

# **Chiemsee Castle Daycare / Preschool, LLC**

## **Policies and Procedures**

1

### **Introduction:**

Welcome to Chiemsee Castle Daycare / Preschool, LLC. Our number one priority here at the center is of course the safety and well-being of all who attend. We are to treat the children and also our co-workers with respect and dignity at all times. Chiemsee Castle is a for profit organization. It is administrator owned.

### **Mission Statement:**

“We are dedicated to providing children of all ages a safe, fun, and cutting edge learning environment, concentrating on the values of family, education, and fitness of mind and body. We believe that by giving a child the tools he or she needs to realize their dreams, we are strengthening the core of America, one generation at a time.”

### **General:**

- Chiemsee Castle Daycare / Preschool, LLC will provide child care for children ages 6 weeks through 12 years of age; full time, part time, and per day, Monday through Friday, 5:45a.m. to 6:00 p.m. year round, excluding the holidays of New Years Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day. Also, if any day immediately preceding or following a holiday will have a census of below 10 children, the center will be closed that day also.
- Holidays that fall on a day of normally scheduled attendance for your child will be charged as usual.
- The capacity of Chiemsee Castle currently is approx. 91 children.
- Rules, license, and any violations shall be posted in the lobby.
- Parental notices and other parent information will be posted by the security entrance at the front of the center.
- A copy of the center's policy book shall be located in the lobby.
- We welcome parents to visit any time during the hours of operation.
- If any person has been denied access to be in contact with their children by court order, please notify center staff.
- If there is a custody dispute between parents, we will need documentation of the court order directing us as to who is authorized to pick up the child.
- Parents are asked NOT to bring toys to the center, because they may get broken or lost. Chiemsee Castle is not responsible for any items lost, stolen, or broken.
- Parents are always welcome to request a conference with the director and / or staff, with proper notice. If you have any questions or problems, please notify the director.
- Any changes with your child's arrival and departure time that were agreed upon at the time of enrollment should be brought to the attention of the director immediately.
- A child may not be at the center for more than 10 hours in a 24-hour period.
- If for any reason your child will not be at the center at his / her scheduled time, please call by 6:00 a.m., or you will be charged for that day. If your child does

**Chiemsee Castle Daycare / Preschool, LLC**  
**Policies and Procedures**

- not show up at the scheduled time, we will call within 15 minutes to check the status of the absent child.
- Parents should bring children into the classroom, and make sure the teacher is aware of the child's arrival.
  - Childcare workers shall be free of "non – classroom" duties when counted into ratio.
  - In case of an emergency, parents will be notified. If they cannot be reached, the designated emergency contact person will be contacted.
  - Parents may review their child's records at any time, upon request.
  - The center will establish the daily capacity of children according to licensing regulations.
  - The daily schedule will be in keeping with sound principles of early childhood education.
  - Please do not bring pets into the center, unless a special presentation of such has been scheduled previously, the director and/or the administrator must approve this. Otherwise, pets are not allowed.
  - The staff will know where children are located at all times, have each child listed on their attendance sheets, and properly supervise them.
  - Please notify center if anyone other than the persons listed on the enrollment form will be picking up your child or children. You will need to call on the day of pickup and make sure to give us the full name of the person picking up. They will need to bring a photo I.D., or we will be unable to release your child to that person.
  - If person or parent picking up their child or children appears to be impaired by alcohol or any other controlled substance, we will not release the child or children under any circumstance to that person, and the authorities will be called immediately.
  - Please do not send any food with your child, (excluding infants) unless prior arrangements have been made; due to special circumstances, allergies, etc. All meals and snacks will be provided at the center.
  - You may bring in treats for special events such as holidays and birthdays, however we must post a record of the snack or treat served in an area accessible to parents.
  - Any questions or concerns should be directed to the center director. With a teamwork approach, we are all able to help children learn and grow to their potential. Let us know how we can assist you and we will let you know how you can help us in our efforts.
  - Chiemsee Castle will have culturally diverse toys, books, and lesson planning, so the children can be exposed to all aspects of our modern diverse world. (for example, sign language may be used in the 3-year-old room at group time)
  - If you have any schedule changes in your child's regular schedule, please inform the director at least one week before the change. If the director is not properly notified, we may not have proper staffing, and you may incur extra charges.

**Policies and Procedures**

- In the event of closure due to the potential of a spreading illness; by order from the health department; normal tuition will apply during this time. You may however choose to utilize any vacation / sick days that you have remaining.
- From time to time provider may take pictures/video of goings on at the center. These may be used for advertising purposes in print, video, and website media formats. If you do NOT wish to have your child's likeness used in this manner, please contact administration immediately. If you do not express your reservations on this matter, please be aware that your child's image may appear in these formats.
- Chiemsee Castle prohibits discrimination on the basis of a disability. Our center is equipped with handicapped accessible doorways, hallways, and restrooms.

**Confidentiality of Information:**

- Parents are allowed to see their child's files and any entries in the medical log concerning their child or children.

**Child Abuse:**

- If any child abuse and / or child neglect is suspected, it will be reported immediately to the County department of Social Services, Human Services or police enforcement agency. Childcare workers are mandated reporters.
- All employees who come in contact with the children at the center have received training in the "child abuse / neglect law", "how to identify an abused or neglected child", and know where to report such incidents.

**Discipline:**

- Punishment that is either 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 physical punishment are prohibited by Chiemsee Castle, and will not be practiced by the staff or management.
- Discipline will be accomplished by any one, or combination of the following:
  - A. Talking and setting clear limits on what is, and what is not allowed at the center.
  - B. Positive guidance
  - C. Modeling of polite behavior
  - D. Redirecting undesirable behavior
  - E. "Time outs" – time outs will not exceed five minutes in length, and will only be used with children over three years of age. Please note that a time-out will only be used as a last resort. It will also only be used for certain behaviors, such as, if a child is harming him/herself or others. After the time-out, the teacher

**Policies and Procedures**

- will discuss with the child what behaviors are appropriate in the classroom. The child will then be brought back into the group to participate in regular activities.
- The above modes of discipline will be used for the purpose of helping children develop self-control, building self-esteem, and respecting the rights of others.
  - When biting occurs, we will go to the victim first, comfort them, wash the area with soap and water, and apply ice if needed. We will then explain to the biter that such behavior is inappropriate. Depending on the age, we may remove them from the group. The child will then be brought back into the group to participate in regular activities. If the child is 2 years or younger, we will explain to the child that biting is not acceptable, and redirect the child to another area.

**Emergency / Medical source:**

- All minor injuries will be treated by cleaning with soap and water, and a bandage or band-aid will be applied to the affected area. Staff will be required to record the injury in the medical log, and parents will be notified when the child is picked up that day. Our skilled staff will perform first-aid and CPR if needed.
- Injuries or incidents that occur while a child is in the care of the center and result in a child being seen by a medical professional will be reported to the licensing specialist within 5 days.
- In the case of a serious injury, parents will be immediately notified. The child will be taken by ambulance to Mercy Medical Center.
- On field trips away from the center, our teachers carry an emergency pack, which contains items such as gloves, bandages, baby wipes, etc. The teacher will determine whether an injury can be treated on site, or will require further medical attention. In the case of a severe injury that cannot be treated on site, the teacher will immediately notify the child's emergency contact, and also contact Mercy Medical Center for further instructions, or to summon the nearest ambulance. The lead teacher will stay with the child in the ambulance until his/her parents arrive. Minor injuries will also be recorded in the medical log.
- It is the parent's responsibility to update their child's physical and immunization records in the office, when the children receive them. Parents will be given a two-week "grace period" to update immunization records. If this is not completed within this time limit, the child may not attend Chiemsee Castle.
- Any allergies that a child has will be posted in their classroom.
- Please make sure that if there is any change in your child's medical information, to advise appropriate staff members.

**Items to be provided by Parents:**

- For children ages two and under, parents will need to provide several changes of clothes, diapers, wipes, and baby food and / or formula (premixed in bottles), if child does not eat table food. Also, please provide appropriate sunscreen for outdoor activities.

**Policies and Procedures**

- For children ages two to five, parents need to provide an extra change of clothing; diapers, wipes, or pull-ups (if not potty-trained), a sleeping bag in a bag, sunscreen and a water bottle.
- Please make sure everything is properly labeled with your child's name.
- Parents must keep diapers, wipes, etc. stocked at all times, or they will be charged for such items, and / or the child will no longer be able to attend.

**Enrollment:**

- In order to enroll your child, you must complete several forms that will be provided to you. These forms are available on our website, or at the center. These forms must be handed in on the first day of attendance. These will include, but are not limited to the following:
  - A. Parent and Provider agreement; discussed and signed admission form
  - B. Immunization Record
  - C. Authorization for emergency medical attention release
  - D. Authorized person pick-up form
  - E. Intake form for children under 2.
  - F. School Age Agreement for school age children.
- You must provide the center with documentation of a physical examination on your child. It must be signed and dated by your physician. This physical must be performed six months before, to not more than three months after enrollment. This form must also indicate that your child is free from any communicable diseases. This form also must be updated and signed by the child's physician semi annually. Children from birth to two years of age are to be examined by his / her physician every six months.
- You may download a copy of the policy book from our website at [chiemseecastle.com](http://chiemseecastle.com).
- A \$35.00 per child or \$50.00 per family non-refundable registration fee will be required to complete enrollment. In addition, to hold your spot at the center for any extended period of time, you will be responsible for the first week's tuition in addition to the registration fee; along with one week's tuition payable for every four weeks that we are holding the spot. These additional 4-week payments may be made on a monthly basis. If a payment is not made when due, we will no longer hold that spot for you. Payments made for holding a spot are non-refundable.
- Chiemsee Castle will accept children from six weeks to twelve years of age without discrimination on the basis of race, religion, or sex.
- All children will be enrolled on a trial basis for a period of four weeks to ensure compatibility with the other children.
- Children may be enrolled on the following basis:
  - A. Full time (more than five hours per day / five days per week)
  - B. Half days (less than five hours per day / five days per week)
  - C. Per day (minimum three days per week)

**Chiemsee Castle Daycare / Preschool, LLC**  
**Policies and Procedures**

**Fees:**

- Fees are to be paid in advance on Friday, for the following week’s service.
- Full time children will be allowed six sick / vacation days per year (upon and after completion of one full year enrollment from start date). Half day attendees and per day attendees will receive no sick / vacation days per year; and if your child is scheduled to attend on any given day, you are responsible for payment of that day whether your child is in attendance or not. Seasonal or partial year enrollees (Summer only, month to month basis, etc.) are not eligible for vacation / sick days. If you are using a vacation day, you must give at least one weeks notice. Sick / vacation days do not carry over from year to year. If the illness / vacation extends beyond your allotted days, the parent and director will meet to discuss fees necessary to hold enrollment open for the child.
- After sick / vacation days are used, you will be billed for all scheduled days of attendance whether your child attends his / her scheduled days or not.
- No refunds will be given for days when a child is not in attendance due to illness, or any other reasons, if both sick and vacation days have been used up.
- A fee of \$15.00 per 15 minutes (per child) will be charged for late pick up.
- A fee of \$20.00 per day will be charged for late payment.
- A fee of \$50.00 will be charged for returned checks.
- Please be sure to follow your scheduled times, in order to avoid any penalties. (See last item below) Chiemsee Castle must be able to count on correct attendance to ensure proper ratio according to state law.
- Chiemsee Castle reserves the right to alter the following fees at their discretion, upon written notification to parents at least 30 days before scheduled rate change.
- Chiemsee Castle current rates are as follows:

	<b>6 wks – 2 yrs.</b>	<b>2 yrs. – 6 yrs.</b>	<b>School Age</b>
<b>Full Time</b>	\$176.00 / week	\$155.00 / week	\$139.00 / week
<b>Half Days</b>	\$128.00 / week	\$118.00 / week	\$107.00 / week
<b>Per Day</b>	\$45.00 / day*	\$45.00 / day	\$45.00 / day

\* Per Day rate does not apply to infants 6 weeks to 1 yr. old. These children must be enrolled for either half days or full time.

- When more than one child from the same family attends, the child with the highest fee will pay full price, and subsequent children will receive a 10% discount. (Discount does not apply to children at the per day rate, only full time or half day rates apply, and cannot be used in conjunction with any other offer or discount).
- Parents will be notified well in advance about any field trip or special event that would require additional fees.
- When paying from other sources such as the W2 program, Chiemsee Castle must have an approval letter or phone call from the W2 specialist before the child’s start date. If we do not receive a letter or phone call approving payment prior to

**Policies and Procedures**

- the start date, you are responsible to pay tuition up to the time we receive reimbursement from the outside source. At that time, we will refund to you any monies that outside sources back paid to us for your tuition.
- Families on state assistance will be responsible for any remaining balance on their account that the state does not pay.
  - Cost for any specialty programs will be the responsibility of the parents.
  - One personal check returned for NSF will be tolerated; with above fee applied; however after the second incident, only cash or money order will be accepted.
  - If your child or children are scheduled to attend on any given day, (full time or half day attendees) he or she is expected to be at the center at their scheduled time. If for any reason your children will not be attending on a scheduled day, notice must be given AT LEAST one half hour before their scheduled time of arrival. If this is not done, you will be charged for that day, and also be charged a \$10.00 “failure to give notice” fee.
  - If you are scheduled and do not come at your scheduled time but decide to show up late without a phone call you may be refused service. You will have to check with the director before dropping your child off.

**Discharge:**

- A child may be discharged from the center by verbal or written notice for any of the following reasons:
  - A. Repeated failure to pick up the child in a timely manner
  - B. We cannot meet the child’s needs. In this case, the director will meet with the parents to discuss the problem and attempt to work out a solution. A probationary period will then be set. At the end of the probationary period, the director will re-evaluate the progress towards the goals set. The director will read documentation from the child’s log to determine a decision on discharge. If at that time the director feels that the child would be better suited elsewhere, the center will discharge from care.
  - C. If the parents refuse to work with the center, the child may be discharged without notice.
  - D. No refunds will be given upon discharge.
  - E. Physical and / or verbal abuse of staff or children by a parent or a child. No refunds will be given.
  - F. Past due tuition of more than 2 weeks.
  - G. Parents not willing to follow the policy and procedures of Chiemsee Castle.
- Children discharged from the center will have this fact documented within his/her file.
- If an outside agency or court authority mandates a child be removed from current guardian(s), switched custody, etc. child may be discharged without penalty.

**Parental Voluntary Discharge:**

- Parents must give a two-week written notice before discharging. If a notice is not received at least two weeks prior, parents will be charged accordingly.
- Parents may NOT use any remaining vacation / sick days during above-mentioned two-week notice period.

**Staff:**

- The staff of Chiemsee Castle are all wonderful, caring professionals. Staff members are certified in first aid and CPR training, and are graduates of both early childhood I and II classes required in the state of Wisconsin. Staff members are also trained on fire, tornado, and other emergency situations in order to ensure the safety / evacuation of all children.
- Please feel free to discuss anything concerning the care of your child with his/her teacher at any time.
- All staff has reviewed center policies and licensing rules. They have been properly orientated and are aware of and will use universal precautions and infectious disease control.
- Staff is also trained on spotting communicable diseases; and if are unsure, are able to refer to the charts posted.
- Our staff is fully aware of their job duties as they relate to their job description. We will always treat special needs children the same as all other children.

**Daily Program Schedule:**

- Chiemsee Castle will provide activities which will provide experiences in which each child can feel good and successful about him / her self. Children will use large / small muscles, develop language use materials, take part in activities that encourage creativity, and participate in imaginative play. They will also learn new ideas and skills, and be exposed to a variety of cultures.
- Daily activities will include indoor play, regularly scheduled outdoor play, active and quiet activities, individual and group exercises; with protection from excess fatigue and over-stimulation.
- Children will have an opportunity to use a variety of art materials, manipulative materials, and housekeeping equipment. Such as; play-doh, finger paint, dolls, child size furniture, dress-up clothes, puzzles, books and computer time.
- Children will go outdoors daily, weather permitting.
- Chiemsee Castle's type of curriculum used is creative curriculum.

**Policies and Procedures**

- During area play, small amounts of children are put into different areas for a certain amount of time, and then rotated. Doing this keeps children from congregating into large groups or line standing.
- During transition times, teachers will sing songs to help the transition flow easier.
- School age children will have plenty of space to participate in large muscle activities indoors, or be provided with a quiet place to study if weather does not provide for outdoor activities. School agers have age appropriate activities to choose from. Their schedules are flexible and they can select their own activities.
- The following is an example of a daily a.m. / p.m. program schedule:
  - 6:00-8:00 Open center / independent play
  - 8:00-8:30 Breakfast
  - 8:45-9:30 Group time / German activities / Spanish Activities
  - 9:30-10:15 Outside activities
  - 10:15-10:30 Bathroom
  - 10:30-10:45 Art activities
  - 10:45-11:15 Specialty class (computer class)
  - 11:15-11:30 Clean-up / bathroom
  - 11:30-11:45 Lunch time
  - 11:45-12:00 Clean-up / get ready for nap time
  - 12:00- 2:00 Quiet time / nap time
  - 2:00-2:15 Wake-up time / wash hands for snacks
  - 2:15-2:30 Snack time / clean-up
  - 2:30-3:15 Outside time
  - 3:15-3:45 Afternoon art
  - 3:45-4:00 Story time, large muscle activities, free choice
  - 4:00-4:30 Spanish, German and sign language
  - 4:30-5:00 School work
  - 5:00-5:15 Wash hands for snack
  - 5:15-6:00 Independent play
- These programs will vary for each age group. If a child is brought in at 5:45A.M. and is tired , we will allow that child to get out his / her sleeping bag and rest.

**Developmentally Appropriate Programming for Infant to Toddler:**

- Infants and toddlers will be kept on the schedule set up by their parents, and will be given individual attention and TLC. The children will have age appropriate equipment, (indoor and outdoor), provided to them.
- Infants will be moved throughout the day to ensure different positions.
- A notebook will be used to communicate with parents daily for children 2 years and under. Parents will need to write schedules, emergency numbers, etc. in these notebooks.
- All children under five years of age in care for more than four hours shall have a nap or rest period. This period includes 30 minutes of rest, after which a quiet

**Policies and Procedures**

- activity will be provided. Sleeping bags will be furnished by the parents and must be washed once a week by the parents.
- All sleeping bags and other personal belongings must be clearly labeled with the child's name. Chiemsee Castle is not responsible for lost or misplaced items, or for any clothing that comes in contact with bleach solution; discoloring clothing.

**Nutrition for Infants and Toddlers:**

- Babies will be held while being fed.
- We will be using microwaves to warm up infant and toddler formula and jar foods.
- Leftover formula or milk will be discarded after each feeding. Bottles will not be used again, after they have been warmed.
- Bottles will be rinsed out after they are used.
- All baby food jars that are opened will be labeled, dated, and used within 24 hours of opening, or be discarded.
- Formula and baby food will be provided by the parents, until the child can eat from the center menu. All of these items must be clearly labeled and dated with the child's name. Formula shall be pre-made, already in bottles.
- Grade A 2% milk will be provided for all children 1 yr. Old and up.
- We will be flexible for nursing mothers with schedules, and make every effort to work with them to accommodate.
- Children that are too young to sit in a high chair will be held, or placed in an infant seat while being fed.

**General Nutrition:**

- Children will be provided with high chairs / chairs and eating utensils proportionate to the child's size and developmental level.
- Our cook has taken a course through FVTC training them on proper food handling, sanitation, food amounts and preparation. They are also required to partake in 4 hours of continuing education per year.
- We will provide breakfast, lunch and p.m. snack.
- Each meal and snack shall meet the U.S. Dept. of Agriculture childcare food program minimum food requirements.
- Meal times will be; 8-8:30 a.m./breakfast, 11:30-11:50/lunch (toddlers may be fed at 11:00), and 2:15-2:30/p.m. snack.
- All meals will be "family" style.
- We will use diverse types of food, reflecting a variety of cultures and ethnicities.
- All food will be purchased from local grocery stores and food companies.
- All meals and snacks will be prepared at the center.

**Policies and Procedures**

- School age children will be served the same meals and snacks as the other children.
- Children maybe have seconds on non-protein items.
- Any child with food allergies or with special diet requirements will have a slip posted in or near the kitchen. All staff will be aware of this. Parents must provide special food. The kitchen staff will only warm the food up.
- Menus will be posted in an accessible spot for parents to see; at least one week in advance.
- Snack is only given at snack time during the P.M.
- All foods will be “age appropriate”.
- Any changes to the menu will be posted.
- Teachers will be seated at the table in order to talk with the children, create a family atmosphere, and to monitor table manners.
- Children will not go beyond 3 hours without eating.
- Children will never be punished or rewarded with food.
- Children will be able to socialize while eating.

**Education:**

- Chiemsee Castle is dedicated to making sure that our children have a fun, loving, safe and educational adventure.
- We will employ weekly lesson plans that are age appropriate, allowing the children to express themselves in many areas. These lesson plans will be displayed on the teacher’s bulletin boards.
- A sample lesson plan would include the following:
  - A. Large and small muscle work
  - B. Drama / imaginative play
  - C. Science experiments
  - D. Socialization skills, communication skills, and building self esteem
  - E. Cooking
  - F. Water table play
  - G. Music and dance
  - H. Group story telling
  - I. Art – children can freely express themselves through pictures and painting.
  - J. Celebrating holidays (including religious holidays; Christmas, Easter)
  - K. Outdoor / indoor play
  - L. Active and quiet activities
  - M. Computer activities
  - N. German vocabulary and activities
  - O. Spanish and sign language
- Our teachers have received a minimum of 80 hours class time in early childhood education. They are skilled professionals and will develop a comfortable routine for your children.
- Our teachers will build a personal relationship with your children and help them develop skills such as personal hygiene tasks, zipping / buttoning, expressing

**Policies and Procedures**

- themselves, self control, making choices and decisions, dealing with difficulties and differences, learning self respect, and just plain having fun!
- We will post all themes for the school year and summer programs inside the classroom, on the teacher's bulletin boards. Most themes will last two weeks, although some may be shorter. We will be celebrating religious holidays such as Christmas and Easter, please let us know if there is a religious holiday that you celebrate such as Kwanzaa, Hanukah, etc. and we will be happy to celebrate those as well. We do not teach religious education or explain in detail about different religions. We will just have a simple celebration and explain to the children that there are different kinds of religion that people celebrate. The Administrator must approve all religious celebrations.
  - Parents are always welcome to talk with their child's teachers, or request a parent / teacher conference.

**Fire / Tornado / Emergency Policies:**

- Chiemsee Castle staff will know the whereabouts of all children, at all times. They will have all of the children's names written on their clipboard Monday through Friday for that week. When children arrive the time is logged, and also when they leave. Each teacher is also responsible for logging this information when a child comes into or leaves his or her room.
- In case of a missing child, staff will search the grounds for the child completely. If the child is still not found, the police and parent / guardian will be notified while staff begin searching the immediate surrounding area.
- In case of emergency, teachers will quickly grab emergency packs with first aid supplies, to be used as needed. If first-aid is needed, it will be done along with CPR.
- In case of an emergency while swimming, (field trip), our teachers are trained and skilled in CPR and other revival methods.
- All emergency planning will be posted by the front door. These include:
  - Tornado routes (practiced monthly)
  - A written tornado shelter plan is posted in all of the classrooms.
  - A radio will be used to find out more information on the tornado.
  - Flashlights, sleeping bags, and extra batteries will be in the office in case of emergency.
- Staff will make sure to check their attendance sheets so they have all of their children accounted for.
- Staff will go to designated areas, away from windows and remain there until the threat has passed.
- The children will put their heads between their knees.
- Fire routes (practiced monthly with the children)
- Fire routes are posted in the classrooms.
- Fire emergency numbers are posted by all of the phones.

**Policies and Procedures**

- In case of emergency, staff will evacuate the entire building, and call the fire department from another phone, where it is safe. Children will be sure to respond to the sound of the alarm by the fire drill practiced monthly.
- Teachers will count children after reaching the safe spot.
- Our teachers are all skilled on using a fire extinguisher.
- Fire extinguisher locations (staff will be trained on usage)
- If staff has any children with physical or mental disabilities, the office staff will assist with getting these children out safely.
- A phone will be placed in one of the classrooms with the following emergency numbers posted:
  - A. Local rescue squad
  - B. Fire dept.
  - C. Police dept.
  - D. Poison control
  - E. Emergency medical service
  - F. Staff phone numbers
- Emergency planning, (Fire evacuation routes / tornado drills), will be practiced monthly. Our emergency contact person, who is within 5 minutes of the center, is listed on the wall in the office. There will always be an extra vehicle available for emergencies.
- All staff will be made aware of any persons (children or adults) with any disabilities or limited reaction ability that are on the premises and will assist these persons in the evacuation of the building in case of an emergency.
- In the event of no heat, air-conditioning, water, electricity, and plumbing we will use cell phones to call parents to come pick up their children.
- Emergency/incidents requiring reporting to the State of Wisconsin shall be completed and delivered ASAP to the relative departments.

**Health and Environment:**

- The inside temperature of the center will be no less than 67 degrees F.
- A central air unit will be in operation for the comfort of the children and staff.
- Gloves will be worn for all diapering, and working with either blood or saliva and will be disposed of in the proper garbage.
- Hand washing is a must at the center; our staff and children must wash before meals, and after toileting.
- We can assure you that our center is very safe, clean, and sanitary. All toys and equipment will be sanitized weekly.
- Our staff has the knowledge to recognize illness and communicable diseases; and are themselves free of any communicable diseases. The staff will be sure to let the director know immediately, and the public health nurse and state licenser will also be notified. If a communicable disease is suspected, a notice will be placed by the entrance; without the child's name; to make other parents aware of the situation.
- If a staff member notices that a child has symptoms of an illness such as; fever, 101 degrees or higher, diarrhea, rash, or sluggishness; or suspects a

- communicable disease, it will be brought to the attention of the director. The child will be isolated with a sleeping bag in the office. The parents will then be contacted.
- All soiled diapers will be disposed of and will be placed in the diaper garbage.
  - Wet underwear will be placed in a plastic bag in your child's cubby.
  - Our staff will NOT wash out soiled clothes / underwear / and sleeping bags. If the item is not taken home in one day it will be disposed of.
  - The staff will only administer prescription or non prescription medication under the following circumstances:
    - A. The prescription medication is in the original bottle with doctors label
    - B. We have a signed authorization form
    - C. Non- prescription medication must be in original bottle and labeled with child's name, date, and dosage.
  - Staff must record all medication given, in the medical log, and let parents know daily of dosage given. Parents may request to see medical log, but only for their child's entry. If medication was not given to the child that day, or was given in improper dosage, parents will be notified immediately.
  - Medicine that needs to be refrigerated will be kept in a container in the refrigerator labeled "medicine" along with a copy of the authorization form.
  - Medicine that does not require refrigeration will be kept in a container labeled "medicine" in a labeled cupboard labeled "medicine" along with the medical log and authorization form.
  - Staff responsible for children requiring specific care for special health needs and concerns will be briefed on the child's needs, in cooperation with the child's parents, to achieve appropriate care.
  - If any dosage of medication has been missed, the parents will be notified.
  - Unless a signed waiver is on file with the center, your infant child will be put to sleep on his / her back, to prevent S.I.D.S. More information on S.I.D.S. is available to all parents and is located in our lobby.
  - All medication for infants will be kept in the office in the med box along with their medical authorization forms.
  - When medication is expired, parents are required to pick it up that day, or it will be disposed of.
  - Insect repellants and sunscreen must be in original containers, and labeled with the child's name. These will be kept in the teacher's classroom, out of the reach of the children. Medical authorization forms will accompany these products also.
  - If a child is bitten while in our care, we will first comfort the child, and then wash the area with soap and water. Our staff will be sure to write a "boo boo" report to let the parents know of the incident. The biters parents will also be informed of the situation. The teacher will inform the director and document this in the med book.

### **Sanitation:**

- All staff preparing food must wash hands first, before working in the kitchen.

**Policies and Procedures**

- Dishes, pots, pans, and utensils will be washed in a dish washer (130 –150 degrees) for at least 20 minutes, using dishwashing detergent. The dishes then will be put in a sanitizing machine for 10 minutes, at 180 degrees.

**Food:**

- All foods not requiring refrigeration will be stored in clean, dry, ventilated, and lighted storage areas.
- The refrigerator will be maintained at 40 degrees F., and the freezer at 0 degrees F.
- Each refrigerator will have a clearly visible thermometer.
- Food will be delivered by refrigerated truck, through the center's front door and into the kitchen.

**Transportation of Children:**

- All children being transported for a fieldtrip must have a Chiemsee Castle nametag on. All children will be lined up in the lobby prior to leaving and have their names written on the clipboard and counted. The office will have a list of names of children that are on the fieldtrip, along with the time they leave and return. Staff members will be assigned the proper ratio of children and have assigned children to them. The teachers will have these names on a list. Staff will be equipped with their fanny packs containing emergency cards, first aid kit, and emergency numbers. We will also have a first aid kit in the vehicle. The children will walk in a single-file line to the vehicle. After the children are inside the vehicle, they will be counted again. When they reach their destination the children will walk out of the vehicle, stand in a single file line, and wait for the staff member to check the vehicle for any children. When transporting children with a disability or a limited ability to respond in an emergency situation, the center shall provide an additional staff for each of these children in order to assist in any emergency. After the vehicle check, the staff will count the children again to insure proper head count. Our vehicle has been equipped with the child safety alarm system, as required by the state of Wisconsin. The staff will know their head count and whereabouts of the children at all times. Before heading back to the center, the staff will count the children before entering the vehicle and call the center to let them know the approximate time of arrival back to the center.
- In the event of a field trip, we will post a sign on the teacher's door and in the lobby with all the information about the trip. A permission slip will also be placed in the child's cubby to be filled out by the parents and returned to the daycare.
- A vehicle used to transport children shall be:
  - a. Registered in Wisconsin
  - b. Clean and un-cluttered
  - c. Enclosed; (children may not ride in the back of a truck, etc.)
  - d. All children under 4 must ride in a car seat, never in the front seat.

**Policies and Procedures**

- e. Children of at least 4 years of age, but less than 8 years of age; not weighing more than 80 lbs. Or taller than 4'9", shall be properly restrained in a shoulder positioning child booster seat when being transported.
- f. A vehicle used to transport children must have an annual vehicle safety inspection.
- The driver of a center provided vehicle shall be or have all of the following:
  - a. At least 18 yrs. Of age
  - b. A valid Wisconsin operators license for the type of vehicle driven
  - c. At least one year of experience as a licensed driver
  - d. The licensee shall obtain a copy annually of the driving record for each driver of a center provided vehicle.
  - e. Volunteer drivers must also comply with all the above rules.

**Policy for absent Child:**

- If a child that is scheduled to be at the daycare does not show up at the daycare, we will call the child's parents immediately to find out where he / she is. If the parent has no idea, we will notify the police.

**We thank you for your interest in Chiemsee Castle, and look forward to working with you and your children.**

Sincerely;

*Ceci Gabavics*

**Ceci Gabavics – Owner / Administrator**