

**Kids Kare
Elmwood United Methodist Church
307 S. Main Street
Elmwood, WI 54740**

I WELCOME

Welcome to the Kids Kare Before and After School Program. We are governed by the Elmwood United Methodist Church Administration Board.

Thank you for considering and choosing Kids Kare before and after School Program as provider of child care services for your child (ren). The Kids Kare Before and After School Program is located at the Elmwood United Methodist Church in the lower level. We are conveniently located one half blocks from the Elmwood School. The purpose of this Family Handbook is to provide families with an overview of the structure and operating procedures of the Kids Kare Before and After School Program, but the Family Handbook does not include all of the operating procedures of The Kids Kare Before and After School Program. Likewise, the provisions and procedures in this Family Handbook will perhaps be modified, altered, or even discontinued over time; it would be our intention to inform you of these changes in a reasonable manner.

Please feel free to ask us for any clarification you may seek in this Family Handbook. Again, thank you for your considerations

Kids Kare Philosophy

Kids Kare is a non-profit organization whose mission is to help our community by providing care for children in a before and after school program. We will provide care for the children without any religious teaching.

We acknowledge and value diversity, equity and inclusion. Respecting and including the many differing social and cultural backgrounds of each child and their families that they bring from the home environment.

We acknowledge the importance of children, parents and educators as partners in a learning community that promotes wellbeing, education, and development of all children. We recognize parents as a child's first teacher. We recognize and value the primary role that families play in each child's life. We appreciate the faith and trust families place with us while we are caring for their children.

We promote learning through play as an essential of the learning experience through which children view, interpret and organize their environment. Teachers will provide many types of learning experiences for children to participate in. Such as teacher directed activities; child innate activities as well as child free choice activities. Materials are easily accessible for children to promote growth in all skill levels.

II ADMINISTRATION

A) MISSION

It is the mission of Kids Kare to provide quality care in a relaxed, secure and nurturing environment.

B) ENROLLMENT

It is the policy of the Kids Kare to consider for enrollment all children without regard to race, color, sex, creed, national origin, ancestry, or religion. The same requirements for enrollment are applied to all and children are cared for without regard to race, color, sex, creed, national origin, ancestry, or religion. Only school age children between the ages of 4 years of age to 12 years of age can be enrolled and receive services from the Kids Kare. Children with disabilities, medical conditions, or behavior concerns will be evaluated on an individual basis so as to determine appropriateness of enrollment so that the child, other children, and staff can maintain a safe, friendly, secure, and nurturing environment. Kids Kare is licensed for a daily attendance of no more than 20 children.

Enrollment Process Consists of:

1. Personal visit is made by parent/guardian
2. Tour of the facility
3. Discussion explaining policy and procedures
4. Enrollment packets are reviewed and completed by the parent/guardian
5. \$35 enrollment deposit is paid to hold their spot if they choose to enroll each year.
6. Consent forms are required prior to posting children's pictures or releasing to any form of media.
7. Upon request material / resources for families will be provided in their native language or in a manner that is understandable to the families.

C) OPERATIONAL HOURS AND CLOSED DAYS

- 1) Kids Kare is licensed to operate daily Monday thru Friday serving children from age 4-12. Hours are 6:00 AM - 8:00 AM and 3:00 PM - 6:00 PM during the school year.
- 2) Kids Kare is closed on the following Holidays: Friday before Easter, Memorial, Labor Day, Thanksgiving and Friday following, Christmas Eve Day, Christmas Day, New Year's Eve, and New Year's Day. Other than in the instance of severe

weather conditions, all additional closed days will be posted at least 2 weeks in advance.

- 3) Inclement weather - If the Elmwood School closes due to cold weather or snow storms, Kids Kare will also be closed.

D) POSTING OF RULES, LICENSE, and VIOLATIONS

A copy of the Wisconsin Administrative Rules and Requirements for Group Day Cares is available for Families to review in the entrance area of Kids Kare.

Kids Kare After School program licenses, inspection results, and any other notifications requiring posting will be posted on bulletin board (s) in the Entrance Area of Kids Kare.

E) NOTICES AND INFORMATION

All notices and important information for families shall be posted on bulletin board (s) or written on dry erase board in the Entrance Area of the Kids Kare.

F) Schedules

Families are required to provide a monthly schedule in advance so that teachers and assistants can be appropriately and efficiently staffed.

- 1) There will be an overtime charge of \$10.00 per child per every 15 minutes arriving before a scheduled arrival and leaving after a scheduled departure time,

G) ATTENDANCE AND CHARGES

- 1) A \$35.00 registration fee will be required for each family yearly. If the child leaves Kids Kare for more than two weeks, for reasons other than maternity leave for parents, serious medical emergencies, or a death in the immediate family, a new \$35.00 registration fee will be required upon re-entry.
- 2) Families are required to make monthly payments in full and prior to services. Kids Kare accepts Direct Deposits payments only. Payments are due the first of each month. **A late fee of \$25.00 will be charged to those who fail to pay by the 5th of each month unless other arrangements have been made prior to that day. If payment is not received by the 5th of the month, late fees will be added and services will be denied until payment is received.**
- 3) Allowances for days off, including late arrivals, early pick up, or child's absence due to illness will not be credited to a family's account.

Examples:

- (a) If a child is scheduled for 5 days a week, but only attends day care for 4 days, the family's account will still be charged for the 5 scheduled days.
- 4) Planned vacation days charges will be reduced by 50% from the Family's regular schedule and charges, if the Family provides at least a 2 week notification of the planned vacation day(s). **Written and dated notifications of vacation days must be directly provided by the Family to a Staff Person. Verbal or phone notification will not be sufficient.**
 - 5) No charges will be incurred when the Kids Kare closes on normal business days to recognize holidays or during severe weather conditions on those days the center is closed. A credit will be given to the family the following month for such closings.
 - 6) No charges will be incurred during a Family's maternity leave, serious medical emergencies, or death in the immediate family. Written physician or medical verification may be requested to verify if circumstances appear suspect.
 - 7) A weekly rate of \$35:00, \$45.00 or \$75:00 (per option) is required to hold your child's spot, whether your child is present or not.
 - 8) If a child(ren) will not attend on a regularly scheduled day please properly inform Kids Kare Staff as earliest as possible by no later than 1 hour prior to the child(ren)'s scheduled arrival time.
 - 9) Parents are required to bring children into Kids Kare and sign them in and out each day. Please notify staff when you drop off and pick up your child.
 - 10) Kids Kare Staff will take the children to and from school. Kids Kare Staff will meet the enrolled children at the 4K entrance after school. All enrolled children will be greeted and checked off the attendance sheet. Once all children have been accounted for or after 10 minutes have past the staff and children will walk to Kids Kare.
 - 11) Kids Kare will need to be notified 24 hours in advance if a child is going to participating in any after-school activities. It will be the parent's sole responsibility to make sure the child gets to Kids Kare safely. Kids Kare will not be responsible for the late arrivals until they arrive at Kids Kare.

- 12) If a child who is scheduled to arrive at the center does not arrive within 10 minutes of the specified time on the written agreement signed by the parent, and Kids Kare Staff has not been notified of the child's absence. Kids Kare Staff will attempt to contact the Home Room Teacher and parent or guardian to determine the child's whereabouts.
- 13) Family accounts and charges will be made available to the family for review and accuracy. A written schedule and daily attendance sheets are used each day to determine charges. These schedules and daily attendance sheets are also kept on file.
- 14) Any overpayment will be credited to your account the following month (example: if daycare is closed due to inclement weather).
- 15) Early Release Days Kids Kare will be open. There will be a charge of \$20.00 for the day.
- 16) Children are required to sign themselves in / out each day and parents/guardians are required to sign their child/children out each day on the attendance sheet located in the entrance.
- 17) Each room will have a copy of the children's attendance/schedule in a ring binder so all staff will be aware of all children's schedule.
- 18) Inclement Weather: If Elmwood Schools is close due to snow storms and bad road conditions, we will be closed. If the school closes due to cold weather, we will be closed.
- 19) If Elmwood School closes mid-day due to bad weather Kids Kare will be canceled for the afternoon session.

H) RATES

The weekly rate for the before school care is \$35.00. The after school care will be \$45.00 weekly. Early Release days will be \$20 per session. Late start school session rate is \$14.00.

- (a) A before school day is 6:00 AM - 8:00 AM. And after school day is from 3:00 PM to 6:00 PM hours per day and includes a snack.
- (b) Late Fees additional \$10.00/15 minutes per child per.
- (c) Child's absents a full day rate is required.
- (d) Vacation Day when a 2 week written notice is provided = 50% of routine charge for that day.
- (e) Additional children from same family will be charged \$30.00 per week for before school, \$40.00 per week for after school.
- I) CONFIDENTIALLY - All records of children are kept in a file cabinet and confidential. Staff will not discuss your child with anyone without written consent from you. A parent, upon request, has access to records maintained on his or her child.
- J) CHILD ABUSE/NEGLECT REPORTING - All suspected child abuse/neglect shall be reported to the proper authorities for their investigation. This is **REQUIRED** by the State of Wisconsin.
- K) EMERGENCY MEDICAL SOURCE - Mayo Clinic Health- Red Cedar Medical Clinic/ Elmwood Office (715-639-4151); Elmwood Ambulance Service 911.
- L) ENROLLMENT PROCEDURE -
The following forms need to be completed and in each child's file:
- Child Enrollment
 - Registration agreement signed by parent & director
 - Medical Exam (signed by a physician)
 - Immunization form signed by parents
 - Child's schedule
 - Getting to Know You form
 - Custodial paperwork if applicable
- On occasion the parents may have to fill out the following:
- Field Trip permission
 - Administration of medication
 - Release of information
- M) FORMS AND TIMELINES - Physical form filled out by licensed physician for each child. Each child shall have an initial exam not more than six months prior

to nor later than 30 days after admission to Kids Kare. Children under 2 need a physical every six months. Immunization forms will have the history which states that the child has been immunized against diphtheria, pertussis, poliomyelitis, measles, varicella (chicken pox), rubella, HIB, hepatitis B, pneumococcal conjugate vaccine(PVC). This history will be on file and kept current at the time of admission unless there is a:

- Written and dated statement by a physician that in his opinion a particular immunization would be harmful to the child's health.
- A written, signed and dated statement by the parent that a particular child is adherent of religious beliefs that preclude immunization.

Enrollment form, Registration Agreement, and Getting to know you forms are to be on file first day of attendance. All parents are welcome to stop in or call Kids Kare at any time, unless a court order prevents this.

N) CHILDRENS RECORDS, MEDICAL LOG - Each child has a file in the office file cabinet. Medical log contains all significant health and medical information, including medications given. A bound book is kept on file at Kids Kare to record medicines given and incidents. Each parent is welcome to check entries on their child (ren). The medical log is reviewed every 6 months by the director. Any child/children with special health needs and or allergies will be posted in their portfolio that is kept in the child's/children's classroom. Food allergies will also be posted in the kitchen on an inside cabinet. This information will also be shared at staff meetings before the child/children attend Kids Kare

O) WITHDRAWAL FROM ENROLLMENT Kids Kare believes that open and honest communication between Families and staff is essential and the foundation for quality child care, especially when having to resolve concerns or unsatisfactory situations. Families need to be fully aware that staff is bound not only to follow Wisconsin administrative rules and requirements but also the child care guidelines adopted by Kids Kare. Staff will not be able to care for a child or conduct programs in a manner that does not adhere to these rules, requirements, and guidelines even if the Family requests Staff to care or conduct programs in a manner that does not adhere to these rules, requirements, and guidelines (i.e. spanking. etc.). If a resolution is not resolved with the direct persons involved the following steps should be taken. Discuss situation with the Director and Teacher or staff involved. If situation

is still not resolved the Licensees would then be consulted to help resolve situation.

Withdrawal from enrollment of a child can be either by the Family or by Kids Kare Staff.

- 1) Family withdrawal from enrollment
 - (a) Kids Kare would politely request the opportunity to address and resolve any concerns a Family might have before the Family would make a final decision to withdraw from enrollment.
 - (b) Notification of at least two weeks in advance is required in writing.**
- 2) Mutual Decision for withdrawal from enrollment
 - (a) Parent and Staff agree that placement is inappropriate.
- 3) Center withdrawing enrollment
 - (a) The needs of the child are not and cannot be met or the needs of the child are such that they are creating an unsafe or unacceptable environment for other children or the staff.
 - (b) Other reasons may be parents are uncooperative, including but not limited to failure to pay, failure to submit required health forms, failure to observe center rules.
 - (c) This could also include significant changes in the operations of the Center in which proper and reasonable notification will be provided.
 - (d) Documentation of reasons for withdrawal of enrollment out of the ordinary will be documented in child's file for future reference purposes. Written explanations may also address any liability, indemnity, or risk issues.
 - (e) Failure to pay fees in full and on time. (Grounds for immediate termination, without advance notice.)

II GENERAL POLICIES

- A) CHILDREN PARTICIPATION - All Children are expected to participate in routines which are necessary to the child's well-being, such as eating, washing, toileting, and dressing.
- B) There will be a designated area for quiet time if a child requires it.
- C) HELPING TO ADJUST - In helping a child adjust,

D) EXTRA CLOTHING - Wisconsin weather is unpredictable. Boots, hats, warm coats, snow pants and mittens are required for winter. Please label all personal items.

E) ITEMS FAMILY PROVIDES

1) Sunscreen

F) ITEMS KIDS KARE WILL PROVIDES

- 1) Facial tissues (i.e. Kleenex);
- 2) Snack will be provided to include 2% milk.

G) MEAL - FOOD SERVICES AND NUTRITION POLICIES

As outlined in the Wisconsin administrative rules and requirements for group day care centers for children, the Kids Kare serves nutritionally snacks following United States Department of Agriculture Guidelines. Snack will never be withheld due to behavior. The children are offered the snack, not forced to eat it. Children who do not choose to eat will not be served a snack at a later time. Snack is served only at scheduled snack times; if Parent's want their child(ren) to have snack at Kids Kare, they must be on time for scheduled snack times, if not, than child(ren) must be well nourished when they arrive. Changes to the menu will be posted for parents' review.

1) Scheduled Snack Times

Snack	3:00 pm - 3:30 pm
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- 2) Staff will attend snack with children providing role modeling appropriate meal time manners and encouraging appropriate socialization skills.
- 3) Food allergies and other allergies that a child may have are to be made known and discussed thoroughly with Staff members having contact with the child. Food allergies will be documented in the Child's file and posted for Staff.
- 4) Specialty menus - Any special diet foods required will be provided by parent
- 5) Birthday and holiday treats are always welcome if you wish. Please make sure there is an ample amount for everyone to share.
- 6) For safety reasons, children are not to have gum or hard candies while at the Kids Kare.

III

DAILY

SCHEDULE

6:00AM - 8:00 AM Arrival and Departure to school.

3:00 PM- 3:30 Arrival / Snack

3:30 - 4:00 Homework / Free play

4:00 - 6:00 Free Choice/Free play/Outdoor time

The program schedule will include:

- Active and quiet activities
- Classrooms will be warm, friendly and inviting to promote growth, development and positive behaviors
- Indoor and outdoor activities (weather permitting). The children may be kept indoors during inclement weather such as any of the following:
 1. Heavy rain
 2. Temperatures above 90 degrees F.
 3. Wind chills of 0 degrees F. or below for children age 2 and above.
 4. Wind chills of 20 degrees F. or below for children under age 2
- Protection from excess fatigue and over stimulation
- Free selection of individual activities by children
- Group activities
- Every effort will be made to make transitions minimal and timely.
- State required rules and rations will be maintained at all times while on field trips/walking field trips for children.

IV EDUCATIONAL POLICIES

The developmental skills of children fall into five primary areas motor, cognitive, language, self-help and social. To focus on all areas of development when developing plans for children, Kids Kare Staff utilizes the following definitions of the five primary areas of child developmental skills.

- A) MOTOR SKILLS - Gross motor or large motor skills are those movements of the large body muscles, like arms or legs. These movements would include walking, jumping, running, throwing, etc. Fine motor or small motor skills include the coordination between eye and hand, and using small muscles for movements such as cutting or writing.
- B) COGNITIVE SKILLS - These skills include the child's ability to think, to remember, to see or hear likenesses or differences, and to make determinations between ideas and things.
- C) LANGUAGE SKILLS - The child's ability to express him/her and to understand others are all included in the area.
- D) SELF-HELP SKILLS - This area looks at the child's skills in caring for his/her own personal needs, such as dressing, toileting, eating, and bathing.
- E) SOCIAL SKILLS - The skills the child exhibits in responding to, living with, and interacting with themselves, peers, family, and others who are around him/her are included in social skills development.
- F) HEALTH AND NUTRITION - This relates to the whole child's well being.

V CHILD GUIDANCE POLICIES

The goal of all guidance in Kids Kare is to help individuals learn and grow, promoting the ability to function from inner controls rather than from outside intervention. Kids Kare believes all children are to feel capable and lovable.

A) CENTER RULES FOR ADULTS AND CHILDREN

- 1) BE SAFE
- 2) BE KIND
- 3) BE RESPECTFUL
- 4) ALWAYS TRY

Adults will model appropriate behavior in all situations.
Rules will be posted in Kids Kare using a positive format.

The following techniques may be used to guide towards appropriate behavior:

B) REDIRECTION OF CHILDREN

- 1) Consistent staff supervision will insure early intervention if a problem occurs.
- 2) If a child displays disruptive behavior, he/she will be redirected to a constructive activity, with a verbal explanation of why the behavior cannot continue.
- 3) A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. Time outs will never exceed five minutes and will not be used with children under three years of age. When used, the time out will immediately follow the behavior. Kids Kare Staff will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, Kids Staff will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.
- 4) No single technique will work with children every time. If a child exhibits unacceptable behavior, Kids Kare Staff will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.

C) SETTING LIMITS FOR CHILDREN

- 1) Through discussion and explanations, children will participate in defining the rules.
- 2) Staff will be consistent in enforcing Kids Kare rules using reminders, questions and problem solving. Example: It isn't safe to run in the room. What could happen? How else can you get there in a safe way?
- 3) Rules may be redefined as groups develop and change.

D) DISCIPLINE WILL BE DELEGATED WITHIN THE FOLLOWING GUIDELINES

- 1) Only trained staff may discipline children.
- 2) Staff will discuss philosophy and guidance techniques in order to be consistent.
- 3) Evaluation of guidance techniques will be an ongoing process with changes being made as necessary. If additional measures are needed, an individual intervention plan will be written.
- 4) Prohibited punishments:

- (a) In accordance with 251.07 (2) (e) Licensing Rules for Group Child Care Centers, actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.
- (b) Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; or punishing a child for lapses in toilet training.
- (c) These forms of punishment will never be used, even at a parent's request.

E) HELPING CHILDREN DEVELOP SELF-CONTROL, SELF-ESTEEM, AND RESPECT FOR OTHERS

The staff will encourage the development of social skills in children by doing the following:

- 1) The goal of all guidance techniques will be to teach rather than punish.
- 2) The staff will handle children calmly in a matter of fact manner using a positive tone of voice.
- 3) Children will be encouraged to settle their own differences through conflict resolution. Staff will intervene and assist in the least intrusive way possible.
- 4) Conflict Resolution steps:
 - (a) Bring both children together.
 - (b) Get down at their eye level.
 - (c) Hold both children's hands, forming a triad. If the fight is over an object, hold it yourself.
 - (d) Initiate a discussion by saying, "Please explain to him/her why you are mad?"
 - (e) Monitor the process. Watch silently as the children talk to one another and reach their own solution.
 - (f) Check to make sure they are both satisfied. You can ask, "Do you have a solution? Is there anything else to say?"
 - (g) Encourage children to bring closure and reconciliation to their argument. "Is that solution O.K. with you?"
 - (h) Compliment on their working it out.

****Teaching the process is more important than the outcome****

F) EDUCATION PRINCIPLES:

- 1) Religious training: Holiday celebrations will be secular and ecumenical in nature. Adding cultural aspects and learning about other people and how they celebrate.
- 2) Outdoor activities: Kids Kare shall provide enough outdoor equipment to allow each child at one activity involving equipment when all children are using equipment. Walks to the park will also be included.
- 3) Developmentally appropriate program for School Age children: Shall include equipment to provide large muscle development. Provide intellectual stimulation (cognitive). Encourage creative expression by providing playdough, paints, and other creative materials.
- 4) Large/small motor development, creative, social, intellectual, cognitive opportunities: Toys and equipments shall be provided to enhance the development in these areas. All teachers are trained in age appropriate skills and equipment needs in each area.
- 5) Communication with parents: All parents are greeted each afternoon. Telephone calls between parents and staff and a monthly newsletter are sent home. Bulletin board notices and messages on dry erase board are used.
 - (a) Parents are welcome to visit Kids Kare at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order would need to be provided and placed on file.
 - (b) Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child (ren), Kids Kare Staff need to be notified in writing or by a telephone call in advance. The person picking the child (ren) up may need to show a driver's license or other picture ID.
 - (c) If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call another contact person. While Kids Kare Staff cannot legally withhold a child from the legal guardian Kids Kare Staff will not hesitate to call the local authorities if they feel the child is in danger.
 - (d) It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, Kids Kare Staff will schedule a meeting to discuss the concerns at your convenient we will also be available for a phone conference. To foster communication on a regular basis Kids Kare Staff may feel the need to arrange parent conferences also in addition to written family letters, written newsletters and parent bulletin board.

- (e) To protect each family's confidentiality, Kids Kare Staff will not share information about a child or a child's family with anyone who is not authorized to receive this information.
- (f) Custodial paperwork needs to be on file at time of enrollment.
- 6) Cultural diversity: Kids Kare Staff shall provide books, toys, dolls, and food experiences as well as pictures and posters to enhance cultural experiences.
- 7) Staff will help children transition smoothly with minimal waiting.

VI EMERGENCY POLICIES:

A) FIRE SAFETY AND EMERGENCY PREPAREDNESS:

- 1) The daily attendance log is posted with names of children and time schedules for each day. Each teacher is responsible for keeping track of who is in their group at all times. Teacher/TA/Support Staff will assist those with disabilities.
- 2) Evacuation diagrams will be posted by each exit in Kids Kare. Each room has specific exits to be used.
- 3) Staff and children will complete monthly fire evacuation drills.
- 4) Our center is monitored by a smoke detectors and fire alarm system.
- 5) In event of an emergency that occurs while only one Kids Kare Staff Person is on duty, a signed and dated list of individuals available to report to Kids Kare within five minutes to aide and assist will be maintained.
- 6) Emergency numbers are posted in each room.

B) FIRE EVACUATION PROCEDURE:

- 1) The fire Emergency number is 911.
- 2) This Fire Evacuation Procedure has been evaluated by the Elmwood Fire Department Chief of the Village of Elmwood.
- 3) Children will be trained to stop anything they are doing and go to their adult teacher if the smoke detectors sound.
- 4) The building will be evacuated regardless of size of fire or amount of smoke. Do not stop to take clothing, toys, etc. The Director (or a designated Teacher) will take the roll book and the cordless telephone so that roll can be taken when safety is reached and the fire emergency number called.
- 5) There are three exits. Our main emergency exit will be the south exit out to the playground area. Exit diagrams are posted for each room.
- 6) All lights will be turned off on the way out.
- 7) All classroom doors will be closed.
- 8) All children will follow their teachers outside using the South exit into the playground.

- 9) After the children are assembled outside, the evacuation process will be double checked. Attendance will be taken, while the Director (or designated Teacher) calls 911 Emergency numbers to report fire.
- 10) When the fire department arrives, the Teacher will inform fire and rescue personnel if everyone is or is not out of the building.
- 11) Extinguishing of the fire by Kids Kare Staff is ONLY to be attempted if it can be done without any risk to any person.
- 12) Emergency vehicles to include but not limited to fire rescued trucks, ambulance, Elmwood School buses and The Elmwood School will be available depending on the nature of the emergency to keep children and staff safe during an emergency.

C) TORNADO WARNING PLAN:

- 1) In the event that the tornado siren in Elmwood goes off, children will assemble around their group leader as in the fire evacuation plan.
- 2) The Director/ Teachers will be responsible for assembling the roll book, the flashlights, cordless telephone, cell phones and a portable radio. These equipments will be stored in each classroom.
- 3) The children will be lead by their teacher to the designated area. The director/ teacher will do a final check of the building.
- 4) The children will be directed to sit on the floor against the North walls.
- 5) When the radio says the danger is past, children will be taken to their classrooms.
- 6) The staff and the children will have drills periodically during tornado season.
- 7) Flash lights will provide lighting in case of power outages.

D) SEVERE WEATHER

- 1) Teachers shall listen for weather updates.
- 2) Unless weather is a tornado, keep all children calm by following normal activities.
- 3) If weather is a snow storm, preparations or plans are to be made to keep children until parents can arrive to pick them up. Extra food will be provided as well as plans for spending the night at kids Kare if need be.

E) LOSS OF BUILDING SERVICES:

- 1) In the event that a building service is interrupted or malfunctioning (no electricity, no water, plumbing problems, loss of heat or air conditioning) and creates a risk for children (an inside temperature of less than 67° F or more than 80° F without fans or air conditioning), children will be relocated to a

designated place of safe refuge as deemed to be appropriate and safe until families or emergency contacts can be contacted to pick up children. Places children may be relocated to be: Elmwood School, Churches, Library or Municipal Building, etc.

- 2) Teachers will follow procedure of taking children out to vehicles and Director (or a designated Teacher) shall make sure log book and all children are accounted for and transported.

F) FLASH FLOOD:

- 1) In the event of a flash food children will be relocated to a designated place of safe refuge as deemed to be appropriate and safe until families or emergency contacts can be contacted to pick up children. Children will be relocated to the upper level of the United Methodist Church.

G) MISSING CHILD

- 1) Start search for child and taking notes of where child was last seen, what child was wearing, any information other teachers or even what older children may have seen.
- 2) CALL THE 911 EMERGENCY NUMBER to initiate a missing child search.
- 3) Call the child's emergency contact/parent to inform them of the situation.
- 4) Call in all staff available to assist.

H) SWIMMING POOLS - Swimming pools are not available

EMERGENCY MEDICAL SOURCE: Mayo Clinic Health System-Red Cedar Medical Clinic/Elmwood Office (715-639-4151) and Elmwood Ambulance Service (911)

H) COMMUNICABLE DISEASES - A child with a reportable disease may not be admitted or allowed to stay at Kids Kare during the time when the disease is communicable (chicken pox, measles, infectious hepatitis, German measles, mumps, scarlet fever, or meningitis are some). The public health officer and parents of exposed children shall be notified. Re-admittance to Kids Kare will be allowed after a written statement is provided from a physician or after a period of time equal to longest usual incubation period.

I) FIRST AID AND CPR - Staff will receive training in standard first aid, and Child CPR. Staff will renew these certificates as required.

J) ILL CHILD:

- 1) When an apparently ill child is observed in Kids Kare (a child with a temp 100 degrees or more, sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea, or other conditions) this child will be isolated and made comfortable until the child can be sent home from Kids Kare (within 1 hour) or picked up by emergency person listed in file. Child can return to daycare when symptom free for 24 hours or written physician's permission to return to daycare.
- 2) Kids Kare will follow the Wisconsin Department of Health and Family Services Division of Health guidelines for contagious diseases.
- 3) Medication: No prescription medication or non-prescription medications may be given to a child except under the following conditions:
 - (a) A signed, dated written authorization of the parent is on file for each and every medication to be administered.
 - (b) For the administration of over-the-counter medications, if that medication does not specifically indicate the proper dosage for the child's weight and age, than a written physician's order must be provided for that over-the-counter medication indicating the child's name, amount of dosage, directions for administering.
 - (c) All prescription medication must be in the original container and labeled legibly with the child's name, amount of dosage, directions for administering, and parents signature.
 - (d) A written report, including type of medication, dosage, time, date, and the name of the person administering the medication, will be written in medical log by the person who has administered the medication. This written report will be kept in the child's file. The medical log is also used for injury and behavior (biting, hitting, and pushing) documentation by the staffs who witness the incident.
 - (e) Medication will be kept inaccessible to children.
 - (f) Medication requiring refrigeration will be kept in a designated separate container labeled "Medications".
 - (g) For medications requiring special or extra procedures to administer, the child's family will need to provide specific training and education to Kids Kare Staff as to the proper administration procedures and any emergency issues that Staff will need to be aware of or monitor. Examples: diabetes monitoring, insulin administration, asthmatic conditions, nebulizers, etc.
 - (h) Sunscreen and/or insect repellent will be applied to a child prior to taking the child outside. The family will need to provide sunscreen or insect repellent, Kids Kare supply will be used at a charge. Family must authorize in

writing the application of sunscreen or insect repellent. The authorization shall include the brand and the ingredient strength if Kids Kare supply is not used.

K) INJURED CHILD:

- 1) Emergency Medical Source: Elmwood Red Cedar Medical Clinic/Office (715-639-4151). Elmwood Ambulance Service (911)
- 2) Minor injuries shall be taken care of according to methods taught in First Aid training. Family will be notified at end of the day of an injury unless there is an immediate need for the child's injury to be examined by physician or evaluated by the Family as to the need for additional professional medical attention.
- 3) In case of accident or injury requiring emergency medical treatment, the Elmwood ambulance will be called (911)
- 4) Written permission from the parents to call the family physician or refer the child for medical care in case of accident or emergency will be on file at Kids Kare. Parents will be contacted as soon as possible after the emergency has occurred.
- 5) First aid will be administered in the interim before the ambulance arrival.
- 6) Minor injuries will be treated by the staff. Superficial wounds will be washed with soap and water and protected.
- 7) A supply of bandages, tape, and band aids will be available.
- 8) A record of the accident or injury will be kept in the child's permanent file and in Kids Kare medical log.
- 9) Records of accidents will be reviewed by the administration and the staff at least twice a year to determine if all possible preventive measures are being taken. Assess injury and take care of minor scrapes. Call ambulance if injury is serious. Director/Teacher let parent know as soon as possible. If unable to contact parent call emergency contact person listed on enrollment form until parent can be reached.

L) OFF SIGHT INJURY - If on a field trip a first aid kit will be taken along for minor injuries. Parents will be notified of major injuries and handled as deemed necessary by parent and staff at the time.

M) PERSONAL CLEANLINESS:

- 1) Children's hands will be washed with soap and warm water before and after eating and after toileting.
- 2) Staff will wash their hands with soap and hot water before handling food and after assisting with toileting.

- 3) Wet or soiled clothing will be changed promptly from an available supply of clean clothing brought by parents.

N) TOILETING:

Children must be trained to attend Kids Kare

- 1) The child will change his/ her wet or soiled clothing promptly. Follow correct procedure. Place soiled cloths, gloves, etc., in plastic bag (tie at top) then place in cubby/school bag.
- 2) Place cloth in separate labeled plastic bags separate from other clean clothes.
- 3) Send home with parent at end of day.

O) STANDARD PRECAUTIONS FOR HEALTH CARE

- 1) Standard Precautions for health care will be followed by staff when working with or encountering a child's bodily fluids (i.e. urine, blood, feces, etc).
 - (a) Single use disposable gloves are provided to staff and shall be worn when working with children's body fluids (urine, blood, feces, etc.);
 - (b) after the use of gloves, gloves are placed in a plastic bag, and the bag securely tied;
 - (c) hands are thoroughly washed immediately with soap and warm running water;
 - (d) Plastic bags are taken immediately to an outside dumpster.
- 2) For spills of vomit, urine, feces, blood or other body fluids, Kids Kare staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys and kitchen countertops that may have become infected from the spill.

P) CLEANING OF TOYS AND EQUIPMENT

- 1) Furnishings, toys, etc. are washed and disinfected or sanitized when they become soiled promptly after child has mouthed it.
- 2) Toys utilized by children are cleansed on a bi-weekly basis including the storage areas the toys are kept.

Q) HANDLING BODY SECRETIONS - Bodily secretions such as runny noses, eye drainage, and coughed up matter shall be wiped with tissue and properly disposed of. Hands washed immediately. Bodily secretions on surfaces shall be washed with soap and water and disinfected with sanitizing solution. Wash hands immediately.

R) PETS

- 1) Kids Kare does not have pets that reside on-premise; only pets that visit periodically.

- 2) Children with allergies to animals shall have the allergy documented in the child's medical log. With family acknowledgement and guidelines, a child with known allergies to animals, may only be able to participate and interact with a visiting pet from a distance or for a limited time.
- 3) Communication of scheduled visiting pets will be placed on the activity calendar and bulletin board.
- 4) Pets shall be kept and handled in a manner which protects the well-being of children and pets. No pets are allowed in food preparation area. Dogs, cats, shall be vaccinated against rabies, and be tolerant of children.
- 5) Safety Precautions for Sudden Infant Death Syndrome (SIDS)
- 5) Kids Kare does not provide care for children under age 4.
- 6) The staff attends SIDS and Shaken Baby Syndrome training before they are scheduled to work with children to be aware of safety precautions.
- 7) Staff will stay current in child guidance techniques.
- 8) Open communication between parents and staff regarding how to manage their child if they become distraught take place during enrollment, when children are enrolled and picked up. Appropriate ways to manage crying, fussing or distraught children is also discussed at staff meetings.
- 9) In extreme situations after consulting the parent with parents' consent the child's classroom teacher, guidance counselor and other outside agencies will be consulted.
- 10) Two trained staff will be available at all times to help with difficult situations.

Effective Date: 04/25/18