

Big Steps Little Feet
Christian Childcare & Preschool

PARENT HANDBOOK



4217 Kadlec Dr.
Sheboygan, WI 53083

#920-458-KIDS

www.bigstepslittlefeet.cc

STATEMENT OF PURPOSE

This parent handbook is designed to be a tool for you to use in learning about Big Steps Little Feet Christian Childcare and Preschool.

The programs and activities we offer here are both effective and appropriate for the children. They are able learn and grow in a positive, nurturing, and educational environment which we believe meets your needs as a conscientious parent. Our center curriculum and philosophy is Christian-based, but we do not discriminate based on religious affiliations.

We consider it a privilege to serve you, the parent, by providing high quality child care and instruction. You are a valuable part of our service and we always welcome your comments and input. Please feel free to call us or drop in at any time. We are happy to answer any questions you may have.

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MISSION STATEMENT

To build each child's character through high quality Christian care and instruction for our children, our future generation.

PHILOSOPHY

God created us all especially unique. We at Big Steps Little Feet believe that we were created to grow and develop the skills and abilities God gives each one of us. The programs and activities are based on Godly principles and sound, proven curriculum. We also believe that Big Steps Little Feet is an extension of the home. Part of our instruction includes techniques of the role-modeling and other hands-on skills that can be used at home. Each child is treated equally regardless of race, family background, or religion. The management believes that the employees are a big part of motivating the children to learn and grow. To do this takes an employee that enjoys working past the level of custodial care, demonstrating a love and concern for the child.

What it means to be a Christian Childcare at Big Steps Little Feet:

1. We have prayers of thanksgiving before meals and snacks.
2. We teach from a creation perspective when we talk about topics relating to people and God's creation (animals, plants, birds, fish etc.)
3. We have a Bible songs occasionally with our themes and use Bible topics with our art projects.
4. Our teachers model good character qualities and teach them to the children as needed (ex. honesty, responsibility, kindness, love respect etc.).
5. We are non-denominational, teaching from a basic Bible perspective.

GOALS

1. To model Christian values and promote a caring environment.
2. To value each child's individuality while meeting their needs.
3. To build open relationships with parents for the betterment of the child.
4. Use Creative Curriculum as a resource to meet the following subset of goals. Creative curriculum program has been aligned with Wisconsin Model Early Learning Standards (WMELS)* which provide a framework of developmentally appropriate expectations.
 - a. To allow daily exploration in language, math, science, fine motor, and tactile simulation.
 - b. To encourage daily activity in large/gross motor activities both inside and outside.
 - c. To promote the child's social and cognitive development through interactions with other children and guidance from teachers.
5. To have highly qualified, experienced, and dedicated staff.
6. To provide clean, safe, and age appropriate equipment and an environment conducive to learning.

**Five domains of WMELS include: health and physical development, social and emotional development, language development and communication, approaches to learning, cognition and general knowledge.*

HOURS OF OPERATION

Big Steps Little Feet will be open Monday through Friday all year round. Our business hours are 6:00 a.m. to 6:00 p.m.

The **holidays** we are closed are New Years Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving, and the day after, Christmas Eve and Christmas. In order to offer our staff paid holidays, we ask parents to pay for the holidays we are closed. In the case of part time enrollment, parents will pay for the holidays their child is scheduled to attend. (If child attends M W F and holiday is on M, parent pays- if on T, parent doesn't pay). In the case of the holiday falling on Saturday or Sunday we may be closed either the Friday before or the Monday after, and you will be notified in writing prior to that specific holiday.

Our **Late Pick up Fee** for parents who arrive after 6:00 p.m. is \$1.00 per minute per child. You need to arrive with enough time to get your child's things packed up and ready to go **before** 6:00. If a staff must remain after 6:00, the late charge will apply. If you are late more than 3 times in a one year period we may ask you to make other arrangements for care. In the case of an emergency, please make arrangements for someone else to pick the child up as soon as possible so you will not be charged for lateness; then call the center and notify them of the situation.

ENROLLMENT PROCESS

We enroll children ages six weeks through twelve years. Priority is given to full time enrollments. Part time enrollment may be asked to adjust their schedule to accommodate a full

time family.

The admission procedure usually works as follows: A meeting between the center director and the family (both parents and child) is set up. During this time the family tours the center and the director and family discuss which room their child will be in. Families are encouraged to observe the program at this time, and ask questions of the director and/or the teaching staff.

If requested, parents and children can also plan Visit Days. These days are prior to enrollment, and give children additional time to become accustomed to their new classroom. Parents must accompany their child/ren on Visit Days, and can use this opportunity to ask additional questions of staff, and observe their child in the classroom environment.

Materials and resources, including paperwork and our Parent Handbook, will be given to families upon enrollment.

An **enrollment packet** must be completed including:

- Child Information Card- completely filled out (this will be kept in the child's classroom and used during emergency situations)
- Health Report and Immunization Record must be signed by your physician (updated every two years for children older than 2 years and updated every six months for children younger than 2 years)
- Contracts- read and signed stating that you have read and understand our policies in handbook
- Authorization Forms- Parental Agreement, Name Release, Release of Liability
- Enrollment papers- child's information (Enrollment Form, Health History, Intake for Children under 2, Youngstar Forms).

There is a \$50.00 **registration fee** due at the time of enrollment. This fee goes towards processing paperwork within our company and to the state.

Tuition fees are listed on our website as well on the tuition rate sheets. They are subject to yearly increases. Payment is due on the first day of the week that your child is normally scheduled. e.g. If your child normally attends MTWTF, your payment is due on Monday. If your child normally attends TR, then your payment is due on Tuesday. If your child is absent for any reason (vacation, illness, etc.), you **must** still make your tuition payment as you normally would if they were here. Families are encouraged to use Tuition Express to make their payments. Tuition Express is the most efficient and safest way child care payments can be made. Parents can set up electronic fund transfer, pay online, or use credit card in the office. To set up EFT or online payments, simply ask in the office. Tuition express is completely automated, payments are convenient, always on-time, and receipts can be printed online as well as viewing payment history. Checks, money order and cash are also accepted. Each child has a payment file with their name on it in a file box near the office. Place check or money order in your payment file. Please bring cash directly to the office. Bi-monthly or monthly payments are greatly appreciated as long as they are made in advance. If you ever have any questions about your balance, open up your file to find the information you need. If you have other questions, feel free to ask in the office.

There will be a 5% discount each week if you have two children enrolled full time and a 10% discount if you have three children enrolled full time. Full time is at least 3 full or 5 half days. For families with more than one child enrolled part-time there is no discount.

There is a \$25 **returned check fee** which must be paid along with the amount of the returned check immediately upon

notification.

If tuition payments cannot be met, a meeting will be set up with the director to attempt to work out a solution. If no solution is reached, dismissal may be considered. In the case of necessary withdrawal, you must give a two week written notice.

Part-time enrollment: In order to provide consistent quality care, we are not able to substitute unscheduled days for scheduled days. If you need an additional day of care for a specific week, we will, based on availability, add a day to your regular schedule. You will be charged for this additional day. Please notify us at least one week prior to the day(s) needed.

ABSENCES

In order to maintain a high quality center and staff we base our schedules on our enrollment. For this reason we cannot refund or reduce your tuition due to days missed for illness, vacation, holidays, or bad weather. In the event that your child will not be in, please notify the center as soon as possible. If a child does not arrive within 30 minutes of their scheduled time, and we have not been informed that they will not be attending, we will call you to determine the whereabouts of your child. In case of illness please notify us that your child will not be in (see Illness Policy) and let us know what he/she has.

Credit Days: Each child will receive what are called “credit days” to use for either sick or vacation days. Credit days are allotted to you based on your child’s enrollment. The amount you receive is equivalent to the number of days per week your child attends. They may only be used for a day that your child

is NOT at Big Steps. You cannot accumulate credit days. They are good only for one enrollment year, and the next year you will get the appropriate amount of days again. Once credit days are used, payment is expected for enrolled days.

WITHDRAWAL

If the situation arises where you choose to leave the center, you must give a two-week notice. Your credit days may not be used for this notice.

If the instance occurs where we do not feel we can provide care for your child because of discipline problems, safety issues or other problems that may arise, we will ask for withdrawal within two weeks. We reserve the right to dis-enroll a family at any time for the best interest of the center. Children can be terminated for the following reasons, such as, but not limited to: failure to pay tuition, repeated late pick-ups, the inability of the program to meet the needs of your child, and/or failure to submit and keep current required State of Wisconsin forms.

DROP OFF/PICK UP OF CHILDREN

The person dropping off the child should walk them in, help them put their things in their cubby, then walk them to their class. When picking up, the person should get the child from their class and pack up all things from their cubby.

RELEASE OF CHILDREN

We will release the child only to their parents and people specified on the child's emergency card and enrollment papers. If the staff has not met this person before, it is our policy to ask for a picture ID for the child's safety. If you know

ahead of time that someone else will pick up your child and they are not on the emergency card, please see the director to add them. If the person specified does not have their ID and/or has not been added to the authorized pick up list, we are not able to release the child to them. In cases of divorce we must see a copy of court papers if one parent may not have visitation, before we can comply.

CONFIDENTIALITY

Employees of Big Steps Little Feet will have access to confidential and proprietary information. This information includes but is not limited to, personal information, pricing, client lists, contractual agreements and financial information. It is a condition of employment that they do not disclose this information to third parties during or after employment. Per the program regulation, the licensing agent may also have access to parent files during review of child care records.

ILLNESS POLICY

In order to keep everyone as healthy as possible, if your child is sick they may not attend Big Steps Little Feet. By staying home they will not expose the other children and they will have time to regain full strength to stay healthy in the future. We enforce the same policy for staff. We also do extensive cleaning throughout the day and at closing time in hopes of preventing all contagious germs from spreading. We realize that it is a matter of opinion when a child is contagious, and we have discussed our policies with people in the health care field. We understand that as working parents it is difficult to get time off work for sick children. However, if a sick child remains, the following days many children will be sick and many parents will be forced to miss work. Plan ahead of time for other arrangements so when your child does become ill

you have an alternative place for his/her care. We report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will also be notified when their child has been exposed to an illness other than a communicable disease.

If your child becomes ill at the center we will notify the parents. The child will be isolated from the rest of the group but within sight and sound of a staff member. They will be supervised and provided a cot with sheets and blankets, until removed from the center. We expect the child to be picked up within one hour of contacting the parent. The person stated on the emergency card as the person to notify in case of emergency will be notified if a parent can not be reached. Someone is expected to pick up the child within one hour.

The following signs are reason to keep/send a child home:

Fever over 101 This is usually a sign of infection. If your child was running a fever and had Tylenol or pain reliever to keep the temperature down, they should not attend until their temperature has remained normal for 24 hours without medication. The medication may be hiding other signs of illness. If you are not sure please take your child's temperature before bringing them in.

Cough or sore throat A persistent deep, hoarse or raspy cough should be examined by a doctor. A sore throat may be detected by a lack of interest in eating, drinking lots of water, or complaint from the child. Either of these could be signs of contagious infection.

Vomiting and/or diarrhea Children may not return to the center until the vomiting or diarrhea has stopped for a complete 24 hour period. If the child threw up in the night but not again, they should remain home for 24 hours

regardless of their “seeming fine”

Runny nose Drainage from the nose that is thick, yellowish, or greenish is usually sign of an infection and along with any other symptom should be checked out.

Rash Some rashes are highly contagious. As we are not trained to know which are, we ask that you have your doctor examine the child to decide on a treatment or identify the cause. In the case of chicken pox the child must remain home until the spots have scabbed over completely.

Head Lice In the case of suspected head lice, we will do head checks on each child in the center. Children with lice should be treated with special shampoo, available at your drug store, and your home should be completely washed. We wash or bag everything in the center to prevent further spread. Each child must take everything home that day and it must be washed. Children with lice will be checked before they return to the classroom to be sure they are lice free.

Eye drainage If the eyes are draining, red or itchy they may be infected and contagious.

Contagious disease Anything which is easily spread until treated is reason to keep a child home.

One on One Care If the child is very fussy and needs one on one care they should remain home as we cannot provide that care here.

**IF YOUR CHILD HAS ANY OF THESE THEY MUST
STAY HOME UNTIL THE SYMPTOMS ARE
NON-APPARENT FOR 24 HOURS OR THEY HAVE
BEEN ON ANTIBIOTICS FOR A 24 HOUR PERIOD.**

If your child is seen by a doctor and a signed note by them stating they are healthy and are not contagious is brought in, then the director will decide if they may return in less than 24 hours. Please help us stay ahead of the rapid spread of

infections by keeping your child home when they are contagious and notifying the center so we can alert other parents to watch for early signs in their children.

Teething may cause a low grade fever, loose stools, and crankiness. If other symptoms are present, the child should be examined to rule out any other illness. If the child is fussy to the point of needing one on one care we will ask the parents to pick up the child.

Ear Infections are not contagious although the cold that usually precedes them is. We will ask that if your child is fussy (to the point of needing constant one on one care) that they go home.

Virus Although they cannot be treated by antibiotics, they are contagious and the child should stay home as directed above.

Allergies Please keep us up to date on your child's allergies. If a rash is thought to be caused by an allergy we may ask that you have the child checked by your physician to be sure.

Asthma Please inform the staff if your child has been diagnosed with asthma. The Health History form, that you complete upon enrollment, will be placed in your child's classroom. This will ensure that all staff members know what signs and symptoms to watch for, and how to handle an asthmatic emergency. Please discuss your child's condition with their teachers prior to enrollment, so they can be prepared to care for your child. If any medication is needed (prescription medication, inhaler, etc), you will need to fill out an Authorization to Administer Medication form. (Please see MEDICATION ADMINISTRATION below for more information).

MEDICATION ADMINISTRATION

In the instance that your child needs **non-prescription** medication while they are at the center, an Authorization to Administer Medication must be completed and signed by the

parent. The name of medicine, amount to be given, time to be given, and any additional instructions will be included on this form. For topical solutions such as teething gel, diaper cream, etc., these medicines will be used on an “as needed” basis. We will store them at the center in a container marked “Medication.” We have one medication container in the office, and one will be available in the kitchen to store medicine that needs to be refrigerated. Both containers will be out of reach of children. The medication you provide MUST be in the ORIGINAL container and clearly labeled with your child’s name. We will return this medication to you when the authorization expires.

For a **prescription medication** an Authorization to Administer Medication must also be completed and signed by the parent. This authorization states the name of medicine, reason for medicine, time to be given, amount to be given, and how many days it should be given. Medication MUST be in the ORIGINAL container clearly labeled with the same information as written on the permission slip. Staff will record the date, time, and amount given in the center’s log book (located in the office.)

Sunscreen and **Insect Repellent** may also be kept at the center for your child. A signed authorization MUST be on file for each of these to be used as needed.

OUTDOOR POLICY

We are required by state law to take the children outside each day. If it is raining, sometimes we do activities under the front overhang, so children should have the proper attire. If the temperature is below 0 degrees (preschoolers) or below 20 degrees (Toddlers) or over 90 degrees we will keep the children inside. Our decision will also be based on wind chill temperatures or humidity. It is not possible for us to let your

child remain inside due to sickness. If they are here they are required to go outside. Please consider the weather when preparing your child for the day. Our play areas are fenced in and include age appropriate equipment. We also take the children on supervised walks around our building or down Kadlec Dr.

MEALS AND SNACKS

We provide a.m. snack, breakfast, lunch, and a p.m. snack for the children every day. The children will eat in their classrooms in a family style fashion. No child will go without food for longer than three hours. We have a cook on staff who prepares hot meals for lunch. The cook will be trained to follow USDA guidelines for all food preparation. Our meals are balanced per USDA guidelines and served in child sized portions. Your child must be in their room 15 minutes prior to that room's scheduled meal time to eat that meal. The menu for each week will be posted in our reception area. **If your child has food allergies please talk to us about alternatives. Depending on the severity of the allergy, we will do our best to provide an alternative food component for your child. There are some cases where a doctors note will need to be kept of file in order for us to provide the alternate food. In some cases, or to accommodate special diets, you may be asked to provide a substitute meal/food item for your child to eat. Any food or meals supplied by parents must comply with the USDA guidelines. We will post each child's allergies or special diet information in the kitchen and in their classroom.**

The following statement is from the Wisconsin Department of Public Instruction: Nondiscrimination statement with Complaint Filing Procedure (Rev 6-13)

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, 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.

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.

- Building for the Future Flier (English):
http://fns.dpi.wi.gov/files/fns/pdf/gm_8c_buildingfuture.pdf

QUIET TIME POLICIES

Each day in every room we have “quiet time.” This time (at least 1/2 hour) is required by the state. If after 30 minutes a child is still awake or they wake up before quiet time is over, they will be allowed to do quiet activities until the end of quiet

time. Children are more prone to illness when they are tired, so getting a good night's sleep at home as well as a short rest during a busy day helps keep them healthy. Parents may bring in a crib sized sheet (those fit over our cots), 1 small blanket, a small pillow, and stuffed animal to make their child feel more comfortable during quiet time. If these do not fit in your child's cubby they may be sent home. All of these things MUST be taken home on Fridays (or your last day each week) to be washed. We do keep a few extra sets of sheets and blankets in case of accidents. During quiet time the lights are turned off, the shades are pulled, and lullaby music is played. The teachers rub the children's backs and encourage them to sleep. In situations where the child resists the staff, cries, screams and fights the quiet time, we will work with the family to find a solution, since it is very disruptive to the other children. We do not make exceptions to this policy to any family.

CLOTHING

Please remember when dressing your child that we do a number of activities in which they may get dirty. We encourage children to feel involved in our activities, and although we do provide paint shirts and bibs for messy activities, these are not child proof. There may be times when a little lunch may not stay on the plate, or chalk/paint is wiped on their pants etc. We do try to make sure that the materials we use are washable.

Also, remember that comfort and simple clothes should be taken into consideration when dressing your child. Young children sometimes are having so much fun playing that they wait until the last minute to run to the bathroom. If they have on clothes that they can quickly and easily remove, hopefully

they can avoid an accident. Please remember we encourage the children to dress themselves. Children are able to do this, and their confidence and ability will grow through experience!

Your child should have a complete set of extra clothes (shirt, pants, underwear, socks) at the center in case of an accident or spill. As the seasons change and your child grows, please change the extra clothes accordingly. The extra clothes should be in a plastic bag with your child's name clearly written on it. Large ziploc bags work great! Please label coats, snow pants, boots, extra clothes, and anything that may get mixed up among children. We do keep a few extra sets of clothes at the center just in case as well.

TOYS & FOOD FROM HOME

We do not allow any toys, food, or other items from home. There are occasional days where we have "Show-n-Tell" in which the children are allowed to bring in one item to share. Big Steps Little Feet is not responsible for damage or loss of any items brought from home.

We ask that you do not bring in "treats" for your child to eat during the day. We provide meals and snacks for your child throughout the day.

BIRTHDAY TREATS/PARTIES

We welcome parents to bring in a special snack for their child's birthday. We ask that you give us a few days' notice so we do not plan/prepare additional snacks. Talk to the child's teacher or director about what to bring. Per state regulations we cannot allow parents to bring any homemade treats. Special snacks must be store purchased and factory sealed.

We ask that you treats provided be nut free. We are also required to give you a copy of the USDA guidelines.

If you would like to have a birthday party for your child we ask that you keep in mind the following: If you plan to invite everyone from your child's class, you may pass out invitations here. If not, we ask that you mail the invitations, or call, so the children that are not invited do not feel left out.

PARENT RESOURCE CENTER

Our Parent Resource Center is located in the main hallway, outside of the office. The Resource Center includes various articles, handouts, and brochures. There is also a Parent Bulletin Board with notes and memos. Please feel free to browse our selections and take home anything of interest.

PARENT COMMUNICATIONS & VISITATIONS

We want you, the parent, to be as involved as possible in your child's care. For this reason, we encourage parents to visit any time during our business hours. However, we ask that you talk with the director ahead of time if your visit will be more than a few minutes or if it will be on a consistent basis as this may disrupt the usual classroom routine.

We have special events, when the parent can get involved. Each room has a communication area where they post special room notes and plans for the parents to see. Some rooms also have daily, weekly, or monthly notes that go home with reminders, and other notes of interest. Please take time to read these and get involved!

Upon enrollment, you will be asked to provide us with your email address. We occasionally email reminders, newsletters, and photographs to parents who are interested. We also post paper copies of these reminders and letters, for those families without email access. For additional information and other updates, please be sure to visit our website at: www.bigstepslittlefeet.cc

We do not allow unauthorized people into classrooms without director approval. However, from time to time, the director may show prospective parents throughout the center.

DISCIPLINE POLICY

Our staff maintains positive interactions with the children for the purpose of building self confidence and teaching the child to make good decisions when conflicts arise. We teach the children how to control themselves when they experience different emotions, and constructive ways to vent feelings. By modeling appropriate behavior, the staff can teach the children. Our classes are set up in ways that encourage learning and acceptable play. We use *parallel play* to encourage the children to play together without disagreements (e.g. If two children are fighting over the same toy, we will give one child a similar toy and encourage them to play along side of each other). *Distracting* the child and pulling his interest to another toy can also help the child focus on another area of play and discourage fighting.

Discipline is handled differently in each room but we do practice the same type of methods throughout the center. We use **positive redirection** with children often. (e.g. We may say, “Billy, please put your feet on the floor” instead of saying, “Billy, don’t climb on that.”) We try to help them in the

problem solving process to work out disagreements. Following a behavior incident with a child, the teacher tries to “catch” the child exhibiting positive behavior and she will *praise* (affirm) the child.

Another important method of discipline that our teachers use is ***limit setting***. When children enter a new classroom, teachers make them aware of behavior expectations. These rules remain consistent, allowing children to develop self-control, and teaching children to respect the rights of others.

In the older rooms we will facilitate ***communication***, leading to a decision from the children as to what should happen. The staff will maintain overall awareness and do active listening to determine if there may be underlying causes for inappropriate behavior.

For the preschool age children (3 years or older), if repeated behavior problems occur, we will ***separate*** the child from the group. This time is short (typically 2-3 minutes but always less than 5 minutes), in an area away from the other children but still in their room. Children are never alone in any separate room. When this time is done the teacher will discuss with the child again why they were separated from the group. If your child needs one on one care, and is repeatedly disrupting the class, we will contact you to come and pick up your child. If you are unavailable, and we cannot contact the emergency people within the hour, we reserve the right that your child can not return the next day to BSLF.

We strongly believe that *consistency* between home and school is vital to resolving behavior problems. Therefore we send detailed notes home explaining what action was taken and meet with the parents if needed. Parent support and

involvement are incredibly helpful.

For some children, a child care setting may not be the best environment for them. They may be over-stimulated or intimidated by all of the children and activity. This may encourage certain behavior problems. If or for this reason or others we feel the child is not benefiting from our environment, or we are concerned about the safety of your child, or the other children, we may ask for your child to withdraw.

In our Infant classrooms, it is very important for the teachers to know strategies for dealing with fussy children. As all parents know, there are certain times when children just want to cry and it seems that nothing will soothe them. Our teachers are equipped with skills and knowledge to help them deal with these situations. Some of the methods they employ include holding or rocking the baby, swaddling the baby, changing the baby's scenery, listening to soft music or humming to the baby, and, if necessary, passing the child to another teacher to allow for a short break.

EMERGENCY PROCEDURES

All staff members have infant and child CPR certification, along with AED and first aid training. Staff are required to complete this training within 6 months of hire.

In the case of a **serious injury** while attending Big Steps Little Feet, the steps we take are as follows:

1. Call 911 if life/death situation. Then call parents immediately.

2. Depending on the severity of injury, if not life/death situation, we will take the child to the Sheboygan Memorial Medical Center on North 7th Street in Sheboygan. The signed emergency card gives Big Steps Little Feet authorization to have medical treatment given.

In cases of **minor accidents**, like bumps, bruises, or scratches, the staff will wash the affected area with soap and water, cover with a bandage, apply ice (if necessary) and give plenty of TLC. The staff will also complete an “Incident Report” that states the nature of the incident, the location and time, and what treatment, if any, was given. A copy of this report will be signed by both the staff member involved and the child’s parent, and placed into the child’s file. For confidentiality purposes, we will not mention names of any other children involved in the incident.

In case of a **fire** in the center, emergency exits are posted in each room. Each classroom will quickly walk outside to each classroom’s designated area:

Infant Room: Far side of Parking Lot

Wobbler Room: Far side of Parking Lot

Toddler Room: Far edge of Playground fence

Young Two’s Room: Far side of Parking Lot

Early Preschool Room: Far edge of Playground Fence

Preschool Room: Far edge of Playground Fence

Staff will exit the building with classroom attendance sheets and their classroom’s emergency cards with each child’s emergency contact information. Staff will take attendance of their class once in their designated meeting area. The center director or administrator will exit with a cell phone. Monthly

fire drills will also be conducted for both the staff and the children, and weekly checks will be conducted of the smoke detectors and fire alarms. Fire extinguishers will be inspected yearly.

In the case of a **tornado watch**, we will keep our radio tuned for updated weather information. In the case of a **tornado warning**, each classroom has a designated area where they will meet, located on the Emergency Evacuation poster in each room. Staff will take classroom attendance sheets and their classroom's emergency cards with each child's emergency contact information. Staff will take attendance of their class once in their designated meeting area. A battery operated radio and flashlight will be available in both the kitchen and the office for use. Monthly tornado drills will be conducted for both the staff and children, during the months of April-October.

In the case if any other emergency that the children would need to evacuate the building, our meeting spot is in the parking lot of Countryside Manor directly across from the front of our building.

To prevent **missing children**, each staff member will be aware of the center's child tracking procedures, and each classroom will have a child tracking clipboard. This ensures that everyone knows the names of the children in their care, and the number of children. Teachers will complete child counts at every transition time. In the case of a missing child, the center will go into lockdown. The teachers will first search the entire building and entire outdoor premises. If the child cannot be located, the Sheboygan Police Department will be contacted, followed immediately by the child's parents.

In an instance of **loss of building services** (loss of heat, water, electricity or telephone) the utility provider will be contacted immediately. If the problem persists or cannot be quickly fixed, parents will be contacted to pick up their children.

In the case of a **threat to the building or its occupants**, the building will be immediately locked by the center director and children will be moved to a secure area or classroom. The Sheboygan Police Department will be contacted, and, if necessary, parents may also be contacted at this time. Parents will be notified of the threat at the time they arrive to pick up their children, if not earlier.

In the instance of a **flash flood**, children will remain indoors. If a problem persists or water begins to enter the building, parents will be contacted to pick up their children.

In a **circumstance such as a medical emergency, illness or other situation that may be disruptive to a child or children in care**, children will be moved to a separate location by either another staff member or the center director. Teachers will explain the situation to children as best as they can, and allow children to ask appropriate questions. Parents will be notified of the situation upon pick-up. For confidentiality purposes, we will not mention names of any persons involved in the incident.

INFANT ROOM

The ratio in our infant room is 4 children to 1 caregiver. We have two full time caregivers in this room with a maximum number of 8 children. The staff must have previous experience working with young children. An Early Childhood degree is preferred, but not a requirement to be selected for

this room.

Each day a “Daily Sheet” will be sent home including what your child ate, how long and when they slept, if any medication was given, diaper changes and special notes about your child’s day. We also have a telephone in the infant room so parents may talk to the caregivers at any time.

The room is set up to be stimulating and comfortable for the babies. There is a separate area for the children’s cribs, and each child has their own crib. The room has rocking chairs, high chairs, bouncy seats, exersaucers, and many age appropriate toys and books. We provide bibs, sippy cups, spoons, bowls, rice/oatmeal cereal and washcloths. We have strollers which we use to take the infants on walks when the weather is nice. (Please send outdoor wear each day. See Outdoor Policy). The infants will also do some activities (art projects, stories etc.) as they are able, as we do have a weekly learning theme we try to incorporate into each age group.

BSLF does provide formula and baby food that the family can opt to use. Parents in this room provide bottles for their child. These should be labeled with child’s name and the date. Parents should bring enough bottles for the entire day as we **cannot** sterilize any bottles to reuse them for **any** reason. We have a refrigerator/freezer where we can store thawed or frozen breastmilk. We use a crock pot filled with warm water to heat breastmilk bottles. After a bottle is prepared/warmed it is only good for one hour. After one hour, whatever the child has not eaten, will be disposed of. Staff will rinse out the bottles and nipples but it is the parent’s responsibility to sterilize them at home. An open jar of baby food is good for 24 hours. If it is not finished before 24 hours, we will dispose of it. All children under the age of one will be served breast

milk or formula unless instructions from the child's doctors indicate a milk substitute should be used. We will offer the child food that is served at the center when parents feel their child is ready.

We will strive to make accommodations for mothers wishing to breast feed. If this causes a problem or disruption with the room routine we will ask the mother to make other arrangements. Please keep in mind that a lot of activity and commotion can be stressful on young children.

Parents are responsible for providing diapers for their child. These may be brought in packages if desired and we will store them. Staff will notify you when your supply is getting low. Please promptly bring in more. If your child runs out of diapers and we have to use center diapers, you will be asked to replace them. The center provides baby wipes. Any creams or powders you would like used on your child must be provided by you and an Authorization to Administer Medication must be completed.

If your child has a pacifier, special blanket, bib, or other personal things we ask that they be labeled to help avoid loss. We ask that you keep personal toys home as they can easily get mixed up with the center's toys.

We are required to follow SIDS Risk Reduction Procedures as follows:

- Back to sleep (unless we have a note from the child's doctor indicating otherwise. Children are allowed to roll and find comfortable position as able.

- No fluffy blankets, stuffed animals, toys or pillows are allowed in the crib. We strongly suggest using a sleep sack (similar to a sleeping bag for infants) for nap times while at the center to help prevent SIDS.

WOBBLER ROOM

Around the age of 8-12 months, when the infants are starting to crawl and/or pull themselves up to stand, they transition to our Wobbler Room. The ratio for this age group is still 4 children for each caregiver.

The caregivers and parents will work together to gradually get the children used to table food and drinking out of sippy cups. They will also work on adjusting the child to our toddler room schedule. The Wobbler children also do an art project and read stories related to a theme each week. Each day a “Daily Sheet” will be sent home including what your child ate, how long and when they slept, if any medication was given, diaper changes and special notes about your child’s day. Each child over the age of 1 will be transitioned to sleep on a cot. Parents may bring in a crib sized sheet (those fit over our cots), 1 small blanket, a small pillow, and stuffed animal to make their child feel more comfortable during quiet time. If these do not fit in the child’s cubby, they may be sent home. All of these things **MUST** be taken home on Fridays (or your last day each week) to be washed. We will have extra sheets and blankets available in case your child’s becomes soiled.

Parents are responsible for providing diapers for their child. These may be brought in packages if desired and we will store them. Staff will notify you when your supply is getting low. Please promptly bring in more. If your child runs out of diapers and we have to use center diapers you will be charged

\$.75 per diaper. The center provides baby wipes. Any creams or powders you would like used on your child must be provided by you and an Authorization to Administer Medication must be completed.

The center provides meals and a snack once your child has begun to eat solid foods. We offer morning snack, breakfast, lunch and an afternoon snack. We provide bibs for the children and we will work with the children on learning to use sippy cups

Once your child is walking, taking only an afternoon nap and eating fully from the BSLF menu they will begin to transition to the Toddler Room. This usually happens between 15-18 months. The transition time to their new room usually takes 1-2 weeks.

TODDLER ROOM

The ratio in our Toddler Room is 4 children to 1 caregiver. We have 2 full time caregivers in this room with a maximum number of 8 Toddlers. The lead teacher in this room must have early childhood training and previous experience with children.

Each day a “Daily Sheet” will be sent home including what your child ate, how long, and when they slept, if any medication was given, diaper changes, and special notes about your child’s day.

Our Toddler Room is set up to encourage socialization, as well as growth in all of the developmental areas; gross and fine motor skills, language, emotional and cognitive. The rooms have four different areas: a book corner, a gross motor area, a dramatic play area, and an area for manipulatives. The

teachers prepare weekly lessons including art projects, sensory activities, short circle times, and other special activities. These are posted in the room each week for the parents to see.

Parents are responsible for providing diapers for their child. These may be brought in packages if desired and we will store them. Staff will notify you when your supply is getting low. Please promptly bring in more. If your child runs out of diapers and we have to use center diapers you will be asked to replace them. The center provides baby wipes. Any creams or powders you would like used on your child must be provided by you and an Authorization to Administer Medication must be completed.

The center provides meals and a snack in this room: morning snack, breakfast, lunch and an afternoon snack. We provide bibs for the children and we also use sippy cups until the child has mastered drinking from a cup without a cover. We ask that parents refrain from bringing in bottles once their child is in these rooms.

In the Toddler Room the children nap on cots. Your child will have a cot assigned to them. They are sanitized daily. We encourage children who use pacifiers to use them only during nap time. Parents may bring in a crib sized sheet (those fit over our cots), 1 small blanket, a small pillow, and stuffed animal to make their child feel more comfortable during quiet time. If these do not fit in your child's cubby, they may be sent home. All of these things **MUST** be taken home on Fridays (or your last day each week) to be washed. We will have extra sheets and blankets available in case your child's becomes soiled.

Children at this age for many reasons may bite themselves, others, and often toys. We remind children that it is okay to bite food, but not okay to bite themselves or others. If biting becomes a consistent behavior, we will talk with parents and decide on a plan of action. For the safety of the all the children in our care, if we exhaust all efforts to change the behavior and see no results, we will ask the family to withdraw. See “Biting Policy”, “Discipline Policy” and “Withdrawal Procedures” for more information.

If you have questions or would like to talk to your child’s caregiver, the best time would be between 1:00 p.m. and 2:30 p.m. when the children are resting. During this time the teachers are available to meet with you or talk to you on the telephone.

YOUNG TWO’S and EARLY PRESCHOOL ROOMS

The ratio in our Young Two’s and Early Preschool Rooms depends on the age of the child. When the children are under 2 ½ the ratio is 6 children to 1 caregiver. When the children are over 2 ½ the ratio is 8 children to 1 caregiver. We have two full time caregivers in each room with a maximum number of 12 children. The lead teachers in these rooms must have early childhood training and previous experience with children.

Each child has a “Primary Caregiver.” This means one of the caregivers will primarily work with your child, comfort them, feed them and teach them. The other caregiver will be involved with your child, but will not be his/her main caregiver.

Our Young Two’s and Early Preschool Rooms are set up to

encourage socialization, as well as growth in all of the developmental areas; gross and fine motor skills, language, emotional and cognitive. The rooms have four different areas: a book corner, a gross motor area, a dramatic play area, and an area for manipulatives. Short structured activity time is introduced in this room. We want your child's day to be full of fun and good learning experiences. The teachers prepare weekly lessons which include art projects, sensory activities, short circle times (read a short story, sing songs, do fingerplays, etc.). These are posted in the classroom each week for the parents to see.

We also use creative curriculum in association with our weekly theme. Creative curriculum is a great resource for the teachers. It allows Big Steps Little Feet to teach your child as in a preschool while providing childcare during the day as well.

Parents are responsible for providing diapers for their child. These may be brought in packages if desired and we will store them. Staff will notify you when your supply is getting low. Please promptly bring in more. If your child runs of diapers and we have to use center diapers you will be asked to replace them. The center provides baby wipes. Any creams or powders you would like used on your child must be provided by you and an Authorization to Administer Medication must be completed. Our caregivers will work with each child on potty training. We encourage parents to communicate with the caregivers about methods used at home as it is important to be consistent to ensure success with potty training.

The center provides meals and a snack in this room: morning snack, breakfast, lunch and an afternoon snack.

In the Young Two's and Early Preschool rooms, the children

nap on cots. Your child will have a cot assigned to them. They are sanitized daily. We encourage children who use pacifiers to use them only during nap time. Parents may bring in a crib sized sheet (those fit over our cots), 1 small blanket, a small pillow, and stuffed animal to make their child feel more comfortable during quiet time. If these do not fit in your child's cubby, they may be sent home. All of these things MUST be taken home on Fridays (or your last day each week) to be washed. We will have extra sheets and blankets available in case your child's becomes soiled.

The "Terrific Two's," as we call them, is a very exciting time for the children to learn new things, and at the same time they are to learning to share and express emotions. At this age, children begin to experience frustration due to lack of language, as well as other things. Children at this age for many reasons may bite themselves, others, and often toys. We remind children that it is okay to bite food, but not okay to bite themselves or others. If biting becomes a consistent behavior, we will talk with parents and decide on a plan of action. For the safety of all children in our care, if we exhaust all efforts to change the behavior and see no results, we will ask the family to withdraw. See "Biting Policy", "Discipline Policy" and "Withdrawal Procedures" for more information.

If you have questions or would like to talk to your child's caregiver, the best time would be between 1:00 p.m. and 2:30 p.m. when the children are resting. During this time the teachers are available to meet with you or talk to you on the telephone.

PRESCHOOL ROOMS

The ratio in the Preschool Room varies depending on the ages

of the children. The children in this classroom are 3 or 4 years of age. Each full time preschool teacher has either a 2 or 4 year degree in Early Childhood Development or in Elementary Education. The part time assistants have previous experience working with children in addition to required Early Childhood Development classes.

The staff is devoted to educating young children and having a love for them. We believe that it is important for the children to develop a relationship and bond with their caregiver/ teacher and therefore maintain one main teacher in the child's room for most of the day.

Our preschool programs are set up to provide stimulating environments where the children can comfortably play and learn during the day. We want to provide an atmosphere that is as cozy as home, yet structured enough to encourage learning.

Activities such as dressing for outside, setting the table, and shoe tying are all self help skills which we work with the children on perfecting. These skills are basic life skills, which if taught with positive encouragement, will help each child develop a positive self concept, which will benefit them for life.

Children's interactions with each other are wonderful opportunities for growth in socialization. Staff can help teach children how to deal with disagreements as well as agreements, by encouraging them to interact with each other in many different positive ways. The language used by staff is positive and age appropriate.

Each preschool class has a daily schedule posted in their room.

Although the times may differ between rooms they all include the following activities:

Circle activity- related to the theme of the week

Science & math- integrated within center activities

Cooking- special activity

Outside play- both in the morning and afternoon

Bible Stories - read on a weekly basis

Prayers- said before each meal

Kindergarten Readiness Skills are taught and we also do evaluations for kindergarten placement.

Character quality program- different character qualities are integrated into our curriculum. The children learn these qualities through role-modeling, art projects, stories, songs and special activities. We focus on one character quality each month. Character qualities include kindness, love/friendliness, patience, citizenship, honesty/truthfulness, trust, bravery, respect, helpfulness, fairness, giving/thankfulness, and caring.

We also use creative curriculum in association with our preschool program. **Creative Curriculum** is a great resource for the teachers. It allows Big Steps Little Feet to teach your child as in a preschool while providing childcare during the day as well.

Each child under the age of five will have at least a 30 minute quiet time/ rest time each day. Parents may bring in a crib sized sheet (those fit over our cots), 1 small blanket, a small pillow, and stuffed animal to make their child feel more comfortable during quiet time. If these do not fit in your child's cubby, they may be sent home. All of these things **MUST** be taken home on Fridays (or your last day each week) to be washed. We will have extra sheets and blankets available in case your child's becomes soiled.

If you would like to check on your child during the day, feel free to call. The teachers are usually available to talk during quiet time, 1:00 p.m. - 2:30 p.m.

CURRICULUM AND LEARNING ENVIRONMENT

Big Steps Little Feet implements the Creative Curriculum (CC). The CC is based on research and theories of several child psychologists, and focuses on how the children develop and learn. The CC looks at all aspects of the child's development. This is done by setting goals, objectives and standards for the teachers and children, teaching and assessing the children. CC addresses the needs of each individual child, with a focus on social, physical and cognitive development.

Family involvement in the classroom is highly encouraged through the CC. Staff will work with the families to ensure they are involved in their child's progress. Parents will have opportunities to meet with their child's teacher(s) throughout the year to discuss their growth and development, and help set developmental goals for their child.

For more information on the CC, please visit their website at: www.teachingstrategies.com

Big Steps Little Feet has also aligned with the Wisconsin Model Early Learning Standards (WMELS). The WMELS are developmental expectations set for children from birth through entrance to first grade. These standards reflect all the domains of a child's learning and development.

For more information on the WMELS, please visit their website at : www.collaboratingpartners.com

SCREEN TIME

At Big Steps Little Feet, we strive for the children in our care to spend much of their time actively engaged in activities. Occasionally we do use technology in the classroom to enrich the lessons or activities in the class. Screen time is limited to 30 minutes a day. Administration is active in monitoring technology and content presented to the children.

Thank you for choosing Big Steps Little Feet to teach and care for your child. We hope that we can offer many years of learning and fun.

Revision 1 – 11/7/14

Revision 2 – 12/5/14

Revision 3 – 9/15/16

Revision 4 – 9/6/19

Revision 5 – 9/27/20