Welcome to the University of Wisconsin Platteville Children’s Center. We look forward to working with you and your child.

The Children’s Center is a division of Auxiliary Services. First established as a service to campus students and employees, the Children’s Center has evolved into a program that strives to meet national standards of excellence for early childhood programs.

The following materials will acquaint you with the Children’s Center program and procedures. Please read these guidelines and policies so you become knowledgeable about our program, which will ensure that we all have a rewarding experience.

Thank you and welcome!

UW-PLATTEVILLE CHILDREN'S CENTER

1 University Plaza
Platteville, WI 53818
608-342-1260

Hours: 7:30am-5:00pm

Director

Julie Soja
Home: 608-744-3062
Cell: 563-590-5534

Program Assistant/Substitute Teacher

Rebecca Swenson: 608-348-3688

Teachers

Kayla Miller-Blue Room: 815-297-3114
Tina Roth-Green Room: 608-330-2548
Jodi Halverson-Red Room: 608-732-1290

Food Assistant

Elaine Cline

Maintenance
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GETTING READY FOR THE CENTER

A first big step toward independence is a child's introduction to a school or childcare center. We hope to make this step a most pleasant and rewarding experience. Your guidance with this new journey is very important. We ask that each new child visit at least once before their first day of attendance. Children need to be prepared for separating from their parent(s)/guardian(s) and being among many children. Children are more likely to adjust comfortably when an introduction is gradual.

You can also help prepare for this experience by talking at home about the activities we will be doing and assuring them about the Center. But the first few experiences can still be full of anxiety for the children. Some overcome this easily, others cry, have tantrums, or become angry, while others may find a corner to hide in. If you, as parent(s)/guardian(s), understand this emotional reaction, it will be easier for the child to adjust also. A simple statement like "I'll be back to pick you up at lunch time" is enough. Children need to know that they will not be forgotten. Leaving without a "Goodbye" is traumatic for many.

After your farewell, it is important that you leave without hesitation. A staff member will comfort your child and assure him/her that you will return. Do not be embarrassed if your child takes a while to adjust to your departure. Some children take longer to adjust to change than do others. Please feel free to call to check on your child. We recommend not visiting during the transition stage as children become confused and more upset that you are leaving again and not taking them along. After they have made the adjustment to the Center, your visits are always welcome.

You will be notified if a child's adjustment is not progressing as expected. A child may need a more gradual or delayed entrance to the Center. Some children are not ready for a large group experience for a variety of reasons.

Sometimes children have a setback after several weeks or months of attendance, which may be upsetting to all concerned. Children sometimes express concerns or worries with you about being at the Center. Please help them talk out these anxieties and confer with us so we may be of help to your children at the Center. With continued reassurance by the teacher and parent(s)/guardian(s), the child usually becomes confident again. Consulting with the teachers will assure you of your child's adjustment.

Any child who has special needs (physically, emotionally, dietary or health) will have a form (Health History Form) in their file detailing his/her needs and restrictions. Please share anything you feel will be helpful in order to make this experience for your child as successful and fulfilling as possible. Any information will be shared with the staff to ensure safety and optimal learning for all children. If necessary, any forms or notes will be posted in the classrooms.

We also invite you to share important news to the teachers, both good and bad, likes and dislikes, and any special needs your child may have so that we can be supportive during the day.

The following information in the handbook is designed to summarize our philosophy, procedures, and policies. If you have any specific questions please do not hesitate to ask. Our goal is to make this a successful experience for you and your child.
PROGRAM PURPOSE AND PHILOSOPHY

The UW-Platteville Children's Center's main purpose is to provide high quality childcare services and education for children ages two through nine. The Center provides an environment that encourages exploration and active involvement in learning activities within a warm and caring atmosphere. The Children's Center is also committed to meeting the needs of all children. This includes all races, cultures, special needs, and economic groups represented on campus and in the community.

Our philosophy is that young children grow and flourish in a positive, stimulating environment. The teachers facilitate play activities throughout the day, which support children's natural desire for learning. In addition, children learn to be inquisitive, confident, and responsible . . . building blocks for future success.

PROGRAM GOALS

We have goals for all of the children who attend the Children's Center as well as more specific goals for each age classroom. Below is a list of goals for all children. Age specific goals are supplied with your registration packet.

1. To strengthen children's positive feelings about themselves and others.
2. To foster ongoing social skill development in the areas of cooperation, problem solving, decision-making, and handling emotions.
3. To provide intellectual challenges in the areas of language, vocabulary, readiness skills, mathematics, and science.
4. To provide experiences, which encourage children to think, question, analyze, experiment, discover and learn.
5. To develop an appreciation of our differences and our similarities.
6. To provide opportunities to develop physical fitness, muscle control, and coordination.
7. To encourage creative self-expression.
8. To practice sound nutritional, health, and safety habits.
9. To be a supportive environment for children and their families.

CURRICULUM AND ENVIRONMENT

Our curriculum is called “Creative Curriculum,” and is aligned with the Wisconsin Model Early Learning Standards. This approach was developed using research based best practice and current brain research. It is a developmentally appropriate practice that creates purposeful and productive experiences that help children grow in all areas of development. The role of the teacher is to connect the content and learning for each child.
Some of the areas children will have an opportunity to participate and develop skills in are:

- art
- books
- creative expression
- decision-making
- dramatic play
- emotions/empathy
- health
- independence
- language
- listening
- math
- music
- nutrition
- outdoor play
- problem-solving
- reading
- responsibility
- safety
- woodworking/carpentry
- writing

Individual development of each child is encouraged through rich and diverse activities most likely to stimulate a young child's learning. The environment is structured to encourage children to make their own choices, following their own interests, with increased challenges as appropriate. Above all, the atmosphere at the Center strives to be a safe, secure, fun-filled place, where each child's needs are met. We strive to be responsive and sensitive to the many changes facing today's children and families. A detailed daily schedule is available on the bulletin board outside of each classroom.

**HOURS OF OPERATION**

The Children's Center serves children ages two through nine years during the fall, winterim, spring and summer semesters. The Center is open from 7:30 a.m. to 5:00 p.m. Monday through Friday.

**CLOSINGS**

The Center will not be open on the following days: Labor Day, Thanksgiving Day, two weeks between the fall and spring semester (actual days will vary depending on when Christmas and New Year's fall), Spring Break, Martin Luther King, Jr. Day, Memorial Day, and the Fourth of July. No fees are charged for these days. Special closings may occur; such as the Friday after Thanksgiving, Good Friday and/or Easter Monday.
ENROLLMENT

Enrollment for each semester occurs during April for the summer and fall semesters and November for the spring semester. Priority is given to the currently enrolled children. New children are enrolled based on the following:

* Full time students enrolled in a minimum of 12 credits
* Part time students enrolled in a minimum of 6 credits
* Full time faculty/staff members
* Part time faculty/staff members
* Community members with a minimum schedule of 20 hours a week

When classroom capacities are met, children will be placed on a waiting list. We ask parent(s)/guardian(s) to update their interest to remain on the waiting list each semester.

Enrollment is assured when the following required forms are completed and the registration fee is paid:

- Registration form
- Child Enrollment and Health History form
- Parent(s)/guardian(s) Class/Work Schedule form
- Food Program forms
- Permission form for photographs and lotion/sunscreen

The Health and Immunization form must be on file within thirty days of enrollment. A physician or nurse practitioner must sign the health form.

Forms must be completed and on file at the Center before enrollment can begin.

FEES

Each semester (Fall/Spring) there is a $20.00 non-refundable registration fee. For the summer session there is a $5.00 non-refundable registration fee.

The following fees and charges are in effect as of August 7, 2006:

**Student** (minimum of six credits)

$2.65 per hour

$18.40 per day

To be eligible for the student rate, the parent(s)/guardian(s) must be registered for at least six credits as an undergraduate student (three credits during the summer session). Graduate students must carry at least five credits. If a student is registered for less than the minimum credit load, the child will be eligible to enroll at the faculty/staff rate. (Non-credit classes from Continuing Education are not considered for the student rate. Segregated fees, which subsidize the student rate, are not charged to students in these programs.)
Faculty, Staff, and Community

$ 5.35 per hour
$ 36.75 per day

PENALTY FEES

A penalty fee will be assessed to parent(s)/guardian(s) who leave children past closing time at the rate of $1.00 per minute.

If you find that you are unable to be at the Center on time because of an unavoidable emergency or difficulty, we ask that you call the Children’s Center. We will work to accommodate your needs.

SCHEDULING

Children are registered each semester according to weekly childcare needs, which can include class time, study periods, and work hours. Schedules should allow time for parent(s)/guardian(s) to get to and from classes or work and must be rounded to the nearest quarter hour.

The Children’s Center offers flexible scheduling to meet the needs of the campus population. However, minimum hourly requirements are established to provide consistency and stability for the program as well as the children.

Parent(s)/guardian(s) are requested to bring and pick up children promptly according to scheduled times. We understand, however, that extra childcare may be needed on certain days. Additional hours may be added to your child’s schedule at the regular fee rate with advance notice provided the Children’s Center has space available. Hours added must be approved by the director or teacher.

SCHEDULE CHANGES

A child's schedule may be changed within the first two weeks of each semester. With a week's notice, a schedule change may be made providing there is space available in the classroom in which your child is enrolled.

There is limited space at specific times each day, so requests should be made as soon as possible. We will do our best to accommodate your needs, although, due to class changes, we cannot always guarantee space will be available. Hours and days not used cannot be “traded” for other unscheduled times.

To reduce registered hours or withdraw a child from the program prior to the end of the semester, a two-week written notification is required, otherwise fees are charged regardless of a child’s attendance.

Schedule change forms are located in the lobby and must be completed and submitted to the director. To withdraw, full payments of fees are due at the end of the notification period.
BILLING AND PAYMENT

Billing for childcare is done through the Auxiliary Services Accounting Office. Invoices will be distributed at the Children's Center every two weeks. Payment is due within ten days of billing date. Payment may be made through the mail or at the Children's Center drop box.

Make checks payable to UW-Platteville in blue or black ink. Master card, Visa and Discover credit and debit cards are also acceptable forms of payment.

The cost of the operation of the Children’s Center must be met from the fees you pay. A late fee of $10.00 will be assessed to those who fail to pay childcare fees within 10 days of the billing date. Payment not made after the current billing cycle will result in termination of the child’s enrollment, a hold on transcripts, and other collection efforts.

If you have any questions about your invoices, please contact the Children's Center director (608-342-1260) or Auxiliary Services Accounting Office at the Pioneer Student Center (608-342-1449).

Counties in the surrounding area have programs that assist families with childcare expenses. To be eligible, you must be working while going to school or have a family income that falls within the county income guidelines. Contact your local Department of Social Services for more information. The University Financial Aid Office may also be of assistance to you. When applying for financial aid, be sure to include child care expenses. If you will be receiving assistance from an outside source, the director must have verification from that source prior to your first billing cycle. If verification is not on file at the center before your child’s start date, parent(s)/guardian(s) will be responsible for all payments.

SICK DAY POLICY

Each child is eligible for semester sick days in relation to the number of days per week they are scheduled. For example, a child who is regularly scheduled for five days a week will receive five sick days per semester. Likewise, a child who is regularly scheduled for two days a week will receive two sick days per semester. Days must be used during the current semester. Any unused sick days WILL NOT carry over. Sick days may not be shared between families.

If your child is ill on a day they are scheduled to be at the center, please call as soon as possible and notify the director or a lead teacher.

The registration process reserves a spot for your child at the center. Fees are charged according to these scheduled hours. Deductions can only be made according to the sick day policy. Please note that your child does not need to be ill for you to use a sick day.

We must be notified that the child is ill and that a sick day is to be used. Failure to notify will result in regular charges being applied.

REFUND POLICY

Refunds will be issued if the childcare account is in good standing, all assessed fees are paid, and the child has permanently withdrawn from the UW-Platteville Children's Center program. A refund may also be issued if an account has been paid from personal funds and an outside source (such as county assistance) has back paid the account creating a credit.
CANCELLATION OF ENROLLMENT

The Center may cancel a child's enrollment for any of the following reasons:

• Nonpayment of fees
• Parent(s)/guardian(s) fail to follow the center's policies and procedures (This includes submitting required forms and following correct arrival and departure times.)

If the staff determines that a child's safety and well-being cannot be reasonably assured or if his/her behavior is detrimental to the safety and well-being of other children, a two-week written notification will be given to the parent(s)/guardian(s). In cases of non-payment, enrollment may be cancelled immediately. A parent(s)/guardian(s) may appeal an enrollment cancellation with the Assistant Chancellor for Administrative Services.

Parent(s)/guardian(s) are requested to give a minimum of two week's written notification if they wish to withdraw their child from the center. Payment according to their contract will be due at the end of the two-week notification period. If notice is not given, the center reserves the right to charge fees after the child's last day for up to two weeks.

TRANSITIONING TO A NEW PROGRAM

When a child is preparing to leave the Children’s Center and transition to a new school, parent(s)/guardian(s) will fill out an informed consent form that identifies specifically what information will be shared with the new school. The student’s parent(s)/guardian(s) and current teacher will be given the opportunity to provide to the new school summary information on the child’s needs, learning styles, supports, progress, and recommendations. Additionally, parents can document any questions they have regarding the transition process. The Center also facilitates a parent meeting each year for families entering the transition process. At this meeting, local school staff provides information to new families, an information sheet is provided for the new school, and students will be given an activity booklet that is helpful in preparing them for school readiness.

PARENT’S DAILY RESPONSIBILITIES

The staff's responsibility for your child begins when he/she is logged in by the parent(s)/guardian(s) or other authorized adult, and ends when the child is logged out.

When you bring your child:
• Log arrival time on computer
• Walk your child into the classroom and guide them in washing their hands
• Make sure their teacher is aware of any special messages
• Read information on dry erase board outside your child’s classroom
• Please do not leave child unattended in multipurpose room
• Please be sure a teacher is aware of your child’s arrival

When you pick up your child:
• Log departure time on computer
• Gather personal belongings and check your child's cubby and mailbox for art, notices, etc.
• Please be sure a teacher is aware of your child's departure

Daily schedules and lesson plans are posted on the bulletin board by each classroom door. In addition, messages, notes or reminders may be written on dry erase boards.
Please take a moment each day to read this information so you can stay informed of your child’s day and to discuss his/her learning experiences.

OTHER RESPONSIBILITIES

Parent(s)/guardian(s) Responsibilities:
• Drop off and pick up your child on time
• Bring your questions and concerns to us
• Notify us of changes in arrival or pick-up
• Pay your fees on time
• Stay informed of the center's policies and activities
• Inform us if your child contracts a communicable disease
• Keep your child’s records up to date
• Empty your child’s mailbox and cubby daily
• Complete registration forms each semester

RIGHTS

Parent(s)/guardian(s) Rights:
• To be respected
• To visit the center anytime
• To know your child is safe
• To voice comments and concerns about the program
• To have open communication with the staff
• To have your child’s records kept confidential
• To be informed of exposure to communicable disease
• To be informed of licensing regulations and any noncompliance

PARENT INVOLVEMENT

We have an “open door” policy. Parent(s)/guardian(s) are welcome at any time, even if it is just to visit your child/children at some point during the day. We invite parent(s)/guardian(s) to become actively involved in our program. Participation can take a variety of forms. You might read a story to your child and/or a group of other interested children. You may choose to get involved in an activity such as a computer game or art project. Parent(s)/guardian(s) may volunteer to demonstrate a special talent or hobby, share a cultural tradition, or prepare a favorite food.

A parent(s)/guardian(s) involvement form is given to all parent(s)/guardian(s) at the time of registration, which offers other ways to become involved. It is our belief that your participation enhances not only our program, but the educational experiences of your child as well. Parents are given the opportunity to participate in the overall development of the program by completing an annual Parent Satisfaction Survey each spring.

Parent/teacher conferences are offered twice a year to share information about your child’s experiences in our program. We also encourage you to talk to your child's teacher daily. Should you have a concern about your child’s adjustment or development, please schedule a time to confer with the teacher.

Parent newsletters are distributed throughout the semester and include important information about program activities, policy changes, upcoming events, and parenting tips. Please take the time to read this newsletter as we rely on it to communicate with you.
**CHILD GUIDANCE**

In order to uphold our philosophy of developing a positive self-concept, a carefully planned policy on child guidance is followed at the Children's Center. This is designed to help children develop self-control, self-esteem, and respect for the rights of others. All forms of guidance are approached in a positive manner and are combined with caring and fairness. Whenever possible, we redirect children and provide alternate activities when problems arise. Classroom expectations are clearly defined and consistently reinforced to provide a secure environment. We feel that it is very important to work with parent(s)/guardian(s) in developing the best approach with each child. We strongly welcome and encourage open communication between teacher and parent(s)/guardian(s).

**MEALS AND SNACKS**

The center serves a breakfast, hot lunch, and an afternoon snack for those enrolled at meal times (breakfast 8:45-9:15, lunch 11:30-12:00, snack 2:30-3:00, after school children eat snack from 3:45-4:15). **If your child arrives after the scheduled times, he/she should have previously eaten.**

At mealtimes, children are encouraged to taste the variety of foods offered, but are neither forced to eat food they do not like nor to clean their plates. Our goal is to provide nourishing choices that help to establish good eating habits.

Food restrictions because of allergies or religious beliefs should be discussed with the director so accommodations can be made. In accordance with State Licensing, children with special diets must have a medical statement, which includes the following:

- Individual’s disability and why the disability restricts the child’s diet
- Major life activity affected by the disability
- Food or foods to be omitted from the child’s diet
- Food or choice of foods that must be substituted

**Food substitutions will not be made for a child’s likes or dislikes.**

We ask that no child bring food from home, unless it is for specific dietary needs. Weekly menus are posted in the lobby. We invite you to read the menu to your child at arrival. Copies are available upon request.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).”

“USDA is an equal opportunity provider and employer.”
REST TIME

Children under the age of five attending the Center for four hours or more are required by State Regulations to have a rest/nap time. Lights are dimmed and soft music is played, making this a soothing, peaceful time. Those children who do not fall asleep are allowed to engage in teacher selected, quiet activities. A staff person is in the room at all times during this period. Individual cots with a blanket, sheet, and pillow are provided. Parent(s)/guardian(s) may provide a comforting item such as a special stuffed animal. **ALL** items must be labeled in large print with the child’s name. Children over the age of five who are not required to nap will have a 30 minute rest/quiet period.

PERSONAL HYGEINE/CLEANLINESS

**Hand Washing**

Hand washing is one of the most effective means for preventing the spread of infections. **Children and staff** must wash their hands:

- Upon arrival
- Before and after eating or handling food
- Before and after diapering
- After using the toilet
- After handling or cleaning bodily fluids (blowing or wiping a nose, coughing into a hand or touching any mucus, blood or vomit)
- Before and after playing in water table
- After handling or feeding pets

Liquid soap should be dispensed under adult supervision and hands should be lathered well and washed for 20 seconds. Think of singing "Row, Row, Row Your Boat" once for the right length of time! Include the whole hand, not just the palm area. Rinse under warm water for 10 seconds. Dry hands thoroughly with one paper towel from the dispenser and turn faucet off with paper towel.

- Wet or soiled clothing will be changed promptly from an available supply of clean clothing which will be provided by the parent(s)/guardian(s). Extra donated clothes are also available. Soiled clothing will be wrapped in a plastic bag and put in the child's cubby to be taken home.
- Children brush their teeth after lunch. The child's individual tooth brush is supplied by the parent(s)/guardian(s) and stored in a container that keeps brushes from touching each other. Toothbrushes are labeled and allowed to air dry.
- Tables are washed with soap and water and disinfected before every meal.
- Toys are sanitized weekly. If toys are placed in a child's mouth, they are either placed in the service kitchen to be washed and disinfected in the commercial dishwasher or washed by hand and disinfected with an approved disinfectant.
- Equipment is cleaned as it becomes soiled.

DIAPERING/ TOILETING

All diapers will be the disposable type and will be supplied by the parent(s)/guardian(s). Diapering will be done in the designated diapering area of the toddler room. Diapers will be checked and/or changed on a regular routine and at appropriate intervals. Soiled diapers will be changed immediately. General diapering procedures are as follows:
1. Gather all necessary supplies will be checked to see if they are ready.
2. Wash hands and apply disposable gloves before each diaper change.
3. Each child will be asked if they would like to try to go potty.
4. Only supplies provided by the child’s parent(s)/guardian(s) may be used when changing diapers. Parent(s)/guardian(s) will complete a diapering and toilet training instructions form at the time of enrollment. An Authorization to Administer Medication form is required by state licensing for any over the counter diaper creams or ointments.
5. White non-absorbent paper will be placed on the diapering surface when diapers are extra messy.
6. Soiled diapers, paper, and wet wipes will be placed in a plastic bag, tied and placed in a foot activated lined diaper pail. Wet diapers will be placed as is in the diaper pail. All diapers are disposed of daily.
7. Children will never be left unattended by staff member.
8. Children and the staff member will wash their hands with soap and water after diapering.
9. Wash and disinfect the changing table using a disposable paper towel.
10. Toilet training methods will be discussed with each child's parent(s)/guardian(s). A routine and schedule will be worked on cooperatively so that there will be consistency at the center and at home.

HEALTH AND SAFETY

For everyone's protection, we ask that you keep children at home if they have symptoms of the flu, fever (100 degrees or above, vomiting, rash, diarrhea, sore throat, or inflammation of the eyes. We ask that your child be free of fever, diarrhea, and vomiting for at least 24 hours before returning to the center. If your child has been diagnosed with a bacterial infection which requires antibiotics, your child must have taken the medication for 24 hours prior to returning to the Center. This helps stop the spread of illness.

We realize that it is not convenient to miss class or work, but the more certain we are that children in attendance are healthy, the less likely it is that you will need to take another day off in the near future for the same illness.

It is also more comfortable for a sick child to be at home as the center simply does not have the additional staff necessary for caring for a sick child.

If a child should become ill while at the center, the parent(s)/guardian(s) will be called and asked to pick up their child. Please be sure that you have a current class/work schedule in your child's file as well as an emergency contact person listed. It is imperative that someone can be reached at all times. We understand that a cell phone may not be on all the time due to class or work, please be sure to check for messages often.

ILLNESS PROCEDURES

If a child becomes ill with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea, or other illness while attending the center, she/he will be isolated from the other children in the office area. The following will occur:

1. The child's parent(s)/guardian(s) or designated responsible person will be contacted as soon as possible after the illness is discovered.
2. The child will be provided with a bed, sheet, and blanket in the isolation area with a staff person within sight and hearing of the child. Isolation will be used until the child can be picked up from the center.
3. Campus health services or the Grant Co. Health Dept will be contacted for consultation if needed.
CHILD ABUSE AND NEGLECT
The Children's Center staff (lead teachers, student assistants and director) is required by law to report suspected child abuse and neglect. In addition, we must report those situations in which we have reason to believe that a child has been threatened with abuse or neglect. Staff completes Suspected Child Abuse and Neglect Training on a bi-annual basis as required by Wisconsin State Licensing.

COMMUNICABLE DISEASE
When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria, or meningitis, the county or city public health nurse will be notified.

When a diagnosis of a communicable disease is made at the center, the parent(s)/guardian(s) or emergency contact person will be notified immediately.

1. A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the health department.
2. The director will notify parent(s)/guardian(s) if their child was exposed to a communicable disease so they can watch for symptoms of the disease. A sign will be posted by the time clock in the entrance lobby informing parent(s)/guardian(s) of date of exposure, symptoms to watch for, and the incubation period.

MEDICATION
If medication is to be given to a child while attending the center, it must be brought in the original container labeled with the child's name, dosage, directions for administering, name of drug, date, and physician. If the child is taking an over the counter medication, the original container must be brought in and be labeled with child’s name and dosage. Also, if your child seems to suffer from any side effects from the medication he/she is to receive, please inform the staff in writing on the Authorization to Administer Medication form and verbally if possible. An Authorization to Administer Medication form must be completed for any prescription or over-the-counter medication. These forms can be found near the check in/out computer. If possible, we prefer that parent(s)/guardian(s) dispense medication during class breaks and lunchtime. If a child is taking medication that must be given several consecutive days, you may ask the pharmacist to put the prescription in two separate labeled containers. Keeping one container at the center will help to avoid missing a dose. It is also helpful to let staff know if your child is taking medication outside his/her time at the center because, occasionally medication can cause changes in a child’s temperament or physical state that may cause concern.

All medication administration will be recorded in the center's medication log. Medication will be kept in a locked cupboard clearly marked "medication". Refrigerated medication will be kept in a container marked "medication" and kept separate from food in the refrigerator.

If a poisonous substance is swallowed by a child, the following will occur:
- Staff member will contact the Poison Control Center to seek advice. The substance that was swallowed will be reported.
- The staff member will assign another person to contact the parent(s)/guardian(s) and inform them of the situation. Emergency medical service will be requested.
- If the Poison Control Center advises the use of Ipecac Syrup, dosage and directions will be followed per their instructions. Ipecac Syrup will be kept in the first aid kit in the adult bathroom.
- The poison container will be saved and the child will be kept active and moving until professional medical help is received.
MEDICAL EMERGENCY
In the event of a medical emergency, your child will be immediately transported to the Southwest Health Center in Platteville. A staff member will accompany the child to the hospital and remain there until the parent(s)/guardian(s) arrives. If the parent(s)/guardian(s) cannot be reached, the emergency contact person listed on the child enrollment form will be contacted.

If your child incurs a minor injury while at the Children's Center, a note will be sent to the parent(s)/guardian(s) describing the incident. This information will also be kept in our injury book in each classroom.

University insurance does not include medical coverage for children at the Children's Center. Parent(s)/guardian(s) are expected to carry ample medical insurance coverage.

EMERGENCY EVACUATION
Evacuation diagrams will be posted in each room at the Children's Center. Staff members are responsible for leading the children to safety in an orderly fashion and to check attendance after evacuation. The director will plan and help execute the monthly rehearsals and record the date and time of each practice. Staff members and volunteers will be instructed in emergency evacuation and their role in such a procedure during their orientation, at staff meetings, and on an annual basis. Fire extinguishers and alarm systems are routinely checked by the university. Alarm systems are checked monthly by the center staff. Alarms are activated by pulling down the lever of the alarm box located by each exit.

EMERGENCY EVACUATION PLAN
- When the alarm sounds, the children are to walk calmly to the nearest exit. The closest and safest exit will be used.
- Children will not stop to take toys, jackets, etc. Lights should be left on and doors closed to prevent the spread of fire.
- The lead teacher will appoint a student assistant to lead the children out of the area. A head count will be taken as the children leave the building. Children will assemble by the outdoor fence gate.
- The lead teacher will check bathrooms and halls and follow the last child out to make sure all children are out of the building.
- The lead teacher will take the sign-in sheet to account for everyone. The field trip bag will also be taken which contains parent(s)/guardian(s) telephone numbers and class schedules. A thorough attendance check will be made after all children are assembled. The children will then be taken to the Student Center. Parent(s)/guardian(s) will be contacted to pick up their child.
- The lead teacher will designate an adult to call the Fire Department.
- A staff member may attempt at this point to extinguish the fire or find the source of smoke.
- In case of tornado, children will assemble in each classroom cubby. They will tuck their heads in their laps with hands locked behind their heads.

EXPLOSION
An explosion, or potential explosion, due to a ruptured gas main, etc. could produce wide-spread, intense fire and could cause a loss of structural support in the building. If a sizable explosion occurs, or is pending, fire alarms will be activated and evacuation procedures will be followed. The fire department will be called and given a description of the situation and exact location. The doors will be closed with lights left on if time is allowed during the evacuation process. Once the response teams have control of the situation, parent(s)/guardian(s) of children at the Children's Center will be notified and asked to come to get their children. If anyone needs medical care or first aid, emergency treatment will be given. The ambulance service will be contacted if appropriate. The incident will be reported to the
Building Safety Coordinator, Assistant Chancellor, and the University Police. If injury or casualty has occurred, the proper accident reports will be filed.

FIRE
If a small fire such as a wastebasket ignites, the nearest fire extinguisher will be used according to the directions on nameplate. If in doubt, the building will be evacuated according to the emergency evacuation plan, and the fire department/university police will be contacted. All areas will be checked for children. Fire fighters and police staff will be met by the person in charge at the building entrance to provide additional necessary information and assistance. Once the fire fighters and police have control of the situation, parent(s)/guardian(s) of children will be notified and asked to pick up their child(ren). Those who need medical care or first aid will receive emergency treatment by trained staff members. The incident will be reported to the Building Safety Coordinator and Assistant Chancellor. If injury or casualty has occurred, the proper accident reports will be filed.

FLOODING
A flooded area will not be entered until university electricians have deactivated all electrical circuits. A staff member will be posted at the entrance to the flooded area to keep out unauthorized personnel. Children and staff will not enter the area until it is dry and safe. Parent(s)/guardian(s) will need to find alternate care for their children. The Building-Utility Services will be notified for maintenance control and to report the situation. After hours, the University Police will be contacted. Physical plant staff will act and/or make necessary arrangements to have the water pumped out and thereby protect the building. The person in charge at the Children's Center, or other responsible party, will make necessary arrangements to salvage movable equipment, supplies and other materials.

FUMES
Toxic fumes can infiltrate into or through a building from various sources i.e. improperly stored chemicals, faulty refrigeration equipment, fires in insulation, etc. If the presence of toxic fumes is suspected, the area(s) affected will be vacated. It may be possible to clear an affected area by opening windows and/or activating exhaust fans. The Building-Utility Services for maintenance control assistance will be notified. The situation will be described giving the exact location and the staff person's name. After hours, the University Police will be contacted. If in doubt as to the seriousness of fumes, emergency evacuation procedures will be followed.

HEATING/FUEL DEFICIENCY
The temperature inside the Children's Center will be kept between 70-72 degrees. If heating or a fuel-related emergency causes the temperature to go below 67 degrees, the University Physical Plant will be contacted. If the decreased temperatures do not negatively affect normal center operations, children will put on sweaters, jackets, etc. until heat is returned. If heat is not restored within a short amount of time, the center will be vacated with parent(s)/guardian(s) being contacted and requested to pick up their children immediately.

SECURED ENTRANCE
For the safety of the children, the center has a secured entrance. Families of enrolled children will be given a key card(s) to access the building. If a key card is lost, parents must immediately report the lost card to the director so the card can be de-activated. Parents are required to return their card(s) to the director when a family’s enrollment ends. A $10.00 fee will be charged for each lost or unreturned card. Visitors to the Center must ring a bell to enter and be allowed access into the Center by a Center staff member.

KIDNAPPING/UNAUTHORIZED PERSON PICKING UP CHILD
In the event that a person arrives at the Children's Center to pick up a child without prior written permission from the parent, the person in charge will check the child's folder and sign-in log to see if the person is authorized to call for the child. If permission is not granted, the child's parent will be contacted. The child will not be released unless consent is given. If the parent does not authorize the
release of their child, the person will be asked to leave the premises. If the unauthorized person becomes insistent or violent, forcing the child to go with him/her, the University Police will be contacted. A description of the child and adult will be given. An additional staff member will follow the person and child to get a vehicle description and license number. The child's parent(s)/guardian(s) will be notified giving them a full verbal report of the incident.

**SMOKING, TOBACCO USE, AND PROHIBITED SUBSTANCES POLICY**
The Children's Center follows the UW-Platteville policies on smoking, tobacco use, and prohibited substances. These policies can be found on the university website at the following link:

**STAFF**
In addition to the director, the lead teaching staff has degrees in the field of early childhood or elementary education. The UW-Platteville students that assist the teachers are primarily elementary/early childhood education majors. All staff participates in a comprehensive orientation regarding appropriate guidance and interaction with children, health and safety, and emergency procedures. Staff members are required to be CPR/First Aid certified and are also required to be trained on shaken baby syndrome. In-service training is provided throughout the year. Lead teachers continue to stay abreast of current early childhood practices by attending workshops, conferences, and other educational opportunities. Wisconsin licensed centers are required to obtain the result of state criminal record searches for all employees. The university also requires all employees to have a national criminal record search done. All currently employed staff and volunteers of the Children's Center have been subjected to this review and the results of the traces are on file in the director's office prior to their first day of work.

**CHILD/STAFF RATIOS**
The Children's Center is required to follow state licensing regulations where child supervision is concerned. Often, these regulations are exceeded.

**TABLE DCF 251.05-D**
**Maximum Group Size and Minimum Number of Child Care Workers in Group Child Care Centers**

<table>
<thead>
<tr>
<th>Age of Children</th>
<th>Minimum Number of Children in a Group</th>
<th>Number of Workers to Children</th>
<th>Maximum Number of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth to 2 years</td>
<td>1:4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2 years to 2½ years</td>
<td>1:6</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>2½ years to 3 years</td>
<td>1:8</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>3 years to 4 years</td>
<td>1:10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4 years to 5 years</td>
<td>1:13</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>5 years to 6 years</td>
<td>1:17</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>6 years and over</td>
<td>1:18</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>

**Supervision of Children During Field Trips:**
**WISCONSIN ADMINISTRATIVE CODE**
251.05-D (d) Maximum group size does not apply to field trips, outdoor play areas and areas of the center reserved exclusively for eating; however staff-to-child ratios shall be maintained in those settings.

**STAFF QUALIFICATIONS**
DIRECTOR
- The director shall be at least 21 years old
- The director shall have a valid certification in pediatric first aid, CPR, and Shaken Baby Syndrome trainings.
- The director shall have a degree in Early Childhood Education or a minimum of four college level courses in Early Childhood Education and early child development
- The director shall have a course in Early Childhood Administration
- The director shall have at least 30 clock hours of job related continuing education in the first year and 25 hours each year thereafter
- The director shall have an annual criminal background check.

LEAD TEACHERS
- Lead teachers shall be at least 21 years old.
- Lead teachers shall have a valid certification in pediatric first aid, CPR, and Shaken Baby Syndrome trainings.
- Lead teachers shall have a degree in Early Childhood Education or a minimum of four college level courses in Early Childhood Education and early child development.
- Lead teachers shall have at least 30 clock hours of job related continuing education in the first year and 25 hours each year thereafter.
- Lead teachers shall have an annual criminal background check.
- Lead Teachers must attend a Center orientation prior to their first day of work

TEACHER ASSISTANTS/AIDES/VOLUNTEERS
- Teacher Assistants/Aides/Volunteers shall be at least 18 years old.
- Teacher Assistants/Aides/Volunteers shall have a valid certification in pediatric first aid, CPR, and Shaken Baby Syndrome trainings.
- Teacher Assistants/Aides/Volunteers shall have at least 15 hours of job related continuing education if working less than 15 hours per week.
- Teacher Assistants/Aides/Volunteers shall have annual criminal background checks.
- Teacher Assistants/Aides/Volunteers must attend a Center orientation prior to their first day of work.

OBSERVATION STUDENTS
The Children’s Center plays an important part in research and learning activities for university students enrolled in child development and teacher education courses. Some projects are observational while others may require interaction with children. All activities are scheduled through the director and are supervised by classroom teachers. Any concerns about these activities should be discussed with the director.

CONFIDENTIALITY
Children’s records are kept confidential. Reports and personal information regarding each child are not disclosed or discussed unless written permission is granted from the parent(s)/guardian(s). Each parent(s)/guardian(s) may request to view their child's records and the DHFS licensing representatives have permission to view ALL records of the center.
GENERAL INFORMATION & POLICIES

PARENT/STAFF COMMUNICATION
Parent/teacher conferences are offered twice a year to share information about child/children’s experiences in the program. We also encourage daily communication between parent(s)/guardian(s) and teachers. Each classroom has a daily All About Me sheet filled out for each child every day to give parent(s)/guardian(s) a bit of information about their child/children’s day. Parent newsletters are distributed monthly and include important information about program activities, policy changes, upcoming events, and parenting tips.

LATE PARENT AT CLOSING TIME POLICY
If a parent(s)/guardian(s) has not picked up his/her child by 5:10 p.m., the person in charge will contact the parent(s)/guardian(s).

If the parent(s)/guardian(s) cannot be reached, staff will contact the emergency person/other authorized pick-up contacts listed on the child’s application form and ask them to pick up the child.

In the event that no one can be reached and it is after 5:15pm, we will then call campus police as a last resort to help locate you if we are unable to do so, your child may be left with campus police

The teacher will post a note on the outside door of the center to notify you as to where your child can be reached.

GRIEVANCE POLICY
A grievance, such as a feeling of unfair treatment or dissatisfaction with aspects of the program, should be first discussed with the director. The two parties will try to resolve the problem informally. If the situation cannot be satisfactorily resolved, a written grievance should be made to the Assistant Chancellor for Administrative Services. Upon receipt of the grievance, a meeting will be established between all three parties. Every effort will be made to settle the disagreement. In a case where no resolution can be made, a final decision will be made by the Assistant Chancellor for Administrative Services.

FIELD TRIP GUIDELINES
On occasion the Children's Center provides field trip opportunities. A written consent will be secured from the parent(s)/guardian(s) for each child at the time of registration. No child will be allowed to participate without written consent. Parent(s)/guardian(s) will be notified prior to the event as to the nature of the field trip, date, time and destination. If vehicle transportation is required for the field trip, the following guidelines will be followed in accordance with state licensing:

Vehicles owned and driven by parent(s)/guardian(s) or volunteers will be registered in Wisconsin, clean and free from obstructions, and totally enclosed. Drivers will provide proof of liability insurance with minimums no less than those specified in s. 121.53, Stats. Children under the age of four will be properly restrained in an individual child safety seat. Children over four will be restrained in an individual vehicle safety seat belt or a car safety seat.

During a field trip, children will not be left unattended in any vehicle. To prevent a child being left unattended in a vehicle, attendance will be taken before getting in the vehicle, while in the vehicle and after exiting the vehicle. While children are being transported, the doors will be locked at all times. Children will be instructed to remain seated when the vehicle is in motion.

Smoking will not be allowed while children are being transported.
All vehicles will have emergency information and resources as follows:
- Each child’s name
- Each child’s parent(s)/guardian(s) and emergency contact person’s address and telephone number
- Name, address, and telephone number of the child’s physician or medical facility
- Written consent for emergency medical treatment
- A first aid kit.

Appropriate staff to child ratios will always be maintained while on field trips. In the case of an accident, the director will complete an accident report to DHFS within 5 days.

PHOTOGRAPHS
From time to time, pictures are taken of children in our program by our staff, the UW-Platteville Exponent staff, or Platteville Journal photographers. Newspaper photos are used primarily to accompany feature stories on the Children’s Center or to publicize childcare in general. If you do not wish your child to be photographed, the director should be notified at the time of registration.

CLOTHING/ OUTSIDE CLOTHING
We prefer children to wear comfortable, washable clothing suitable for active play. Art activities are part of the daily program and, even though smocks are provided, clothing may come into contact with paint, markers, glue, play dough or other materials. Our program also includes activities that may be difficult if dressy, slippery shoes are worn.

We request a complete change of clothing for each child. Please label each item with your child’s name and replace items as needed. A personal cubby for each child is available for storage.

OUTDOOR ACTIVITIES
Part of our daily schedule includes outdoor activities in accordance with State Licensing. If the weather is severely cold, wet, or windy we will not take the children outside.

We feel, however, that fresh air is very important and that if the children are well enough to be at the Center, they are well enough to go outside. Outside activities are very refreshing, healthy, and contrary to many beliefs, do not increase the chance of catching a cold.

In the winter months all children should come with appropriate outside clothing, including winter coats, mittens, hats, snow pants, and boots. Everything should be LABELED with his/her name.

BIRTHDAYS, HOLIDAYS AND OTHER CELEBRATIONS
Your child is welcome to bring a snack or treat on his/her birthday or on any other occasion, as long as you provide enough food for each child in the room. It is helpful to arrange this at least a day in advance so we can plan accordingly. In particular, parent(s)/guardian(s) of children with food restrictions may choose to provide an alternative for their child.

Not every child is enrolled for every day, so we avoid special party days that would cause some children to be excluded. We enjoy celebrations and learning new ways to celebrate and invite you to share any suggestions you have. Our celebrations may be as simple as a guest guitar player or eating our meal outdoors on a beautiful day.

During traditional holiday times such as Halloween and Christmas, we have found that most children benefit from the security of their normal routine being preserved, hence, we do not go to elaborate lengths to celebrate. We assure you that not a day goes by at our Center where we don’t celebrate the joy and wonder of childhood. Each fall and/or spring an all-school event may be scheduled. These are often held at night to allow greater participation by families.
PETS
Pets that are brought to the Center will be kept in each classroom and will not be allowed in food preparation areas. Dogs and cats will be vaccinated against rabies if they are kept on the premises. Animals will be checked to be sure they are tolerant of children before entering the center. Children will be instructed by classroom teachers regarding how to handle pets so as to protect the well-being of both the children and pets.

Parent(s)/guardian(s) will be notified at the time of enrollment of all pets the center has on the premises.

TOYS FROM HOME
We strongly discourage children from bringing toys to school. It becomes difficult for staff to keep track of these special items so that they are not broken, lost, or fought over. Also, toys from home may have small parts that are unsafe in our environment. A comforting item at rest time is welcome, but all other toys should remain at home.

SEVERE WEATHER
The staff will make every effort to keep the center open during adverse weather. Our general rule is that the center will close for severe weather **ONLY** if the university closes. If your child attends the public school as well as the center, and there is a public school closing, **please call the center immediately if you need care as there may be limited space due to availability of staff.**

In the event that the university does close before regular center operating hours, the director will send an e-mail out to all parent(s)/guardian(s) by 7am. If you are unable to receive or check your e-mail, feel free to call the director to find out if the center will be closed. The director’s phone number is listed at the front of the Family Handbook.

FAMILY RESOURCES
The Children’s Center has a mini-lending-library of resources relating to young children and parenting. You may check out materials located on the bookshelf in the lobby. If you have a specific interest or concern, please see the director. Copies of current articles or referrals to other community resources are available. We invite donated books and other resources for our collection.

CHILD HEALTH SERVICES
**Birth to 3: Wisconsin’s Early Intervention Program:** Peg Ryan 608-723-6357
**Early Childhood Program-Platteville Public Schools:** Rachele Breuer 608-342-4012
**WIC (Women, Infants and Children Nutrition Program):** 608-723-6416
  [www.dhs.wisconsin.gov/wic](http://www.dhs.wisconsin.gov/wic)
**Grant County Health Department:** 608-723-6416
  [http://www.co.grant.wi.gov](http://www.co.grant.wi.gov)
**Day Care Assistance:** Julie Friederick 608-723-2136 ext. 186
**Family Connections:** 608-348-2846
  [http://www.familyconnectionsswwi.org](http://www.familyconnectionsswwi.org)
**Southwest Wisconsin Community Action Program:** 608-935-2876