



Inspire Early Childhood Learning Center is a unique early learning experience for young children designed to build special performance character-based foundations for life-long learning, happiness and success.

Inspire Early Childhood
5821 Oncken Rd.
Waunakee, WI 53597
(608) 733-1670

Parent Handbook

LAST REVISED 4/18/2023

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Welcome to Inspire Early Childhood Learning Center!

ADMISSION

License Capacity / Ages

We are licensed by the State of Wisconsin for daily capacity of 255 children for ages six weeks through twelve years old. Our license and all license related reports are posted by the main office.

Days of Operation

Hours

Inspire is open 7:00 am to 5:30 pm Monday through Friday all year based on our published annual calendar.

Calendar

We are closed on the following holidays as well as any others as defined by each year's Inspire published calendar:

New Years Day

Martin Luther King Jr

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve & Christmas Day

In addition to the holidays indicated, **Inspire** will be closed two times during the year for Parent-Teacher Conferences and two times during the year for staff Professional Development days. The calendar is available in the office.

If any of the above holidays fall on a Saturday, we will be closed the preceding Friday. If any of the above holidays fall on a Sunday, we will be closed the following Monday.

No credits, refunds, or make-up days shall be made for holiday closings. Tuition must still be paid in full.

Unexcepted Closings and Inclement weather:

There may be times when an emergency arises which requires **Inspire** to close.

During inclement weather **Inspire** will close when Waunakee School District closes for weather related road conditions. **Inspire** may stay open during closings for low temperatures depending on if Inspire facility is able to maintain heat, water, and utilities. You will be notified of any weather or unexpected closure via the Remind App. See Inspire office for specific group to join.

If **Inspire** must close after you have dropped off your child(ren), you or your designated emergency contacts will be notified by the Director or staff. We ask that your child(ren) be picked up as soon as possible, but within an hour.

In the event that **Inspire** was unable to open or must close early, you are responsible for tuition payments for those days.

License

We are Licensed by the State of Wisconsin and our license and all related license reports are posted by our main office.

A copy of our Parent Handbook with our center policies is posted by our main office.

Child Absences

Families are responsible for informing the classroom phone or Inspire office by **9:00am** of any absences their child may have. This includes illness and vacation. As per Licensing, if you do not inform us of your child's absence we will contact you to check on your child. If your child is absent for an illness, please notify the classroom or Inspire office of the illness, particularly if it is contagious. You are required to pay for any days your child is absent.

Child Attendance

You will need to request and have approval from the office for any changes in your child's enrollment schedule. Please be mindful of arriving so your child can have the opportunity to participate in daily activities with the class.

Confidentiality of Information

All information pertaining to a child and his or her family is always kept confidential. There are occasions that records may be reviewed by regulatory agencies. Child files are otherwise confidential and maintained by the administrative staff. If your child is involved in an incident with another child, our staff will not reveal the other child's identity.

Mandated Reporting of Suspected Child Abuse or Neglect

At Inspire we are caring and concerned child care educators that take our responsibilities very seriously. When abuse, whether physical or emotional, occurs both children and parents are the victims and need support, understanding, and help. The staff at Inspire have all been trained to recognize the signs and symptoms of abuse and neglect. Educators and staff are Mandated Reporters and are required by law to report all suspected cases of abuse and neglect. Parents can ask the Educators or Inspire office for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter.

State Licensing Requirements

Strict enforcement of state licensing requirements and standards are in the best interest of all children. At Inspire we strive to exceed applicable licensing regulations and standards. These requirements relate directly to our facility, staff, health and safety procedures, nutrition, teacher to child ratios, and city health, fire, and licensing officials.

It is the right of the state licensing agency, as well as Child Protective Services, Social Services, or Child and Family Services to perform their duties as follows:

- Privately interview children and/or staff without prior notice or parental consent.
- Inspect, audit, and copy child and staff records without notice or parental consent.
- Observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

Inspire has carefully developed systems to ensure the comfort and protection of your child while in our care. You can always expect us to adhere to all county and state regulations governing safety, fire, nutrition, and child to teacher ratios. It is our goal to provide a safe and nurturing environment for all children.

Administrative Structure / Delegation of Administrative Authority

The list of Administrators in charge is posted in the Inspire office area by a copy of the License.

ENROLLMENT

Registration Method and Forms

Inspire encourages families interested in enrolling their child(ren) to tour our center. If you wish to enroll your child(ren) we require a Pre-registration form to be filled out for each child being enrolled. There is a registration fee of \$85 per child that is required to be made before a child can be enrolled. (Inspire sibling registration fee is \$55)

Wait List Timeline Procedure

Once registration form and fee are received your child will be officially added to the Inspire Wait List. In general, the Wait List is sorted chronologically by the date that families add children to the list. However, additional children of Inspire families (families with a child currently enrolled) and children of employees are given preference and move ahead of new families when added to the Wait List. We will contact you as soon as we are able to make you an enrollment offer. You may call us to get updates regarding your child's status on the Wait List.

Enrollment Deposit, Timelines and Packet of Forms and Information

Once there is a confirmed opening for your child to start at **Inspire** you will be required to submit a deposit equal to one week's tuition. This deposit is due within one week of acceptance. This deposit will remain in your account and be credited towards your child's last week of tuition. You will also be required to complete an Enrollment Packet. Per Licensing requirements, this completed packet needs to be turned into the Inspire office before your child(ren)'s first day of attendance along with their first week's tuition payment. In this packet you will find both state required forms along with forms designed for **Inspire**. The only exceptions being, the Day Care Immunization Record can be completed within 30 days after the child's first day of attendance and the Child Health Report can be completed within 90 days

after the child's first day of attendance. Additional parent information is available in the main office.

Enrollment Packet Forms:

Parents/legal guardians will receive a packet of forms, which will need to be completed and kept on file prior to the child's first day of attendance.

These forms are as follows:

- Enrollment
- Intake (for children under 2 -updated by you every 3 months)
- Immunization
- Health History (for all children and updated every 3 months for children under 2)
- Child Health Report (to be signed by a pediatrician and updated every 6 months for children under 2, every 2 years for children over 2)
- Medication Authorization, if necessary
- Email Request/Photo Release
- Inspire Agreement
- Parent Handbook and Confirmation of Receipt and Understanding
- Other forms as required by the Department of Children and Families are available in the office.

If any contact information changes, please let us know as soon as possible. In the event of an emergency, we need to be able to call you at any time.

What you need to know for your child's days at Inspire- Items to Provide from Home

Please dress your child in comfortable, washable clothing that will allow them to move freely and actively engage in all explorations and activities both indoors and outdoors. We ask that you refrain from dressing your child in clothing that may pose a choking hazard, and/or that is inappropriate for the anticipated weather. Please take into consideration current weather conditions, as well as unexpected weather changes. Items might include having a jacket, coat, mittens/gloves, hat for days that may become colder, boots on rainy or muddy days or the ability to change into a lighter weight shirt, pants, or shorts for warmer days.

Tennis shoes or other closed-toed shoes must always be worn for children one year and older, including nap/rest time. We recommend closed-toe shoes or sandals.

Change of Clothing

Accidents and spills can happen at any time. We ask that you bring at least one or more changes of clothing that are seasonally appropriate. Please place your child's clothing in a zip-lock bag with your child's first and last name on the bag.

Toilet Training

Toilet training will be started when both the child's parents and teachers feel it is appropriate. Parents/legal guardians and teachers are asked to discuss their thoughts regarding this process

prior to starting toilet training to provide the child with consistency in this important developmental stage. Toilet training is developmental and is not required for any specific class groups.

Diapering

The State of Wisconsin requires teachers to change children in diapers every two hours, unless the diaper is soiled earlier. Parents/legal guardians are responsible for providing their child with wipes, diapers and ointment (if necessary). Teachers will notify parents when their child's supply is low.

Rest/Naptime

Licensing guidelines require a child to rest for at least 30 minutes on his/her sleeping bag. If the child does not nap after 30 minutes or awakens early it is required he/she receives a quiet activity such as: puzzles, books, or stuffed animals. These activities can occur in an area that does not disturb other sleeping children. Parents/legal guardians are responsible for providing a sleeping bag that zips or closes on three sides for their child. We ask that you take these items home to launder on your child's last scheduled day of the week. We will wash the crib sheets once a week, unless soiled, then they are laundered immediately.

Sunscreen and Insect Repellent

It is recommended that all children bring sunscreen and insect repellent during the spring, summer and fall months. An authorization form is required to apply sunscreen and insect repellent; these forms must be filled out for each individual child and each item separately. Sunscreen and insect repellent can only be used by the child who brought it in. There will be no sharing of sunscreen or repellent and no application of sunscreen or repellent without a signed form.

Infant Required Items:

Please be sure to provide the following:

- Sleep sack or swaddle (if applicable)
- Diapers and Wipes
- Diaper Ointment (if applicable)
- 1 or more changes of weather appropriate clothing (including socks or booties)
- Pacifier (if applicable)
- Formula in container or Breast Milk (breast milk must be labeled with child's first and last name and date)
- Labeled bottles (enough for each feeding) bottles are rinsed out and sent home nightly
- Small bag to hold used bottles
- Baby food and cereal (when applicable)
- Sweater or jacket to accommodate indoor/outdoor temperature changes
- Sunscreen and Sun Hat for spring, summer and fall months
- Snowsuit, mittens and hat, outdoor footwear (if applicable) for winter months

All items must be labeled with child's first and last name. Clothing can be placed in a zip-lock bag labeled with child's name. Child belongings (soiled clothing, used bottles, etc.) must be taken home nightly and laundered or sanitized before bringing them back.

Infants are on their own routine. Feeding and sleeping will be on demand, but diapering will occur every two hours (unless sleeping) or sooner if soiled. Infants are held during bottle feedings. They will be placed on their back to sleep unless a written physician's note is provided. Once a child can roll over on their own they may sleep however they prefer (stomach).

Families are required to provide a nutritional diet for their infant. All foods, including formula, breast milk, jar foods, and cereal, must be supplied and labeled by the parent. Each child will have a basket for their items. Contents of bottles will be discarded within one hour from the beginning of the feeding.

Shoe Free Infant Rooms

Infants spend a lot of time on the floor, exploring their environment. In order to keep this space as clean as possible, we ask that anyone entering these Infant rooms to remove their shoes or put booties on over their shoes. We also ask that parents and teachers do not enter the infant classrooms barefoot, instead please put booties over your feet. We appreciate your understanding.

Toddler required items:

- Sleeping bag
- Diapers and wipes
- Diaper Ointment (if needed)
- 1 or more changes of weather appropriate clothing
- Picture of Family
- Rainboots, Sunscreen, Insect Repellent and Hat for spring, summer & fall months
- Snow pants and jacket with boots, mittens and hat for winter months

Two-year old's required items:

- Sleeping bag
- Diapers and wipes
- Diaper Ointment (if needed)
- 1 or more Complete Changes of Clothing
- Picture of Family
- Rainboots, Sunscreen, Insect Repellent and Hat for spring, summer & fall months
- Snow pants and jacket with boots, mittens and hat for winter months

Three-year old's and up required items:

- Sleeping bag
- 1 or more Complete Changes of Clothing
- Picture of Family
- Rainboots, Sunscreen, Insect Repellent and Hat for spring, summer & fall months
- Snow pants and jacket with boots, mittens and hat for winter months

Items to Leave at Home-

- Toys
- Candy
- Gum
- Anything unlabeled
- All ages- Please do not leave any medications, ointments or potentially harmful items in backpacks or home bags.

Parents Visiting

Parents are welcome to visit and observe in their child's classroom. We have an open-door policy. We may need to limit the number of adults in a classroom at any given time. If you plan to visit your child's class for an extended period of time, we ask that you schedule this with the teachers.

Tracking Children and Count Throughout the Day

Teachers keep track of the number of children in their classroom at all times by doing a face to name count throughout the day. Never take your child out of a classroom or outdoor areas without talking to their child's teacher to be sure they know that you are leaving. Parents must enter and exit the building through the front door only for security reasons.

Parent /Teacher Conferences

Inspire will be closed two days each year for Parent/Teacher conferences. A detailed list of closed days will be provided to families each year as the annual calendar. Staff will work with families to schedule the opportunity for exchanging information at Parent/Teacher conferences.

Animals at Inspire

Inspire has 2 zebra, 2 kangaroos, 2 camels, 2 ring-tailed lemurs, 2 prairie dogs, pea fowl, and 1 exotic bird on the premises. Children will not be allowed in areas with exotic animals. The children will be closely supervised when near the animals to ensure that both the children and the animals are protected from harm. Until there is an exception granted by Licensing there will be no contact between children and exotic animals. All animals for which there is an effective vaccine against rabies have been vaccinated.

Adding New Animals

Prior to adding new animals to the center, parents will be notified in writing. If your child has animal allergies, please inform the Inspire office and include this information on the Health History and Emergency Care Plan under the non-food allergies section. Inspire, also has liability insurance that includes coverage for the exotic animals.

Children's Records and Medical Logs Access as per Custody & Visitation Rights

At **Inspire** we will not interfere with any custody relationships of a child(ren)'s parents. As such, we assume that both parties have equal rights to pick up/drop off, visit, or request documents about their child(ren). If this is not the case, it is the parent's responsibility to provide court

documentation or legally binding parental agreements to clarify the rights and responsibilities of the parents. If there is a change in custody, please provide the newest documentation or legally binding agreements to the Inspire office.

In the case of a family in which the parties are divorced, both parents, regardless of which parent enrolled the child(ren), are entitled to obtain Medical Documentation, Incident/Accident Reports, Parent/Teacher Conference Reports, and Attendance Records.

All Financial records and the Enrollment Registration Information are considered private and confidential to the enrolling parent. These will not be provided to the non-enrolling party without proper service of a subpoena and/or court order.

Non-discrimination policy

At Inspire we strive to provide an environment that is free of unlawful discrimination of any type. This would include discrimination of race, color, religion, sex, national origins, age, veteran status, disability, or any other characteristic protected by law.

If required, please notify the Inspire office if you need a Parent Handbook and other documents in an alternative language.

Americans with Disabilities Act

Inspire will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to:

<https://www.ada.gov/chcinfo.pdf>

Use of Photos

All children will have a Photo Authorization form on file in order for parents to indicate how their child's photo may be used for social media, Marketing, Educational Training and Internal Documentation purposes. Parents will receive the Photo Authorization form in the Enrollment Packet. Parents are responsible for letting the office know if they require any changes on this authorization form.

WITHDRAWAL/ DISCHARGE OF ENROLLED CHILDREN

Parent Initiated Withdrawal, Mutual Decisions or Center Discharge of Enrolled Children

Inspire is committed to providing all children a safe and educational experience. In certain circumstances it may be necessary for **Inspire** to discharge a child(ren). This decision is based on what is best for the child, other children in the classroom, and the well-being of the center and everyone that attends. We will make every effort to correct a situation before a final decision is made.

If you choose to withdraw your child(ren) from **Inspire**, you are required to give a written two weeks' notice. If a notice is not provided, you are still responsible for all tuition for those two weeks, even if your child(ren) did not attend.

A child(ren) may be discharged based on behavior or actions of the child, family member, or their guest. The following are reasons that a child(ren) could be discharged. This is a partial list.

- Abuse of children, staff, or property
- Inability to meet the needs of the child
- Continued violation of policies
- Disruptive or dangerous behavior
- Harassment or disrespectful treatment of any staff person by a child or parent/guardian
- Use of inappropriate language while on center property (parking lot and playground)
- Smoking on center property (parking lot and playground)
- Threats or threatening behavior
- Possession of firearms, ammunition, or other weapons; uniformed law enforcement officers may have their firearm on them while on school property
- Repeated late pick ups
- Continual late payment or non-payment of tuition

Inspire reserves the right to end the enrollment of a child/family at any time for any reason deemed appropriate. If possible and appropriate, documentation from one of the Inspire Directors will verbally be discussed with the family(ies) in a face-to-face meeting. Written notification will be provided to the family(ies) involved prior to any discharge or disenrollment of a child. Attempts at multiple communications will occur depending on the potential withdrawal reason. Any final termination of enrollment from Inspire will be provided in writing for the family/ies.

Appeals Process

If a family feels their child was wrongly discharged following the notification of discharge, an appeals process will be used: 1. The parent or guardian will state, in writing, the concern/conflict according to their point of view within 2 days of written termination of enrollment. 2. A meeting will be held between the family, the Center Director/s, and the Owner to discuss the situation and work towards a solution. 3. The Owner will make the final decision concerning enrollment status within 2 days of the meeting. The Owner may contact (or appoint the Center Director/s to contact) an outside agency for resources or services. Inspire is not responsible for contracting an outside agency for resources or services unless Inspire deems it necessary. Inspire may decide to hire their own outside agency or service.

FEE PAYMENTS AND REFUNDS

Fee Schedule /Policy

Parents will receive a copy of the Fee Schedule in the Registration packet. A copy of the Fee Schedule and this policy as part of the Parent Handbook is also available in the office.

Tuition and General Fees:

Tuition is based on the number of days enrolled and class group the child is in. For current rates, please see attached rate sheet. Fulltime enrollment is considered 5 days per week/ full days. Part time options include 2, 3 or 4 days per week/ full days.

Payments

Tuition is to be paid on the first day of the week that the child attends for following week. Payment can be made through our secure ACH system, personal check, cash or money order.

Inspire does not accept credit cards.

All school meals are included with the cost of tuition at each age level for children ages one years old and up. Families of infants provide meals for their infant until they are one years old.

Tuition is based on the number of days and how many hours your child/ren attend **Inspire**.

If there will be a third- party payment (employer or county) a special payment schedule can be arranged. Parents will be responsible for any specified co-payments or unpaid amounts.

Late payments

Late payments will result in a \$25 late fee for each day late.

Late Pick Up

Inspire is open from 7am to 5:30pm. Any children that are not picked up by 5:30pm will be charged a late fee in the amount of \$5 for the first minute and an additional \$1 for each minute to follow. For example, if a child is picked up at 5:33pm the late fee amount would be \$7.00.

NSF Checks

You will be charged \$25 for each NSF returned payment.

Child Absences, Vacations, Illnesses

Families are responsible for informing the classroom phone or Inspire Office by **9:00am** of any absences their child may have. This includes illness and vacation. As per Licensing, if you do not inform us of your child's absence we will contact you to check on your child. If your child is absent for an illness, please notify the classroom Educators or the Inspire office of the illness, particularly if it is contagious. If you go away for vacation, please inform the classroom Educators or the Inspire office. You are required to pay for any days your child is absent.

Additional Fees

Parents will be informed in writing and in advance of any additional fees for extra class opportunities or events. *

Registration and Materials Fees

If you wish to enroll your child(ren) we require a Pre-registration form to be filled out for each child being enrolled. There is a registration fee of \$85 per child that is required to be made before a child can be enrolled.

Refunds

A two-week notice is needed to withdraw enrollment for your child/ren.

There are no refunds for Registration fee unless a child outgrows our school and we are not able to offer them a spot. The tuition deposit is non-refundable, but it is applied towards the child's last week of tuition when the family gives the required two- week notice for any schedule changes or withdrawals.

Discounts, Referrals

If a family has multiple children enrolled- if 2 children: **Inspire** offers a 5% discount on tuition of the older child and if 3 children **Inspire** offers 15% discount on tuition of the oldest and 5% discount on the second oldest.

Wisconsin Shares Child Care Subsidy Program

Please let us know if you are eligible for Wisconsin Shares.

<https://dcf.wisconsin.gov/wishares/eligibility>

EDUCATION

Education and Classroom Philosophies

We are dedicated to making our students' first learning experience rewarding, fascinating and inspiring. With richer and more engaging learning experiences we carefully build and nurture special performance character traits like curiosity, optimism, creativity, persistence, zest, and courage. Students build social and emotional intelligence and a growth mindset (the self-belief that we can get better at things). Our special Project Approach curriculum is designed to infuse our students with the traits and skills needed to set and achieve goals and chase their own personal dreams.

Mission

Inspire Early Childhood Learning Center is dedicated to building an inclusive community that nurtures a strong character trait foundation in each child for lifelong learning and success. Student growth is deepened through intentional investigations that are supported by our Project Approach inspired curriculum within our unique, nature-based setting. All of this is made possible with our engaging and enthusiastic Educators partnering with children on their journey through early childhood.

Programming and Curriculum/ Lesson Plans/Environment

Programming and Curriculum

Our core educational hours will be from 9:00am-3:45pm. It is our hope that families will arrive by 9:00am so that children will be involved in our quality community building and learning experiences. Morning snack will be served at 9:00am. Please check your child's classroom schedule for further details.

Our teachers are trained and knowledgeable in project-approach based teaching and facilitating to guide children's learning and development. Our lesson plans reflect the children's interests, ideas, plans and reflections of facilitated learning in our age level classrooms both indoors and outdoors. With Project Approach-based learning and teaching the lessons plans are made with the teacher's provocations, children's ideas, reflections, and developmental needs in mind and are developed ongoing. Various methods are used to document and display the planning processes and are posted in the classroom areas over the course of the projects, including but not limited to weekly lesson plans, ongoing educator documentation notes, and visible project work experiences.

Our Project Approached- based curriculum is followed throughout the day and is facilitated by our highly trained teachers to be developmentally appropriate for all ages: Infants, Toddlers, Two's, Three-Year-Olds, Four-year-olds and above.

Outdoor Play Space and Activities

Our daily activities and experiences take place both indoors and outdoors. Our outdoor play spaces are designed with young children in mind. There are dedicated Infant and Toddler areas and areas for children three years old and up. Families are requested to provide outdoor gear for their children to be outside in different types of weather including, wet, cold, warm and snowy within the rules of Licensing temperature guidelines.

All children remain indoors in inclement weather, including lightning and thunder.

All children remain indoors when the heat temperature is 90-degree heat index and above.

Children above age 2 remain indoors when the temperature is 0-degree or less.

Children below age 2 remain indoors when the temperature is 20-degree windchill or less.

We also use the Child Care Weather Watch Wisconsin as a guideline: for temperatures/ ages / time amounts and precautions: <https://dcf.wisconsin.gov/files/ccic/pdf/child-care-weather-watch-wi.pdf>

Transitions from Home to School

During our enrollment procedures families will visit their child's new classroom to meet the teachers and see the indoor and outdoor learning areas. Families will be given the required paperwork prior to their visit.

Transitions to a New Class Group

Children will transition from one class group to the next based on their own developmental readiness and chronological age at scheduled transition times during the year. A transition email with information regarding the timeline of your child's transition to their new class group goes out to parents prior to the start of this transition. Children are introduced to their new teachers and classrooms prior to the transition at an Open House. All teachers involved will help your child become familiar with his/her new environments as well as communicate with parents/legal guardians to achieve a smooth transition for all parties involved. When children are transitioning to a new class group, the teachers and parents will work together. All efforts will be made to make this transition smooth.

Accreditation and Quality Ratings:

Inspire strives to provide the best possible early childhood development for the children in our care. It is our intent to be nationally accredited and to have the highest-quality rating possible. Inspire participates in the following national and state recognition programs; the National Accreditation Commission (NAC), and Young Star.

Inspire does not provide Religious Training

We value and respect your family traditions, culture and holidays and we want to know about them. We want to help your children learn to tell us about their home, family and traditions so we can share in their joy! Please communicate with your child's teacher to share ideas for sharing photos, books or artifacts that are important to you and your child.

Center Schedules

Center Schedule times are posted in each classroom for meals and nap/ rest time. Class groups will post a note when they are outdoors, so you know where to find them. Educators will inform the office if locations are changed, while they are outdoors, so that we can inform you or update their note.

Schedule Coordination with Home for Infants and Toddlers

All families with infants and toddlers will complete the Licensing form Intake for Children Under Two Years- Child Care Centers, before their first day and on an ongoing basis. All families and teachers of under two-year-old children will complete Daily Sheets for two- way communication with each other.

Cultural Diversity

We value and respect cultural diversity in our lives at Inspire. Please share ideas, traditions and any needs with us so that we may collaborate and help guide better awareness of our entire community at Inspire.

Water activities supervision

All water related activities will be evaluated for safety and carefully supervised by our staff.

Transitions during the day without standing in long lines

Our highly trained teachers use methods for making transitions and wait times into learning moments that are meaningful and respectful of all children.

Walking Field Trips

Our highly trained Educators carry emergency backpacks with first aid kits, emergency contact information and Inspire cell phones with them on walking field trips outdoors. Should an emergency happen all the teachers and staff are trained in protocol procedures to follow for different types of emergencies.

Center Educational Philosophy

- **Inspired means curiosity and creativity**
- **Inspired is being optimistic, resilient and resourceful**
- **Inspired is about passion, focus and courage**
- **Inspired is dreaming, working towards and realizing your potential**

INSPIRE Early Childhood Learning Center is a unique early learning experience for young children and is designed to build a special performance character-based foundation for lifelong learning, happiness and success. Possibly unlike any other program in the world, our incredible nature based 40-acre campus and state of the art learning center brings a wealth of unique and powerful learning experiences that help mold the way a child thinks and feels about learning.

Scientists now believe that 80% of neuron connections are made in the first 3 years of life and a person's personality is mostly formed by the age of 5. This is the time to fill a child's world with unique, real, engaging, hands-on opportunities to peak interest, inspire motivation and develop the skills and traits of highly successful people. INSPIRE students explore nature on the 442 acres of Governor Nelson State Park, grow plants and vegetables in the child-tended gardens, challenge themselves on 5 unique play grounds like the "Construction Zone" (a sand area with a real child-operated 20 foot crane) and the "Waterfall" play area, take special interest classes in the music, art and science classroom and are introduced to sports in our full sized gymnasium and sports field. Oh yeah... and did we mention we have a real zoo animals like zebras, kangaroos, camels and ring-tailed lemurs on site to learn about too!?!? In addition to being able to read a book about zebras INSPIRE offers young learners the chance to hear, smell, touch, interact with and really get to know an exotic animal in a safe setting. We are dedicated to making our students' first learning experience rewarding, fascinating and inspiring. With richer and more engaging learning experiences we carefully build and nurture special performance character traits like curiosity, optimism, creativity, persistence, gratitude and courage. Students build social and emotional intelligence and a growth mindset (the self-belief that we can get better at things). Our special Project Approach curriculum is designed to infuse our students with the traits and skills needed to set and achieve goals and chase their own personal dreams.

CHILD GUIDANCE

At **Inspire** we believe children deserve to grow and develop in a positive and nurturing environment and community. It is our role to treat all children with respect and to help comfort and guide them using positive guidance, redirection and the setting of clear limits for children, and for developing self-control, self-esteem and for developing respect for the rights of others. Our staff are trained in Child Guidance using our written Inspire Child Guidance Policy following all recommendations from Licensing. We also utilize Conscious Discipline theory and practice in our social emotional teaching with the children.

Infants, Toddlers and Two Year-olds / Managing crying, fussing, distraught children

When a young child is crying constantly, caring for that baby or toddler can be overwhelming for parents and teachers. This can be very frustrating especially when the baby is inconsolable. We are here to help you, as parents, and help each other. There are several techniques to try to console infants that are crying. Never shake a baby!

<https://dcf.wisconsin.gov/files/ccic/pdf/managing-crying-info-packet.pdf>

Techniques to calm crying infants:

- Ensure the infant has its basic needs met as crying may be the result of being hungry or a soiled diaper.
- Inspect the clothing to check if it is pinching the infant or too tight. Look for signs that may indicate this to be the case.
- Wrapping the baby tightly or swaddling is another technique that helps an infant feel secure. (written permission is needed from parents for swaddling an infant)
- Often babies are comforted when they are held close to a caregiver's body.
- An infant may be eating or drinking too fast. Also, ensure the baby is being burped to relieve any gas building up while eating or drinking.
- Babies are often comforted through movement. Rocking a baby in your arms or in a chair swaying back and forth may work well. Likewise, walking or motion in a stroller outside with fresh air may also calm crying.
- Try gently using a warm wash cloth on the infant's face as water may help calm the baby.
- Infant massage may also work to provide relief.
- Singing lullabies or humming can be soothing to a crying infant.
- Listening to a sound machine with relaxing sounds or soft music can also calm a crying baby.
- When parents approve, a baby may also be comforted by a pacifier.
- Sometimes crying can be the result of gas or bloating, so investigating options for alternate formulas or gas drops may be worth discussing with the parents.
- Our teachers will work with the parents to see if there are techniques they use that work well to sooth the infant.

If none of these techniques work, it is best to separate yourself from the situation.

We see if another teacher can assist with the infant for a period of time or our teachers call the director or assistant director to ask for help. If the crying still continues, we may call the parents. It may be a good idea for the infant to be seen by a doctor to ensure there are no other serious issues.

Children Ages Three and Up

If a child acts out, often times, there is an underlying reason. Teachers will look beyond the behavior and understand the child. *What is the behavior communicating to us? What need is being displayed?* There are times when a child needs to be redirected away from other children

or to other activities for a short amount of time.

Redirection

Redirection techniques are used in non-humiliating and guided ways, following all recommendations from Licensing. If an educator perceives a child's behavior to potentially result in the disruption of the class, or harm of themselves or another child, educators will guide the child from the situation, and then give two choices of other acceptable/ appropriate activities. Both activities will provide the child(ren) time to calm and refocus their attention, all while engaging them in something of their choice.

The educator will offer appropriate support and guidance throughout this time, so as to continue to grow and nurture the child through their feelings and/or behavior. Educators will either walk through this process of calming *with* the child or *watch from a distance* to allow the child some space to self sooth, as they deem appropriate (based on developmentally appropriate practice). When the child and educator decide that the child is ready, they will discuss the behavior and/or feelings, and the child(ren) is/are welcomed back to their original play, if they so choose. In extreme cases, educators will call for help from the **Admin staff**.

If a resolution cannot be made in the classroom, the Educator or Admin staff will remove the child from the classroom, continue to explore ways of calming, and will call the Parent/ Guardian if necessary. If the child is unable to calm/ return to a regulated state, the Parent/Guardian may be asked to come take child home for a "Reset Day." See below for further details.

Supporting Frequent/ On-Going Significant Behavioral Needs

If a child begins to need frequent (daily/ consistent) or on-going support with **significant behavioral** needs (ie. biting, hitting, kicking, not following directions, hyper-activity, etc.), often times there is an underlying reason. We truly believe that a child's parents/ caregivers are their first educators, so we very much value that relationship and insight. It is our goal to work with each child's parents/ caregivers in an on-going capacity, to maintain communication and truly collaborate toward a resolution.

If a child has continuous disruptive behavior while at Inspire, Educators will begin documenting, on a *Behavior Tracking* chart, the behaviors that they are seeing. They will **note what behaviors they are seeing, what might have led up to the behaviors, and how they are supporting the child**. This information will be shared with the child's family.

If said behavior(s) continues **throughout a week** with little to no improvement or intensifies, educators will consult with our *Admin Staff* for further assistance. Educators and the Admin will discuss ideas and other tools they may try, based on the feedback from families, as well as the educator and Admin observations and documentation. Once a plan is discussed, educators will work to implement the new tools/ approaches and will provide updates to the child's family and Admin ongoing. If improvement/ growth is not seen in **another week**, a meeting will be scheduled with families to discuss future plans.

The goal of the meeting will be to communicate about observations, both at home and school, and to develop a *Behavioral Support Plan* for ongoing support/ placement.

Keeping in mind that each child and situation is different, not every process will look exactly the same. That said, the following general steps will be taken to support the child, family, and Inspire community:

- Through discussion, educators/ families/ admin staff will determine which behavior interventions to put into place. This may include, but is not be limited to: verbal reminders, visual cues, foreshadowing, social stories, educator modeling, etc.
- Throughout the next several days/ weeks, depending on the severity of the behaviors, educators, families, and admin staff will continue to observe, modify and support the child.
- If behaviors do not improve or resolve, and if the child is unable to participate in the daily life of the classroom in a safe and respectful way, the parent/ guardians may be called to take child home for a **“Reset Day.”**
- As stated previously, educators/ families/ and admin will meet on an on-going basis to develop plans as child progresses or not.
- Inspire may recommend seeking outside help (ie. Birth to Three, school district services, Pediatrician, etc.).
- If further progress is not made to develop and support said child needs, Inspire may require a *break period** or disenrollment.

Because we believe strongly in the power of working in collaboration with families, all observations, documentation, and plan development will be discussed with families in an on-going and reciprocal capacity. We truly believe in working as a team and are dedicated to supporting each and every child and family that joins the Inspire community.

*The terms *Break Period* or *Reset Day* refers to a period of time, as determined by the Admin and possibly in conjunction with the family, where the child does not attend Inspire. This time is meant to hopefully calm and help the child, and to help them to respect and understand the rules of Inspire so that they are more prepared to be a productive member of their classroom community upon their return. This reset time also ensures that the classroom remains a safe environment for all learners. The length of time for the break period or reset day will be determined by the Admin team and may involve the Parent/ Guardian.

Prohibited Punishment

We do not use corporal punishment such as spanking or time outs, as we believe in supporting children in more holistic and supportive ways. These forms of punishments are also prohibited by Licensing, even upon parent request.

All Children

Specific Guidance Techniques

We also use conflict resolution strategies to help children learn how to eventually be more involved in working things out on their own as they get older, utilizing our Conscious Discipline practices.

Prohibited Punishment

We do not use corporal punishment such as spanking, as certain forms of punishments are prohibited even at parent request.

Techniques for Transitions

Our teachers use teachable moments and engaging activities while children are transitioning so that children are not waiting in large groups or in long lines

Class Arrangement, Materials and Programming

Our curriculum lends itself to having classroom groups meet, plan, share ideas and reflect with the facilitation and guidance of teachers. This allows for time to go over expectations and questions, and through our Project Approach curriculum, greatly involves the questions and input of the children (whether verbal or non-verbal).

Parental Involvement in Solving Behavior

At Inspire we look to parents as Partners in your child's education. Please take time to communicate with us and share your ideas and insights.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age, but also can occur with children that are three or four years old that may be working through other forms of development. Biting often occurs in times of transition or down times. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething, be overly tired and frustrated, and/or working to build their verbal skills. He or she might be experimenting or trying to get the attention of the teacher or his peers. Children (especially toddlers and two-year-olds) have developing verbal skills and often impulsively grab or bite as a way of communicating their wants or needs. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated (when appropriate) and will make sure to educate the children on what words to use, when to use them, and how to build on their self-confidence and assertiveness. The staff will also maintain a close and constant supervision of the children at all times. All these steps will be done both proactively as well as reactively in each situation.

The following steps will be taken if a biting incident occurs at our center:

Per our Conscious Discipline practices, the biting will be:

1. Interrupted by a teacher that gives a chewy material/ necklace for the child to chew on, and say, "You wanted _____ (take an educated guess as to what the child wanted). Say _____ (acceptable words) or do _____ (acceptable action)! Then will firmly say, "STOP. No bite! Ouch (make pained face) biting hurts."
2. Staff will stay calm and will not overreact.
3. The bitten child will be comforted. Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
4. The wound of the bitten child shall be assessed and cleansed with soap and water.
5. The parents of both children will be notified of the biting incident.
6. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be sent to the Department of Children and Families licensor by the admin staff within 24 hours of being notified of medical care.
7. Confidentiality of all children involved will be maintained. The bitten area should continue to be observed by parents and staff for signs of infection.
8. Teachers will make visuals of alternatives to biting and will reach out to the admin staff if need/ want assistance.

CONTINGENCY PLANS

Fire

In the event of a fire the alarm is sounded, and all staff and children will exit according to posted fire emergency exit routes in each room. If possible, all administrative staff will walk through each room to make sure all people are out of the building. All groups will meet at the designated meeting place in front of the barn. Every person from the building will be accounted for at that time. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove children from the school property, parents will be notified where they can pick up their child(ren).

Tornado

In the event of a tornado the administrative staff will inform all staff to take cover in designated areas. A check will be made to make sure all children are accounted for once they have reached the designated areas. Administrative staff will inform teaching staff when it is safe to return to their previous areas.

Emergency Backpacks and Inspire Cell Phones

Educators carry Inspire Cell Phones and Emergency Backpacks with them when they are outdoors with the children which include emergency procedures, first aid items and emergency contact information. Educators will keep the office informed of any walking field trips planned.

Lost or Missing Child

Educators count children regularly and match face to name throughout the day. When the class group transitions to another play area both indoors and outdoors, teachers take a count before

they leave one area, they count along the way and then again when they arrive at the next area. Teachers scan and count the group many times throughout the day to keep track of all children. If a child is missing from his/her class group, all available staff will search the center to locate the missing child. If the child is not located after 5 minutes the center will notify the child's parents/legal guardians, and local law enforcement immediately.

Special Evacuation Considerations

Special evacuation considerations will be based on individual needs for children or staff with disabilities that may need an additional staff person to support or provide follow-up support through an evacuation.

Emergencies and Emergency Closings

Severe Weather

In the event of a thunderstorm warning, we will keep all children indoors and monitor the situation. If a tornado warning has been issued, we will take appropriate coverage (see evacuation plans near classroom doors).

Power loss (which lasts more than one hour with no generator back up)

Each parent/guardian will be contacted to pick up their child.

Complete Evacuation

If we are required to completely evacuate the building (in the event of a fire or other emergency that threatens the integrity of the structure, we can be found at: our animal barn.

Building Service Loss

In the event our facility loses main power to items such as heat, air conditioning, water, electricity, telephone, or any plumbing problems, the Facility Maintenance Manager and/ or the Owner will be contacted immediately. If our facility's main power is not restored within one hour, and we are not able to go on generator back up, staff members will contact parents or guardians to pick-up their child promptly. In the event our form of communication is inactive (phone and internet service), parents will be contacted by cell phone by the Directors and Staff.

Unexcepted Closings and Inclement weather

There may be times when an emergency arises which requires **Inspire** to close. We use REMIND as our emergency notification system to notify both families and staff. Please see the Inspire office if you are not yet subscribed to REMIND. You unsubscribe on your own at any time. During inclement weather **Inspire** closes when Waunakee School District closes for weather related road conditions. **Inspire** may stay open during closings for low temperatures.

If **Inspire** must close after you have dropped off your child(ren), you or your designated emergency contacts will be notified by the Director or staff. We ask that your child(ren) be picked up as soon as possible, but within an hour.

If **Inspire** was unable to open or must close early, you are responsible for tuition payments for those days.

Vehicle Availability

Any delegated person-in-charge, in the Delegation of Authority, has access to a vehicle for emergencies but not for transporting a child.

Releasing Your Child

If someone other than the child's parent/guardian will be picking up please notify the classroom Educator or the Inspire Office and sign a release form that states your child's name, the person picking the child up, and the time they will be picked up. Upon pick up they must ring the door bell and be let in by someone in the office. Notify the person picking up to bring in a photo ID in with them. This will insure that we are releasing your child to the correct person.

Required Reports

Copies of all required reports for Licensing are kept on file.

Emergency numbers

There is a list of emergency contact numbers in each office, classroom and teacher backpacks of who to contact in an emergency. This list includes Emergency Medical / Hospital addresses and contact information.

Dangerous Intruder

In the event of a dangerous intruder the administrative staff will inform staff of where the intruder is located through use of emergency message system. Staff will prioritize response in association with their own situation either: 1) Evacuate "Run"- if possible, exit the building with children OR 2) "Hide" in place OR 3) "Fight" back only if unable to do first or second responses. Staff Call 911 if able to do so safely. Staff to place phone on silent. Staff report back to Administration on location if able to do so safely. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove children from the school property, parents will be notified where they can pick up their child(ren).

Emergency Contact Person for Site

Bob Davis, President/Owner, is the Emergency Contact Person- 2nd adult available in five minutes.

HEALTH CARE

Infant Death Syndrome Risk Reduction

All Inspire Early Childhood Learning Center staff that will care for children under one year of age will receive training on Sudden Infant Death Syndrome and will be trained and follow these risk reduction procedures:

Infant & Toddler Bedding / Soft Materials in Cribs

251.09(1)(j) Cribs and playpens shall contain a tight-fitting mattress and a mattress covering that fits snugly over the mattress. (k) Sheets or blankets used to cover a child one year of age or older shall be kept away from the child's mouth and nose, and if sleeping in a crib or playpen shall be tucked tightly under the mattress. (L) A child under one year of age may not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets and other items may be hung on the sides of the crib or playpen. **Use of sleep sacks is recommended.**

Individual Sleep Patterns

(251.09 (2)(b)) Each infant and each toddler shall be allowed to form and follow his or her own pattern of sleeping and waking.

There shall be no specifically scheduled nap time for all infants (under the age of one) as a group.

As children begin to mature, a child's schedule will be changed to slowly eliminate the a.m. nap and slowly integrate the child into the center schedule. Priority shall be given to the individual eating and sleep needs of the child.

Sleep Position

(251.09(2)(bm)) Each child under one year of age shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him or her when able to roll over unassisted.

If a child falls asleep in a swing or car seat, the child must be removed from the swing or car seat and placed to sleep on his or her back in a crib.

Illness

We encourage families to keep sick children at home. This is in the best interest of your child and the best interest for the other children, families and staff. If your child is not feeling well at Inspire and is not able to participate in our daily activities, we will let you know so that you can pick up your ill child.

In addition to a physician's examination and immunization records that are required for enrollment, we will observe each child's health daily. We look for changes in child's behavior or appearance, skin rashes, boils, or weeping rashes, as well as fevers, flushed appearance or shivering. Complaints of pain or not feeling well, vomiting, diarrhea, and eye redness or drainage are also observed. If any of these symptoms are observed, we will notify you and may request that your child be picked up.

For the health and well-being of your child and others, your child must be kept at home if he or she develops any of the following symptoms of contagious diseases. The child must be kept at home until he or she is symptom free, fever free with no over-the-counter medication (Tylenol, Ibuprofen, etc.) for 24 hours or a note stating the return of your child from their physician.

- The illness prevents the child from participating comfortably in activities, including outdoor activities
- The illness results in a greater need for care than the staff can provide without compromising the ability to care for other children.
- The child has any of the following conditions:
 - Appears to be severely ill-lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash
 - Fever of 100F or higher
 - Diarrhea; two within an hour, three in a day, or not contained within a diaper or underwear
 - Blood or mucus in the stools not explained by dietary change

- Vomiting
- Persistent abdominal pain or intermittent abdominal pain associated with fever, dehydration, or other signs or symptoms of illness
- Mouth sores with drooling
- Rash with or without fever or behavior changes
- Head lice and/or nits, until treatment has begun, and nothing is present
- Streptococcal pharyngitis (strep throat or other streptococcal infection)
- Scabies, until treatment has begun
- Chickenpox (varicella)
- Impetigo
- Pertussis (whooping cough)
- Measles, mumps, Rubella
- Tuberculosis
- Hepatitis A virus infection
- Covid
- Any child determined by the health department to be contributing to the transmission of illness during an outbreak.

Children with Allergies

Inspire asks that you notify us immediately when you learn that your child has allergies. If the child requires medication for a life-threatening allergic reaction (i.e. bee sting) the child's prescription may be kept at the center and administered when necessary. If we are in need to administer their medication, 911 will be called and you will be notified immediately.

Lice

We have a NO NIT policy. In the event **Inspire** is notified of a case of lice, we will head check all children in the affected classroom(s). The affected classroom(s) will be closed and then thoroughly cleaned as soon as possible. All soft items will be bagged up that are unable to be washed. All families will be notified of the lice occurrence and all children who have been in the affected classroom(s) will have their head checked upon entering the center to confirm the absence of nits and live lice before allowed back into the classroom(s). No children will be allowed to return to the center until they have ZERO nits and/or zero live lice. There is not exemption to this policy. We will provide parents with information regarding eliminating lice from their home, car, and child as well as will offer head checks to parents upon request.

First Aid

If your child becomes ill or incurs a minor injury while at **Inspire**, our staff will perform basic first aid to treat the illness or injury. Teachers at the center are trained in First Aid and CPR (Infant, Child and Adult). According to State of WI licensing standards, teachers are able to wash a wound with soap and water, apply an ice pack (if necessary), or place a Band-Aid/bandage (if necessary). Teachers are not able to remove a sliver or stinger. If the illness or injury requires

more than basic first aid and needs more medical attention or if your child needs to be taken to a doctor you will be contacted.

Emergency Medical Procedures

In the event of a medical emergency, we will take the emergency measures deemed necessary for the medical care and protection of your child, this includes CPR and contacting 911. If 911 needs to be called, we will call 911 first and then contact you. Your child's safety and well-being is our top priority. We will make continuous efforts to contact you or someone listed by you as an emergency contact.

Student Injuries or Accidents and Reporting

Accident/Incident reports will be filled out when children are injured at Inspire. An injury that requires a report is anything that requires cleansing, a band-aid, an ice pack, or any medical attention, including head injuries. Educators who witness the accident or injury will fill out the accident/incident form; parents/legal guardians should then sign the form upon notification of accident/incident. Educators will inform the Directors of any injuries. Parents/legal guardians will be notified immediately of any head injuries or injuries that require professional medical attention (injuries that require professional medical attention need to be reported to the Inspire office by the parents so that we can report this to the State DCF Licensing within the required 24 hours). If parents/legal guardians cannot be reached in the event of an emergency, the center will make all efforts to contact another person on the child's emergency card. In critical emergency circumstances 911 may be called before a parent is notified.

Your insurance is and remains the primary responsible party for payment of the cost of treatment of your child.

Special Health Needs

A child's special health needs will be shared with any staff members caring for the child. This includes but is not limited to; medication, food restrictions and allergies. Please keep the office updated on any changes to special health needs so we can update files and help keep teacher records updated.

Immunization Requirements

All children enrolled at Inspire are required to have up to date immunization records on file. In your enrollment packet you will receive an Immunization form to be filled out and signed. You may provide a print out of all immunizations that states the child's name, birthdate, number of doses and vaccine type, and the date each vaccine was given along with the signed Immunization form.

You have the right to waive immunizations. A written statement that indicates the religious, cultural, or medical reasons surrounding the waiver along with the Immunizations form (section at the bottom of form) with the checked box and signature must be provided.

Dispensing Medication

Medication may be provided to your child while in our care if needed. You must personally hand all medication including over-the-counter medication to an Administration personnel, not a classroom Educator, as they are busy supervising and caring for children. You are also required to complete a Medication Authorization form provided by Inspire. A Medication Authorization form can only be filled out for one week at a time. Medication not currently being used must be sent home. If a medication is required to be dispensed for a longer period of time, we ask that a doctor's note stating the dates be provided before we are allowed to dispense the medication. Expired medication will not be dispensed.

All Medication brought for a child must in the original container and labeled with the child's first and last name. Any prescription medication must also include the date, directions, and name of physician prescribing the medication. All medication administered will be tracked and recorded and kept in the office confidentially so that parents may check on medication administration.

Any medication will be stored in a locked container in the office, except for Epi Pens, emergency inhalers or emergency antihistamine (locked box in child's classroom/emergency bag). There is a small refrigerator in the main office for medication required to be refrigerated. Sunscreen, bug repellent, lip balm and diaper ointment and any hand creams are considered topical medication and require a separate Topical Form to be filled out. These items can be in the child's classroom and a new form must be filled out every six (6) months. They must be labeled with the child's first and last name.

Cleanliness and Maintenance

Cleanliness and regular maintenance are important to us at **Inspire**. Our staff are trained and follow procedures for diapering, disposal of wet/soiled diapers, wet/ soiled clothing and bedding. Our staff are trained in diaper changing, Universal Precautions, glove usage, handwashing procedures, food serving, sanitation procedures for materials and First Aid. Our outdoor play areas are maintained and checked for safety and our indoor classrooms are routinely cleaned and checked for safety.

NUTRITION

Nutritious Meals

At **Inspire** we emphasize the value of teaching children healthy habits and giving them the insight to make healthy choices. Meals are eaten family style where the teacher(s) sit and eat with the children. Children are encouraged to set the table with the help of a teacher and clean up. Menus include foods that meet daily nutritional needs, as well as state licensing requirements. All menus are posted in the front lobby. Meal times are posted in each classroom. From time to time we may need to substitute items listed on the menu. This substitution will be posted in the kitchen. Food service personnel will have food service and sanitation training and orientation as per Wisconsin licensing regulations.

We encourage children to try new foods but will never require a child to eat or punish them if they choose not to eat all the food served. We do ask that children not wanting to eat still sit at the table with their classmates. Meal times are a great way for children to socialize and learn.

Outside food is allowed into the center for your child. Any outside food must be approved with the Inspire office prior to any food being brought into the center. (See **Infant Food** below)
Inspire is a Peanut/Nut free center.

Nut Free Environment -What does this mean?

Nut allergies are unique. Other allergies can be managed by avoiding the items that cause a reaction. But children with nut allergies may react to traces of nuts in the environment. Also, nuts are full of natural oils that are difficult to clean. Therefore, doing our best to reduce the risk is our best answer to protect all of the children. We do acknowledge, however, that eliminating the risk altogether is extremely difficult, given that some children may eat peanut butter before attending child care. The health and safety of Inspire's children is our priority. We will not serve peanut butter, anything made with peanut butter or nuts of any kind. We will not serve anything whose label states it was processed in a plant that also processes products with nuts.

We ask parents who are bringing food from home to not bring anything containing these products.

Food Allergies

If your child has food allergies or you have food preferences for your child, you may meet with the Inspire office to determine how best we can accommodate.

Infant Meals

Parents of children under the age of one year provide meals/snacks for their child in labeled containers. Labels must include the child's name, date, and the content. Containers will be sent home each night for the parents to be washed. Infant meals consist of formula or breast milk, cereals and/or jar foods. For older infants, **Inspire** will provide a menu so parents can decide which foods they want their child/ren to try during a transition to table foods. Educators and parents work together to plan infant feeding schedules and these times are documented on daily communication sheets.

Parents of older infants continue to provide from home table foods for breakfast, lunch and snack that meet the State of Wisconsin nutritional guidelines until their child is one years old. This includes a protein, a vegetable, a fruit and a whole grain. Inspire will provide vitamin D milk. Older infants that are eating table foods can be offered the Inspire breakfast, lunch and snack once they turn one years old. Parents will need to provide from home the missing food components that meet State of Wisconsin nutritional guidelines.

Please refer to Wisconsin Licensing Chapter DCF 251 Appendix C attached.

<https://dcf.wisconsin.gov/files/publications/pdf/4024.pdf>

CENTER STAFF

Staff Training

It is our intention to meet and exceed State requirements for staff education and training. Our Educators are trained and dedicated early childhood professionals. Generally, all our Educators will have at least their bachelor's degree or their associate degree in early childhood education or a related field. Every staff member also is required to maintain certification in Infant and Child CPR and First Aid. Educators will have completed Abusive Head Trauma training and SIDS training prior to the start of employment. Staff will be trained in Child Abuse and Neglect and completed updated trainings every two years. **Inspire** staff will attend monthly staff meetings, training, and are also trained in communication, Project Approach-based Curriculum, cleaning, professionalism, Conscious Discipline, Positive Reinforcement, and many other topics. All staff are required to receive 20 hours of continuing education per year.

Volunteers

The State requires that volunteers and student teachers must be at least 18 years of age, participate in orientation. **Inspire** requires volunteers and student teachers to complete and pass a criminal background check. Volunteers are not factored into the staff-to-child ratios. There is a two hour minimum training requirement prior to working in the classroom as well. Student teachers who are not employed with the center are also ineligible for the staff-to-child ratios. Students attending local colleges and working toward their child care degree are required to observe in classrooms. We encourage their participation here at **Inspire**. They are not counted in the ratios and are never alone with the children.

Child Care Off Premises

We understand how difficult it is to find high quality care in your home. Educators employed with **Inspire Early Childhood Learning Center** are allowed to provide care for children on their own time, if it does not interfere with their regularly scheduled hours. Under these circumstances, the teacher and family acknowledge that **Inspire Early Childhood Learning Center** is not liable for anything related to this voluntary activity, outside of work time.

SAFETY AND SECURITY

Secure Entrance

Inspire is equipped with a security entry system to protect the children and anyone in our building. Once your child(ren) are enrolled you will receive a door code that will allow you to enter and exit the building during business hours (7am to 5:30pm). Each authorized family will have their own door code.

We ask that you do not allow others to enter the building without using their own door code. Even though it is polite to hold the door for someone else please do not, by doing this our "secured" entrance is no longer affective.

Once inside the secure entrance please use the Biometric Fingerprint i.d. pad to check your child on our computer located in the front lobby. **Both the door and the computer should only be used by an adult.** You must walk your child to their classroom and make sure the Educator is

aware that your child has arrived. This ensures that your child's teacher is aware that your child has arrived for the day.

At pick up you are to check your child out on the Biometric Fingerprint i.d. pad located in the front lobby as well as make sure the classroom Educator is aware your child is leaving. This ensures that Educator is aware that your child has left with you or an authorized person. **We ask that you refrain from allowing your child(ren) to run in the hallways for safety reasons.**

Tracking Children and Count Throughout the Day

Educators always keep track of the number of children in their classroom or outdoor areas by doing a face to name count throughout the day. Never take your child out of a classroom or outdoor areas without talking to their child's Educator to be sure they know that you are leaving. Parents must enter and exit the building through the front door only for security reasons.

Parking

For parents' convenience we have a porte cochere (drive under canopy) where you can park 2 cars in line and 2 cars wide. We ask that you limit your time parked under the porte cochere to 5 minutes or less. There is also parent parking around the circle drive. To insure safety in our parking lot please turn all engines off and only walk on the sidewalks. Please do not leave children unattended in a parked vehicle.

Releasing your child

If someone other than the child's parent/guardian will be picking up please notify the classroom Educators or the **Inspire** office and sign a release form that states your child's name, the person picking the child up, and the time they will be picked up. Upon pick up they must ring the door bell and be let in by someone in the office. Notify the person picking up to bring in a photo ID in with them. This will insure that we are releasing your child to the correct person.

Inspire will not release your child to anyone (other than the parent) under the age of eighteen (18), including siblings.

Visitors and Volunteers

Visitors and volunteers are welcome at Inspire. For the safety of all the children, all visitors and volunteers must provide a current photo ID and check in at the main office. A staff member will always accompany all visitors and volunteers. They will also be required to wear a Visitor/Volunteer badge. All volunteers will be required to have a background check prior to volunteering.

Emergency Drills

An emergency plan is posted by each door that states where to go in the event of a Fire or Tornado drill. To ensure that everyone knows where to go in the event of an emergency, Inspire will conduct these drills regularly. Parents, staff, and children might not be made aware of drill

dates or times. During a drill, an emergency sign will be posted on the front door and parents may not sign children in or out of the center until the drill is completed and the Educators and children have returned to their classrooms. Parents can wait with their child's class in the designated area outside of the building until the drill is complete.

No Smoking Policy

Smoking is prohibited on the center property. This includes the parking lots as well as playgrounds.

Firearms Policy

At no time is any person permitted to possess firearms, ammunition, or other weapons on the center property. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle during the period of time when you are in the center.

Law enforcement officers may bring a firearm onto the center property regardless of whether they are entering in an official duty related to their respective law enforcement agency. When applicable Law enforcement officers should let the Inspire office know that they are armed while on the premises.

Any violation to this policy may result in immediate disenrollment from the center as well as criminal prosecution.

Persons Appearing to be Impaired by Drug or Alcohol

If a parent or other adult enters the center to pickup a child and appears to be intoxicated either by the smell of alcohol or their actions appear to be impaired, we will try to keep that person within our center while another administrative personal calls an emergency contact person listed to that child. If we are unable to reach another contact person we may notify the local authorities.

TRANSPORTATION

Inspire does not transport children.

CHANGES IN POLICIES AND PROCEDURES

At Inspire Early Childhood Learning Center we hold the right to change and/or edit any policy/procedure at any time. These changes or edits will be submitted to the State Licensor and each parent/guardian will receive a dated revised copy of the new policy/procedure

Confirmation of Understanding and Compliance with Inspire Early Childhood Learning Center’s Parent/Legal Guardian Guidelines and Procedures/Policies

I confirm that I have read and understand Inspire Early Childhood Learning Center’s Parent/Legal Guardian Guidelines and Procedures and Policies. By signing this confirmation, I am agreeing to comply with all procedures and policies. I also am aware that if at any time, I have questions or concerns regarding guidelines, procedures or policies I will address them with the Director or Assistant Director.

Parent/Legal Guardian Name (Print): _____

Parent Signature: _____

Date Signed: ____/____/____