Admissions Policy

The YWCA Wausau Child Development Center is a private, non-profit, community based organization, and United Way of Marathon County Agency.

The YWCA Wausau Child Development Center is licensed by the Wisconsin Department of Children and Families (DCF). Licensing standards include qualified teachers, ample space, a stimulating program, and adherence to DCF health and safety requirements. A summary of licensing regulations is included in your enrollment packet. This brochure is “Your Guide to Licensed Child Care.” The center is licensed for 20 children ages 6 weeks to 12 years beginning January 2010. The program is open at least 9 months of the year. Availability of child care during the summer months is based on enrollment. Our hours of operation are 6:30 a.m. to 10:00 p.m., Monday through Thursday and 6:30 a.m. to 5:00 p.m. on Fridays. The Kanga Room schedule follows Northcentral Technical College’s schedule. If the campus is closed, the child care program will also be closed. Families may use the downtown YWCA location (613 Fifth Street) between the hours of 5:45 a.m. and 5:30 p.m. on days when NTC is closed. We do not offer evening care at the downtown location.

Children do not need to be toilet trained to enroll in the program. Children who are not walking will be encouraged to develop his/her skills. However, it is expected that your child is able to participate in regularly planned activities. Children with special needs are accepted based on the YWCA’s ability to provide proper care. You will find a copy of our parent handbook in the enrollment packet. Additional copies are available upon request to the Child Care Director. Also, a copy of DCF 251, Licensing Rules for Group Child Care Centers is available in the Child Care Director’s office and each child care classroom.

Days the Center will be Closed and Emergency Closing Information

YWCA Child Development Center will be closed on the following dates: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.
If a holiday falls on a Saturday, the center will be closed on Friday. If the holiday falls on Sunday, the center will be closed on Monday. If we close additional days, families will be notified through notes placed on the children’s cubbies and notices posted on the front door. Just a reminder as stated earlier, if NTC closes, the child care will be closed.

In case of severe weather, if the center needs to close, parents will be notified via announcements of NTC closing on the following radio stations: WIFC, WRIG, WDEZ, WSAU; and television stations: WSAW, Channel 7, and WAOW Channel 9.
When weather forces school closings, the YWCA makes every effort to operate. However, if our teachers are unable to make it to work, we cannot provide care for your children. Therefore, call the YWCA on a snow day to check on availability of care.

**Location of licensing rules, license certificate, results of most recent licensing inspection, notice of enforcement action, stipulations, conditions exceptions or exemption postings.**

The above items will be posted on the wall near the parent entrance.

**Location of center policies, parental notices, observations, and other parent information postings and availability to parents.**

Center policies will be distributed in each enrollment packet given to parents upon enrollment. Additional copies may be obtained from the Child Care Director. Parental notices and other parent information are posted on the front. We may also include this information in our monthly newsletter, on children’s cubbies, and quarterly bulletin. If parents have questions, they may contact our Child Care Director.

**Children’s Absences**

If your child is absent, please contact the YWCA to notify us that your child will not be in. If your child is scheduled and he or she does not arrive, a teacher, the Child Care Director, or Office Assistant will contact you regarding your child’s absence.

**Attendance Methods, Part and Full-time definitions and minimum attendance hours**

Parents or guardians are responsible for checking children in and out of the center daily. If a parent fails to sign a child in or out, a teacher will assume that responsibility. Charges are based on hours of attendance. Parents may choose one of the following options for child care services:
Full-time child care: In this option, the child attends 4 or 5 days per week, and uses more than 5 hours of care per day.

Full-day child care: In this option, the child attends 1-3 days per week and uses more than 5 hours of care per day.

Part-time child care: The child attends 1-5 days per week for no more than 5 hours per day.

Varied or flexible child care: The child attends 1-5 days per week and the number of hours per day may change. The days of the week may also change. Please write down your schedule and attach it to your payment or give to your child’s teacher so YWCA personal are aware of the days/hours your child will be attending for the upcoming week.

Hourly drop-in child care: The child attends 1-3 hours.

Confidentiality

Records concerning your child (i.e. enrollment forms, health records, written Parent/Teacher Conference Reports) are confidential and will be accessible to the Center Director, your child’s teacher, the YWCA Executive Director, and the persons designated by the Department of Children and Families, or the Child and Adult Care Food Program when reviewing our records. These records are available for your review per a written request.

Child Abuse and Neglect Reporting

YWCA employees are mandated by the state of Wisconsin to report any suspected cases of child abuse or neglect to the Department of Social Services. The following are some definitions of abuse and neglect:

Child abuse is “any physical injury inflicted on a child by other than accidental means, sexual intercourse, sexual contact under S940.225, or exploitation, allowing or encouraging a child to engage in prostitution.”

Neglect is defined as a situation when a child’s parent or guardian “refuses or is unable for reasons other than poverty to provide the necessary care, food, clothing, medical, or dental care, or shelter so as to seriously endanger the physical health of the child.

Emotional Damage is defined as “harm to a child’s psychological or intellectual
functioning which is exhibited by severe anxiety, depression, or aggression, and is caused by the child’s parent, guardian, legal custodian, and for which the child’s parent, guardian, or legal custodian has failed to obtain the treatment necessary to remedy the harm.”

Any evidence of unusual bruises, lacerations, and burns will be noted and reported immediately to the Department of Social Services.

**Administrative structure/delegation of administrative authority**

- YWCA Membership
  - YWCA Board of Directors
  - YWCA Executive Director
  - YWCA Child Care Director
  - Assistant Child Care Director(s)
    - Food Service Personnel
    - Child Care Teachers
    - Volunteers
      - Assistant Child Care Teachers
Enrollment information, forms required and timelines for submission

An enrollment meeting with Center Administration is required prior to all enrollments. The enrollment process consists of a phone call, drop-in, e-mail, tours, personal contact or any other request for information. In this session, necessary forms are completed and parents have the opportunity to discuss their child and the program in depth. Forms to be completed include:

- Enrollment Form: needed by the 1st day of attendance
- Health History Form: needed by the 1st day of attendance
- Getting to Know You Form: needed by the 1st day of attendance
- USDA Household Income Statement and Enrollment Application-needed the 1st day of attendance
- Emergency Card-needed by the 1st day of attendance
- Immunization Record-needed within 3 months of start date
- Health Report-needed within 3 months of start date
- Parent Handbook Acknowledgement Form-needed within the 1st week
- Photo Release Card-needed within the 1st week

Items parents provide and those provided by the center

Parents or guardians are asked to provide the following: (all clothing and supplies MUST be labeled).

For toddlers or children not yet potty trained:

1. Disposable diapers, diaper creams or powder.
2. An extra set of seasonally appropriate, labeled clothing.
3. One napping item; i.e. pillow, cuddly toy, blanket.
4. Sunscreen and bug spray when needed.

For preschoolers:

1. An extra set of seasonally appropriate, labeled clothing.
2. One napping item; i.e. pillow, cuddly toy, blanket.
3. Sunscreen and bug spray when needed.

The YWCA Child Development Center is very well equipped for the development of children. To avoid lost or damaged toys, we discourage children from bringing toys from home to the center. The YWCA Child Development Center will not be responsible for any lost or damaged toys.

For all children:

Parents will supply a nutritionally balanced lunch and/or evening meal for their child if she/he is attending during that time. A nutritionally balanced meal would include: a
serving of whole grain, a serving of protein (meat, fish, cheese, peanut butter, eggs, etc.), a fruit or vegetable or 2 fruits or 2 vegetables. YWCA will provide milk for meals.

**Parent access to center for observation**

The Child Development Center invites you to visit the center and wants you to feel free to ask questions. We seek your active involvement as parents or guardians in the center’s program, particularly in following your child’s progress. Parents or guardians are welcome to join us at lunchtime, on field trips, for special events, or daily activities. Please contact your child’s teacher to make arrangements. We also encourage you to attend family events and Parent/Teacher Conferences. As parents or guardians, you are welcome to visit the center at any time unless access is denied by a court order and that order is on file at the center.

Some of our special events do occur at our downtown location. This space is utilized for these events because it will accommodate the number of people attending. All YWCA families are encouraged to attend.

**Pets and animals**

The YWCA does not keep dogs or cats on the premises of the center. Any dogs or cats that may visit a classroom must be vaccinated against rabies and must be tolerant of children.

Visiting pets will be handled in a manner which protects the well being of both children and pets.

No pets may be in the food preparation area.

As a general rule, the YWCA Child Development Center has only fish as classroom pets due to possible allergies of children, staff, parents, or visitors to our program. On occasion, the classroom may be studying a specific animal, fish, etc. and have a visitor bring that animal in for the children to see. For example, the children may be learning about spring and the teacher may bring in tadpoles so children can watch the tadpoles turn into frogs. In that case, the parents will be notified by the classroom teacher prior to the introduction of the animal, fish, etc.

**Children’s records and medical log**

Records concerning your child (i.e. enrollment forms, health records, written Parent/Teacher Conference Reports) are confidential and will be accessible to the YWCA personal, and the persons designated by the Department of Children and Families, or the Child and Adult Care Food Program when reviewing our records. These records are available for your review per a written request.
Information regarding medications a child receives while attending child care at the YWCA and any injuries sustained will be documented in a bound book designated as the medical log book. Each classroom will have a medical log book to document this information.

**Center philosophy**

The early childhood years are “busy” and active years where children explore through their five senses and learn through their play. The YWCA Child Development Centers will provide your child with a safe, warm, and cheerful environment designed to meet the needs and interests of the “young at heart.” We believe that “the most important child is every child.”

Serving as an extension of the family, we bring parents or guardians and teachers together to provide the opportunity for happy and healthful growth for each child.

**Non-Discrimination Statement and Americans with Disabilities Act Statement**

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**YWCA Wausau Mission Statement**

YWCA Wausau is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

**Discharge of Enrolled Children**

**Communication of child’s progress between center and parents**

Parent /Teacher Conferences will be held semi-annually in May and November. Parents may request a special meeting with their child’s teacher at anytime during the year. Child care staff are expected to communicate daily with parents regarding each child’s day. This may be in the form of written communication or verbal communication.

**Availability of Rules and Policies**

Parents will receive a copy of the YWCA Child Development Center’s Parent Handbook prior to enrolling their child in the program. Additional copies are available in the Child Care Director’s office. A copy of the Summary of Child Care Licensing Regulations is also included in the Enrollment packet. Copies of DCF 251 Licensing Rules for Group Child Care Centers are available in each child care classroom.
Circumstances and procedures for termination of enrollment

Written Notice

A two-week written termination notice is required from parents or guardians. You will be responsible for the last two weeks of child care whether your child is attending the center or not. Vacation cannot be used as any part of the termination notice. There are not refunds.

Termination of child care by the YWCA Child Development Center

In some circumstances, the YWCA Child Development Center may terminate care. In this case, Center Administration and program staff will make every effort to involve the parents or guardians, and other resource persons (as appropriate) in order to decide together the best course of action for this child. Termination of care may result from the following instances:

- Non-payment for child care services and/or lack of adherence to our fee payment policies and procedures. (Immediate Termination)
- Abusive behavior and/or verbal threats by parents, guardians, or child toward program staff, other parents, guardians, or children. (Immediate Termination)
- Continued failure to comply with program policies.
- Child exhibits severe behavioral problems which could endanger safety of self and/or others.
- Lack of cooperation from parents with the program’s efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings or conferences.
- Child exhibits special needs, or needs related to a serious illness, not possible to be met in the program.

In order to insure that individual needs of children are met, the YWCA Child Development Center collaborates regularly with the following resources: Marathon County Social Services, Wausau School District, Child Care Connection, Head Start, and Marathon County’s Birth to 3 Program. We are also willing to work with other agencies in our community to meet the needs of the children enrolled.

If the YWCA Child Development Center needs to terminate care, parents or guardians may be given a two-week notice in writing with options for alternative care will be discussed. The YWCA Child Development Center also reserves the right to terminate immediately if necessary.

Mutual Decision

If the parent or guardian and the center mutually agree that the YWCA Child Development Program is not the most appropriate setting for the child, the parent or
guardian may withdraw the child immediately. No additional charges will be applied and parent or guardian will receive a refund of fees paid for any days after the withdrawal.

Decision Making

Final decisions regarding discharge of an enrolled child will be made by the YWCA Executive Director and the Child Care Director.

Appeals Process

If a family feels their child was wrongly discharged the following appeals process will be used:

1. The parent or guardian will state, in writing, the concern/conflict according to their view point, within 2 days of termination of enrollment.
2. A meeting will be held between the family, Child Care Director, and YWCA Executive Director to discuss the situation and work towards a solution.
3. The YWCA Executive Director will make a final decision concerning enrollment status within 2 days of the meeting.

Documentation

YWCA staff will be completing documentation information regarding the concerns about children’s behavior or concerns in other areas. This documentation will also include information regarding what steps have been made to assist the child with growth in this area.

Documentation of letters written regarding non-payment of fees will also be collected.

Fee Payment and Refunds

All fee payment and refund policies are available in this parent handbook. Additional copies are available at the main child care office.

Access to children’s records

Upon request from a parent, the YWCA will supply a copy of all payments and charges. If parents have joint custody, parents will have access only to their account, not the account of the other parent.

A written statement will be available for tax statement purpose by February 1st. If you need this record before February 1st, please contact our office and we will provide it to you at the earlier date.
When and how parents/other sources pay

Private pay families: Payments are due Friday prior to the week of care. Payments can be dropped off in the payment box located in the child care classroom or mailed or dropped off at the downtown location.

Families using W2: The County you are working with will make payments directly to the YWCA. The amount they pay will be based on your authorization. Any co-pays will be required on Friday, prior to the week of care. Your co-payment may fluctuate based on the number of hours you actually attend.

Families using United Way Assistance: You will have a set weekly rate. Payments are due Friday, prior to the week of care.

If a family wishes to pay bi-weekly or monthly, the payments must be made in advance. Please note that four months out of each year have 5 weeks so an additional week of pay is required during these months if you choose to pay bi-weekly or monthly.

Late payment, late pick-up, and NSF checks

Charges for late payments

Fees are due Friday, prior to the week of care. If fees are not paid by Tuesday of that week, a late fee charge will be assessed. Late fee payments are as follows:
- 1 week late= $10.00
- 2 weeks late= $20.00
- 3 weeks late= $30.00

If fees are not paid in full, including the late payment charges, the child/children will be withdrawn from the program until all charges are paid in full.

Late pick-up fee

Children are to be picked up by 10:00 p.m., Monday through Thursday and 5:00 p.m. on Fridays. A late fee of $10.00 for 1 to 10 minutes per child, $20.00 for 11 to 20 minutes per child, and so on, will be assessed 15 minutes after closing. Parents or guardians or third party organizations are responsible for payment of this fee. Payment of this fee is due immediately to the staff person on duty and parents or guardians will be required to sign a late pick-up form.

Non-Sufficient Fund Check (NSF)

Any check returned to us for NSF will be charged a $25.00 fee. The YWCA Child Development Centers will maintain the option of refusing any future checks. Post-dated checks will not be accepted.
Absences (vacations, illnesses, etc.)

Charges are based on the child’s attendance schedule. Fees will be waived for absences due to in-hospitalization and absence due to death in the immediate family.

All private pay families receive a voucher for a free day. Vouchers are based on attendance. Full time children will receive 1 voucher day per month. Part-time children’s vouchers will be prorated based on attendance.

Registration and material fees

Each family pays a $25.00 enrollment fee. ($25.00 for summer school children). This money is used to help off-set the cost of field trips and other special events sponsored by the Child Development Centers. Additional fees may be charged for special programming at the YWCA. Information concerning these programs is available by contacting the main office.

A materials fee will be charged to each family on January 1 to off-set the cost of additional field trips and special events.

Refund Policy

The YWCA Child Development Centers offers NO refunds.

Additional fees for field trips, lunches, or lessons

If a family enrolls their child in activities such as “Music and More” or the “Babysitting Clinic”, additional charges will apply.

Sliding fee scale, discounts, and referral bonuses

Sliding fee eligibility:

Working families: In order to be eligible for a reduced fee, verification of gross monthly household income is required at the time of enrollment and your income must fall below a specified level. Both parents must be working or looking for work, or in the case of a single-parent family, that parent or guardian must be working or looking for work. Periodic verification will be required thereafter. The family must live in Marathon County. We also require the family to apply for W2. If they qualify for W2, this will be their main source of assistance. If your employment status changes, you are required to notify us immediately.

The YWCA Child Development Center is a United Way Agency. The sliding fee is provided my United Way of Marathon County and the YWCA Child Development Centers subsidies.
Students: In order to qualify for the sliding fee program, you must be taking a minimum of 6 credits at a post high school institution. Twelve (12) credits or more qualify you for full-time care. Six to eleven (6 to 11) credits qualifies you for part-time care under the YWCA Child Development Center’s definition of part-time. A copy of your schedule is required along with a signed release form allowing the YWCA Child Development Centers to obtain information from the institution regarding your student status. If you drop out of school, your sliding fee rate terminates immediately. A “C” average or better must be maintained in order to be eligible for the sliding fee rate the following semester. Students must discuss with the Center Director the options available for child care during school vacations and breaks.

Discounts
The YWCA Child Development Center has no discounts.

Referral bonus
Any family who refers another family to the program and who remain enrolled for 3 months will receive 1 free week of care.

Fee determination methods and fee calculating method
Fees are determined by enrollment status (full-time, part-time, or drop-in) and attendance. Parents or guardians are responsible for checking children in and out of the center daily. Failure to do so may result in charges for a longer period of time than your child actually attended.

Full-time/ part-time attendance defined
Please see pages 2 and 3 under Attendance methods, part and full-time definitions and minimum attendance hours

Child Education

Religious training (including holiday celebrations)
The YWCA Child Development Centers is not affiliated with any religious organizations. We do, however, offer some events around traditional Christian holidays, i.e. Hanging of the Greens at Christmas time, St. Valentine’s Day, Halloween parties, etc. These events are geared more as social times for families and staff to get to know each other better.

Written plan for early AM and late afternoon care
From 6:30 a.m. to 8:30 a.m. and from 5:30 p.m. to 10:00 p.m., children will be arriving and departing from the center. Children will be combined in mixed age groups.
throughout the day. To accommodate the individual and developmental differences in these age groups, carefully planned activities and choices will need to be coordinated. The early morning plan will be implemented by the opening teacher and the late afternoon plan will be implemented by the closing teacher. These activities will be completed for one week at a time. Lesson plans will be overseen by child care administration and will be posted.

Outdoor play

Daily outdoor activities are a part of our morning, afternoon, and early evening (when the season permits) schedule. In extreme weather, the Child Care Director or in her absence, the Assistant Director will determine whether conditions are acceptable for outdoor play. If a child is well enough to be at the center, the child is generally assumed he or she is well enough to go outside. Our general guideline is that if the temperatures, including the wind chill factor is 0°F or above, the children will go outside for a short period of time.

Developmentally appropriate programming for preschool and school-age children

Activities developed for both the preschool and school-age children are based on current trends in child development.

Center Schedule

Classroom schedules will be carefully coordinated among teachers and child care administration. Accommodations will be made for quiet/active playtime, individual and small group time, outdoor play, breakfast, lunch, and snacks, evening meal, naptime and arrival and departure of children. Consideration for the amount of time needed to transition and clean up between activities will also be taken into account.

Communication with parents (daily, weekly, semester)

Communicating with families is a critical component in caring for children. It is important that the lines of communication remain open, honest, and mutually respectful. This is not an easy task. It is often necessary for the child care staff to set the tone for positive communications. Often, teachers must initiate conversations with parents.

Communication with parents or guardians will be professional, respectful, and positive. Written communication from the teachers should be positive and grammatically correct.

It is important to keep the Child Care Director informed of all parent concerns. The Director has an “open door” policy. This means parents are encouraged to call or stop in and talk with the Director. Any concerns or problems regarding communication between parents or guardians and teachers should be discussed with the Child Care Director or in her absence, a note should be written. The Child Care Director may be reached at 715-842-3381, ext. 107.
We also send home monthly Child Care Newsletters, quarterly YWCA bulletins, daily verbal communication or written communication. The 4 year old Kindergarten Program, located at our main site, sends out a weekly newsletter regarding upcoming events.

Head teachers and the 4 year old Kindergarten teacher also meet with parents or guardians twice a year for parent/teacher conferences. Conferences are usually held in November and May. These conferences are a time to discuss currently where your child is developmentally and make plans for the goals the team (parents and YWCA staff) would like to accomplish in the next 6 months.

Parent/teacher conferences may also be held anytime upon request if a parent would like additional time to discuss their child’s progress.

We also request that parents keep up-to-date with changes in their lives that may affect their child’s behavior as well as their ability to participate in daily activities. Our reason for requesting this information is so we can better prepare the day to assist your child in ways that will provide the best learning and care environment for him or her.

The center supports an “open door” policy. We encourage parents or guardians to visit anytime unless access is denied by a court order and that order is on file at the center. We also encourage you to participate in special events, field trips, lunchtime or whenever you have a free moment.

**Cultural Diversity**

A portion of the mission statement of YWCA Wausau is to eliminate racism. With that said, we strive to positively promote all people of different ages, cultures, and developmental abilities through use of books, puzzles, posters, dolls, etc. that represent all people that make up our world. Children, families, and visitors are treated with respect regardless of age, culture, or developmental ability.

**Water activities, safety, swimming, wading pools, and supervision of these activities**

In our classrooms, we encourage water play by using water tables. These water tables are cleaned daily. Our classroom may also extend to our playground. During the summer months, we will also incorporate water play in water tables outside. We may also use a sprinkler outside during the summer months for the younger children.

**Transitions**

Successful transitioning from one activity to another is one of the most challenging components of classroom management. Successful transitions are carefully planned and coordinated among the staff. A team effort and consistent, age appropriate expectations are a critical element in planning transitions. Care should be taken to
avoid having children waiting for more than a couple of minutes, avoid waiting in lines, and always having materials and activities prepared for children ahead of time.

During the course of the day, children will be transitioning from one activity to the next. In order to eliminate waiting in line, teachers will sing songs and play games with the children. This will not only make the time seem to go faster, but it will also diminish or eliminate behavioral issues.

Walking field trips

The children and staff will sometimes take walking field trips or just go for walks in the neighborhood. If the group goes on a planned walking field trip, the teachers will let you know ahead of time where they are going and approximate arrival and departure times. If groups go for a neighborhood walk, they will post on the classroom door a list of children and teachers who are on the walk, the approximate departure and return times, and the name of the specific destination if there is one. Sometimes, the group has no specific destination, but might go for a walk to collect leaves, find spring flowers, see how their world has changed since their last walk, etc.

Curriculum

The YWCA Child Development Center will utilize the Creative Curriculum in both the child care classrooms and the 4 year old kindergarten classroom. Themes will be used as well as developmentally appropriate activities. Learning areas will be set up in the classroom. These learning areas will include: science or discovery, sand and water play, library, writing center, arts and crafts, table top play, dramatic play, block area, large and small muscle play, and music. Teachers will be responsible for enriching these areas with theme based materials needed for the activities that will provide children with the opportunities to learn the skills and concepts focused on for the week. Activities will promote hands-on, active learning. Child directed activities will be maximized. Children will be allowed to choose from a variety of activities for the majority of the day. A balance of indoor and outdoor, individual and small group and quiet play will be provided on a daily basis.

Curriculum plan time frame

Typically, lesson plans will cover a one week time period. However, some themes lend themselves to more exploration. In those cases, themes may cover a period of time longer than one week.

Center educational philosophy

It is the philosophy of the YWCA Child Development Center that children learn best through active, hands on, age appropriate play activities. We believe that children require a safe, warm, flexible, and caring environment to grow with developmentally
appropriate activities that are enjoyable and encourage physical, intellectual, social, and emotional development with respect to cultural and individual differences.

**Child Guidance**

**Appropriate ways to manage crying, fussing, or distraught children**

We understand that sometimes children cry, are fussy, and become distraught during their day. The teacher’s first reaction will be to attempt to determine the cause of the distress. The distress may be due to hunger, comfort, or it might be the child just needs some extra time and attention. We understand that crying is normal, and that all children have times when they cannot stop crying. For times when this might occur, teachers are required to approach children in a positive, calm manner to offer comfort, assistance, or guidance to help the child transition to a happier, more content state or to assist them to work through the situation in a positive manner. At times, we may need your advice or assistance, and if necessary, we will call you for this advice or assistance.

Using a calm approach helps the child calm down so as partners, the teacher and child can work through the situation.

**Provisions for positive guidance, redirection, and setting of clear-cut limits for children and for developing self-control, self esteem, and respect for the rights of others**

The goal of guidance is to “train, teach, or instruct.” The YWCA Child Development Center will utilize positive guidance techniques and age appropriate classroom management and lesson planning to assist children in the development of self-control. We will focus on choosing techniques that will allow children to learn to make appropriate choices, foster self-esteem, and promote respect for the rights and feelings of others.

Teachers shall provide positive guidance, redirection, and setting clear-cut, age appropriate limits. Our physical, social, and emotional environments are also designed to help the child develop self-control, self-esteem, and respect for the rights of others.

**Time-out procedures (specific behaviors, time limits, age limits) and staff guidelines for use of time-outs**

The YWCA Child Development Center staff does not use time outs as a method for guiding children’s behaviors. Instead we use a time away for children three years of age and older. In this procedure, children are asked to move away from the area for a short period of time. During this time the teacher will talk with the child about better ways to handle the situation. The child is then reintroduced to the situation. The teacher will remain nearby to encourage the child to use the appropriate behavior and “catch” him or her using appropriate behaviors.
Specific guidance techniques for all children

1). Simple, clear and consistent expectations for all age groups. Simple behavior guidelines include:

- Treat everyone with consideration and respect.
- Only teachers or parents will open doors/push elevators buttons.
- Children remain outside of the kitchen.
- We use walking feet.
- Take good care of materials and equipment in the classroom and play yard.
- When playing indoors, we will use inside voices.

2). Natural and logical consequences will be used. Natural and logical consequences are related to the misbehavior. Staff will respond immediately to resolve and intervene in inappropriate behavior. Acceptable techniques include the following:

- Proximity Control: often times, an adult presence is all that is needed to encourage children to make appropriate choices. Simply walking around the classroom, playground, sitting with children at mealtime, or keeping close to children’s activities is the most effective method of management.
- Redirection: discussing and assisting children to understand appropriate and inappropriate behavior choices. Redirecting children’s play or behavior to another area or piece of equipment that is more appropriate. Time outs in the traditional form are not acceptable.

Prohibited punishments; informed parents that certain punishments are prohibited even at parental request

Children will not be punished for lapses in toilet training. Meals, snacks, or naps will not be forced or withheld as a form of discipline. Outdoor play will not be withheld as a form of discipline. Even at parental request, no child will ever be hit, shaken slapped, tied, bound, confined in a small space, spanked, or physically harmed as a form of discipline - at any time. Children will not be humiliated, frightened, verbally abused, threatened, nor have derogatory remarks made about them or their family - at any time.

Techniques for transitions so that children are not waiting in large groups or in long lines

Please see page 15 final paragraph under Transition

Classroom arrangement, materials, and programming which will contribute to providing clear guidelines and promoting positive behavior

The classroom environment will be arranged to assist the teacher in setting clear limits and discouraging inappropriate behaviors. Items in the classroom will be
developmentally appropriate, safe, and clean. The daily schedule will allow for flexibility to meet the needs of the children.

**Parental involvement in solving problems**

Contacting parent or guardian: parents or guardians will be involved in solving behavioral concerns. Discussion with parents regarding a child’s behavior will not occur in front of the child. Speaking in front of the child may damage his or her self-esteem.

**Techniques used to control unwanted/inappropriate behaviors, such as biting**

The procedures listed below will be used to control unwanted/inappropriate behaviors, such as biting. If a child bites or demonstrates another unwanted/inappropriate behavior, child care staff will utilize the following procedure.

1. The child who demonstrated the unwanted behavior will be removed from the area. He or she will be given time to calm down. The teacher will then discuss with the child what the inappropriate behavior was and what should be done next time. If there is another person who was injured in this situation, the child will be required to check on the injured person to make sure he or she is okay. The child will then be allowed to return to play with the teacher monitoring the child to assist if the child begins to demonstrate the inappropriate behavior again or encourage or praise the child for a successful attempt to change his or her behavior.

2. The child who has been injured will be comforted and if the child receives an injury, first aid procedures will be followed. The child may also be given appropriate terms to use in case another child demonstrate the inappropriate behavior towards them. (For example, the child injured may be given words like “stop”-if another gets too close, I don’t like ____ (the behavior), call for teacher’s assistance, etc.)

3. Child care teachers will document any injury a child sustains on an accident log sheet and in the medical log/accident book. The parent of the injured child will be either notified at the end of the day, or if necessary, a call will be made by the child care director, assistant director, or head teacher. The parent will sign the accident log sheet at pick up time.

4. For the child who has demonstrated the inappropriate behavior, the teacher will write down a description of what occurred, including the time of the day and if there were other situations we should be aware of (child had a runny nose and was coughing, the other child took a toy out of this child’s hand, etc.) This will be done to help the program staff determine if there are patterns that need to be addressed. The parent of the child demonstrating the inappropriate behavior will also be told about the situation. If inappropriate behavior continues, the child care director and head teacher may request a conference with the family to determine the next appropriate step. This step may include a referral to the Wausau School District, the Family Resource Center, the child’s physician, or other appropriate agencies or individuals.
5. In order to provide the best care based on the child’s needs, the parent will also be required to complete a release of information form so the child care center staff may talk with the individual or agency where the referral was made. This way, we can all be working together.

6. In some situations, after the center staff has worked with the family and other agencies, we may find that the YWCA Child Development Center is not the most appropriate setting for this child. In that case, a meeting will be held with the family to discuss additional options.

7. On other occasions, the parent may not be willing to provide the release of information or be willing to work as part of a team. In those instances, the YWCA Child Development Center may dismiss the child from the program.

Contingency Plans

Written plan for responding to fire

The program will perform a fire drill on a monthly basis. Teachers will be required to take with them their sign in/out sheet as well as the emergency information for the children in the group. In the event of a real evacuation, child care administration and office personnel will make calls to parents while child care staff members attend to the needs of the children. Child care teachers will remain with the children until all parents have picked up their children.

Written plan for responding to a tornado

Tornado drills will be practiced monthly during the months of March through October. Teachers are required to take with them their sign in/out sheet as well as the emergency information for children in the group. In the event of a real tornado, administrative staff will make calls to parents while child care staff members will attend to the needs of the children. Child care teachers will remain with the children until all parents have picked up their children.

Written plan for responding to severe weather emergencies

If the YWCA Wausau Child Care Programs must be closed due to severe weather, an announcement will be made on WAOW TV 9, WSAU TV 7; FOX 55, WIFC, WSAU, and WDEZ. If Northcentral Technical College is closed or closes early due to weather, the child care program will be closed for the day or will close at the time NTC closes. If the NTC site closes, care is available from 5:45 a.m. to 5:30 p.m. at our downtown location unless that building is closed too.

Written plan for extreme heat or cold temperatures in the building

The temperature in the building will be between 67°F and 90°F. If there is a problem with the heating or cooling system, loss of electricity, water, or other plumbing problems in the building affecting the childcare program, children will be moved to the Health
Science building until arrangements can be made for the children to be picked up. If all buildings on the NTC campus are affected, the children will be moved to the downtown location, using the YWCA van. Care will be available for children until 5:30 p.m. If loss of heat occurs in the evening, the parent or guardian will be contacted and the children will be sent home.

**Written plan for responding to threats to the building or its occupants**

If there are threats to the Northcentral Technical College Campus, and it is possible, children and staff will be evacuated to the YWCA Wausau building (613 5th Street, Wausau). If children are not able to leave the campus, children will remain in their designated area, doors will be locked, and children will be required to stay away from all doors or windows. Staff will keep the children as occupied and engaged in activities as possible or as quiet as possible, depending upon the situation. The Wausau Police Department and NTC security will be contacted immediately.

If there is a threat to any occupant in the building, all doors and windows will be locked. No one may enter or exit the child care space. Children will be moved to an enclosed classroom so they are not near any windows. The Wausau Police Department and NTC security will be contacted immediately.

**Flash flood procedures**

When the area has had rapid rainfall and the Kanga room must be evacuated due to the threat of a flash flood, the YWCA staff will follow this procedure:

1. Office staff members will monitor announcements of flood watch or warning.
2. Child care teachers will be made aware of the situation.
3. Parents will be called and if parents cannot be located, emergency contacts noted on the enrollment form will be contacted to pick up the children.
4. Children remaining will be moved to a safe location in the Health Science building.
5. In the calmest manner possible, the child care personnel will transition the children to the nearest safe place possible.
6. The child care administrator and assistant director (s) will be called immediately to assist the group. The child care administrator will contact the YWCA executive director.

As soon as children have been transitioned, teachers will stay with them while other personnel start calling parents, guardians, or emergency contacts to pick up the children.

1. All children will be accounted for and assessed for injury.
2. In the case there is an injury, the proper authorities will be called if necessary and standard first aid procedure will be initiated immediately.
3. The staff will remain with the children to reassure them and keep them as calm and safe as possible.
Loss of building services

In the event that heat, electricity, or water services are not available at the building, parents, guardians, or emergency contacts will be called to pick up the children. The children may be moved to the downtown YWCA building at 613 5th Street.

Circumstances such as medical emergency, illness or other situation requiring immediate attention that may be disruptive to a child or children in the center

If a situation like the one described above occurs, child care staff will contact the child care director and NTC security, the child care director will go to the NTC site to assist immediately. Child care director or NTC security will assist with the emergency while child care staff remove other children from the area, comfort and calm them. If an injured child or children need a child care staff member to care for them, an office staff member will then go with the other children and child care staff to assist.

Child and staff injury procedure for both a severe injury and a minor injury occurring on the center premises

If a child becomes injured while at the YWCA Child Development Centers, the following procedure will be occurring:

1. Superficial wounds will be cleaned with soap and water only and protected as necessary. Parents or guardians will receive an accident report on this minor injury and the injury will also be documented in the accident log/medical log book.
2. If the injury does not appear to be serious or life threatening, but may require medical attention, the parent or guardian will be notified and asked to determine the necessity of medical attention.
3. If it is necessary to call 911 for an ambulance, the parent will be immediately contacted. All ambulance fees incurred are the responsibility of the parent or guardian. A member of the child care staff will go with the child and stay with him/her until a parent or guardian has arrived. The child care staff member will take with them the child’s enrollment sheet and any other documentation regarding specific health information about the child.
4. In case of medical emergency treatment, all children attending the YWCA Child Development Center will be transported to ASPIRUS WAUSAU HOSPITAL unless prior written authorization from the parent is on file to transport the child to another location.
5. Written permission from the parent to call the family physician or refer the child for medical care in case of accident or emergency will be on file at the center.
6. Medical logs are kept and all accident records will be reviewed by the child care administration with the staff at least twice each year, typically during March and October in order to determine that all possible preventive measures are being taken.
Child and staff injury procedure for both a severe injury and a minor injury occurring on field trips

Before leaving the child care center premises, staff will follow this procedure:

1. A cell phone or money to call from a pay phone will be taken with the group.
2. A copy of all emergency contact information for the children will be taken with the group.
3. All groups will take a first aid kit with them. Items to include are disposable gloves, band aids, and clean paper towels in a sealed disposable bag.

If a child receives a minor cut or scrape, staff will first clean area with water and soap (if available), apply ice or a band-aid as appropriate for the injury. If there are bodily fluids involved, the teacher must wear disposable gloves. After a child’s injury, staff must complete an incident/accident form and document it in the logbook. Staff will share information with the parent or guardian at pick up time and get a signature from the parent or guardian on the incident/accident form.

If a child has a more serious accident, where the child may need additional medical attention, the child care director or in her absence, assistant director must be notified as soon as initial first aid is received or immediately if an ambulance is called. Again after the child has received medical attention, an incident/accident report must be completed and signed by the parent or guardian and documentation of accident must be written in the accident/medical logbook and on the accident report form. If a child must see a physician due to an accident or injury received while at the center, the child care director or in her absence, the assistant child care director will complete an accident report that must be submitted to the Department of Children and Families within 48 hours of the incident. Parents will be asked for the name of the physician, treatment center, and the diagnosis of the attending physician to add to this report.

First aid procedures staff members will follow for minor injuries such as bumps, bruises, slivers, and scrapes include:

1. Wash broken skin with mild soap and warm water. Dry and apply bandage.
2. For bumps and bruises, apply ice or cold compress to reduce swelling and pain.
3. For slivers, if protruding from the skin, gently remove. If under the skin, wash with soap and water, dry and apply bandage.
4. No ointments, salves, or antiseptic lotions may be applied. Only soap, water, bandages, and cold compresses or ice can be used.
5. All minor injuries will be recorded in a cloth bound logbook including information on how the injury occurred (location and what occurred), child’s first and last name, date and time, first aid treatment applied, and staff member’s signature. An accident report form will also be completed.
6. Parents will be notified of the injury and date and sign the accident report form at pick up time.
7. UNIVERSAL PRECAUTIONS will be followed for handling of all blood and bodily fluids. Disposable gloves are available in each first aid kit, in each classroom, and by diaper changing stations.

Daily attendance and child location at all times

A parent or guardian must sign their child or children in at arrival time and out at departure time each day. Parents need to bring their child directly to his/her classroom or group. Parents or guardians should allow extra time to ensure that this transition is a positive one. The YWCA does require the parent or guardian call the center to inform us when your child will be absent. If you do not call, a YWCA staff member will contact you to determine why the child is not attending.

Child care teachers are responsible for knowing the name of the children, the number of children in their group and the whereabouts of all children under their care.

Emergency contact person

Located by each phone in the child care classroom, is a list of individuals who are available to assist the child care program at anytime and can reach the center within 5 minutes.

Procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified

If someone other than the parent or guardian comes to pick up a child the following procedure will be used:

1. The individual will be asked to show identification.
2. The person requesting the identification will check to see if this person is authorized to pick up the child and will check with the administrative assistant and the classroom teacher to see if the parent or guardian has contacted the center regarding this change in person picking up the child. If that individual has been previously authorized and we have had confirmation from the parent or guardian, he or she will complete a child pick up form.
3. If the individual is authorized, but we have not had prior confirmation from the parent or guardian, we will contact the parent or guardian to get permission. He or she will complete a child pick up form.
4. If the person is unauthorized, but we have had written confirmation from the parent or guardian for the individual to pick up the child, he or she will be added to the list of authorized individuals to pick up the child. He or she will complete a child pick up form.
5. If the individual is not authorized to pick up the child and the parent has not given permission for this individual to pick the child up, the parent or guardian will be contacted and give permission for their child to leave with this individual. The
parent or guardian will also be asked if this individual should be added to the authorization to pick up list. He or she will complete a child pick up form.

**Posting emergency numbers**

Located by the phone in the child care classroom is a list of emergency contact numbers.

**Motor vehicle availability or emergency vehicle availability**

An ambulance or staff vehicles will be available for emergency situations.

**Emergency supplies (flashlights, blankets, radio, extra batteries) and storage**

Each classroom will have a flashlight. Additional flashlights are available through the child care director's office. Blankets, radio, extra batteries, and extra first aid supplies are located in the storage room in the bin marked extra first aid supplies.

**Special evacuation considerations for children/staff with physical/mental disabilities**

For individuals in need of special evacuation considerations, a YWCA staff member will be assigned to help that individual evacuate the building. A backup person will also be assigned in case the regular person is not available to assist.

**Safe location for children after emergency evacuations**

When children evacuate for a fire drill, they will leave the child care classroom, exiting into the Agriculture and Community Education office area. Turn left to the end of the hallway. The group will turn right at the end of the hallway; exit the Agriculture and Community Education offices to the hallway. This hallway is the tornado shelter. The secondary route is to go to the Agriculture and Community Education offices area and turn right. Exit the area via the main doors, turn left to the first hallway on the left. This will be the tornado shelter.

For fire evacuations, the children will exit the main classroom door to the sidewalk. They will walk down the sidewalk towards the Workforce Learning Solutions building. Turn left at the end of the sidewalk and meet on the grassy area near the main driveway.

As a secondary exit, the children will exit classroom door at the end of the hallway, turn right, exit the Agriculture and Community Education area, turn right and exit the main entrance. They will walk down the sidewalk towards the Workforce Learning Solutions building. Turn left at the end of the sidewalk and meet on the grassy area near the main driveway.
Children’s records and emergency situations

In the case of an emergency evacuation, the classroom binder that has a copy of children’s enrollment form, including emergency contact information and health history will be taken with the group.

Custody issue disputes

In situations regarding custody of children enrolled in the YWCA Child Development Centers or our 4 Year-old Kindergarten Program, we require verification of custodial arrangements. Parents should know that without legal documentation, we cannot presume one parent has more or less rights than the child’s other parent. Parents are required to settle their issues away from the program. If parents have a dispute and bring that dispute to the YWCA grounds, the Wausau Police Department will be called to escort these individuals away from the program.

To protect all children enrolled in the program, if a situation occurred where parents had a dispute on the premises, all children would be removed from the area and taken to a safe location where they could not hear or see what was occurring nor be aware of a visit from the police department.

Action to be taken when authorized pick-up person appears impaired by drugs or alcohol

If an authorized pick-up person arrives at the center and appears to be impaired by drugs or alcohol, the staff person in charge will attempt to keep the individual at the center, away from the children while another staff member contacts an alternate pick-up person.

If the person who appears to be impaired by drugs or alcohol takes the child, the staff person in charge will contact the Wausau Police Department and give as much detail regarding the vehicle, including the license plate number if possible. This will be done to diminish the risk of your child, you, or another person being seriously injured.

Procedure for releasing a child to a person who is not a parent or not authorized to pick up a child

Please see page 22, number 5 under procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified.

Health Care

Ill child definition, care, isolation, and removal

At the YWCA Child Development Centers, we define an ill child as:

- A child who has a temperature of 101 degrees or above.
A child who has had diarrhea or vomiting within the last 12 hours.
A child who has any new rash other than one on the diaper area.
A child who requires one-on-one care.
A child with head lice.
A child that has skin or mouth lesions.
A child who has been diagnosed with a communicable disease, but has not completed the minimum time required to be absent from the center for that particular communicable disease. (Please check with your physician or the child care director for additional information regarding the time period for your specific situation).

Because we want to keep illnesses to a minimum in the center and are not staffed to care for sick children, we ask that your child stay at home when he or she meets the criteria stated above.

When a child returns to the center after an illness, he or she needs to be able to go outdoors when weather permits and participate in regular daily activities. If you feel your child should not go outdoors, you should keep him/her home from child care.

If your child becomes ill while under our care, we will notify you and ask you to pick him/her up within one (1) hour. If you are unable to pick up your child within one hour after being contacted, you are responsible for arranging to have a RELIABLE backup individual come pick up your child. Please contact us with the name of this individual.

If you cannot be reached first, an emergency contact person will be called to pick your child up. This is why it is very important for you to keep us informed of any changes in home, work, or cell phone numbers of yourself and emergency contact people. While your child waits for you to pick him or her up, he or she will be provided with his/her own cot and his/her own sleep items in semi-isolation.

The director or her designee will make the determination when a child needs to go home from the center due to illness.

**Communicable diseases exclusion and notification to public health**

Remember, some illnesses are highly contagious and may be subject to State Public Health Statutes. Rules and recommendations for return to child care are as follows:

- Chicken pox-7 days with all pox scabbed over and dry.
- Diarrhea-no diarrhea within last 12 hours.
- Vomiting-no vomiting within last 12 hours.
- Impetigo-dry, healing skin with no crusts.
- Conjunctivitis or “pink eye” – drainage from eye gone and child must be on medication for at least 24 hours.
- Lice-nit free.
- Fever-free for at least 12 hours without the aid of a fever reducing medication.
- Strep throat-on medication for at least 24 hours.
Coxsackie or “hand, foot, and mouth” disease-fever free for 12 hours.

− Scabies-after treatment of child and environment.

When a child is suspected of having a communicable disease or condition, (such as-but not limited to-chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria, or meningitis), the Marathon County Health Department and the Department of Children and Families will be notified by the child care director or designee.

When a diagnosis of a communicable disease is made, the exposed child (ren) or staff member shall be watched for symptoms of the disease and the parents shall be informed by notices posted in the elevator and on the door of lower level child care.

A child or staff member may be re-admitted without a statement from a physician after a communicable disease if the child or staff member has been absent for a period of time designated by the Health Department.

Medical log responsibilities, entries, and review

Medical logs are kept and all accidents and medications given to the children are recorded in this book. All accident records will be reviewed by the child care administration with the staff at least twice each year, typically during March and October in order to determine that all possible preventive measures are being taken.

Medication administration and storage

We will give children medications under the following circumstances:

− When dosage/treatment cannot be adjusted to exclude child care hours.
− When a chronic medical problem may make urgent administration necessary.
− When giving medication enables a recovering child to return to child care sooner.
− A situation where home administration is not possible.

Medication which we can safely administer include:

− Those prescribed by your doctor.
− Those not prescribed, but available over-the-counter, for which written instructions are given by your doctor or are specified on the label.

In order to be able to give any medications, the following rules apply:

− A signed, dated written authorization from the parent or guardian is on file with dosage amount and time of dosage specified. Parent must also sign in any medication.
− Prescription medication is in the original container and labeled with the child’s name, name of drug, specific dosage, and directions for administering, date and physician’s name.
Over-the-counter medication is in the original container. Dosage and directions for administering the medicine will be followed according to the label unless specified in WRITING by a parent or guardian and approved by child’s physician. Pain/fever reducing medications will be administered only when the origin of the fever is known and non-contagious. We reserve the right to refuse to give medicine dosages if they appear too high based on the recommended dosage on the label.

It is also important to ask parents about medications on a DAILY basis. Although a parent is telling an opening staff member verbally, we also require the staff member to make sure to forward a note in our staff/parent or guardian communication notebook each day the medicine is required to inform other staff about the need for medication.

Once the child’s medicine has been administered, it will be written down on the parent permission form as well as in our medical logbook.

Medication is sent home each Friday or on a daily basis. Please follow the medication checkout procedure.

All medication will be stored in a place that is not accessible to the children. This may be in a specific cupboard or the refrigerator depending upon what is required.

Medical Authorization

Parents must complete a medical authorization form prior to dispensing of any medication.

Errors in Medication or Missed Dosages

In the event that dosages are missed or there are errors in medication administration (wrong dosage or wrong child), Child Care Administration and the children’s parent or guardian will be notified immediately.

Cleanliness

Children’s hands will be washed with soap and water before eating and after toileting. Children’s hands and faces will be washed after meals.

Persons working with children will wash their hands with liquid soap and hot water before handling food and before/after assisting with toileting.

Wet or soiled clothes will be changed promptly from an available supply of clean clothing. Wet and soiled clothing, according to licensing regulations, cannot be rinsed. These will be placed in a plastic bag and sent home.

Disposable gloves are provided for all staff to use when changing wet or soiled clothing, changing soiled diapers, or cleaning up blood or vomit.

Sanitation of toys and equipment

All toys and equipment will be sanitized on a regular basis.
Universal Precautions

♦ Center staff will adopt universal precautions when exposed to blood and blood-containing fluids and injury discharges of all children.

♦ All persons exposed to blood or blood-containing body fluids and tissue discharges will wash their hands immediately with soap and warm water.

♦ Single use disposable gloves will be worn if there is contact with blood-containing body fluids or tissue discharges. Hands will be washed with soap and water after removal of gloves. Gloves will be discarded in plastic bags.

♦ For spills of vomit, urine, feces, blood or other bodily fluids, YWCA staff will clean and disinfect the area including floors, walls, toilets, table tops, toys or other areas.

Bodily Secretions

Runny noses, eye drainage, and coughed up matter will be wiped with a disposable tissue, used once and placed in a plastic-lined container. Whoever does the wiping, will wash his or her hands immediately. Bodily secretions on surfaces will be washed with soap and water and disinfected with a bleach solution of 1/8 teaspoon to 2 cups water. This solution is made fresh daily. Hands will be washed immediately.

Hand washing procedure for staff and children

All staff and children at the YWCA Child Development Centers will utilize proper hand washing techniques. Hands should be washed and rubbed together from the wrists down with an appropriate soap under warm running water after toileting, before and after diaper changes, before and after each meal or snack, before and after sand and water play, or the handling of any live animal. Hands will also be washed after wiping your nose or assisting a child in wiping his/her nose, at the beginning of your day and before you go home, after cleaning up spills of any sort. Staff will model appropriate hand washing techniques and will assist children with hand washing as needed.

Glove usage and disposal

Gloves will be worn when changing soiled diapers. These gloves will be put with the soiled disposable diaper in a plastic bag, tied shut and thrown away in a plastic lined, covered garbage can.

Gloves will also be worn when cleaning up blood or vomit. These gloves will be disposed of in a plastic bag and taken to the dumpster outside immediately.

First aid-including minor injuries, handling, and parent notification

The child care staff can care for minor injuries such as bumps, bruises, slivers, and scrapes. The staff will use the following procedures to care for these types of situations:
Wash broken skin with mild soap and warm running water. Dry and apply bandage.

For bumps and bruises, apply ice or cold compress to reduce swelling and pain.

For slivers, if protruding from the skin, gently remove. If under the skin, wash with soap and water, dry and apply bandage.

No ointments, salves, or antiseptic lotions will be applied. Only soap, water, bandages, and a cold compress or ice will be used.

All minor injuries will be recorded in a cloth bound log book including information on how the injury occurred (where and how), the child’s name, date and time, first aid treatment applied, staff members signature and date. An accident report form will be completed too.

Parents will be notified of the injury and will sign and date the accident report form at pick up time on the day the injury occurs.

Universal precautions will be followed for the handling of all blood and body fluids. Disposable gloves are available in each first aid kit and in the diaper changing cabinet.

**Serious injury and accident procedure**

In the event of a more serious accident, parent or guardian will be notified immediately and an ambulance will be called if necessary. The child would be taken to Aspirus Wausau Hospital unless the parent has given the center a written request to take her or him to another hospital.

**Injury off site procedures**

*Please see page 22 under Children and staff injury procedure for both a severe injury and a minor injury occurring on field trips.*

**Source of emergency medical care**

In the event of a serious injury or accident, children will be taken to Aspirus Wausau Hospital unless the parent has given the center, in writing a request to take him or her to another hospital.

**Procedure for sharing information on a child’s special health needs with everyone responsible to care for the child**

Information regarding a child’s special health needs will be distributed to everyone who is responsible for the child in one of the following manners:

- The parent will meet with the staff working with their child and review pertinent information.
- Written information will be distributed to staff working with the child. This information will be from the parent and reviewed by the center director and the parent to make sure information is accurate.
**Health related forms and requirements**

All children are required to have the following forms on file at the center:

- Health history form - required the first day of attendance
- Immunization record - due within 30 days of start date
- Health report, completed by your child’s physician - due within 30 days of start date

**Child biting health procedures**

It is not uncommon for your children to bite each other, or even an adult, out of frustration or in anger. In the event that a child bites, the following steps should be taken:

- Tend to the bite immediately. Gently wash the bite area with warm water and soap. If the skin is broken, apply direct pressure with a soft, clean cloth until bleeding slows, then apply a bandage. YWCA staff will follow universal precautions procedures if the skin is broken and bleeding.
- If the skin is broken, parents or guardians and the child care director will be notified immediately.
- Incident will be recorded on an accident form and in the accident book/medical log and will include first aid treatment steps taken, the child’s first and last name, the date and time of the injury and location of the bite.
- YWCA staff will wash hands with soap and warm running water after tend to any bite injury.

**Insurance Coverage**

Every precaution is taken at our child care center to assure the safety of the children. If, however, a child should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier or with Medical Assistance. (The YWCA Child Development Centers insurance policy is a secondary insurance policy, which goes into effect only after your primary insurance carrier has paid).

In order to submit any charges to our insurance company, it is required that you provide the YWCA with a copy of your Explanation of Benefits, EOB, or a copy of the denial of coverage letter from your insurance company along with the bill.

**Nutrition**

It is the policy of the YWCA that children are provided with nutritious, well-balanced breakfasts and snacks. Breakfasts and snacks will be planned that please children’s palettes and that encourage children to try new foods and food combinations and will be age appropriate. Menus will be planned for one week and will be posted on the bulletin
board by the entrance of the classroom. Any changes or substitutions will be recorded on this menu.

**Parents will be required to provide a nutritionally balanced lunch and/or evening meal.**

Breakfast will be at 8:30 a.m., lunch at 11:30 a.m., afternoon snack at 2:30 p.m., evening meal at 5:30 p.m. and evening snack 8:30 p.m. A snack will be provided for children who are enrolled in after school care.

Nutritious lunches or snacks will include:
- Fruit
- Vegetables
- Meat or Protein Source (cheese, peanut butter, etc.)
- Grains or Bread (bread, pasta, potatoes, etc.)

Nutritious meals will not include:
- Potato Chips or other snack food as a main meal component
- Soda
- Cookies, brownies, cakes, donuts, etc as a main meal component.

The YWCA will provide milk or juice for meals/snacks.

If the child has a special diet based on personal or religious beliefs, the center will accommodate as much as possible. A letter from the parent must be placed in the child’s file to indicate the diet changes and the reason for these changes.

**Special Treats, Holidays, etc.**

Special treats must be made in a commercially approved kitchen. This means we can only serve snacks purchased from a store, bakery, etc.

All meals will be served family style.

It is the responsibility of the YWCA Child development Center staff to:
- Ensure proper hand washing of children and adults before and after meals.
- Sit and eat with children during all meals and snacks.
- Model good table manners and encourage friendly, courteous conversations during mealtime.
- Assist children with serving themselves.
- Encourage children to taste and enjoy new foods and model this behavior by letting children see staff tasting different foods.
NEVER force or coerce or discipline a child for not tasting foods or eating everything on their plate.

Ensure table surfaces are washed and disinfected before and after each meal.

Discuss good nutrition habits and healthy food choices during appropriate times during the course of meals or during classroom cooking activities.

Specialty menus may be developed with written instructions from the child’s physician.

**Food Allergies**

Please inform Center personnel if your child has any known food allergies. In the event of a food allergy, the YWCA Child Development Center works in conjunction with parents or guardians to provide alternative meal choices.

**Early AM and late PM feeding**

We do offer children an early morning snack to children who arrive before 7:00 a.m. Typically we do not offer late afternoon snacks. However if a child indicated he or she were hungry, we would provide an additional snack.

**School-age children and eating**

For children who attend afterschool child care, an afternoon snack will be provided. For children who attend on non-school days or summer child care, children will be provided breakfast, lunch, and an afternoon snack. For children who arrive from summer school after lunch has been served, lunch will be available.

**Night care and food**

Children attending at 8:30 p.m. will be offered an evening snack. If children indicate they are hungry in the evening after the p.m. snack, an additional snack will be provided.

**Specialty menus (vegetarian, kosher)**

If your family requires special accommodations regarding meal items (i.e. vegetarian, kosher, etc.), please contact the child care director. The director and food service manager will work with you to provide your child with a nutritionally balanced meal. In some cases, we may request you to supply specific items if we are not able to purchase due to the cost of the item or where it can be purchased from.

**Kitchen cleanliness, dishwashing, food storage, and food delivery**

The child care staff and administration will be responsible for maintaining a clean kitchen and eating area. The janitorial staff will wash floors daily in the kitchen and
eating area. Dishes will be washed in a soap and water solution, rinsed, and then immersed in a bleach/water solution.

Food will be stored in a sanitary manner in the freezer, refrigerator, or the pantry. All food will be purchased at local stores (typically Sam’s Club and Wal-Mart). YWCA staff members will be responsible for purchasing and delivering food items to the center unless the item is a specialty item that the parent or guardian will be requested to furnish.

**Transportation Policy**

Children will typically not be transported by the YWCA. The only times children would be transported by the YWCA is if, due to evacuation of the NTC site is required. Children may also be transported by a source contracted by the parent, for example the child may attend the Wausau School District and are transported to or from one of their schools.

**Additional Policy Information Regarding Care for Children 6 weeks to 2 years**

YWCA Wausau is excited to be expanding care at our Kanga Room, located on the Northcentral Technical College Campus. This program expansion will allow us to care for children ages 6 weeks to 12 years, beginning in January 2010.

Our policies regarding admission, discharge of enrolled children, fee payment and refunds, and transportation policies will pretty much remain the same regardless of the age of your child.

There will be some changes in the forms that will need to be completed and a few of our policies to accommodate the special considerations for caring for children under the age of 2 years.

The first area of change is in the forms required. Parents of children under the age of 2 years will be required to complete a **Child Intake Form**. This form is required on the child’s first day of attendance and gives staff a better understanding of your child’s individual needs and routines. This form must be updated every **3 months**. A copy of the Child Intake Form will be kept in your child’s classroom as well as his/her file in the office area.

The **Health Report**, although the same as the form for children over the age of 2 years, will be required to be **updated every 6 months**. The rule requiring the form to be completed by a physician, physician assistant, or HealthCheck provider remains the same. Also, the date the check was completed must be no more than 6 months prior to enrollment or within 3 months after the first day of attendance. This policy too remains the same.

The program for infants and toddlers will look somewhat different from the program for the preschool or school aged child. The infant and toddler program is less structured, more flexible to the individual needs of each child. Activities planned for the children in
this classroom will be based on the developmental needs of the children in the group. Because infants and toddlers development is different from that of a preschooler, the activities and play environment will also be different. Please refer to the lesson plan posted in your child’s classroom and talk with your child’s teacher for additional information.

**Sleep Position Policy**

The policy for sleeping children is different for infants and toddlers from the sleeping arrangements for preschoolers. The sleep policy for infants and toddlers is as follows: All infants will be placed on their backs to sleep unless there is a written statement from your child’s physician, on file at the center that indicates your child is required to sleep in another position.

Also, all child care staff working with infants and toddlers will be trained in Sudden Infant Death Syndrome (SIDS) risk reduction methods prior to working with infants. This training will not only discuss conditions that may or may not result in death from SIDS, but also prevention methods we will follow at the center. These prevention methods will include placing all infants on their backs to sleep, (unless otherwise indicated in a letter from your child’s physician stating other sleep positions required), and making sure that all sheets and blankets are tucked tightly under the mattress and be kept away from your baby’s mouth and nose. We will also not allow soft materials, such as sheepskins, pillows, fluffy blankets, bumper pads, or stuffed animals in the crib. Finally, no children will use the same crib unless the crib has had sheets and blankets changed and the crib has been completely sanitized between uses by different children. No two children will ever be placed in the same crib at the same time unless we are evacuating the children during a real or practice drill (fire, tornado, or building evacuation). This evacuation crib will be sanitized after each use and sheets and blankets will be washed between uses.

All staff will also receive Shaken Baby Syndrome prevention training.

**Sanitation of toys and equipment (how and when)**

Infants and toddlers learn about their world and the objects in their world by putting these objects in their mouths. Because of this, the classroom with infants and toddlers will have a designated place to put toys aside until they can be properly washed with soap and water and sanitized with a bleach/water solution. After the cleaning and sanitizing have occurred, the toys will be returned to the shelf for the children to play with them. Otherwise, all toys and surfaces the children are in contact with will be washed and sanitized on a weekly basis.

**Contingency plan for fire and tornado evacuation**

Moving a group of infants and toddlers quickly is a challenging task. To aid in the efficiency of evacuation, we will use a crib that is designated for evacuation purposes.

**Feeding of Infants and Toddlers**
Your infant or toddler will be fed on his or her own feeding schedule. All food and formula brought from home will be labeled with your child’s name and the date brought in, and refrigerated if required. Formula should be commercial, iron-enriched type and will be mixed according to the manufacturer’s directions. If your child has an allergy or for some reason not able to tolerate iron-enriched formula, we will require a signed and dated letter from your child’s physician to serve a non-iron enriched formula.

For families using breast milk, any expressed breast milk not used after 48 hours will be discarded if refrigerated or by three months if frozen. Unused frozen breast milk which has been thawed in the refrigerator will be used within 24 hours if possible. If it is not used, it will be discarded. As recommended by the Department of Children and Families, we will thaw frozen breast milk by running cold water over it or by putting it in the refrigerator.

The Department of Children and Families requires all children under the age of 12 months (1 year) to drink formula or breast milk. If you and your baby’s physician choose to serve your infant cow’s milk, you are required to obtain a letter from your family physician indicating your child should be drinking cow’s milk.

All infants and toddlers will be held when drinking from a bottle. Bottles will never be propped.

**Items parents will provide:**

- Bottles
- Formula or breast milk for children under 12 months unless letter from physician
- Junior foods, infant cereal, or food other than table foods

*Added December 2009*

**Video Cameras**

NTC may be installing video cameras in the childcare classrooms. The purpose of these video cameras is to provide students, enrolled in NTC programs an opportunity to observe children at different ages and stages of development. The NTC students will be building their skills in observation and developing an understanding of how children grow and change from infancy on. Information obtained from these observations will be confidential and used for classroom purposes only. In most instances, the students will be seeing what is occurring live, but there is the possibility that there may be pre-recorded segments during the day. For example, if students enrolled in an early childhood course are learning about mealtime routines, lunch may be pre-recorded for use at the 4:00 p.m. class.

*Added to Kanga Room Parent Handbook December, 2009*