



Children and Parent Policies

**“Oh, my baby, little one,
the hardest thing I do
is hold you tight,
then let you go,
and walk away from you.”**

Excerpt from the children's story
Oh My Baby, Little One by Kathi Appelt

So Big Preschool And Children's House, Inc.
912 (So Big) and 914 (So Tiny) Roosevelt Avenue / Howards Grove, WI 53083-1019
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So Big Preschool And Children's House, Inc. shall operate under the Wisconsin Administrative Codes as set forth by the State of Wisconsin, Department of Children and Families, Division of Early Care and Education, known as the **WISCONSIN ADMINISTRATIVE CODE DCF 251 LICENSING RULES FOR GROUP CHILD CARE CENTERS (effective January 1, 2009)** and **WISCONSIN ADMINISTRATIVE CODE DCF 250 LICENSING RULES FOR FAMILY CHILD CARE CENTERS (effective January 1, 2009)**. The Department of Children and Families, hereby known as the D.C.F., shall have final authority on all policy disputes.

The group childcare centers located in Howards Grove and Sheboygan Falls shall hereby be known as So Big H.G., facility # 1006890 and So Big S.F., facility # 2000945 and shall be included in all communications with the D.C.F. The D.C.F. shall renew the center's licenses every two year. The license, regulatory book, compliance statements, non-compliance statements and correction plans, bylaws & policies, rates & fees, closings, and parent newsletters will be posted on the Parent Boards located in the entry areas at both locations.

The family childcare center located at 914 Roosevelt Avenue is the Infant and Toddler Division of So Big Preschool And Children's House, Inc., shall hereby be known as So Tiny. So Tiny's facility # 1012234 shall be included in all communications with the D.C.F. The D.C.F. shall renew the center's license every two years. The license, regulatory book, compliance statements, non-compliance statements and correction plans, bylaws & policies, rates & fees, closings and parent newsletters will be posted on the Parent Board. Emergency phone numbers are in the Attendance Books at all three sites.

So Big H.G., So Big S.F. and So Tiny shall offer year-round childcare, Monday through Friday, from 6:30 a.m. to 5:30 p.m. for children from six weeks to twelve years of age. So Big H.G. shall offer preschool classes for 3 to 5-year-olds on Tuesdays and Thursdays from 9:00 a.m. to 11:30 a.m. beginning the Tuesday after Labor Day and ending the Thursday before Memorial Day.

So Big Preschool And Children's House, Inc. is insured for general liabilities. Animals will not be a part of the programs in any of the sites.

Admission Policy

Admission or discharge of a child shall not be based on race, color, sex, creed, handicap, parents' political persuasion, national origin, or ancestry.

Enrollment Policy

Childcare applications shall be accepted on a first-come first-serve basis. A processing fee plus a security deposit is required to secure a position for preschool and childcare. Both fees are non-refundable once enrollment has been accepted. File information will be reviewed on each child's anniversary date. Contract changes or adjustments made before the anniversary date will require an additional processing fee. So Tiny was an existing facility and does not meet ADA architecture guidelines. So Big H.G. and So Big S.F. meet all ADA specifications.

Termination Policy

All children shall be enrolled on a four-week trial basis. If the parents/legal guardians, Administrator, or Director (with input from staff members) determine that placement will not be beneficial to the child or other children at the center, a written termination will be made without penalty to the parents, Administrator, Director, or staff members. After the trial basis is completed, parents shall give a two-week notice of termination of childcare.

Children shall not be allowed to attend preschool classes or childcare until all enrollment forms have been reviewed and accepted by the Administrator. An appointment date for a physical must be

given at the time of enrollment. Failure to have the physical completed within 90 days shall result in the child's withdrawal from the center until the physical has been performed and the Administrator has received the **Child Health Report – Child Care Centers (CFS-60)** form.

Contracted childcare fees and preschool tuition fees shall be kept current to hold the child's position. Failure to pay these fees will result in immediate termination.

Behavior-related discharges shall be the combined decision of the Administrator, Director, and staff members. Incidences of a sexual nature, frequent biting, or other physical jeopardy to the welfare of children or staff members of the center shall result in immediate termination.

Violation of the health policies shall result in immediate termination.

Violation of the smoking policy shall result in immediate termination.

The Administrator shall enter documentation into the child's permanent records if termination of childcare or preschool enrollment has been rendered. A copy shall be provided to the parents.

Guidance Policy

Children's behavior will be guided by setting clear limits and rules for children. Staff will talk with children about expected behaviors and model those behaviors consistently for them. Undesirable behaviors will be redirected to another activity. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

When a child is crying, fussing or distraught, staff will work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. Infants/Toddlers will be assessed for a cause of distress (e.g., hunger, tiredness, soiled diaper, need to be held/cuddled) and will be given the attention needed. All Staff Members are trained in S.B.S. (Shaken Baby Syndrome) techniques.

Discipline Policy

Discipline by Webster's definition is "Strict training that corrects or strengthens and a system of rules governing conduct." **CHILD GUIDANCE. (e)** reads: **Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:**

1. Spanking, hitting, pinching, shaking, twisting or inflicting any other form of corporal punishment.

2. Verbal abuse, threats, or derogatory remarks about the child or child's family.

3. Physical restraint, binding or tying to restrict movement or enclosing in a confined area, such as a closet, locked room, box or similar cubicle.

4. Withholding or forcing meals, snacks, or naps.

HFS 46.07(2) CHILD GUIDANCE. (f) reads: A child may not be punished for lapses in toilet training.

A Staff member or parent who is found using any of the above behaviors while on the premises will result in the dismissal of the staff member or termination of the parent.

Timeouts may be used to correct disruptive behaviors. The length of a timeout may not exceed 5 minutes and no timeouts may be given to children under the age of three

When disciplining a child, staff members should in private conversations attempt to bring comfort and control to the child in gaining the cooperation to reason with him/her. After attempts by the staff member to reason with the child do not produce appropriate responses, behavior is handled as follows:

* Boisterousness or encouraging other children to participate in inappropriate behavior will result in the child being reminded of the classroom rules and manners as established by the staff and children. If the child continues in the same manner, they will be redirected to participate in a quiet activity. When an appropriate manner is displayed, positive reinforcement will be given.

*The assisting staff member shall remove children who cannot control their behavior during a group activity until the child responds in an appropriate manner. Positive reinforcement will then be given and the child will be invited to rejoin the group.

- *Staff members must judge discipline problems as to the jeopardy of the rights of the group versus the rights of an individual child. If a continued pattern of inappropriate behavior is exhibited or the behavior is potentially harmful to the group at large, the following procedures will be taken:
- *The Administrator or Director will confront the child.
- *The family will be notified of the child's behavior and how the child responded to the Administrator or Director's action used to correct the behavior.
- *If the behavior is exhibited again, a conference with the Administrator and Director will be necessary for the child to return to preschool or childcare.
- *At the discretion of the Administrator and Director, the family may be asked to have a specialist observe the child at the center.
- *Failure by the child or family to respond to or correct the behavior will require the Administrator and Director to determine the best possible action for the child, the parents, the staff, and the group at large. This could mean a recommendation for special help and/or dismissal.

Record Policy

Upon acceptance for enrollment, parents shall receive a packet of "green" **enrollment forms required by the State of Wisconsin** and those requested by each center. The following forms shall be received and reviewed at least 48 hours before the first day of attendance:

- **CHILD CARE ENROLLMENT (CFS-62) form**
- **HEALTH HISTORY AND EMERGENCY CARE PLAN (CFS-2345) form**
- **DAY CARE IMMUNIZATION RECORD (DPH-4192) form**
- So Big's Parents/Guardian/Authorized Person Transporting
- **CHILD HEALTH REPORT - CHILD CARE CENTERS (CFS-60) form**
- ****Does not apply to children enrolled in the public or parochial systems from 5K through 4th Grade****
- **CHILD CARE INTAKE FOR A CHILD UNDER 2 YEARS (CFS-61) form**
- **AUTHORIZATION TO ADMINISTER MEDICATIONS** (Sun Block/Insect Repellant)
- So Big's Parent/Legal Guardian Contracted Agreement of Hours, Fees and Payments

Licensing Specialists, staff members, practicum students, and volunteers working directly with children shall have access to the children's records and may not discuss or disclose personal information regarding the child or it's family. All original forms, with the exception of the Center-Parent/Guardian Contracted Hours Agreement, will be kept in the daily class attendance verification book. When off the premises, the daily class attendance verification book will travel in a backpack with staff members. The Corporate Officers and Financial Agents shall have access to the Center-Parent/Guardian Contracted Hours Agreement and all financially related information.

Education Policy

There shall be ample time given each day for self-selection activities, including the use of manipulative materials for developing large and small muscles, development of social skills, discovering new concepts, and creating ideas.

To balance self-selection activities, there will be activities that teach direction-following concepts.

Each activity will be followed by a quiet period that could include circle time, snack time, or a time to listen to music, poetry, or stories.

Outdoor Activities will include walks and outdoor play in the center's enclosed playground areas.

Children will receive both individualized and group instruction as well as guidance fitting the child's development, needs, and activities.

Children will be allowed to progress at their own rate based on innate abilities and interests.

Creative expression will be provided through art activities, rhythms, music, dramatic play, and physical exercise. Hands on art activities will include those that encourage free expression as well as

those, which encourage following directions. Art projects will be displayed in the classroom as well as sent home.

Various interest centers related to the monthly theme will be established to stimulate intellectual growth of each child.

Transition Policy

Children are free to use the toilets whenever necessary. Children will be encouraged to toilet and dress themselves. The toilet room door will be open while staff members assist children who cannot use the toilet, dress, or wash their hands independently.

Children shall be transitioned by verbal cue or with music from one activity to another.

Cultural Diversity Policy

Children shall be encouraged to share their cultural music, art, toys, and food. Dolls, books, puzzles, pictures, and posters around the center will show diversity of cultures. Various holidays will be explained and shared with all children; however, we do not offer religious instruction.

Attendance and Missing Child Policy

Children's House Attendance

For the safety of all children, an adult must escort children in and out of the center at arrivals and departures.

The centers are equipped with punch clocks for accurate record keeping and at no time shall a child be allowed to use the punch clock. Time cards must be punched or the child's arrival time will be recorded and chargeable as 6:30 a.m. and departure will be recorded and chargeable as 5:30 p.m. We require notice of a child's absence or late arrival. A staff member will contact the parents, at home or work, if a child has not been reported as absent or late within 15 minutes of their normal scheduled arrival time. A fee will be added to the next payment cycle if we have to call to find out the whereabouts of the child. See Payments, Fees, and Fines for current charges. Staff members shall maintain the daily class attendance verification book.

Child/staff ratios will be determined and maintained as stated in **the WISCONSIN**

ADMINISTRATIVE CODE DCF 251 LICENSING RULES FOR GROUP CHILD CARE CENTERS (effective January 1, 2009) and **WISCONSIN ADMINISTRATIVE CODE DCF 250 LICENSING RULES FOR FAMILY CHILD CARE CENTERS (effective January 1, 2009)**. Therefore, schedule

deviations, early arrivals and late departures, must be requested in writing and given to the Administrator 7 days prior to the day of care and will be granted only if the child to staff ratios can be met. Hours of care may not be self-adjusted to make up for late arrivals or early departures. Parents and children arriving early will be denied access to the center until the child's contracted arrival time. Emergency late departures will require a phone call. Failure to alert staff to a late departure will result in a fine plus an additional fee assessment and/or termination. See Payments, Fees, and Fines for current charges.

Staff shall track the arrivals and departures of each child in the daily class attendance verification book. Head counts shall be taken throughout the hours of care to verify the whereabouts of each child.

Preschool Daily Attendance

Staff shall verify the daily class attendance verification book by taking attendance at the beginning of each preschool class. Preschool children must arrive no later than 9:10 a.m. or entrance will be denied until 9:30 a.m., as late arrivals disrupt Circle Time. Head counts shall continually be taken throughout the class session to verify the whereabouts of each child.

Safety Precautions

So Big has been designed with children's safety as paramount. The sites are equipped with an alarm system that alerts staff to everyone who enters or departs through the main entries, has two adjoining classrooms, two toilet rooms, a locked staff closet (So Big H.G.), a locked utility closet and a

second exit that leads to the outdoor classroom, which is completely enclosed by a 72" chain linked fence (H.G.) and a 48" chain linked fence (S.F.) and two locked gates at both sites.

Missing Child Policy

In the unlikely event that a child is missing, staff will make a complete search of the premises. If the child is not immediately located, the lead staff member will alert the 911 Emergency System of a child missing and ask for immediate assistance in locating the child. The assisting staff member will simultaneously contact the parents or emergency contact person by use of the cellular phone and the 5-minute contact person(s) will be asked to assist in the search of the child. So Tiny will follow these procedures.

Release Policy Children may be released to any person indicated on the CHILD CARE ENROLLMENT (CFS-62). Written requests or text messages must be received by the Administrator or Director when persons other than those authorized on the CFS-62 will be picking up a child. Staff members are required to view a photo-identification before releasing children to anyone not familiar to the staff. Unauthorized persons will be denied access to a child. Telephone authorizations will not be accepted. Adults who appear impaired (drugs or alcohol) will be assisted before departing by a Sheboygan County Sheriff's Deputy at release. Restraining orders must be made known to the center at the time of enrollment and court documentation will be required as proof of restraint.

Health Policy Sniffles and Sneezes are a common part of childhood. However, as a consideration to other children, their families, and staff members, children who are observed at arrival or have informed us that they have received a fever or pain reducing medication within the past 12 hours, or that they have vomited or had diarrhea within the past 24 hours, will be asked to be removed from the center.

Other symptoms of concern that will require removal of a child or exclusion from the center are:

- A temperature of 100 degrees or above
- Diarrhea (within the past 24 hours)
- Vomiting (within the past 24 hours)
- Persistent cough (treated or untreated)
- Runny nose with a constant dripping or a thick, green mucus indicating infection
- Unexplained rash (visible or under an area covered by the child's clothing or a medical apparatus)
- Excessive listlessness or tiredness (indicator of an impending illness)
- Lice or parasites (A child may not be readmitted until a written statement has been obtained from a physician or agent of the Sheboygan County Public Health Department stating the child is free of head lice (Pediculosis) or parasites.)

Observation

Staff members will observe each child upon arrival and throughout the session for symptoms of illness.

Staff members and substitutes having direct contact with children will be made aware of known food allergies or other allergies specific to the child. Children with food allergies or other health concerns will be noted under the child's name in the daily class attendance verification book.

Sick Child Procedure

When a child becomes apparently sick, staff members will remove the child from the group and isolate them to be overseen (within sight and sound) by a staff member. The child will be given a resting bag and encouraged to relax until a parent or emergency contact person arrives to remove the child from the center.

Communicable Disease

A staff member shall notify the Sheboygan County Public Health Nurse when a child is suspected of having a communicable disease or a condition such as, but not limited to, chicken pox (Varicella) German measles (Rubella), infectious hepatitis, measles, mumps, poliomyelitis, ringworm, scarlet

fever, whooping cough (Pertussis), diphtheria, meningitis, influenza, impetigo, scabies, mononucleosis, pink eye (Conjunctivitis), viral hepatitis type A, or strep throat. When a diagnosis of a communicable disease has been made, children who have been exposed to the disease parents shall be notified and children shall be watched for symptoms of the disease. Children may be readmitted no less than 24 hours after treatment has started, the child shows no signs of the disease, or the child has been absent for a proper period of time as deemed by the Sheboygan County Public Health Department.

Medications

Medications shall be made inaccessible to children and kept in a designated, covered container clearly marked "Medication". If a medication dosage is inadvertently missed, a staff member will contact the parent who directed the administration for instructions regarding whether or not to give the missed dosage to the child. A written report of all medications administered will be recorded by the Administrator, Director or staff member with the date, child's name, time, type of medication, dosage, initials of the Administrator, Director or staff member administering the medication in the center's Medication And Injury Log Book.

Note: Entries in the Medication And Injury Log Book are confidential and may be review by Parents upon request to the Administrator or Director only.

Medications shall be administered after receiving an **AUTHORIZATION TO ADMINISTER MEDICATION – CHILD CARE CENTERS (CFS-59) form** signed and dated by the parent authorizing administration of:

- Prescription Medications in an original container, labeled with the child's name, name of drug, dosage, and directions for administering along with the date, physician, and pharmacy/pharmacist's name
- Over-The-Counter Medications with a written prescription from the child's physician indicating the child's name, weight, dosage, and administering instructions on the physicians prescription pad or noted on the **CHILD HEALTH REPORT - CHILD CARE CENTERS (CFS-60) form.**
- Center provided sun block and insect repellent (which does not require recording in the Medication And Injury Log Book).

Accidents and Injuries Policy

All accidents or injuries requiring urgent medical attention will be reported to 9-1-1 and the child will be transported by ambulance to the nearest emergency care facility. If you have specified a preferred provider, the lead staff member will inform the medical personnel of this preference. Based on the child's injuries, medical personnel might choose a different facility. The parents will be notified after medical personnel have made their assessments and the lead staff member has provided all necessary information to responding authorities at the scene. The lead staff member will remain with the injured child until the child is released to the parent's or legal guardian's custody. A center designated five-minute emergency contact person will be called to assist the staff member who has remained with the children at the center or site. The Sheboygan Aurora Memorial Medical Center at 2629 N. 7th Street in Sheboygan is the center's designated care facility to the center if none is noted in the child's file.

The parent or emergency contact person will be called for instructions regarding non-emergency injuries and must transport the child if medical attention is required.

A staff member will report minor accidents or injuries to a parent at pick-up. Superficial wounds (including biting injuries) shall be treated with soap and water only, and protected with a band aid/bandage. The Administrator or Director will record the injury in the Medication And Injury Log Book with attending staff member reporting and initialing the entry. Parents will be notified by text message or at departure.

Staff members who are responsible for excursions off of the premises shall carry a backpack containing the daily class attendance verification book containing the children's records, a cell phone, and first aid supplies. The same procedures will be followed for major and minor injuries as stated above.

All injuries entered in the Medications And Injury Log Book will be recorded by the Administrator or Director only and reviewed and initialed by the attend staff member. Injuries requiring attention from a professional medical person shall be recorded in the Medications And Injury Log Book and the D.C.F. shall receive a written report within 24 hours of the occurrence. Parents shall receive a copy of the report documentation as a means of formal notification. (Note: Emergency telephone numbers including the Wisconsin Poison Control Center are located next to the telephone in the Administrator's office.)

Emergency Procedures Policy It is the responsibility of the staff to assist children in practicing and executing all emergency policies and insure that procedures are completed in an organized and safe format. Each staff member shall have in their possession keys (exterior/interior doors and playground area gate) and a whistle. Whistles will be used to summons the children to the staff member responsible for evacuating children or moving them to a safe area if an unwelcome visitor is on the premises.

Evacuation The assistant staff member is responsible for evacuating children while the senior staff member verifies that the building has been completely evacuated. The assistant staff member will have in their possession the daily class attendance verification book, the children's records and the emergency supplies backpack containing flashlights, new batteries and first aid supplies. Children will evacuate the classroom through the nearest available exit and verbally reply when the staff member calls their name for attendance verification and taken to Northview Elementary (September – May) or JB's Entertainment Center (June – August) in Howards Grove and to the Q-Mart across from the center in Sheboygan Falls for immediate pick-up by a parent or emergency contact person if necessary. Children/Staff with special needs will be assisted in evacuating.

Fire, Flood, or Other Eminent Emergency In the case of fire, flood, or another eminent emergency (including national emergencies), the children will evacuate the classroom through the nearest available exit and verbally reply when the staff member calls their name for attendance verification.

Air Conditioning, Heat, Power, Telephone, and Water Failure If a failure occurs before the center opens, the Administrator, Director, or A.M. staff member will notify parents of a closure. Parents or emergency contacts will be notified of a failure that occurs during school hours and immediate pick-up will be necessary. **HFS 45.06 (1)(b)2, 3.** Page 13 and **46.06(1)(d)(e)** Page 21 reads: **The inside temperature may not be less than 67 degrees.** and **If the inside temperature exceeds 80 degrees F., the licensee shall provide for air circulation with fans or by other means.**

Tornados In the case of a warning, children will be moved to the toilet rooms with backs on the wall in the "Duck and Cover" position (on knees with foreheads to the floor, hands on top of the back of their neck) while they verbally reply when the staff member calls their name for attendance verification. We will remain in that area until an all clear has been announced. For the duration of a warning, please do not call the center's (920) 565-7600 land number or (920) 207-9561 cellular number, as we do not want the phone lines tied up in the event we need to seek outside help. Your trust in us will be needed, as we will be putting our efforts into keeping the children calm and safe.

Fire, Tornado, and Vehicle Evacuations and Drills Weekly testing of the smoke alarm/detection system will be conducted and recorded. Monthly fire drills will be conducted while children are in the classrooms. The senior staff member will be responsible for activating the smoke alarm/detection system while the assisting staff member puts the evacuation procedure into action. Tornado drills will be conducted monthly for the months of April through October and all children and staff of So Big H.G. and S.F. will be evacuated to the toilet rooms. So Tiny children will be evacuated to So Big H.G. toilet rooms. Stranger awareness will be conducted monthly.

Unwelcome Visitors All staff and volunteers shall be trained in procedures to follow in the event of an unwelcome visitor on the premises. These procedures will not be shared with the children, parents, media, or other individuals as doing so could compromise our security.

Schedule of So Big Preschool Classes (Tue/Thu in H.G.) and of Daily Children's House Activities

6:30 a.m. to 7:00 a.m.	Toileting, Breakfast Preparation, Parent Provided Breakfast* (6:45 a.m.), and Clean-Up
7:00 a.m. to 8:15 a.m.	Free Play: Housekeeping, Dramatic Play, Blocks, Table Toys, and Self-Directed Art Activities, and Clean-Up
8:15 a.m. to 9:00 a.m.	Snack Preparation, Center Provided Snack (8:30 a.m.) and Clean-Up
<u>9:00 a.m. to 9:30 a.m.</u>	<u>Preschool children arrival, books at circle time area (Circle Time – Music, Finger Plays, Books, Stories, Theme Concepts, and Explanation of the Day/Centers)</u>
<u>9:30 a.m. to 11:00 a.m.</u>	<u>Free Play: Housekeeping, Dramatic Play, Blocks, Table Toys, and Centers, and Clean-Up (Exploration with Small Group Centers that include: Reading and Writing Readiness, Science, Math, Social Studies, Art, Sensory, Small Motor, and Computer Activities presented through Experiments and Games)</u>
<u>11:00 a.m. to 11:15 a.m.</u>	<u>Circle Time – Discussion about class, readiness for the upcoming class, closing music, and dismissal</u>
<u>11:15 a.m. to 11:30 a.m.</u>	<u>Preschool Children dress themselves with staff member's guidance and assistance</u>
11:15 a.m. to 12:45 p.m.	Toileting, Lunch Preparation, Parent Provided Lunch (11:30 a.m.) and Clean-Up
12:45 p.m. to 2:30 p.m.	Rest time for children requiring sleep, Self-Directed Art Activities, Books, Computer, and Table Toys for non-sleepers or as children rise from rest
2:30 p.m. to 3:15 p.m.	Toileting, Snack Preparation, Center Provided Snack* (2:30 p.m. or upon waking), and Clean-Up
3:30 p.m. to 5:30 p.m.	Outdoor/Large Motor Play Free Play: Housekeeping, Dramatic Play, Blocks, Table Toys, and Self-Directed Art Activities, and Clean-Up
3:50 p.m. to 4:30 pm.	Toileting, Snack Preparation, Center Provided Snack* (4:00 p.m.), and Clean-Up for Senior Kindergarten through 4 th Graders

So Big Two Schedule of Daily Activities

6:30 a.m. to 7:30 a.m.	Breakfast Preparation, Parent Provided Breakfast* (6:45 a.m.), and Clean-Up
7:30 a.m. to 8:45 a.m.	Free Play. Diapering/Toileting and Clean-Up
8:45 a.m. to 9:00 a.m.	Snack Preparation, Center Provided Snack and Clean-Up
9:00 a.m. to 9:15 a.m.	Circle Time – Music, Finger Plays, Books, and Stories
9:15 a.m. to 10:30 a.m.	Free Play. Diapering/Toileting and Clean-Up
10:30 a.m. to 11:45 a.m.	Outdoors Play
11:45 a.m. to 12:45 p.m.	Diapering/Toileting Lunch Preparation, Parent Provided Lunch (12:00 p.m.) and Clean-Up
12:45 p.m. to 2:45 p.m.	Rest/Quiet Time, Coloring, Table Toys, as children rise Diapering/Toileting
2:45 p.m. to 3:15 p.m.	Snack Preparation, Center Provided Snack* (3:00 p.m.), and Clean-Up
3:15 p.m. to 5:30 p.m.	Free Play and Clean-Up

Weather Permitting* HFS45.03 (15) page 2 and 3 and HFS 46.03 (14r) page 3 read:

“Inclement weather” means stormy or severe weather such as any of the following: (a) Heavy rain (b) Temperatures above 90 degrees F. (c) Wind chills of 0 degrees F. or below for children age 2 and above. (d) Wind chills of 20 degrees F. for children under age 2.

Snack* So Big H.G. and S.F. Dry cereal varieties and 1%, skim milk or juice
 So Tiny and S.F. I/T Dry cereal varieties and whole milk served from cups for toddlers

So Tiny Infants are fed and nap according to their own schedule. Toddlers are fed every three hours. All children are diapered every two hours or as needed. Diapering schedules denote the last diapering before arrival at So Tiny.

Personal Needed Items Policy

Backpacks/Diaper Bags So Big and So Tiny was not designed with space to accommodate long-term storage of personal items. All children (infants, toddlers, preschool-aged, school-aged, and preschool students of So Big) are required to have a full-sized backpack/diaper bag that will travel with the child on a daily basis. Children will not be allowed to attend without the backpack/diaper bag containing state and center required items.

Clothing and Personal Care Items (So Big H.G. and S.F.) Children must arrive completely dressed and ready for their day. Children must have a complete change of clothing in which they can successfully dress themselves - short sleeved shirt/blouse, pants, underwear, two pair of socks, and sweater/sweatshirt. If staff members feel that any piece of clothing is inappropriate or frightening to other children, the clothing item will be changed or turned inside out. Lapses in toilet training do happen. Staff members will assist children in cleaning up. If a second change of clothing is needed at a later time and one is not available to the child, the parents shall be contacted to immediately replenish the child's clothing. Soiled clothing and bedding must be laundered and replenished or returned for the following arrival.

A hairbrush or comb is also required. Little ladies with hair shoulder length or longer must have hair ties.

Two-year-old children must have two complete changes of clothing, and children transitioning from diapers to underwear must have three complete changes of clothing. Summer children are required to have two complete changes of clothing (one warm set and one cool set to accommodate changes in the weather), and a hairbrush/comb.

Children enrolled in the summer care programs must bring a clean swimsuit, T-shirt and towel in a plastic-type bag with handles on Fridays or water activities will be denied.

Shoes and Socks Shoes will not be worn in the centers. Parents may send slippers if desired. No open-backed or loose fitting shoes or sandals, flip-flops, or croc-type sandals are allowed. Socks are mandatory year-round.

Head Coverings Hats, caps, and other head coverings will not be worn in the building or backward.

Communication Folders All two-year-old and preschool-aged children shall receive a clear "Communication Folder" to be kept in the backpack for sending calendars, permission slips, or any other information requiring a parent's attention. Please remove all items from the folder on a daily basis and return it to the backpack. (Folder Replacement Cost: \$2.00)

So Tiny H.G. and the Infants/Toddlers Class in Sheboygan Falls

Note: All staff members have received training in S.I.D.S. (Sudden Infant Death Syndrome) and Shaken Baby.

Items provided by the parents and replenished daily are: * **Notes what is to be labeled**

- Fresh Breast Milk, Prepared Formula or Whole Milk in *Bottles or *Frozen Breast Milk Bags & *Bottles
- *Bottles containing room temperature water (if formula mixing is required)
- *Infant Foods (cereals, glass jar or plastic container prepared "baby food")
- *Burp clothes
- Disposable Diapers - one per each hour child is in care
- *Diaper Wipes (200 count or smaller in refillable plastic box or bag) –two or three per diaper change
- Clothing (two to three outfit changes – newborns and children actively drooling may require additional clothing) and appropriate outdoors clothing
- *Diaper Cream (Authorization To Administer Medication required)
- *Ball Syringe (for removing nasal mucus if used)
- *Pacifier and *Pacifier Strap (if a pacifier is used) **Note: Suggested for Biters**
- *Blanket (if used for infant swaddling or toddler naptimes)
- *3 to 4 Bibs (required for children actively drooling or spitting up often)
- *Boots/Shoes for walking toddlers
- *Hat (with a brim) for outdoors wear

Items provided by the center are:

Play - Developmentally Appropriate Toys

Resting - Crib Sheets/Resting Bag and Cot

(To be laundered by the parent(s) and returned on the first day of the week)

Sun block (applied to children over the age of 6 months requiring appropriate Authorization Form)

Personal Cleanliness Policy

Children must have hair brushed, personal hygiene needs met, and food eaten, before arriving to the center.

Children and staff members will wash hands with a disinfecting soap and water before & after all breakfast, snack, and lunch preparations.

Children and staff members will wash hands with a disinfecting soap and water after touching body fluids (nose wiping and toileting), before & after use of the indoor water table, and upon entry from all outdoor activities.

Universal/Standard Precautions will be taken to prevent transmission of infection from contact with blood or other potentially infectious material as recommended by the U.S. public health service's centers for disease control and adopted by the U.S. occupational safety and health administration (OSHA) as 29 CFR 1910.1030. Items will be wrapped in plastic by a staff member wearing protective gloves and disposed of properly. These incidents will be recorded in the Medical And Injury Log Book and shall include the identification and documentation of the source individual, the assisting staff member, or anyone exposed to blood secretions.

Environmental Cleanliness Policy

Furnishings, toys, and equipment shall be washed with disinfecting soap and water when they become soiled. Eating surfaces shall be washed and sanitized before and after each use.

Nutrition Policy

Parents shall provide breakfasts and lunches.

WISCONSIN ADMINISTRATIVE CODE HFS 45.07 (4)(f) Page 22 (for So Big) reads:

When food for a child is provided by the child's parent, the licensee shall give the parents information about the requirements for food groups and quantities specified by the U.S. department of agriculture child and adult care food program minimum meal requirements.

WISCONSIN ADMINISTRATIVE CODE HFS 46.07(5) (a) 8 Page 35 (for So Tiny) reads:

When food for a child is provided by the child's parent, the center shall provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child care food program minimum meal requirements.

Note: Excerpts from Appendix B are referenced in this section of the policies with the quantities the state requires a child to be offered at breakfast and lunch. Parents shall be charged for missing items needed to meet the minimum meal requirements. See Fees and Fines - D. for these amounts. You will receive a note from the center in your child's lunch bag/box at the end of the day if anything was missing and what charges will be added to the next billing cycle.

Breakfast

A simple breakfast of cold cereal and a fruit is required if a child is in attendance at 6:45 a.m. Boxed juice may be substituted as the fruit selection if it is in the original container and 100% juice. See chart for amounts.

Lunch

A simple cold lunch of a bread or a bread alternative, a meat or a meat alternative, and two varieties of fruits/vegetables is required if a child is in attendance at 12:00 p.m. Boxed juice may be substituted if it is in the original container and 100% juice. See chart for amounts. Juice may be substituted as one of the two required fruits/vegetables only. Food items must come ready to be eaten. Staff members will not core, or *peel foods (*exception: bananas). Loose items should be sent in airtight bags or liquid tight containers. No metal cups as the seals are difficult to open and children may cut themselves on the inside edges of the cup.

	Ages		
	1 & 2	3, 4, & 5	6 up to 12
Breakfast Amounts			
1. Milk (provided by center)	½ cup	¾ cup	1 cup
2. Juice, a fruit or vegetable or Fruit (s) or vegetable(s)	¼ cup	½ cup	½ cup
3. Cereal, cold dry	¼ cup	1/3 cup	¾ cup

Lunch/Supper Amounts

1. Milk (provided by center)	½ cup	¾ cup	1 cup
2. Meat or meat alternative Meat, poultry, fish, cheese	1 oz.	1 ½ oz.	2 oz.

Note: eggs, peanuts, other nuts, seeds or nut butters of any kind not allowed as of 4/25/2011.

3. Vegetable and/or fruit (at least two)	¼ cup	½ cup	¾ cup
4. Grains/Breads			
Bread	½ slice	½ slice	1 slice
Cooked pasta or noodle product	¼ cup	¼ cup	½ cup

The center shall provide napkins, cups and milk. Parents must provide a milk substitute for children who are lactose intolerant. Plastic (disposable) utensils, if sent, must be disposed of.

(Note: “Lunchables,” pizza, boxed macaroni & cheese, and canned pasta items do not contain enough protein to meet the requirements of the state for a meat/meat alternative. No additional items - yogurts, gelatin-based products, chips/chip-type items, crackers, sweet/tea breads, sweets, or treats will be served. These additional items will be disposed of before the child’s meal is served.)

Snacks

Snacks are provided by the center. Menus are listed under Schedule of So Big Preschool Classes (Tue/Thu in H.G.) and of Daily Children’s House Activities. Variations will only be offered in addition to the permanent snack items listed.

Staff members shall sit with children at snacks and lunches to provide the children with good role models, promoting appropriate table manners and meal conversations, while offering safe meal supervision. So Big children (2 years and up) are responsible for returning non-disposable eating utensils and un-rinsed food storage containers to their lunch box and putting the lunchbox in their backpack to be taken home at departure.

Birthday Treats

Due to food related health concerns (allergies, diabetes, etc.) we do not celebrate the children’s birthdays with cakes, ice creams, or treats at the center. Items may be brought that have been individually wrapped, ready to be sent home and eaten at the parents’ discretion. This practice keeps the birthday child and the child with health concerns from becoming sad if the treat cannot be eaten.

Rest/Quiet Time Policy

HFS 46.07 (4) REST PERIODS. reads:

(a) A child under 5 years of age in care for more than 4 hours shall have a nap or rest period.

(b) Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities, which will not disturb other children.

(d) Each child shall be provided with an individually identified sheet and blanket or sleeping bag, which may be used only by that child until it is washed.

(e) Bedding shall be maintained and stored in a clean and sanitary manner, replaced immediately if wet or soiled and washed at least after every 5 uses.

To meet these requirements, children under the age of 5 shall have a resting bag for quiet time provided by the center.

Security blankets, dolls, and stuffed animal may be brought for infants, toddlers, and two-year-olds only and these items shall be returned to the backpack when the child awakens. Toys and other items of three-year-olds and older shall not be allowed at the center.

Resting bags shall be sent home for laundering on the child's last scheduled day of the week and must arrive back to the center on the child's first scheduled day of the week. Failure to launder the bedding and return it shall result in a daily charge to cover the cost of cleaning a resting bag borrowed from the center.

Parent's Policies

Preschool and Children's House Parent Visitation, Parking, Smoking and Handguns Policy
Visitations

Parents shall be allowed unannounced visitations and observations while their child is in attendance. Please respect the center's Rest/Quiet Time from 1:30 p.m. to 2:30 p.m.

Parking

Vehicles may not block the driveway entrance in Howards Grove. Only handicapped parking with the proper display of a handicap permit or license plate will be allowed access to the driveway.

Smoking (Use of Tobacco Products)

Smoking and tobacco use is not allowed on the premises. All cigarettes must be extinguished in the vehicle before coming onto the property. Violation of this policy shall result in termination of the child's enrollment.

Handguns (Concealed Carrying)

Handguns are not allowed on the premises. All guns must be kept in vehicles.

Preschool and Children's House Parent's Participation Policy

Parents are encouraged to participate in:

- 1. Field Trips 2. Conferences 3. Volunteering in the Classroom
- 4. Career Sharing 5. Music Sharing

Preschool and Children's House Parent's Record Requests Policy

Parents shall have access to all records and reports maintained on their child. Please request an appointment with the Administrator to review these files.

Preschool and Children's House Parent's Requests for Enrollment or Financial Concerns

All enrollment requests and terminations, contractual changes, or financial concerns must be addressed with the Administrator. The Director and staff members shall not have authority to address these matters.

Preschool and Children's House Reporting Suspension of Abuse or Neglect of a Child Policy

Staff members shall receive annual training in abuse or neglect of a child. By law, individuals whose employment brings them into contact with children are mandatory reporters of any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of their professional duties. Anyone who suspects a child is being maltreated may make such a referral. Persons making reports in good faith are immune from criminal or civil liability. Reports are made to county in which the child or the child's family resides. Reportable Child Abuse and Neglect shall include, but is not limited to: 1) physical neglect, 2) physical abuse, 3) sexual abuse, and 4) emotional abuse. Threats of child abuse and neglect must be reported to and investigated by Child Protective Services.

Preschool and Children's House Administrative Structure

Parents shall address the staff member or Director regarding behaviors of and concerns about children. If parents are not comfortable confronting the staff member or Director first, the Administrator shall be available to address concerns and interpreting the center's policies.

Suspected violations and infractions by the center In regard to the **WISCONSIN ADMINISTRATIVE CODE HFS 46 LICENSING RULES FOR GROUP CHILD CARE CENTERS (effective March 1, 2005)** and **WISCONSIN ADMINISTRATIVE CODE HFS 45 RULES FOR FAMILY CHILD CARE CENTERS (effective March 1, 2005)** shall be addressed with Licensing Specialists, (H.G.) Linda Juckem (920) 785-7798 and (S.F.) Brawen Wosika (920) 924-4624.

Amended and in effect as of May 25, 2017



Payments, Holidays and Center Closings, Fees and Fines

Payments

- Contracted childcare positions are paid in advance of on a bi-weekly basis. The hours of these contracted positions may not be interchanged with non-contracted hours to accommodate temporary schedule changes. Additional hours must be requested in writing and paid for one week prior to the need.
- Preschool tuitions shall be due on the first day of class for the month.
- No refunds will be given for absences due to illness, Public/Parochial School breaks/ closings, or holiday closings.
- There will be no charges for inclement weather response closings or scheduled center closings for purposes of maintenance or repairs. Payment credits are contracted and must be deducted from the next payment cycle or the credit will not be honored.

Holidays and Center Closings

So Big Preschool and Children's House, Inc. will be closed and contracted as chargeable holiday observances. If the holiday falls on a Saturday, the center will be closed on the previous day, Friday. If the holiday falls on a Sunday, the center will be closed on the following day, Monday.

The holidays we observe are:

- January 1st
- Good Friday (Friday before Easter)
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- December 24th
- December 25th
- December 31st

So Big Preschool And Children’s House, Inc. (So Big H.G., S.F. and So Tiny) will not offer preschool classes or childcare on inclement weather response days as deemed by the Howards Grove and Sheboygan Falls Public School systems. Radio station WHBL 1330 will be notified of closings. It is the parent’s responsibility to listen for closings posted in this manner or call the center.

Fees and Fines:

- The following payments are due to enroll at So Big Preschool And Children's House, Inc.

Preschool Classes:

Processing fee plus
One-month tuition (Applied to May)

Childcare:

Processing fee plus
One-week payment (Applied to the first week of care)



912 Roosevelt Avenue (So Big) And 914 Roosevelt Avenue (So Tiny)
 Howards Grove, WI 53083-1019
 311 Fond du Lac Avenue
 Sheboygan Falls, WI 53085
www.sobigpreschool.com / sobigpreschool@hotmail.com

So Big Preschool – Howards Grove Only
Three To Five-Year-Old Preschool Classes
 Tuesdays and Thursdays from 9:00 A.M. To 11:30 A.M.

Tuition (\$95.00/Month)	\$285.00/Trimester
Non-Toilet Trained Fee (Monthly Rate plus)	\$ 15.00/Month

So Big Children’s House – Howards Grove & Sheboygan Falls
So Tiny- Infant And Toddler Division (of So Big H.G.)
 Offered Monday - Friday from 6:30 A.M. To 5:30 P.M.

Six-Weeks through One -Year of Age

40 to 45 Hours	\$382.50 /2 Weeks (\$4.25)
45 to 50 Hours	\$415.00 /2 Weeks (\$4.15)
50 to 55 Hours	\$456.50 /2 Weeks (\$4.15)

Two-Years of Age through Junior Kindergarten and Summer Care (4K-4th Grade)

Up To 30 Hours	\$249.00 /2 Weeks (\$4.15)
30 Up To 40 Hours	\$320.00 /2 Weeks (\$4.00)
40 Up To 50 Hours	\$390.00 /2 Weeks (\$3.90)
50 Up To 55 Hours	\$418.00 /2 Weeks (\$3.80)

Non-Toilet Trained Fee (Bi-Weekly Contracted Rate Plus) \$ 4.00/Day

Sibling Care of Senior Kindergarten - Fourth Graders (Howards Public/Parochial Schools)
 The rates quoted include privately contracted busing of Harms Bus, Inc. \$175.00/2 Weeks

Family Discounts

2 Children Enrolled (Immediate Family Members Only) – 15% Discount on Oldest Child
 3 Children Enrolled (Immediate Family Members Only) – 25% Discount on Oldest Child

Uncontracted childcare may be requested upon availability at a rate of \$8.00 per hour or any portion thereof and must be prepaid when submitting a Temporary Schedule Change. Family discounts do not apply to additional hours of care. Prepayments are non-refundable once accepted.

We do not accept Wisconsin Shares Child Care Subsidy Program payments for childcare services rendered. All children are enrolled are for private pay only.
Delegation of Administrative Authority

Rates amended and in effect as of August 1, 2018

Administrator – Deborah Knoener

Director – Shannon Wynveen

**Shared responsibilities in overseeing
both Howards Grove centers and the Sheboygan Falls center**

Howards Grove

Administrator/Director

Lead Teachers of 2-12's

Lead I/T Teachers

Assistant Teacher of 2-12's

Sheboygan Falls

Administrator/Director

Lead Teachers of 2-12's

Lead I/T Teacher

Assistant Teacher of 2-12's