



**Prairie Valley Child Care**  
**Prairie Valley Christian Center**  
**Assembly of God**

**923 Development Dr., Lodi, WI 53555**  
**(608)-592-CARE (2273)**

Parent Policy Manual  
Last Revised July 28, 2016

## **OPENING STATEMENT**

PRAIRIE VALLEY CHILD CARE, Learning and Development Daycare Center is a Licensed Daycare in the State of Wisconsin, by the Department of Health and Family Services, Division of Children and Family Services. Prairie Valley Child Care is licensed to serve 50 children. License for operating the Daycare, along with DCF 251 Licensing Rules for Group Day Care Centers and cite violations will be posted near the clients mail boxes in the hall. Parent information, notices, and observations will be put in the mail boxes. The Prairie Valley Child Care, Policies book will also be near the mailboxes and is available for parents to read. **All parents will be given a copy of the Prairie Valley Child Care, Parent Policies upon enrollment.**

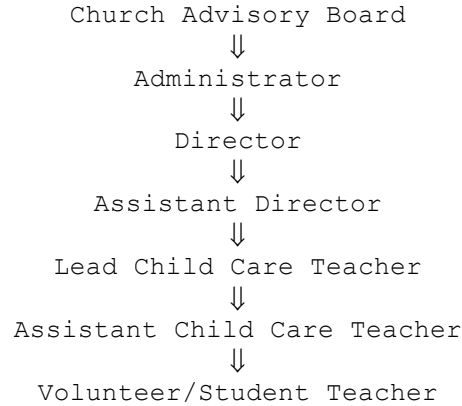
## **Philosophy**

This Policy Booklet, if followed properly, is to ensure the safety and well being of all the children in the day care center. Prairie Valley Child Care is aware of the fact that parent(s) are the first and most important teachers in their children's lives. PVCC will strive to be the very best child care center, and will provide loving, caring professional teachers who believe the Parent/Teacher relationship is essential to the individual development of each child. Parents are also encouraged to be actively involved in the exchange of ideas, concerns, and general information. All reasonable accommodations will be made in an effort to comply with the Americans with Disabilities act. In all cases, the safety of the special needs child, the staff and all other children entrusted to the care of the Prairie Valley Child Care staff will be the foremost concern in deciding enrollment and the ability to provide reasonable accommodations. Therefore, any such care is conditional upon the consent of the Administrator or Director, and the child's Physician. PVCC will ensure that all information provided to the Department of Health and Family Services, the parents, and employees is accurate.

## **QUALIFICATIONS OF THE CENTER AND STAFF**

Prairie Valley Child Care is located at 923 Development Drive, Lodi, WI. PVCC and all employees will comply with all of the licensing rules and regulations governing this daycare and its operation. PVCC will be open yearly Monday thru Friday from 6:00 am - 6:00 pm (excluding holidays mentioned in holidays section). The staff may consist of an Administrator, Director, Assistant Director, a Cook, Lead Teachers, Assistant Teachers and Volunteers. The center will maintain a file on all employees and volunteers. The files will include but is not limited to: Employees name, address, birth date, position, work experience, phone numbers, plus emergency information. Also on file will be a background information disclosure form, criminal records check, and a physical examination form, along with documentation of education qualifications for the position hired. Staff must possess a Registry Certificate verifying that they meet all of the requirements for the position they were hired. Including forms on file for orientation and all continuing education received. Employees need to have a health examination including a T.B. test. A licensed physician shall complete the examination report, or other Health Professional (signed and dated). All employees must be free of all communicable diseases. All teachers must be 18 years of age and have graduated from high school or equivalent of, and have training in early childhood education. The Administrator and Director will conduct paid staff meetings at least 9-12 times a year for the opportunity to review policies, clear up problems, and answer questions, along with support and stress management and training. All of the staff must participate in continuing education classes. Staff that works more than 20 hours a week, 25 hours of continuing education a year is required. Staff that works less than 20 hours a week, 15 hours of continuing education a year is required. All food service personnel are will participate in food service sanitation, food handling, and nutrition classes. All files will be kept confidential.

## **ADMINISTRATIVE STRUCTURE**



## **INSURANCE**

Prairie Valley Child Care has General Liability Insurance.

## **ENROLLMENT**

To pre-enroll your child in Prairie Valley Child Care, a meeting is needed with the Director or Administrator. In the case that there is not an opening in your child's class, your child can be put on a waiting list. A deposit of \$100.00 (that will be put towards your first week's payment) will be required. The \$100.00 will hold your place until an opening is available. If during that period you decide not to use Prairie Valley Child Care as your child-care service then you will forfeit the deposit.

The Center will keep on file a written daily attendance record, the birth date of every child, and the length of time the child is enrolled in the Center, also the hours or arrival and departure. Parents will sign in and out on a computer located by the mailboxes. Child will then be taken to their child's classroom.

All day care files must include but not be limited to enrollment forms, health history & emergency care form, immunization form, intake information for children under 2 years (if applicable), signed parental permission agreement and Household Income Form before the child's first day. Children less than 2 years need to receive a health examination not more than 6 months prior to being enrolled, and a follow up examination at least once every 6 months after admission. Children over 2 years shall have a health examination not more than one year prior to being enrolled, and once every two years after. The health examination Report shall be dated, signed, and completed by a licensed health examiner. All forms are confidential unless the parent has provided a signed consent form. Prairie Valley Child Care is enrolled in the Child and Adult Care Food Program (CACFP) in order to offset food service costs. A child is considered enrolled in the CACFP for a given month if he or she has a completed and approved current enrollment form on file and is in attendance at least one day in the given month.

If your employment has a "child care before taxes" program, parents need to supply the forms their employer needs.

## **ARRIVAL/DEPARTURE**

Parents will sign their children in and out by using a computer located by the mail boxes and then bring their child(ren) to the class they attend. If for any reason your child(ren) will not be in Day Care it is the parent(s) responsibility to call and let the center know prior to normal arrival time. If your child(ren) have not arrived and no call is received, the Director will make every effort to contact the parent.

When you pick up your child(ren) please remember to sign them out on the computer. WE WILL NOT ALLOW A CHILD TO LEAVE WITH ANYONE WHO IS NOT ON THE ENROLLMENT FORM. Your child's safety is our first concern. IF FOR ANY REASON, you need someone to pick up your child other than yourself or the person on the enrollment form, you need to provide, BEFORE they pick up your child, IN WRITING, who the person is (name, address, phone, description of appearance, etc.) and WE WILL ASK FOR IDENTIFICATION.

The staff should check with authorization to pick up booklet and if the person is not authorized the staff member will contact the Director on duty and the Director will make every possible effort to contact parents of the child and if the parents child can not be contacted the child will not be released. And if the child is taken off of the premises without correct authorization, the local police will be contacted.

## **WITHDRAWAL**

A written notice must be given two weeks in advance if parents wish to withdraw enrollment. After withdrawal, any unpaid balance will be sent to small claims for collection, and any legal fees will be charged to your account.

## **DISCHARGE OF AN ENROLLED CHILD**

1. Failure to pay weekly fees as notified under enrollment,
2. Failure to cooperate under the centers policies,
3. A child will be discharged if their behavior is hurtful to themselves or others (physically and/or verbally). If Prairie Valley Child Care, is unable to meet the needs of the child, depending on the behavior there may be a period of two weeks up to one month while the parents and teacher work together to help the child. Depending on the severity of the behavior, these steps will be followed (depending upon the severity, some steps may be skipped and/or the child may be dismissed immediately).
  - a. The teacher will document the behavior,
  - b. Parent/Teacher meeting,
  - c. Parent/Teacher and Administrator and Director meeting,
  - d. If needed; involvement of an outside agency (any costs incurred will be the responsibility of the parent(s)),
  - e. Dismissal.
4. See illness policy (p. 12).
5. A child may be discharged if their parent actions are verbally or physically harmful to children and/or staff in the center.
6. Appeals may be made to the Sr. Pastor/Board of Directors in writing.

## **ITEMS PARENTS NEED TO PROVIDE**

Infants and under 2 years will need lotions for rash and sunscreen (seasonal) (along with written permission to apply them). Disposable diapers, wet wipes, pacifiers, breast milk (thawed and in bottles, ready to feed), favorite blanket (will go home on Fri. for washing), and a full change of clothing (seasonal). All should be labeled with child's name. Crib sheet will be provided.

2yrs.-5yrs. Will need disposable diapers or disposable training pants and wet wipes (if not potty trained). A child size sleeping bag (to go home on Fri. for washing and brought back Monday morning) is also to be provided, as well as a change of clothing (seasonal), sunscreen (seasonal), if desired, along with written permission to apply it. All should be labeled with child's name.

## DRESS CODE

Dress for the weather, jacket, coat, mittens, boots, snow-pants, hat, and scarves, etc. The children will be outdoors every day unless the wind-chill temperature is below 20° F or the heat index is above 90° F. The children may just go out for 5-10 minutes depending on the temperature and weather of the day. The children will need shoes every day. Shoes must be worn at all times. The teacher must receive a written note from a health professional if your child is to stay inside. This does not guarantee that the child will not go outside. It will depend on teacher/child ratios. We discourage keeping children indoors. They need fresh air to stay healthy. **Please keep your child home if they are too sick to go outdoors.**

## FEES

- Checks should be made out to **PRAIRIE VALLEY CHRISTIAN CENTER (PVCC)**.
- A non-refundable registration fee of \$25.00 is due at registration.
- A non-refundable materials fee of \$50.00 is required yearly, in January or upon enrollment, for all children and infants until they reach Kindergarten. For children who are in Kindergarten a non-refundable \$25.00 materials fee will be required for the summer program.
- The first week's tuition must be paid prior to care to be considered enrolled in Prairie Valley Child Care.
- All fee payments shall be made on Monday one-week prior to care. Receipts will be issued at our earliest convenience and put in your client box.
- If your child is State Funded W-2 program, late fees apply to your co-pay which needs to be paid the Monday prior to the week your child needs care.
- If a Holiday lands on a Monday, fees will be due the Friday before.
- If payment is missed there will be a one-time excuse (Monday at pick up), if it happens twice (Tuesday at pick up) there will be added \$5.00 fee, daily (including Monday) until it is paid. (If the fee and regular payment are not made by Friday afternoon (plus \$25.00), your child will be considered NOT ENROLLED, and another child on the waiting list will take the open place.) If you wish to keep your child enrolled, you will need to pay the enrollment fee of \$25.00 to re-enroll.
- **No child shall be at the center more than 10 hours per day. If you exceed the 10 hour limit, you will be charged an extra fee of \$5.00 per hour.**
- There is also a fee for late pick-up, after 6 pm, there will be a fee of \$5.00 for the first 5 minutes then \$5.00 every minute after, until time of pick-up (even if your only 1 minute late, by our clock, which is set by the computer clock). A child who has not been picked up within an hour after closing (and no one has called to inform the center they will be late in picking up the child) will be reported to the State Child Protective Services Department.
- On days a child does not have a sleeping bag the center will provide one for a fee of \$3.00 per day.
- The center will give you ample notification when state forms need to be updated. If a form (for example: the "Child Health Report") is not updated and returned to the office by the due date, a \$15.00 fee will be applied to your account weekly, until the form is received.
- A \$5.00 sign in/out fee will be assessed if your child is not signed in and out on the computer system.
- If your child runs out of diapers and the center has to provide diapers for your child, there will be a \$1.00 charge per diaper used.
- A \$10 fine will be assessed every time an unattended vehicle is found running in the parking lot. The Director upon observance of such vehicle will send a written notice of the fine.
- There will be a \$35.00 charge plus charges incurred from Prairie Valley Child Care Financial Institution for each returned check.

## RATES

### 6 WEEKS to 1 YEAR OLD

Weekly Rate	\$ 200.00
Daily Rate	\$ 42.00

### 1 and 2 YEAR OLDS

Weekly Rate	\$ 180.00
Daily Rate	\$ 40.00

### 3 to 5 YEAR OLDS not enrolled in school (Must be toilet trained for this rate)

Weekly Rate	\$ 160.00
Daily Rate	\$ 35.00
Half Day Rate	\$100.00 (5 Hours or less M-F)

### 4K (Must be toilet trained for this rate)

Weekly Rate	\$ 160.00
Daily Rate	\$ 35.00
Half Day Weekly Rate	\$ 110.00 (5 Hours or less M-TH and All Day Friday)
Half Day Rate	\$ 20.00 (5 Hours or less)

## KINDERGARTEN (5K) – 12 YEARS OF AGE

### School Aged Rates

	<u>Daily</u>	<u>Weekly Fee</u>
Before school Only	\$ 9.00	\$ 35.00
After School Only	\$13.00	\$ 55.00
Before & After School Care	\$15.00	\$ 65.00
No School/Summer	\$34.00	\$ 150.00

No School/Summer Half Day Weekly	\$ 110.00 (5 Hours or less M-TH and All Day Friday)
No School/Summer Half Day Rate	\$ 20.00 (5 Hours or less)

For a No School day, you pay an extra \$34.00 (minus the per day difference of your School Year Rate)

School Delay/Early Release: \$ 5.00 per hour.

- \* For Daily rate clients, a minimum of 2 days per week is required in order to guarantee a spot.
- \* There will be additional fees required to participate in Field Trips and activities.
- \* Family Discount available for weekly rate only.
- \* 10% off for 2<sup>nd</sup> & 3<sup>rd</sup> child (the discounts will be applied to the oldest child's rate).
- \* Part time or Half day clients may be bumped out by a new full time client if there is no space available. Part time and Half day clients will first be given the option to move to full time status and rates.

## REFUND POLICY

Prairie Valley Child Care does not give refunds for any reason.

## SICK TIME

Once per year, if your child misses 4 or 5 days in one week due to illness, upon request your fees will be reduced to ½ of your regular payment (which can be paid on the next Monday it is due).

## VACATION TIME

Written notice for a vacation must be received by the **day care two weeks prior** to the absence. Vacation fees for one week are ½ of regular fee due to child's age and are due the Monday before you leave on vacation, (to hold your child's place in the day care). Regular fees are required after the first week. Vacations are considered one or more weeks long. **Sick days are not considered vacation.** Please notify the center as soon as you know your child will be absent on any certain day.

## HOLIDAYS-The Center WILL be CLOSED

- **New Year's Eve** (December 31) (The center will be closed at Noon 12 PM)
- **New Year's Day** (January 1)
- **Good Friday** (The Friday before Easter the center will be closed at Noon 12 PM)
- **Memorial Day**
- **Independence Day** (July 4) (If it falls on a Tuesday the center will be closed Monday also, If it falls on Thursday the center will be closed Friday also)
- **Labor Day**
- **Thanksgiving Day** (And the Friday After)
- **Christmas Eve** (December 24)
- **Christmas** (December 25) (And if Christmas falls on a Thursday the Center will also be closed Friday)

If above holiday falls on a Saturday, PVCC will be closed on Friday.

If above holiday falls on Sunday, PVCC will be closed on Monday.

Regular fees are charged for all holidays.

## SAMPLE OF THE DAILY SCHEDULE (2 years - 12 years)

6:00 am	-	7:30 am	Daily attendance and health check Rest, early snack, indoor games
7:30 am	-	8:15 am	Library/puzzles/Bible Stories
8:45 am	-	9:00 am	Bathroom & Hand Washing
9:00 am	-	9:30 am	Breakfast
9:30 am	-	10:00 am	Developmental Learning Time
10:00 am	-	10:15 am	Bathroom & Hand Washing
10:15 am	-	11:15 am	Outdoor Play
11:15 am	-	11:30 am	Bathroom & Hand Washing
11:30 am	-	11:45 am	Developmental Learning time
11:45 am	-	12:00 pm	Bathroom & Hand Washing
12:00 am	-	12:30 pm	Lunch
12:30 pm	-	12:40 pm	Bathroom & Hand Washing
12:40 pm	-	2:35 pm	Nap/rest time

(A child under 5 years of age and in care for more than 4 hours will have a minimum of a 30 minute rest time. If the child does not sleep after 30 minutes the child will be provided with a quiet time activity)

Children (2-5), while napping or resting (which is required) will use their own sleeping bag (provided from home), which, at nap time, will be placed at least 2 feet from other sleeping bags, during nap time.

2:35 pm	-	3:00 pm	Bathroom & Hand Washing
3:00 pm	-	3:15 pm	Snack (1 years - 5 years) (School Age snack upon arrival)
3:15 pm	-	4:10 pm	Outdoor play
4:10 pm	-	4:25 pm	Bathroom & Hand Washing
4:25 pm	-	5:00 pm	Games not played in early am/free play/library
5:00 pm	-	6:00 pm	Finger Plays & songs

- Infants have their own schedules.

The schedules may be changed with the Director's permission and the proper staffing availability. At least one Child Care Teacher will supervise each group of children. Assistant Child Care Teachers may supervise one group of children, along with the supervision of a Child Care Teacher. During rainy and freezing weather season, we may watch a movie (some that are included are Disney, and Instructional Videos, Bible Videos (Example: Veggie Tales), etc.) All movies will be age appropriate.

- **Infants and toddlers** (6 weeks - 2 years) will use the schedule their parents filled out when they enrolled until the child's needs change. All bottles and food need to be labeled with the child's name, today's date and put in a zip lock bag. Snacks for babies will not be regularly scheduled, but will be available to the children when they are hungry. Procedures for warming food, milk and formula will

be posted nearby. They will be taken outside for walks, or just to play on a blanket. Babies that are not able to move on their own will be moved frequently. Safety gates are provided. The space occupied by cribs has been deducted from determining the 35 sq. ft. per child. The non-walking child will be given opportunities to creep and crawl on a warm clean, safe, open, uncluttered area. Strollers and baby swings for outdoors are available. Each child will be changed on the changing pad. The teacher may choose to use gloves and the gloves along with the diaper will be put into a plastic lined, foot activated, covered diaper pail. Cloth diapers will not be used. Before and after the child is diapered the teacher will wash their hands with soap and warm water. Then the Teacher will clean and disinfect the changing area with a chlorine bleach solution. An adult size rocking chair is provided in rooms with small children. Each classroom will have an available sink with hot and cold running water. The sink will not be used for food or dishwashing purposes. Teachers will hold infants while feeding if the infant(s) cannot sit on there own. High chairs are provided for babies that can sit up. Children will be encouraged to feed themselves with the child size utensils.

## **PROGRAM/INFANT & TODDLER CARE/SCHOOL-AGE CHILD CARE**

### **1. EDUCATION/Class Time**

- a. Parents can set up a time to meet with the teacher any time during the year and we will be offering the opportunity for parent/teacher conferences twice a year. We will be recognizing all Holidays and talking about them, including Santa and baby Jesus being born at Christmas, the Easter Bunny, the Pilgrims First Thanksgiving, etc. Parents are welcome into Prairie Valley Child Care at any time to observe, unless a produced court order is presented. Materials and equipment will reflect an awareness of cultural and ethnic diversity for all ages. **At the discretion of the ministry, Prayer and Bible Lessons will be added to any activity of the center.**

### **2. Infants and Toddlers**

- a. Learn best when they are playing.
- b. While interacting with adults.
- c. During daily personal activities (diapering, eating, bathing, etc.)
- d. And by observing others.

### **3. Pre-School Children ages 3-5**

- a. Will have a regular Class time
- b. Learning Activities will include songs, finger plays, stories, and a craft project, (color, cut, glue, paint, etc.), and games.
- c. They will be learning the alphabet, colors, feelings, health, nature (animals and plants), numbers, nutrition, safety, seasons, shapes, etc.
- d. Many books will be available to the children in their classrooms. Children's song tapes will be used to teach new songs.
- e. The Teachers will allow the children to explore and experiment.
- f. Teachers will also encourage the children to grow and learn at their own pace.
- g. They will follow age appropriate guidelines to help set personal goals for each child.

### **4. School age children k-12**

- a. Will be allowed to use a computer when available.
- b. Will be allowed to play outdoors.
- c. Will have a library of books to read and games to play.
- d. Will have a quiet area to work on school homework (a certified teacher will be available for student help on most days.)

All children will have at least one out-door toy to choose from and activities designed by the teacher will be age appropriate.

## **CURRICULUM**

The Director and the teachers plan the curriculum together. The Director develops a monthly theme and offers ideas, goals, activities and materials and equipment. The curriculum is based on how children learn and develop. It focuses on the way children learn, knowing that all children learn and develop at their own pace. It consists of



experiences, materials, and concepts that will meet the developmental needs of a group of children. It also involves social, physical, and cognitive growth.

**Our goals are, to develop:**

- A positive self-esteem and character
- A respect for themselves and others,
- Problem solving skills,
- Respect for cultural diversity,
- Effective language skills, speaking and listening,
- Large and fine motor skills,
- Personal initiative and independence,
- Positive social skills, including cooperation,
- An understanding of relationships between people and objects,
- A positive attitude toward learning,
- A curiosity about the world,
- Values and morals.

Alphabet, numbers, seasons, days, weeks, months, Holidays, music, art, different cultures, also including concepts such as sequencing opposites, patterns, and telling time. The curriculum will be simple and age appropriate. Our main objective is that the children have fun while learning.

**SAMPLE LESSON PLAN FOR ONE DAY: (3 year old class)**

- Color - Red and letter R;
- Objective: To enable the child to recognize the color red and the letter R.
- To identify words with the letter R and to write the letter R.

**Lesson:**

1. What do we find around us in the world that is red?
2. What words begin with the letter R.
3. Color of the day; red (ahead of time, ask parents to dress their child in red)
4. Print the letter R in small and capitalized form.
5. Book; To be Determined
6. Applications: the STOP sign, the traffic light, etc.
7. Activity; play the game red light/green light, make caramel apples
8. Snack; Apples & Hawaiian fruit punch
9. Project: make a collage of items with red and the letter R from magazines and display these on the wall of the classroom

**GUIDANCE/DISCIPLINE**

The teachers at PVCC will maintain consistency and positive discipline techniques to facilitate learning and provide security. Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishment for lapses in toilet training and other forms of punishment WILL NOT be used, even at the parent's request. The children will be explained the limits and the rules of the center. Helping children follow these rules will encourage development of their self-esteem, self-control, and respect for others and their property. Order teachers are to follow is:

1. Clear and consistent routines
2. Simple rules, with constant reminders
3. Predictable schedule
4. A well planned environment to minimize the chance of conflict
5. Distractions and redirection
6. A Teacher/Child conference (3yrs-12yrs) on why behavior was unacceptable.
7. A time away from the classroom and children, (probably with the a Director) for a change of pace and to discuss the reason for the behavior. Time-away (3yrs.-12yrs.) will be used as a last resort. They will be 1 to 5 minutes, and no longer than 5 minutes. The Teacher will explain to the child why they need to have a time away. Discussion with the child will include their choices on better behaviors.
8. Concerning crying, fussing or distraught children. The teachers at PVCC understand that there will be times when a child will become distraught, fussy or

won't quit crying. The first action to be taken in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, each teacher will stay calm and will do whatever they can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. If all attempts do not comfort or quiet the child the child's teacher won't hesitate to call you for assistance.

## **FOOD PREPARATION**

### **a. KITCHEN**

All Food Service Personal/Cook shall be clean in appearance and wearing a hair net or cap. Food Service Personal shall be at least 18 years old. All food service personnel shall receive the orientation for all employees plus 4 hours continuing education yearly. No one with an open or infected wound will be allowed to work in the food preparation. Personal shall keep the kitchen clean with everything in its designated place. All utensils, equipment, tables, counter tops, and storage areas will be easily cleanable, free of cracks, chips, seams, and in good repair, and shall be maintained in a clean and sanitary condition. All tables, counter, and food preparation and serving areas will be clean and sanitized. All equipment must be able to be stored in a clean and sanitary manor. Single service utensils shall be kept clean, dry, and covered and will only be used once then disposed of. The sink shall be used exclusively for food preparation and dish washing. Dishwashing procedures are as follows; Mechanical Washing; water will be 130°-150° with an effective detergent. Then sanitized by submersion with an approved sanitizer for at least 2 minutes, then air dried. Hand washing; the water temperature shall be 110°-125° and an effective detergent shall be used, next rinsing in hot water to remove all detergent. Then sanitize by submersion for at least 2 minutes with an approved sanitizer (bleach-water solution). All food shall be clean and free of spoilage, and safe for human consumption. Food shall be stored appropriately in airtight containers. Refrigeration units shall be maintained a 40 or lower, and each freezer unit shall be 0 or lower. Each cold storage facility shall be equipped with a visible accurate thermometer. Frozen foods will be defrosted in the microwave or under cold running water. Raw foods shall be washed before consumption. Food returned from individual plates and dinning tables will be discarded. All leftovers will be dated, labeled, and stored in the appropriate areas. Leftovers shall be used within 36 hours. Meals will be prepared and served on the premises in a central kitchen, operated by the center, and inspected by the licensing representative. No cans without labels, or dented, bulging, or leaking cans may be used. Only commercial grade food may be used. Dry foods will be stored a couple inches above the floor in an air-tight plastic, glass, or metal container that is labeled. Cleaning supplies (including mops, detergents, broom buckets, bleaches, insecticides, etc.) will be labeled, and stored in an area that is inaccessible to children and not in the kitchen.

### **b. MEALS**

The children will receive nutritious meals, which include, Breakfast, Lunch, and a Snack. Each meal will meet the requirements of the USDA food program. The Food Service Personal/Cook will plan meals one week in advance, dated and kept on file for 3 months. The Director will approve the menus before they

are posted. No child may go without nourishment more than 3 hours, and enough food will be prepared at each meal for second portions on milk, bread, and vegetables or fruit. **PLEASE INFORM THE CENTER OF ANY FOOD ALLERGIES.** Also inform the center if your child requires a special menu, a medical statement may be required. Children will not be forced to eat if they are not hungry at the time the meal is served they may wait till the next meal. Water is available at all times. Children will be encouraged to try new food and foods they think they don't like. If they do not like something they will not be forced to eat it. Meals are required to have at least one choice in each food group. The child may eat whatever they like that is served them at that meal. PVCC is on the Food program and will offer formula and cereal to every client in the baby room along with foods that meet the meal pattern requirements. Use of brand will be at the center's discretion, not the parent. Milk substitutes and other kinds of milk can only be used if there is a written note from a health care professional. Daily meal menus will be posted by the sign in clock and client mailboxes. The tables and chairs will be child size for the comfort of the children. The Dining area will accommodate all the children in care. Children are encouraged to social during meal times.

**c. SPECIAL TREATS: Holidays, Birthdays, Special Days**

All treats must be approved by the Administrator/Director before they are brought into the center.

**d. BOTTLE STORAGE POLICY**

All bottles to be fed to children at the center MUST comply with the following requirements:

- Formula must be ALEADY PREPARED and in the bottle when brought to the center. Staff cannot measure, mix or prepare formula.
- Breast milk must be delivered to the center in LIQUID form in a bottle, Staff cannot thaw breast milk.
- ALL bottles MUST have CHILD'S NAME and THAT DAYS DATE on them when placed in the center refrigerator. A bottle without the child's name and that days date may not be placed in the refrigerator. The contents of any bottle found in the refrigerator, without a name and/or today's date WILL BE DISCARDED IMMEDIATELY.
- Parents are responsible to label their child's bottle.
- Any bottle that is removed from the refrigerator and given to a child CANNOT be returned to the refrigerator, no matter how much of the contents remain. The contents of the bottle MUST be discarded immediately after the child is finished eating.
- When a parent picks up, they must take all bottles with their child's name on them. NO bottles will be stored overnight. The contents of any bottles with a date other than today's date MUST be discarded.
- Any formula maintained at the center as an emergency supply must be in a sealed container. Once the container is opened, the date and name of the child should be written on the container and any remaining amount MUST be sent home with the child at pick up that day.
- All bottles must be brought in daily in a zip-lock bag with the child's name on the bag.
- Failure to comply with ANY of these policies may be cause for termination including; if bottles are found in the refrigerator that are improperly stored, labeled, or have the wrong date on them; if a child is given a bottle that does not have today's date or the child's name on it.

**e. BOTTLE PREPARATION POLICY**

The following guidelines MUST be followed when warming bottles;

- In order to warm bottles, place them in warm (NOT BOILING) water until the liquid in the bottle is room temperature, shake the bottle well and

test the temperature of the liquid in the bottle before giving it to a child.

- DO NOT warm bottles in boiling or extremely hot water. Water at extreme temperatures is a safety hazard and will not be tolerated in the presence of children.
- DO NOT warm bottles in a microwave oven. Microwaves heat unevenly and bottles heated in a microwave may cause severe burns even after being shaken.
- Crock pots will be provided for bottle warming.
- Bottle warming containers must be secure and completely out of reach of children. If the bottle warming containers are electric, all cords must also be completely out of reach of children.

## **CHILD ABUSE AND NEGLECT POLICY**

Under the licensing rules and regulations for day care centers DCF 251.04(8)(a), the center must report the possibility of child abuse or neglect. Any unusual or suspected incidences of child abuse or neglect will be entered in the log book, along with notifying the Local Law Enforcement (592-5401) and/or the Department of Human and Social Services (242-6200) and/or the Department of Child Protective Services (261-5437) after hour's phone number (255-6067). Investigation will be made by the Columbia County DHSS, and NOT by Prairie Valley Child Care. All employees are mandated to report any and all suspected abuse. Training will be provided for all employees on the signs of abuse and neglect, along with the procedure to report to the Columbia County DHSS. The Director must be informed, before the report is made. The incident shall be filed in the child's permanent folder, dated with the signature of the employee who is making the report. SIGNS OF CHILD ABUSE AND/OR NEGLECT; unusual bruises, bruises that have an unusual shape, unexplained bruises, extremes in behavior, delay in seeking medical help, pain or discharge in genital area, difficulty walking or sitting, pain and frequent urination, poor hygiene, inappropriately dressed for the weather, malnutrition, frequent absences from school, severe depression, aggression, withdrawal, severe anxiety, and low self esteem. If a number of these signs appear together child abuse and neglect may be suspected.

## **MEDICAL LOG**

A log book with stitched, numbered, and lined pages will be kept daily on any medication the child takes, and if an injury occurs to the child while at the Center or before the child arrives. All entries will be written in ink. The person who is responsible for the administration of medication, or was at the scene of the accident, or noticed the unusual injuries or behavior will be the one to date, record, and initial the logbook. The pages may not be torn out or lines skipped. Each room will be provided with a logbook. A First Aid Kit is located in the Kitchen. Under the licensing rules and regulations for daycare center DCF 251.04(8)(a) the Center must report the possibility of child abuse or neglect. An unusual or suspected incidences of child abuse or neglect will be entered in the log book, along with notifying the Local law Enforcement and the Department of Human and Social Services.

## **INJURIES**

Parents will be notified immediately if a child becomes injured in a way to need professional medical treatment. In the case that medical treatment is needed the child will be taken to Sauk Prairie Memorial Hospital by ambulance. Parents are responsible for ALL costs incurred by the medical professionals including fees. Parents will be informed of a minor injury when they pick up their child.

## **SUDDEN INFANT DEATH SYNDROME (SIDS)**

SIDS is the leading cause of death in infant's ages one month to one year. Nobody knows exactly what causes SIDS or why it happens. Based on current research the American Academy of pediatrics strongly recommends that infants be placed on their backs to sleep to reduce the risk of crib death (SIDS). ONE OF THE MOST IMPORTANT THINGS YOU AS A CAREGIVER CAN DO TO HELP REDUCE THE RISK OF SIDS IS TO PUT BABIES ON THEIR BACKS TO SLEEP. Providers will recognize upon the advice of the child's physician a parent may choose to use the tummy or side sleep position for an infant, due to the child's medical condition. A Physician Note with signature must be provided for another position other than the back for sleeping infants. Parents will also be required to sign a statement if they choose to use another sleep position other than back for their infant while in care. Infants that can easily turn over from the back position will be put down to sleep on their back, but will be allowed to adopt whatever position they choose to sleep. Positioning devices that restrict movement are not allowed unless a written statement from the child's doctor on file at the center. Infants under 12 months of age will be placed on their back in a portable crib with a firm mattress. Pillows, quilts, comforters, sheepskin, stuffed toys and other soft products shall not be placed in the crib. When needed thin blankets will be used for cover for sleeping infants, and will be tucked in and not near the infants head. For more information call: 1-800-505-2742 (CRIB). Infant's Staff have training in SIDS risk reduction and all staff have had an orientation. Brochures on SIDS will be given to all parents of children under age one.

## **ILLNESS**

Parents will be notified IMMEDIATELY if a child becomes seriously ill enough to need professional medical treatment. In the case that medical treatment is needed the child will be taken to Sauk Prairie Memorial Hospital by ambulance. **\*\*If a child has a fever over 100 degrees, or vomiting, or diarrhea, etc. the parents will be notified and will have ONE hour to pick up their child.** (If your child has these symptoms before you bring them to daycare, or cannot participate in normal daily activities, or cannot go outdoors, please keep the child home. They are too sick to be at the Center. Children **must have had prescribed medication or be free of the disease** (diarrhea, vomiting, rashes) or fever (including Tylenol) **24 hours before they return to the daycare.** Prescriptions and non-prescription medications will only be given to a child **after the parent has signed a permission slip. Prescription medication, must be brought in its original container** and can be taken home at pick up. Medications that need to be refrigerated will be stored in a separate covered container labeled "MEDICATIONS". All medications will be stored so that it is not accessible to the children. Parents will also inform if their child has been exposed to a communicable disease that is transmittable through normal contact (chicken pos, pink eye, strep throat, etc.). If the child has a communicable disease, the child may return when the criteria on the Department of Health Communicable Disease Chart have been met, and the child is free of communicable disease. The child's name will be kept confidential. AND AS ALWAYS, STAFF WILL USE UNIVERSAL PRECAUTIONS WHEN HANDLING BODY FLUIDS. We also have a **no nit policy** (meaning a child cannot come to a daycare with LICE or LICE EGGS in their hair.)

Parents who fail to pick up their child within the hour or send the child knowing they are ill or have not stayed home the needed time to recuperate could result in termination of enrollment. At a minimum a conference with the A/D will occur within 48 hours after the incident and a fine of \$25.00 will be imposed. A second offense and enrollment will be terminated immediately and the next child on the waiting list will take the child's place. The terminated child may re-enroll, paying the required enrollment fee, but will be placed at the end of the waiting list if there is one at the time of termination. If a child incurs a minor injury or bite, the wound will be cleaned with soap and water only and if needed will be protected with a band-aid or bandage.

## **EMERGENCY PROCEDURES**

Smoke detectors and fire alarms will be in good working order and tested weekly and a report will be kept. Fire extinguishers will be operable at all times, and inspected once a year. The extinguisher will have up to date tags with the date of inspection and present condition. Fire Drills will be done monthly. In the case of a fire, the children will use the nearest exit. The teachers will check their attendance books (to make sure everyone is out of the building) and emergency cards. The Director/Administrator will then check on all classes (to make sure every one has been accounted for) and will determine what is the next best course of action to be taken for the safety of the children. All exit lights will be lit and all exits will be free of obstruction. Tornado Drills will be done monthly. In case of a tornado warning the children will be taken to the bathrooms where there are no outside doors or windows. All staff will be trained in emergency first aid and CPR. The Director or person in charge will call 911 in an emergency. Emergency numbers will be posted near the phone. Loss of any services (plumbing, electricity, etc.) will be returned as soon as possible. In case of an emergency where the building must be evacuated, the best course of action will be decided at the time of emergency. The teachers will take attendance sheets and emergency information with them when they leave the building or go to the bathrooms for a tornado. The parents will be notified immediately to either, come pick up their child, and/or for further information as to where their child will need to be dropped off/picked up depending on the situation.

### **EXTREME WEATHER**

Listen to your local radio station or television channel. When the roads are too bad for the local schools to be open it is advised that you also stay off the roads for your child's safety and yours. We will try to be open during those days if deemed safe. If Lodi Schools are closed - please call (592-CARE(2273)). Our staff and their children's safety are our first priority.

### **FIELD TRIPS**

Prairie Valley Child Care WILL offer field trips at their discretion from time to time.

### **TRANSPORTATION**

Prairie Valley Child Care, at times, may provide transportation at the discretion of the center for field trips. The center will notify the parents of an enrolled child of the date, time and destination of any field trip which requires the use of a vehicle. No Child shall be left unattended in a vehicle. Once the vehicle has arrived at the field trip destination or has arrived back at the child care center, each vehicle shall be thoroughly checked to make sure that all children have exited the vehicle and each child shall be accounted for before proceeding. For emergency situations, the local ambulance service is less than two miles away and less than five minutes away should the need for such a service be required. Permission forms must be signed prior to any transportation or attend any field trip.

### **SMOKING**

Smoking is prohibited in any indoor or outdoor area of the center on any day, regardless of whether children are present. Staff, parents and any visitors will have to leave the entire premises before smoking.

### **PETS AND ANIMALS**

No animals will be kept on the Center premises.

### **WEAPONS**

No weapon is to be kept or stored on the premises.

### **BUILDING TEMPERATURE**

Building temperature will be maintained at least 68 degrees or warmer and if the building temperature exceeds 80 degree, we will provide for air circulation with opening windows, by fans, by air-conditioning or by any other means.

## **POLICY CHANGES**

The Prairie Valley Child Care Administrator/Director will review this document annually and update and make all necessary changes accordingly.

## **CLOSING STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Prairie Valley Child Care is dedicated to being a quality Christian daycare provider for children in the Lodi area. Prairie Valley Child Care Staff would appreciate your adherence to all of the policies, so that Prairie Valley Child Care can provide the best environment for your child and others. Thank you for enrolling your child in Prairie Valley Child Care.

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