A fee is assessed when parents are late to pick up their child. Five dollars will be charged for the first ten minutes of extended care and \$1 for each additional minute thereafter.

2.12 ST. PETER/WELS MEMBER DISCOUNT

1. Active members of St. Peter Lutheran Church will receive a 10% discount off their weekly tuition.
2. Active members of another Wisconsin Evangelical Lutheran Synod (WELS) church will receive a 5% discount off their weekly tuition.

Families that are members of St. Peter Lutheran Church will be considered active according to the church's constitution (cf Article V, Section 3) and the discernment of the Childcare Ministry Board, director and campus pastor.

Families that are members of another WELS church will be considered active according to that church's constitution and the discernment of the pastor.

In addition, families interested in becoming members of St. Peter Lutheran Church are encouraged to meet with the campus pastor to discuss the best avenue for membership. If it is determined that a series of meetings and/or classes are required, families will be credited the 10% discount for the length of the meetings/classes upon completion.

The 10% discount will continue after the family becomes members of St. Peter Lutheran Church and according to the guidelines listed above.

SECTION 3: PROGRAM POLICIES

3.1 PARENT COMMUNICATION CENTER

A bulletin board can be found in the gathering area outside the childcare office. This board serves as our Parent Communication Center. The following items will be posted for review on the Parent Communication Center:

- License Certificate
- Results of the latest licensing visit
- Menus
- Center Policies
- Parental Notices
- Observations
- Other Parent Information
- HFS 46 Licensing Rules for Group Child Care Centers

Each individual classroom is equipped with a bulletin board where more classroom information will be posted.

3.2 COMMUNICATION BETWEEN CHILDCARE AND HOME

Key to Life staff strives to communicate with parents daily about the events of each day. Other means of communication include lesson plans and notes posted on the classroom communication board, daily notes sent home, monthly newsletters, and notices on the Key to Life website, www.keytolifeweston.org. Parent-teacher conferences are offered twice each year, but parents are welcome to discuss their child's needs with teachers at any time.

3.3 PARENT VISITATION

All parents are allowed to visit or observe their child(ren) at any time during regular operating hours unless there is court order prohibiting or denying access to the child. **If there are court orders prohibiting child visitations, the Key to Life office must have a copy of that order on file.**

3.4 ITEMS NEEDED FROM HOME

Parents must provide a spare change of clothes (seasonally appropriate), a backpack or bag, a child sized sleeping bag or blanket, diapers, wipes and ready made bottles when applicable. All items brought from home must be labeled with the child's name.

3.5 SUPERVISION OF CHILDREN

At Key to Life, staff members provide children with a safe and secure environment in which clear limits are consistently enforced. Key to Life follows state-mandated requirements for teacher-student ratios:

- Birth to 2 yrs: 1 teacher for every 4 children
- 2 yrs to 2 ½ yrs: 1 teacher for every 6 children
- 2 ½ yrs to 3 yrs: 1 teacher for every 8 children
- 3 yrs: 1 teacher for every 10 children
- 4 yrs: 1 teacher for every 13 children
- 5 yrs: 1 teacher for every 17 children
- 6 yrs and over: 1 teacher for every 18 years

Teacher-student ratios are adjusted for mixed age groups as needed. These ratios help to ensure that each child receives the appropriate amount of care and attention required. Teachers supervise children at all times to create an environment that is safe and pleasant.

3.6 DEVELOPMENTALLY APPROPRIATE ACTIVITIES

The curriculum at Key to Life seeks to foster healthy spiritual, social, emotional, and physical development. Teachers plan activities to encourage growth in each of these developmental categories. Activities in each classroom will be tailored to each child's individual abilities at their stage of development.

Teachers at Key to Life will provide structured "hands on" activities and active learning opportunities for children in their classrooms. Examples of directed learning include reading time, calendar, arts & crafts time, etc. Teachers will also plan activities to help children develop gross and fine motor skills. Free choice time is an example of self-directed learning and will also be used to encourage social development.

The educational program at Key to Life includes the use of Bible stories, songs, prayers, art projects and finger plays that reflect basic Christian beliefs as spelled out in Luther's Small Catechism. Christian pictures are displayed in the center and Christian materials such as books, puzzles, and games are also available for the children's use.

3.7 LEARNING OR PHYSICAL DISABILITIES

Key to Life tries to meet the needs of all children. If the staff cannot adequately meet a child's special needs, the Program Director will suggest agencies through which parents can find a program better qualified to meet their needs.

3.8 OUTDOOR PLAY POLICY

As directed by State Code, it is our policy to take all children outside every day as weather permits. If a child is well enough to attend the center, the child is well enough to go outside. A child too sick to play outside should be kept at home.

All children will be kept inside when outdoor temperatures exceed 90 degrees F. In winter months, children ages 2 and above will be kept in the building when the wind chill is 0 degrees F or below. Children under age 2 will be kept in the building when the wind chill is 20 degrees F or below.

Children (ages preschool and younger) play outside in our enclosed playground under the supervision of their teachers. The playground is equipped with age appropriate slides, climbers, sandboxes, balance beams, and playhouses. Outdoor activities also include riding scooters and tricycles on a paved track, walks and other outdoor games.

School age children play outside in our designated school age playground area under the supervision of their teachers.

3.9 PLAYGROUND RULES

- 1) Keep feet on the floor of the climber at all times.
- 2) No balls or other play equipment on the climber.
- 3) Tricycles and scooters stay on the paved track at all times.
- 4) Always go UP the ladder and DOWN the slide feet first.
- 5) Sticks and pea gravel stay on the ground.

3.10 REST PERIOD

All children under the age of 5 in care for four or more consecutive hours per day are required to have a rest period. Rest time is between 12:30 and 3:00 daily. All children must stay on their cots and rest for 30 minutes. A quiet table/area with books and/or quiet activities will be open for those children who wake up early.

3.11 FIELD TRIPS

Staff members periodically plan field trips for older children to learn outside the classroom setting. All field trips are approved by the Program Director. Notice will be given to parents at least three days in advance. A general permission form will be kept in each child's file. In some cases additional forms may be required from parents. If a child does not have the required permission form on file, the child must remain at Key to Life.

When weather allows, staff members occasionally take children off Key to Life grounds for walks. On walking trips the children will be accompanied by at least

two adults. When off Key to Life grounds staff members must carry with them all emergency numbers for each child, a cell phone and a first aid kit.

3.12 FIELD TRIP TRANSPORTATION

When travel is necessary children are transported by school bus operated by a qualified driver with a valid commercial license and training. A minimum of two staff members will accompany students on outings. Staff members will account for each child by name and sight using the class roster.

When children board a bus, staff members will count the children as they enter the bus. Once the children are all properly seated, a roll-call will be performed in order to ensure that everyone on the class roster is present on the bus. When everyone is accounted for the bus will depart.

Upon arrival at the destination, one staff member will lead the children off the bus and perform a head count outside of the bus. Meanwhile, another staff member will walk to the back of the bus to perform a “sweep” of the bus. A “sweep” is done when a staff member walks down the aisle from the back of the bus to the front and checks every seat to make sure the children are all out of the bus. Once the bus is “swept” the staff member will join the group outside.

These procedures are followed at every place of transition.

3.13 SCHOOL AGE TRANSPORTATION

Key to Life offers before and after school care for school age children. These children are transported by bus to and from their schools. It is the responsibility of the parents or guardians to contact the bus company in order to make arrangements for bussing. Parents will notify the Program Director of their child’s bussing details (the bus number, estimated time of arrival, etc.).

Procedures for loading a school bus will be as follows:

1. A staff member will have the children line up at the door.
2. The staff member will use a bus roster to perform a head count and then a roll-call of the children to ensure that all are accounted for.
3. The staff member will walk the children out to the bus and perform a head count as they enter the bus.
4. Once the children are on the bus, they are in the care of the bus driver.
5. The staff member will then record on the roster the time that each child left the center.

Procedures for unloading a school bus will be as follows:

1. A staff member will be outside to greet the bus as it arrives at the door.
2. As the students file off the bus, the staff member will perform a head count.
3. After the head count, the staff member will do a roll-call using the bus roster.

4. Once all children are accounted for, the staff member will lead the group into Key to Life.
5. After all children are in their classroom, the staff member will record the time of arrival for each child.

If a child is not accounted for before loading the bus or after unloading the bus, the parent or guardian of that child will be notified immediately by telephone.

3.14 DROP OFF & PICK UP PROCEDURE

Key to Life is a secure facility. For the safety of enrolled children, all doors leading into the childcare are locked at all times and monitored by 24-hour surveillance cameras.

Childcare families will be entered into our fingerprint scan system at the time of registration that will allow entry through our main security doors. This fingerprint scanner is located to the right of the childcare entry. A staff member will train enrolling families on the use of the system.

3.15 CHILD DROP OFF PROCEDURE

Children are electronically signed in as families enter the childcare by scanning their fingerprints. Teachers will also manually sign students in using a class roster. This list will be located on a clipboard in each classroom. Daily class rosters are also kept in the childcare office.

Upon entering the childcare, parents are asked to walk their children to their classroom and assist the child in putting away belongings in each child's cubby. Parents may remain with their child as long as they see fit.

3.16 CHILD PICK UP PROCEDURE

Children are electronically signed out as families enter the childcare by scanning their fingerprints. Teachers will also manually sign students out using the class roster on their clipboards. When parents pick up their child, they are asked to speak with the staff member present and inquire about daily information.

Persons other than the primary guardian with permission to pick up a child must be listed on the child's emergency information card and enrollment form. The primary guardian **must** inform the center ahead of time if someone not listed on the emergency card is picking up a child. The center will ask to see a photo ID from any person picking up a child if they are not already known by staff. This person will be registered into our fingerprint scan system.

3.17 HOLIDAY CELEBRATION

One stated goal of Key to Life is to bring the love of Jesus to the children in our care. In keeping with this goal, we emphasize the religious meaning of Christian holidays such as Christmas and Easter. Celebrate with us for the true meaning of these very special days!

3.18 CULTURAL DIVERSITY

It is important to expose children to the diversity that exists within our society. Key to Life staff members share that diversity by reading books with characters from different cultures and races. The children are regularly exposed to pictures, music and food from different cultures.

3.19 PETS

In order to keep all children and staff safe from allergic reactions, no pets are allowed on the Key to Life campus.

SECTION 4: FOOD POLICIES

4.1 GENERAL FOOD PROGRAM INFORMATION

Key to Life participates in the State of Wisconsin Special Milk Program and follows the state nutritional guidelines for children and infants. Nutritious meals are offered daily every 3 hours for breakfast, lunch and snack in the afternoon and include the following:

- Protein (meat, cheese, egg, fish, or peanut butter)
- Bread (grain products)
- Milk
- Fruits and vegetables
- 100% fruit juices

Meal plans are prepared quarterly. Menus are posted on the Parent Communication Board and in each classroom. Meals are prepared on site each day by a qualified cook trained to follow the State of Wisconsin's Food Nutrition guidelines. Key to Life will offer alternate meals and snacks for children with food allergies. Alternate meals must also meet CACFP guidelines. See section 4.4 for food allergy information.

For More Information:

Childcare Food Program Requirements – See Appendix A
Sample Monthly Meal Plan – See Appendix B

4.2 INFANT FOOD PROGRAM

Parents may choose to supply their own formula and baby food for their child or they may accept formula and food offered by Key to Life.

Key to Life offers the following options on a daily basis:

- Member's Mark Brand Infant Formula (Iron-fortified)
- Beech Nut Brand Rice Cereal (Iron-fortified)
- Fruits and vegetables pureed from fresh or frozen fruits and vegetables which are appropriate to this age group and meeting the state guidelines.

Parents are required to complete an Infant Meal Notification Form at time of enrollment. This form will indicate a parent's choice to provide their own food or to accept the food provided by Key to Life. If a parent chooses food from Key to Life, the form will also indicate types of foods children will eat while at the center. Infants at Key to Life will not be offered food that has not been introduced first at home. This decreases the chance of an allergic reaction at the center.

Parents choosing to use formula offered by Key to Life are required to supply clean, labeled bottles on a daily basis. Used bottles will be sent home at the end

of the day for parents to sanitize. Parents choosing to use their own formula will continue to bring pre-made bottles as outlined in section 4.3.

When infants are ready, parents may choose to have them eat table foods provided as a part of the regular childcare menu. Parents will communicate to their child's teacher which foods are appropriate.

4.3 INFANT FOOD STORAGE

Key to Life promotes breast-feeding for all mothers whenever possible and encourages expressed milk for infants. Infant rooms at Key to Life are equipped with refrigerators to keep bottles cold until feeding. All bottles must have labeled caps. All food or liquid containers and bottles must be labeled with the child's name and date before being brought to the center. Milk and opened baby food containers cannot be kept overnight.

4.4 PREPARING FOOD/FORMULA

Bottles and food will be warmed in a bottle warmer. They will NOT be heated on a stovetop or in a microwave. A separate bottle must be used for each feeding. Teachers will shake bottles 4 to 8 times during warming to obtain consistent temperature. The temperature of formula will be checked before being given to a child by shaking a few drops on the underside of the teacher's wrist.

4.5 FEEDINGS

A flexible feeding schedule will be maintained also known as "feedings on demand". Babies will be held for all feedings until they are able to hold their own bottle. The baby's head will be held higher than the rest of the body to avoid milk entering the ear canal. Bottles will be held so formula fills the nipple to avoid swallowing of air. There will be absolutely NO propping of bottles. Bottles will NOT be given to a baby in his/her crib or during naptime.

Feedings will be stopped when the baby indicates that he/she has had enough (to avoid overfeeding). Babies will be burped once or twice during feeding and after feeding. As required by State Code, any food, milk or formula left at the end of feeding (one hour maximum) will be disposed of. Baby's saliva contains bacteria that can multiply and contaminate formula or food if saved for the next feeding.

Poor eating may be a sign of teething, minor cold or illness. If this occurs, more liquids or easily digested foods will be offered. It is normal for consumption of liquids to decrease as the consumption of solids increases. Less food will be needed around one year due to a slowing down of the child's growth rate.

Teachers will encourage each child's Independence by allowing use of hands and a spoon when age appropriate.

4.6 TODDLER AND PRESCHOOL POLICY

Key to Life will supply a healthy breakfast, lunch, and afternoon snack for those children in attendance old enough to eat table foods. Meals are served in each classroom every 3 hours while the center is open. The staff will sit and eat with the children for each meal or snack. Children will pray before each meal and teachers will teach and encourage proper table manners. Food will never be used as a punishment or a reward at Key to Life.

Water will be offered and encouraged every few hours. Extra water will be encouraged during physical activity, very warm or hot weather, and illness.

4.7 FOOD ALLERGIES POLICY

Alternate meals are available to children enrolled at Key to Life with food allergies. Parents of children with food allergies must speak to the Program Director about their child's allergy and are required to keep a doctor's recommendation in their children's file.

4.8 FOOD PROGRAM NONDISCRIMINATION STATEMENT

In accordance with federal law and US 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, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call 800-795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

SECTION 5: EMERGENCY & SAFETY POLICIES

Children's wellbeing is important to Key to Life and its staff. Staff members work with each child's individual physician, the Marathon County Health Department, and local health organizations to promote healthy practices and policies.

For the health of enrolled children and Key to Life staff, this childcare center is a smoke and alcohol free facility.

5.1 EMERGENCY PLANNING

Emergency plans are posted in each classroom showing the procedures for fire and tornado evacuation. All staff members are trained and prepared for emergency situations. Fire and tornado drills are conducted on a regular basis. All teachers will keep class lists and emergency cards in case of emergency evacuation.

5.2 EMERGENCY CONTACTS

In the event another teacher is needed there is at least one emergency contact person available on short notice within 5 minutes of the center. The emergency contact's name and telephone number are posted in the childcare office and in each classroom. The office also has a signed and dated statement from each contact person stating their agreement to this service.

5.3 MEDICAL EMERGENCY

In the event of a medical emergency staff will call 911 for medical assistance. Parents will be notified as soon as possible after contacting 911.

A written permission form from parents will be kept on file for each child giving permission for Key to Life staff to call a child's physician or refer the child for medical care in an emergency. St. Clare's Hospital is the designated emergency medical facility for Key to Life. When possible, children will be directed to the preferred medical facility designated on the child's enrollment form. Parents are responsible for their child's ambulance and other emergency medical costs.

5.4 CHILD/STAFF INJURY PROCEDURES

Each classroom is supplied with a first aid kit. All staff members are required by law to be certified in First Aid and CPR. In case of emergency staff members will contact 911. All injuries will be recorded and kept on file at the center.

5.5 ACCIDENT & MEDICATION REPORTS

Teachers are required to record all accidents and injuries (both minor and severe) in the medical log book in each classroom. All medications administered (prescription and non-prescription) will also be recorded in the same medical log book. Parents will be notified of each incident involving their child through a completed report and are required to initial the report as proof of their viewing.

5.6 FLOODING

Key to Life is not in a flood plain. If interior flooding occurs, teachers will follow the fire evacuation guidelines posted in each classroom. Teachers will line children up by the emergency exit, do a head count and evacuate the classroom, bringing the class list and emergency cards with them. Upon arrival at the designated meeting location teachers will perform a head count using the class list to account for each child by name and sight. The Program Director will contact the appropriate persons to resolve the issue. Teachers will contact parents if children need to be picked up.

5.6 TORNADO EVACUATION AND STAFF RESPONSIBILITIES

Key to Life was designed with a storm shelter hallway reinforced with solid concrete walls and ceiling in case of severe weather. If evacuation of classrooms becomes necessary, teachers will line children up by the main classroom door leading into the hallway, do a head count, and evacuate following the tornado evacuation guidelines located in each room, bringing the class list and emergency cards with them. Once in the storm shelter hallway teachers will perform a head count using the class list to account for each child by name and sight.

5.7 EXTREME OUTDOOR TEMPERATURES

Key to Life follows state regulations concerning safe temperatures for outdoor play. All children will be kept inside when outdoor temperatures exceed 90 degrees F. In winter months, children age 2 and above will be kept in the building when the wind chill is 0 degrees F or below. Children under age 2 will be kept in the building when the wind chill is 20 degrees F or below.

5.8 FIRE EVACUATION/STAFF RESPONSIBILITIES

In case of fire, teachers will follow the fire evacuation guidelines posted in each classroom. Teachers will line children up by the emergency exit, do a head count and evacuate the classroom, bringing the class list and emergency cards with them. Upon arrival at the designated meeting location teachers will perform a head count using the class list to account for each child by name and sight. The Program Director will contact the appropriate persons to resolve the issue. Teachers will contact parents if children need to be picked up.

5.9 MISSING CHILD

If a child under the supervision of Key to Life is discovered missing, staff members will immediately ask each other if anyone knows the child's whereabouts or when and where the child was last seen. One staff member will begin searching for the child on Key to Life's property. The Program Director will call 911 and contact the child's parents. The emergency contact person will also be asked to help search for the missing child or take the place of another staff member.

5.10 THREATS

If Key to Life's building becomes a threat in itself, the staff and children will evacuate in the same manner as a fire or flood evacuation. If there is a person within the building who is a threat to the staff and/or children, the Program Director will call 911 and inform the teachers in each classroom of this threat by a code word. Teachers will then lock each classroom door and take the children to the storage closets between each classroom locking the door behind them. The teachers will take all emergency information with them, count heads and use the class roster to account for each child by name and sight. Teachers and children will remain in these "safe rooms" until told otherwise by the authorities.

5.11 PARENTS UNDER THE INFLUENCE

If a parent arrives to pick up their child showing signs that they are under the influence of drugs or alcohol, the Program Director will immediately call the police. Other staff members will distract or stall the parent until authorities arrive.

5.12 BUILDING SERVICE LOSS

Heat, air conditioning, water, electricity, plumbing, and telephone are necessary building services for operation at Key to Life. In case of building service loss while the center is closed, we will inform families of emergency closure by television, radio and post information at the center. The Program Director will attempt to notify all families personally by telephone. Key to Life will reopen as soon as possible.

In case of building service loss while the center is open staff members will take necessary measures to ensure their and their children's safety. The center is equipped with emergency supplies and staff members have access to mobile phones in case of emergency. Parents will be contacted if necessary.

5.13 INSIDE BUILDING TEMPERATURE

The inside temperature of the building may not be less than 67 degrees F. Key to life is an air-conditioned building, but if the inside temperature exceeds 80 degrees F, Key to Life will provide for air circulation with fans or by other means.

SECTION 6: HEALTH POLICIES

6.1 COMMUNICABLE AND INFECTIOUS DISEASES

When a child has been diagnosed with a communicable disease (strep throat, chickenpox, etc.) notice will be placed on the Parent Communication Center bulletin board located outside the childcare office. Notices will also be posted in each classroom.

6.2 ILLNESS AND ABSENCES

Parents are requested to inform the center when a child will be absent for any reason. Tuition charges will still apply whether the child is in attendance or not on a regularly scheduled day. If the center does not have notice of a child's absence, staff will contact the parent and leave a message if they cannot be reached. In case of illness, the staff would appreciate knowing the nature of the illness, especially if it is contagious. In such cases, a release form from a physician may be required in order for a child to return to the center. A child may not return to the center after an illness until he/she has been symptom free for 24 hours. These symptoms include fever, vomiting, diarrhea or any other contagious conditions. Parents will be advised of any communicable disease to which their children may have been exposed.

6.3 DAILY EXAMS

Childcare staff will examine each child daily at the time of arrival for signs of illness or injury. Children showing signs of illness will not be allowed to remain at the center. Parents will be encouraged to tell teachers if the child has been injured in any way, been up late the night before, or had any other form of upset.

6.4 SIGNS OF ILLNESS

Signs of illness that will be watched for, recorded and reported to parents include:

- water filled blisters (possible impetigo)
- red raised scaly areas (possible ringworm)
- rectal itching (possible pinworms)
- ear pulling (possible ear infection)
- red, watery eyes and crusted lids (possible "pink eye")
- cracks and itching between toes (possible athlete's foot)
- rash
- runny or blurry eyes
- fever of 101 (expect low grade fevers after immunizations or during teething)
- diarrhea
- change in appearance of stool (brown, green, or yellow can be normal)
- blood or pus in stool

- blood or pus coming from any body opening including mouth, nose, vagina or urethra or anus
- change in frequency of bowel movements
- vomiting
- thick discharge from the nose
- cough – harsh or deep
- child who simply looks or acts different
- a usually active child who is suddenly lethargic
- a usually quiet child who is suddenly restless
- wheezing/labored respiration; crowing, barking
- color change to pale, blue/cyanotic
- easily bruised or skin hemorrhage

6.5 ILL CHILD

If a child becomes too ill during the day to remain at the center parents will be notified by the childcare staff. Parents will need to make arrangements to have the child picked up from the center as soon as possible. A child needing to be taken home will be placed in an isolated area (the childcare office). All items and facilities used by the ill child will be thoroughly cleaned before being used by another child. Parents will be notified when a child's temperature rises above 100 degrees. Parents will also be contacted if their child exhibits signs of other illness such as ear infection, throat infection or upper respiratory infection. If these symptoms are combined with fever, parents will be asked to arrange to take the child from the center and have him/her be seen by a doctor. Parents will also be asked to arrange for any child with a fever over 100 degrees, vomiting, diarrhea, undiagnosed rash, uncontrolled cough or any communicable disease to be taken from the center. As much as is feasible, such a child will be separated from the rest of the children until the parents can arrive. A child **MUST** be fever/symptom free for 24 hours before returning to the center.

6.6 MEASURING TEMPERATURE

Temperatures of the children will be monitored using the axillary (under the arm) method as follows:

- 1) Turn on the digital thermometer.
- 2) Place the bulb end of the thermometer under the child's (dry) armpit.
- 3) Hold the child's elbow close to his side and place his hand on the opposite shoulder to keep the thermometer in place. If you hold the child in your arms or on your lap, you may feed him or read to him during the time you are taking the temperature.
- 4) Keep his arm in this position until the digital thermometer beeps.
- 5) Remove the thermometer and write down the reading. (Remember that temperature readings under the arm are one degree less than actual.)

Parents will be notified if a child's temperature reaches 100 degrees. If the temperature reaches 101 degrees, parents will need to make arrangements to

have the child picked up as soon as possible. The child may return to the center after being fever free for 24 hours. Thermometers will be washed and sanitized after each use. Temperatures will be measured and documented at least every hour during periods of observation.

6.7 FALLS

In the case of a fall, if a child is easily consoled and there are no other symptoms the child will be considered okay. The fall will be recorded in the accident log book. If the accident involves a blow to the head, the parents will be notified immediately, even if the child shows no immediate symptoms. If the child vomits, or appears drowsy, the parents will be contacted as well. If loss of consciousness, seizure, or uncontrollable bleeding occurs EMS (ambulance) and the parents will be contacted immediately.

6.8 BURNS

In the case of a burn, if the skin is unbroken and there are no blisters, the teacher will immerse the area in cold water or apply towels soaked in cold water for 5 minutes. For more serious burns, the teacher will cover the area with a loose sterile bandage or a clean, moist cloth. The burn will not be cleaned or covered with ointment. Parents and EMS (ambulance) will be contacted immediately.

6.9 IMMUNIZATIONS

A child may have a slight fever and be cranky for a day or two after receiving an immunization. Soreness and swelling may appear in the area of the shot and are not a cause for concern. Whenever a child is immunized, parents must update their child's record on file in the childcare office.

6.10 CONVULSIONS

If a child has convulsions related to fever, the teacher will lay the child on his/her side. Any objects will be removed from the child's mouth. Parents and EMS will be notified immediately and the teacher will sponge the child with water to lower body temperature.

6.11 VOMITING

When a child has vomited for any reason, the parents will be notified. If vomiting is accompanied by other symptoms or if it continues, the child's parents will be contacted and will need to make arrangements to have the child picked up as soon as possible. If vomiting occurs after a bump on the head, the child will be carefully monitored for possible signs of paleness, drowsiness or loss of consciousness. A child who has vomited will not be given another feeding unless

he/she acts hungry. A child who has vomited will be placed on his/her side to avoid choking.

6.12 MEDICATION

Medication can be given to the child as stated in the Health Policy section of the Key to Life Parent Handbook. The center needs a signed medication authorization form completed for each child. All medication will be stored in labeled medication containers in each classroom. Medication needing to be refrigerated will be stored in labeled medication containers in refrigerators located in the infant rooms. The child's teacher will ensure that all necessary forms are completed, administer the medication and record each dosage of medication given to the child. Volunteers will not dispense medications.

6.13 HAND WASHING

Children must wash their hands with soap and warm water before meals and snacks, and after toileting or diapering. Children's hands and faces must be washed after meals.

6.14 SIDS

To reduce the risk of SIDS, all children under the age of 2 will be put to sleep on their backs. They will be placed in cribs with a tight fitting mattress and the mattress coverings will fit snugly. If a blanket or sheet is necessary in the crib for warmth, the covering must be tucked in and is not to cover the child's face. All children under the age of one will have no soft items in the cribs such as bumpers, comforters and stuffed animals. Non-mobile babies will have tummy time only when they are awake. All staff members will have SIDS training during orientation.

6.15 BEDDING & SLEEP

Cribs will be labeled for the exclusive use of one child. Crib sheets will be changed at least weekly. Pillows will not be used in cribs. Babies will be burped before bed, and put to bed on their backs, unless otherwise specified in writing by the child's physician. If bedding becomes soiled, it will be removed from the crib and kept in a covered container until washed.

All children 18 months and older will sleep on a cot during naptime. Cots are labeled for the exclusive use of one child. Cot sheets are provided by Key to Life and washed weekly.

6.16 ALLERGIES/SPECIAL NEEDS

All allergies will be recorded in the office, and posted in the classroom and kitchen area on the inside of a cabinet to ensure confidentiality. All staff will be informed of any children with special needs in the center. Specific information on how to care for these children will be verbally passed on to each teacher, and written in the medical log book. The Health History form will be kept with the child at all times.

6.17 TEETHING

Symptoms of teething include irritability and crankiness, loss of appetite, crying more and sleeping less. Teething generally starts at about six to seven months. A cold teething ring may be given to the child, if provided by parents. Tylenol may be given for comfort and pain relief at the instruction of parents. A permission form for administering medication must be filled out and signed. Medication forms are only valid for the current week. Teething lotions will only be used if provided by parents and an authorization to administer medication form is signed. Parents will be notified if fever or diarrhea occurs.

6.18 CONSTIPATION

In severe cases of constipation parents will be contacted.

6.19 DIARRHEA

Diarrhea is usually caused by mild intestinal infection or systemic illness. Symptoms include a change in the color, odor or frequency of stools. It will generally clear up in a few days if no other symptoms are present. If it lasts longer, parents should consult a doctor. If it is very messy, very watery or happens immediately after a feeding, the parents will be contacted immediately. Things to watch for and note when diarrhea occurs are pus or blood, unusual odor, a green tinge, eyes that appear weak, sunken eyes with gray circles under them and skin that is warm or dry to the touch. A child with diarrhea will be checked frequently for the need of a diaper change. If diarrhea symptoms occur three times within a one hour period the child's parents will be required to pick up their child as soon as possible.

6.20 COLIC

Colic is sharp pains in the intestine. Symptoms include loud crying over long periods and pulling knees up to stomach, then thrusting them out stiffly. Episodes often occur at a regular time each day. Children usually outgrow colic between 3 to 6 months. In cases of colic staff members will burp the baby carefully, offer a pacifier, rock the baby, rub their back, and try to create a quiet and calm atmosphere. If the colic is accompanied by vomiting or diarrhea

parents will be required to pick up their child as soon as possible and encouraged to take their child to the doctor.

SECTION 7: CLASSROOM MANAGEMENT

7.1 CHILD RELATIONS

Staff members will show a loving, caring, positive, Christian attitude to all children within the center. Staff members will use a soft, calm and caring voice when speaking to children. The safety of the children is the first and foremost concern. All children will be treated equally. A positive relationship will be nurtured by placing oneself at the child's level.

7.2 GUIDANCE/DISCIPLINE

Discipline is a way of correcting undesired behavior to achieve an expected behavior. Classrooms are set up to encourage appropriate behaviors from all children. Transitional activities will be planned to help children move from one activity to another. Praise and positive reinforcement will be used to reinforce acceptable behavior.

Children are given the opportunities to make choices for their own behavior. We intend to use logical and natural consequences, with Biblical teachings when working with children to see the results of their choices.

Jesus taught, "Honor your father and mother," and "love your neighbor as yourself." An atmosphere of Christian love will be maintained at Key to Life at all times, both in the classroom and on the playground. Children will be gently shown their responsibility to respect God, their parents, teachers, staff, other children and themselves.

Corporal punishment will not be used at any time. Undesired behavior will be handled through gentle verbal correction and redirection to other activities. As a last resort persistent or serious negative behavior will be corrected through use of a "time away". In a "time away" children are separated from the group for a period of time not more than one minute per year of age. "Time away" gives the child an opportunity to calm down and to communicate with the teacher afterwards. The child is allowed to return to activities when the behavior is under control. Staff members will stress Jesus' unconditional love and forgiveness to all children.

Parents will be contacted and consulted in the event of persistent discipline problems. If the child is a threat to his/her own safety or the safety of others or exhibits uncontrollable behavior, the parents of the child will be called to pick up the child immediately. If a child's uncontrollable behavior continues, the administration may decide to dismiss the child from the program after consultation with the teachers involved and the parents of the child.

7.3 USE OF TIME AWAY

A time away will be used only as a last resort when a child has hurt another person, himself, or property, or when all other forms of discipline have failed. The length of time will be limited to one minute for each year of age, and will never exceed five minutes. A time away will never be used with a child under three years of age. When used, the time away will immediately follow the behavior. A teacher will stay with the child and talk about the unacceptable behavior and what the child could have done or said instead. Rather than using a specific time away chair or corner, the child will take a break near the other children so the emphasis is on relaxing and/or calming down rather than isolation and punishment. After the time away, staff members will help the child rejoin the group.

7.4 PROHIBITED PUNISHMENTS

In accordance with HFS 45 Licensing Rules for Child Care Centers, actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting 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
- Punishing a child for lapses in toilet training

These forms of punishment will never be used, even at a parent's request.

7.5 BITING

Many young children go through a biting stage; it can be one way they choose to "communicate". Staff members will work with parents to help stop this behavior. Key to Life is responsible for the safety of all enrolled children. If at any time the child's behavior begins to endanger others or if staff members are unable to curb this action, the child will be asked to leave until the behavior has been corrected. This decision will be made on an individual basis in consultation with staff and parents.

7.6 CRYING

Crying is a baby's most important means of communication. When a child cries staff members will provide support, sympathy and redirection. If a child's needs

are met, staff members may allow a child to cry for a brief time to see if the crying stops. If crying seems to be inconsolable a staff member may as a last resort call the child's parents for suggestions or for pick-up.

Causes of distress and crying include:

- Fear of strangers
- Activity to the point of confusion
- Adjustment to new care provider
- A first symptom of illness
- Wet or soiled diapers
- Pain from gas
- Boredom
- Over-stimulation
- Sudden change
- High noise level
- Feeding too rapidly
- Overfeeding
- Hunger
- Tiredness
- Too hot or too cold
- Colic
- Teething

SECTION 8: CLASSROOM RESPONSIBILITIES

8.1 LESSON PLANS

The Lead Teacher in each classroom is responsible for creating and following monthly lesson plans based on the center's monthly theme. General outlines of lesson plans will be included in each monthly newsletter and posted in each classroom.

8.2 GENERAL DAILY ACTIVITIES

Activities will be planned to provide children with a variety of experiences. Some activities will include:

- Language development: Books, music, story time, Bible time, finger plays, flannel board stories
- Large motor skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Fine motor 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

8.3 INFANT ACTIVITIES

Infant classrooms at Key to Life will follow a flexible schedule that takes into account the needs of each individual child. Infants are allowed to eat and sleep according to their own schedule. The classroom is equipped with toys that help to foster basic developmental skills. The body position of non-mobile infants and their location in the classroom will be changed frequently to offer a variety of stimuli. Staff members regularly take infants out of the classroom in strollers to provide a range of experiences throughout the day.

8.4 TODDLER ACTIVITIES

Toddler classrooms at Key to Life provide more structure for children as they grow and develop. Toddlers eat and nap together at scheduled times. Toddler activities and toys are designed for physical, cognitive, and social development. Verbal communication is encouraged through interaction with staff and classmates.

8.5 PRESCHOOL ACTIVITIES

Preschool classrooms follow a strict daily schedule, helping prepare them for the demands of elementary school education. Activities are designed to allow students further development in the physical, cognitive, and social areas. Stronger focus is placed on fine motor skills such as writing and use of scissors.

8.6 SCHOOL-AGE ACTIVITIES

School age children are provided with a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large motor activities. During the summer months, school age children will also be given many opportunities to take field trips.

8.7 DAILY RECORDS

A daily record form will be completed by teachers for each child two years old and younger. This form records when each child ate, slept, and was changed during the day. Daily records will be sent home with parents at pickup time.

8.8 DIAPERING

Infants and toddlers will be diapered at least once an hour or as needed throughout the day. Parents must provide labeled disposable diapers and baby wipes. Only creams, lotions and powders provided by parents will be used. Diapering will only be done on the changing table. The changing table will be cleaned and sanitized after each diaper change. The child's bottom will be washed at each diapering. Special attention will be paid to creases and folds when cleansing and drying the baby's bottom. Soil will be wiped "front to back", and the child's bottom will be allowed to air dry. The diaper will be attached adequately – with enough room for three adult fingers to fit between the child and the diaper. A record of diapering is included as part of each child's Daily Record.

The diaper waste pail will be emptied, washed and disinfected at least once a day.

8.9 TOILET TRAINING

Toilet training will be planned and carried out cooperatively between parents and teachers. Training will begin when the child appears ready. Many children do not have the muscle control needed until 18 months old. The child must be able to walk and talk before staff members will attempt toilet training. A child should have dry diapers for two hour intervals before starting bladder training. Words for

toileting will be chosen with the parents and used consistently. The child's normal pattern will be noted to determine times to attempt toileting. Children will be left to sit on the toilet for brief periods only – no longer than five minutes. Accidents will be treated matter-of-factly, while praise will be given for success.

8.10 SOILED CLOTHING & DIAPERS

Soiled clothing and diapers will not be washed at the center. Washing them can spread possible disease-carrying germs. Soiled clothes will be placed in sealed plastic bags, labeled and sent home.

8.11 MAINTAINING RATIOS

From 6-8am and again from 5-6pm classes may be combined due to low enrollment. When this happens the teachers will utilize the gathering area and ratios will be counted according to the youngest child in attendance.

Infants and toddlers will be assigned to a specific self-contained room or area with a regularly assigned teacher and may not be transferred to another group or room in order to adjust group sizes or staff-to-child ratios, except:

- During opening and closing hours.
- When the number of children in care is one or two children to one child care worker.

During these times infants and young toddlers will never be in a group size of more than 8 children.

8.12 CHILD ABUSE AND NEGLECT

All staff members who suspect, with “reasonable cause”, that a child seen in their professional duties has been abused or neglected are mandated to report their suspicion. If staff members have reason to believe that a child has been threatened with abuse and neglect, and that abuse or neglect of the child will occur, they are mandated to report that belief as well.

All staff members will receive training on recognizing child abuse and neglect during orientation and will read the brochure “It Shouldn't Hurt to be a Child”. All suspected cases of child abuse and neglect will be documented in the classroom medical log, and reported to the Wisconsin Department of Children and Families.

8.13 OUTSIDE SUPERVISION

- 1) Safety is our highest priority.
- 2) Adults should spread out so that every area of the playground is being watched at all times.
- 3) One adult should be near any climbing equipment being used in the area.
- 4) When a group is outside, only one child is allowed to enter the building at a time to use the toddler restroom.
- 5) If an adult needs to leave the playground, they should notify another teacher and return as quickly as possible.
- 6) Consistently enforce playground rules.
- 7) Encourage children to help return equipment to storage areas.
- 8) Work as a team for the safety and happiness of the children.

SECTION 9: APPENDIX

Appendix A – Childcare Food Program Requirements

Appendix B – Sample Monthly Meal Plan

Appendix

A

Childcare Food Program Requirements

Birth-11 Months

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APPENDIX C

CACFP MEAL PATTERN REQUIREMENTS - BIRTH THROUGH 11 MONTHS

The infant meal pattern shall contain, as a minimum, each of the following components in the

amounts indicated for the specific age group.

The minimum quantity of food shall be provided to the infant, but may be served during a

span of time consistent with the infant's eating habits.

Birth Through 3 Months 4 Through 7 Months 8 Through 11 Months

BREAKFAST

4- 6 fl. oz. formula¹ or

breast milk ^{5,6}

4-8 fl. oz. formula¹ or breast milk ^{5,6}

0-3 T. infant cereal² (optional)

6-8 fl. oz. formula¹, breast milk ^{5,6}

2-4 T. infant cereal²

1-4 T. fruit and/or vegetable

LUNCH OR SUPPER

4- 6 fl. oz. formula¹ or

breast milk ^{5,6}

4-8 fl. oz. formula¹ or breast milk

0-3 T. infant cereal² (optional)

0-3 T. fruit and/or vegetable

(optional)

6-8 fl. oz. formula¹, breast milk ^{5,6}

2-4 T. infant cereal² and/or

1-4 T. meat, fish, poultry, egg yolk, or cooked
dry beans or peas, or

1/2-2 oz. cheese or 1-4 oz. cottage cheese,
cheese food, or cheese spread

1-4 T. fruit and/or vegetable

SNACK

4- 6 fl. oz. formula¹ or

breast milk ^{5,6}

4-6 fl. oz. formula¹ or breast milk ^{5,6} 2-4 fl. oz. formula¹, breast milk, or fruit juice³

0-1/2 bread or

0-2 crackers (optional)⁴

1 Shall be iron-fortified infant formula.

2 Shall be iron-fortified dry infant cereal.

3 Shall be full-strength fruit juice.

4 Shall be from whole-grain or enriched meal or flour.

5 It is recommended that breast milk be served in place of formula from birth through 11 months.

6 For some breast-fed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.

Required Guidelines for Infant Meal Pattern

Definition of Infant. Any child less than 12 months of age.

Definition of Infant Formula. Infant formula defined by USDA is “any iron-fortified infant formula intended for dietary use as a sole source for food for normal healthy infants served in liquid state at manufacturer’s recommended dilution”.

Infant Formula/Breast Milk. The decision regarding feeding infants breast milk or the type of infant formula is one for the infant’s doctor and parents/guardian to make together.

Definition of Optional. Optional foods must be served as each infant becomes developmentally ready for the specified foods.

Ages 1-12

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APPENDIX B

CACFP MEAL PATTERN REQUIREMENTS - AGES 1 to 12

Age 1 & 2 Age 3, 4 & 5 Age 6 up to 12

BREAKFAST

1. Milk, fluid 1/2 cup 3/4 cup 1 cup

2. Juice or fruit or vegetable **or** 1/4 cup 1/2 cup 1/2 cup

Fruit(s) or vegetable(s) 1/4 cup 1/2 cup 1/2 cup

3. Grains/Breads:b

Bread 1/2 slice 1/2 slice 1 slice

Cornbread, biscuits, rolls, muffins, etc.b 1/2 serving 1/2 serving 1 serving

Cereal: Cold dry 1/4 cup or 1/3 oz.c 1/3 cup or 1/2 oz.c 3/4 cup or 1 oz.c

Cereal: Hot cooked 1/4 cup total 1/4 cup 1/2 cup

Cooked pasta or noodle products 1/4 cup 1/4 cup 1/2 cup

LUNCH OR SUPPER

1. Milk 1/2 cup 3/4 cup 1 cup
 2. Meat or meat alternate:
 Meat, poultry, fish, cheese 1 oz. 1+1/2 oz. 2 oz.
 Alternate protein productsg 1 oz. 1+1/2 oz. 2 oz.
 Yogurt: plain or flavored, unsweetened or sweetened 4 oz. or 1/2 cup 6 oz. or 3/4 cup 8 oz. or 1 cup
 Egg 1/2 egg 3/4 egg 1 egg
 Cooked dry beans or peas 1/4 cup 3/8 cup 1/2 cup
 Peanut butter or other nut or seed butter 2 Tbsp. 3 Tbsp. 4 Tbsp
 Peanuts or soynuts or tree nuts or seeds 1/2 oz. = 50%d 3/4 oz. = 50%d 1 oz. = 50%d
 3. Vegetable and/or fruite (at least two) 1/4 cup total 1/2 cup total 3/4 cup total
 4. Grains/Breads:b
 Bread 1/2 slice 1/2 slice 1 slice
 Cornbread, biscuits, rolls, muffins, etc.b 1/2 serving 1/2 serving 1 serving
 Cereal, Hot cooked 1/4 cup total 1/4 cup 1/2 cup
 Cereal, Cold dry 1/4 cup or 1/3 oz.c 1/3 cup or 1/2 oz.c 3/4 cup or 1 oz.c
 Cooked pasta or noodle products 1/4 cup 1/4 cup 1/2 cup
- SUPPLEMENT** Select two of the following four components:
1. Milk 1/2 cup 1/2 cup 1 cup
 2. Juicea,f or fruit or vegetable **or** 1/2 cup 1/2 cup 3/4 cup
 Fruit(s) or vegetable(s) 1/2 cup 1/2 cup 3/4 cup
 3. Grains/Breadsb
 Bread 1/2 slice 1/2 slice 1 slice
 Cornbread, biscuits, rolls, muffins, etc.b 1/2 serving 1/2 serving 1 serving
 Cereal: Cold dry 1/4 cup or 1/3 oz.c 1/3 cup or 1/2 oz.c 3/4 cup or 1 oz.c
 Cereal: Hot cooked 1/4 cup 1/4 cup 1/2 cup
 4. Meat or meat alternate:
 Meat, poultry, fish, cheese 1/2 oz. 1/2 oz. 1 oz.
 Alternate protein productsg 1/2 oz. 1/2 oz. 1 oz.
 Egg, Largeh 1/2 egg 1/2 egg 1/2 egg
 Cooked dry beans or peas 1/8 cup 1/8 cup 1/4 cup
 Peanut butter or other nut or seed butter 1 Tbsp. 1 Tbsp 2 Tbsp
 Peanuts or soynuts or tree nuts or seeds 1/2 oz. 1/2 oz. 1 oz.
 Yogurt: plain or flavored, unsweetened or sweetened 2 oz. or 1/4 cup 2 oz. or 1/4 cup 4 oz. or 1/2 cup
- a. Must be full strength fruit or vegetable juice.**
 - b. Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.**
 - c. Either volume (cup) or weight (oz.), whichever is less.**
 - d. No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.**

- e. Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.**
- f. Juice may not be served when milk is the only other component.**
- g. Alternate protein products may be used as acceptable meat alternates.**
- h. One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.**

Appendix

B

Sample Monthly Meal Plan



SUMMER MENU

WEEKS OF	7/8/13	and	8/5/13	and	9/2/13	and	9/30/13
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY
Breakfast	Cereal, Bananas, Milk		Cream of Wheat, Berries, Milk		Toast and Jelly, Fruit, Milk		Cinnamon Rolls, Fruit, Milk
Lunch	Hamburger Casserole (Grnd Beef, Tomato Soup, Noodles), Corn Fruit, Milk		Chicken Quesadilla (Diced Chicken, Cheese, Soft Tortillas), Peas, Apples, Milk		Hotdogs, Buns, Pork and Beans, Fruit, Milk		Pizza (Sausage and Pepperone, Cheese) Green Beans, Fruit, Milk
PM Snack	Cheese, Crackers, Water		Pudding, Nilla Wafers, Milk		Animal Crackers, Chocolate Milk (White Milk for Toddlers 1 and Under)		Cottage Cheese, Peaches, Milk

WEEKS OF	7/15/13	and	8/12/13	and	9/9/13
	MONDAY		TUESDAY		WEDNESDAY
Breakfast	Waffle, Applesauce, Milk		Bagels, Cream Cheese, Fruit, Milk		Cereal, Fruit, Milk
Lunch	Hot Ham and Cheese, Buns, Mixed Veggies, Bananas, Milk		Creamy Chicken, Biscuits, Peas and Carrots, Fruit, Milk		Turkey W/rap (Sliced Turkey Cheese, Soft Tortilla Shell, Ranch Dressing), Corn, Fruit, Milk
PM Snack	Sausage, Crackers, Milk		Banana Bread, Milk		Cheese, Crackers, Juice

WEEKS OF	7/22/13	and	8/19/13	and	9/16/13
	MONDAY		TUESDAY		WEDNESDAY
Breakfast	Cereal, Bananas, Milk		Pancakes, Fruit, Milk		Englis Muffin and Jelly, Fruit, Milk
Lunch	Pasta, Meat Sauce, Green Beans, Fruit, Milk		Cold Meat and Cheese Sandwich, Veggies, Fruit, Milk		Mac and Cheese, Veggies, Bread and Butter, Fruit, Milk
PM Snack	Nacho Chips, Cheese Sauce, Milk		Fresh Bread Slices, Butter, Milk		Fruit Compote (Fruit, Oatmeal Crumble), Milk

WEEKS OF	7/29/13	and	8/26/13	and	9/23/13
	MONDAY		TUESDAY		WEDNESDAY
Breakfast	French Toast Sticks, Applesauce, Milk		Cereal, Bananas, Milk		Cottage Cheese, Fruit, Milk
Lunch	Tacos (Grnd Beef, Seasoning, Tortilla Shells), Lettuce, Cheese Peas, Pineapples, Milk		Chicken Patty, Bun, Veggies, Fruit, Milk		Upside Down Pizza (Grnd Beef, Tomato Soup, Cheese, Crescent Rolls), Fruit, Milk
PM Snack	String Cheese, Crackers, Water		Raisins, Crackers, Milk		Soft Pretzels, Cheese Sauce, Water

CERTIFICATION
OF
UNDERSTANDING

I certify that I have read, understood and agree to abide by the policies and procedures listed in the Key to Life Operating Policies and Procedures Manual.

(signature)

(date)