



Parent Handout

Discover Little Miracles is open from 6:00 a.m.- 6:00 p.m. Monday through Friday, operating 12 months a year. Exceptions include all major holidays (*New Year's Day, July 4th, Thanksgiving Day, the Friday after Thanksgiving, Memorial Day, Labor Day, Christmas Eve, closed at 12:00 p.m. and Christmas day.*) The center will also be closed the Thursday and Friday before Neenah Public School starts for Teacher In-service/ Staff Development. All Center days closed are charged days. We accept children ages 6 weeks to 12 years on a full-time or part-time basis.

Full-time: more than five hours a day

Part-time: less than five hours a day

Children may only attend during scheduled days and times. A child's time in the center may not exceed 10 hours per day.

Parents must turn in a schedule for their child/ren by Thursdays at 9:00 am to avoid a \$5.00 charge.

Drop-off and Pick up Procedures:

Drop-off Procedures

Parent will:

- Bring child into the center and check them in on the computer at the front desk, each parent/authorized person will have their own code.
- Remove child's outer clothing and place in designated cubby located in the child's classroom.
- Take child to designated morning or afternoon staff.

Pick-up Procedures:

Release of the child is only allowed to previously authorized people. (A list of approved pick-up adults must be on file. Adult chaperones may be asked to show identification.)

Parent will:

- Dress the child in outer clothing
- Read over Daily Care Sheet (2 yrs and under)
- Notify the teacher you are leaving the center
- Check the child out on computer at front desk

Personal Items to be Provided by Parents

- Disposable diapers and wipes
- 2 changes of play clothes including socks labeled with child's name
- Over-the-counter items (sunscreen, diaper ointment etc.) labeled with child's name
- Sleeping bag for children ages 2 and up labeled with child's name or a fitted crib sheet for sleeping mat and a blanket (not needed for the infant room).
- Appropriate outdoor clothing for the season labeled with child's name, as children will be outdoors every day, weather permitting.
- Security blanket, toy, etc. (if needed)

Nutrition

A variety of nutritional, organically certified foods will be served family style, and the children will be encouraged to try everything. Parents may bring in special treats for their child's class on holidays and birthdays. (Please check with the teacher first.)

If a child requires special food, it must be provided by the parent. If parents choose to provide food, there is no reduction in price. The parent must also provide a medical statement from the Doctor of which foods the child may not have.

The meal schedule is as follows:

Breakfast

7:15-7:30 School age

8:00-8:15 Noah's Ark, Cub's Cove, Lion's Den 1 and 2

8:30-8:45 Promise Land

Lunch

11:00-11:15 Noah's Ark, Cub's Cove, and Lion's Den 1 & 2

11:30-11:45 Promise Land

Afternoon Snack

2:00-2:15 Noah's Ark, Cub's Cove, Lion's Den 1 & 2

2:30-2:45 Promise Land

3:30-3:45 School Age

**Infants will be fed based on their own needs and schedules in accordance with home care.*

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Developmentally Appropriate Curriculum

Our program is tailored to meet the needs of children, rather than expecting children to adjust to the demands of a specific program. The program provides a safe and nurturing environment that promotes the physical, social, emotional and cognitive development of young children.

Child initiated, teacher supported play is an essential component of this developmentally appropriate curriculum.

To meet the developmental needs of each child, the educational program will provide the opportunity for:

1. Active quiet play
2. Outdoor activities (weather permitting)
3. Individual, small, and large group activities
4. Experiences that allow for learning at the child's own level
5. Creative Expression
6. Intellectual Stimulation
7. Language Development
8. Multicultural and diversified experiences

Core values and manners will be emphasized to all children throughout the learning experience. Respect for them and others will be promoted, both through model and positive reinforcement. The Center will recognize holidays including: New Year's Day, Easter, Memorial Day, July 4th, Thanksgiving and Christmas. These holidays will be incorporated in that weeks' program.

Health Policy

Child Health Information:

Each child shall have an initial examination by a physician, not more than 1 year prior to, nor later than 90 days after admission. Children under 2 years shall be given a physical exam, by a physician, every 6 months after admission; verification of this must be on file. Children over 2 will need a physical every 2 years. School-age children, who are enrolled in school, need only a health history completed by the parents. Parents must list known allergies.

Illness in Children:

Sick children may not be brought in for care. Should your child become ill while in care, staff will assess the situation to determine if you should be called. Please make arrangements to pick up the child within one hour of notification. A quiet resting place

will be provided for your child in the office until you arrive. Every child will be observed upon entry for signs of illness, as well as throughout the day.

Your child must remain out of the center for 24 hours when the following conditions occur:

- Any undiagnosed rash
- Intestinal disturbances (diarrhea, vomiting), diarrhea is three or more loose stools in one day. Watery stools will be under our discretion.
- Sore or discharging eyes, ears, or profuse nasal discharge
- Temperature over 101 degrees
- Head Lice, there can not be any nits

It is required that we have on file the names, addresses and phone numbers of persons authorized to pick up your child if you cannot be reached. These are the only individuals, other than parents, that a child will be released to, unless written notification is received from parents.

If a child is excused because of a suspected communicable disease, the families of the other exposed children shall be notified by the Director or Teacher and such children shall be watched for symptoms of the disease.

In cases of bacterial infections, there shall be a statement that he/she is free of the infectious stage from a physician for re-admission. **A child may be re-admitted after a communicable disease without a statement from a physician if they are symptom free for at least 24 hours.**

First Aid & Medication Administration:

Bandages and ice packs will be available at all times. Soap and water will be used to clean all superficial wounds. For major and questionable injuries, parents will be contacted. If necessary, the child will be transported to the hospital, where the teacher will remain with the child until a parent arrives to take responsibility. (Parents written permission to call the family physician or refer the child for medical care in case of an accident or emergency must be on file.) Parents will be notified of minor injuries when they pick up their child.

If medication must be given, it will be with the parent's written permission. Medication will be labeled and stored with parental consent forms in a sealed box out of the children's reach. If prescription medication is to be administered, it must be in the original container with the physician's name, date and prescribed dosage. Instructions and times given will be posted and noted in our medical log. All accidents, medicine administration, and conditions of child upon entry will be logged. If your child has had accident at home that may cause a bruise or bump, scratch or cut, please tell us at the time of arrival.

Emergency Evacuation Policy

All staff in the building know their responsibilities in case of an emergency evacuation. Written evacuation plans and diagrams are posted throughout the building. Evacuation plans are practiced monthly.

Child Guidance Policy

It is the policy and the philosophy of Discover Little Miracles that positive guidance will help children develop self-control and pro-social behavior patterns.

Positive guidance is provided through communication that reflects what the children can do. Communication is clear, concise, open, honest, and reflects a genuine concern for the thoughts and feelings of the children. Consideration is also given to the physical environment to promote positive group interactions. Curriculum activities promote a balance between teacher-directed and child-initiated activities so that children have an opportunity to contribute to their program.

Children will be guided in ways that will enhance self-esteem, self-control, and respect for the rights of others.

Discover Little Miracles prohibits all forms of physical and verbal punishment. This includes, but is not limited to: humiliating, frightening, hitting, spanking, shaking, verbal or sexual abuse. Withholding food, force-feeding and punishment for lapses in toilet training are also prohibited.

Discover Little Miracles uses the 1,2,3 Magic philosophy and a time-away policy. This policy entails removing the disruptive child from the group to a designated area within the view of the teacher, and giving the child a quiet activity to do until the child's behavior modifies, allowing them to rejoin the group. The child's undesirable behavior will be discussed with the child, so he/she understands what was undesirable.

When a child's behavior is physically or verbally harmful to him/herself and/or another child, or property, the child will be removed from the group. After a time period, not to exceed 1- minute/per 1 year of age, the child will be given the opportunity to change his/her behavior, and return to the group. However, if the behavior is repeated, the child will be removed from the room, and the Director will notify the parents of the child's persistent disruptive behavior. A conference will be set up, wherein a consistent approach will be established and used both at home and while in care. When the behavior of the child is continually disruptive to other children and detrimental to the daily program, the child will be discharged, upon notification of the parents. This discharge may be for the day, or permanently. No child will be allowed to physically or verbally abuse another child or the teaching staff. No verbal abuse or derogatory remarks will be tolerated. Behavior, such as this, may result in discharge. Upon discharge, referrals will be made to professional agencies for counseling and guidance in re-directing the child's behavior. All possible help will be given to the parents in finding a new, suitable placement for their child.

Withdrawal

Any parent or guardian who wishes to withdraw their child from the program must notify the Director in writing at least 2 weeks prior to the child's last day of attendance.

Discover Little Miracles reserves the right to remove a child from care if it is determined that the program is not beneficial to the child, or the child exhibits behavior that causes harm to other children, staff, themselves or property.

Discover Little Miracles maintains an open door policy. Parents/guardians are welcome and encouraged to visit at any time during operating hours.