



Dear Parents:

We would like to take this opportunity to welcome you and your child(ren) to our Child Care Center – Kids Town USA - on the Southwest Wisconsin Technical College Campus.

We have three rooms which consist of the following staff members:

- **Infants and Toddlers** 822-2451
JoEllen Taylor, Teacher/Mgr.

 - **Two & Three Year Olds** 822-2452
Paula Timmerman, Teacher/Mgr.

 - **Four & Five Year Olds** 822-2453
Emily McBee, Teacher/Mgr.
- Assistants**
Sue Elliot
Gina Kartman
- Director**
Emily McBee 822-2453

In the next few weeks we will introduce the children to their rooms and routines of the Center with the assistance of the Early Childhood students. Your cooperation and interest in our Center and the transition of your child from home to care facility will be greatly appreciated. Additional information regarding our Center policies can be found on the information table in the front entrance, on the SWTC website, or by request to one of the managers. Please feel free to contact us with any questions or concerns.

Sincerely,
KIDS TOWN USA STAFF

ATTENTION PARENTS!

KIDS TOWN USA FEE SCHEDULE & OTHER CHARGES

STUDENT:

	<u>Contracted Rates</u>	<u>Non-Contracted Rates</u>
Infant	\$3.25 per hour	NA
Second Infant	Same	NA
Toddler Room	\$3.25 per hour	NA
2's Room	\$3.00 per hour	\$4.00 per hour
3's, 4's & 5's & School Age	\$2.75 per hour	\$3.75 per hour
Second child (1 – 12)	\$2.25 per hour	\$3.25 per hour

FACULTY AND STAFF:

	<u>Contracted Rates</u>	<u>Non-Contracted Rates</u>
Infant	\$3.75 per hour	NA
Second Infant	Same	NA
Toddler Room	\$3.75 per hour	NA
2's Room	\$3.50 per hour	\$4.50 per hour
3's, 4's & 5's & School Age	\$3.25 per hour	\$4.25 per hour
Second child (1 – 12)	\$2.75 per hour	\$3.75 per hour

After School Child \$4.25 per hour (Minimum of one hour)

OTHER CHARGES:

- A \$20 program fee per child per semester is due at the time of registration. This will cover the cost of juice, milk, art materials, field trips, etc.
- Children enrolled in the 2's & 3's and the 4's & 5's Centers are to bring cereal (as needed) and two boxes of tissue each semester.
- Children enrolled in the Infant/Toddler Center are to bring cereal as needed, two boxes of tissue each semester and infant food.
- Parents should establish with the Manager in each Center a procedure for payment. Payment is due each week and will not be held over two weeks.
- Hours in excess of your contract will be charged at the rate assigned your child. Notification of excess hours will have to be made by 9 a.m. daily and will be accommodated if space allows. If your child will be absent for the day, a call to the Center is required before 9 a.m. or the regular daily charge applies. A penalty fee is assessed for children left past the Center's daily closing time (\$1 per minute). Catastrophic circumstances may be considered.

RATES ARE SUBJECT TO CHANGE

Purpose

- To provide children of students and employees of Southwest Wisconsin Technical College an environment which is conducive to healthy mental, emotional, physical and social growth.
- To foster in the children an enjoyment of learning at their own pace and in their own way become self-sufficient.
- To provide observation and training experiences for students enrolled in the Early Childhood Programs at Southwest Wisconsin Technical College.

Admission

- The Center does not discriminate on the basis of race, color, sex, creed, handicap, political persuasion, national origin or ancestry providing no threat is posed to the health, safety or well being of the other children.
- The Center will consider the acceptance of special needs children on the basis of the Center and staff's ability to meet the child's needs.
- The Center will accept children ages birth through twelve years of age. During the school year, programming will accommodate infants through age six; summer programming will incorporate the young school-age child.
- The number of children accepted will be based on the maximum allowable number per size of group and space available. The number is determined by the requirements set forth by the Department of Health and Family Services.
- **PLEASE NOTE:** Drop-in and after-school children will be accepted if the number of children in the room does not exceed licensing regulations. Prior arrangement with the lead teacher is necessary.

Enrollment Guidelines

- Children of students, staff, and faculty of Southwest Tech will receive priority for admission. Children who are enrolled over 30 hours per week will have priority for admission.
- The order of acceptance for children who are enrolled less than 30 hours per week will be based on the number of hours requested, with the greater number of hours having priority until all available slots are filled. In the case of two requests received for the same number of hours, the date of registration will determine priority.
- The transfer of a child from one room to another will be determined by the child's developmental readiness and space available.
- The youngest child is subject to the higher hourly rate when registering two or more children.
- Each child will contract for a specific number of hours per day per week for the semester. Contracts will be handled individually by the lead teacher in each Center and may be

readjusted the first and last two weeks of each semester. After that, one week's notice and a \$10 late schedule change fee will be charged.

- Contracts will be signed for a specific number of hours a day per week for the semester for each child. Parents are responsible for payment whether or not their child is in attendance, except for days the Center is closed and hours allotted for absences. Absence or "Free Hours" are as follows:

0-10 Contracted Hours	Receive no "free hours" per semester
11-25 Contracted Hours	Receive 5 "free hours" per semester
26-40 Contracted Hours	Receive 15 "free hours" per semester
- Hours in excess of the contract will be charged at the rate assigned each child. Notification of excess hours will have to be made by 9 a.m. daily and will be accommodated if space allows. If your child will be absent for the day, a call to the Center is required before 9 a.m. or the regular daily charge applies. A penalty fee is assessed for children left past the Center's daily closing time (\$1 per minute).
- Parents will be billed by the Center weekly for hours of service and any special costs incurred. Prompt payment is expected. A \$20 program fee will be assessed per child for each semester.
- If for any reason you intend to withdraw your child from the Center, a two-week written notice is required. If notification is not given, two weeks of regular charges will be assessed.
- The Center may offer a reduced rate for the second and third child in one family if more than one child is in attendance.
- Parents are responsible for various agency reimbursement forms. The proper forms must be provided at the beginning of each agency's designated pay period.

Records and Information

- Parents will provide registration and record forms before the child enters the program.
- Forms required:
 - ✓ Enrollment Form
 - ✓ Physical Examination (Medical History Form/Immunization History)
 - ✓ Authorization for Emergency Medical Attention
 - ✓ Substitute Pick-up Authorization
 - ✓ Permission for Field Trips
 - ✓ Parent Work or Class Schedule
 - ✓ Contract Agreement
- All records and information will be confidential and available only to Center staff for use in the Center.
- Parents will provide a schedule of their classes as soon as possible.

Center Operating Procedures

- The Center will operate from 7 a.m. to 5 p.m. five days a week during the school year and 7:00 a.m. to 4:30 p.m. during the summer.
- The Center will operate on Southwest Tech calendar.
- The Center will be closed when a snow day/emergency day is called for Southwest Tech.
- The Center will be closed during school holidays, in-service days, and convention days per Southwest Tech's calendar.
- The child will be allowed in the Center only for that time when the parent is employed by the College or involved in educational programming.

Arrival and Departure

Parents shall:

- bring your child(ren) into the Center and sign in on the proper time sheet and make certain the staff knows the child has arrived.
- greet and share information with the staff about the child's feelings, mood, interests (for example: "didn't sleep well," "was up late").
- allow enough time for your child(ren) to do as much of his/her outerwear dressing as possible.
- check the bulletin board for announcements.
- pick up the child or designate an authorized person in writing.
- notify the Center in writing when a substitute will be picking up their child.
- inform the Center in writing when there is a change in the child's attendance or change in parent's schedule (as per contract guidelines).

Health Examinations

- Each child shall have an initial examination not more than three months prior to, nor later than 30 days (or one month), after admission to the Center.
- Evidence of current physical examination shall be provided by a report signed and dated by a licensed physician or a qualified health professional in the state where the examination is done.
- Each child two years of age and older shall have a subsequent physical examination at least once every two years or thereafter by a physician or a qualified health professional.

- Each child under two years of age shall be given a physical examination by a physician or a qualified health professional every six months after admission.

Personal Cleanliness

- Personal cleanliness is important to a child's self-image. Therefore, we believe the child should be required to attend the Center neat and clean. The staff will encourage the child to maintain this condition throughout the day.
- Personal items such as comb, brush or toothbrush may be brought in a labeled plastic container and kept in the child's cubby space.

Health Observation

- Children should be kept home if they show signs of illness such as inflammation of eyes or throat, skin rashes, elevated temperature, vomiting, diarrhea, or any other symptoms that might be contagious to others.
- Each child, upon arrival, shall be observed by a staff person for symptoms of illness and personal cleanliness. If symptoms are present, the child will not be allowed to stay at the Center.
- Any evidence of unusual bruises, contusions, lacerations and burns shall be noted on the child's record and reported immediately to the person in charge of the Center. Child Care Staff are required by law to be mandatory child abuse reporters.
- Illness shall be handled to protect the health of all children in the Center.
- If a child has had diarrhea or vomiting in the last twelve hours, s/he will not be permitted in the Center.
- If a child becomes ill while attending the Center, the parent will be notified to pick up the child. A sick child will not only spread a disease to others, but s/he cannot be cared for adequately. The parent should make arrangements for times when a child may be ill.
- In case of accidental injury, the parent or designated person will be notified immediately.
- Parents must notify the center of any communicable disease that is causing their child's absence.
- A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the Department of Health and Family Services.

Medication

- Medication cannot be given to a child without a signed, dated, written authorization of the parent.

- Prescription medicine must be in the original container labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name.
- A written report including type of medicine given, dosage, time, date, and the name of the drug, dosage, time, date, and the name of the person administering the medicine shall be kept in the child's record and the Center medical log.
- Medication shall be kept under lock and key or otherwise inaccessible to children.
- Medication requiring refrigeration shall be kept in the refrigerator in a separate covered container clearly labeled "medication."

Dressing and Bedding

- On your child's first day, please bring a complete change of clothing including socks, shirt, pants and underwear in case of accidents or spills. Each piece should be marked and stored in a plastic bag. Necessary changes of clothing should be made with changes of season and growth of the child.
- The child should wear clothing comfortable for play, self toileting, and suitable to weather conditions.
- The child should wear shoes that will protect the whole foot.
- The child should have a paint shirt (an old shirt or blouse of the parent is best).
- A child-size sleeping bag is required for rest time.
- Bedding should be laundered frequently and labeled with the child's name.
- Please mark all clothing including boots, mittens, jackets, sweaters, etc.
- Additional instructions will be given to parents of infants and toddlers.

Food and Nutrition

- A nutritional breakfast and/or snack is served mornings and a snack is served mid-afternoon.
- A breakfast of juice, cereal and milk will be available until 8:30 a.m.
- Cereal for breakfast will be provided by parents.
- A hot lunch prepared by Food Services, Inc., is available through the Center at a reasonable cost, \$1.75 per day.
- Lunch will be served at approximately 11:00 a.m. (10:45 a.m. in the infant/toddler center).
- If sack lunches are provided by the parents, they shall include at least one food item from each food group: meat (protein food), bread (carbohydrate food), fruit, and vegetable.

- If food sent is to be warmed, it must be in a marked microwaveable container. All lunch containers must be labeled with child's name.
- Milk, juice and snacks will be provided by the Center.
- Treats for birthdays and other special days are appreciated. Let the teacher know in advance that you plan to bring a treat.
- Please do not send gum or candy for your child to have at the Center.
- Additional instructions will be given to parents of infants.

Items From Home

- Changes of clothing
- Diapers and wipes, if necessary
- Sleeping bag
- Paint shirt
- Cereal (when needed)
- 1 - 2 boxes of Kleenex per child per semester
- Toys from home will not be encouraged in the Center
- Interest items are welcome. These can be things that compliment the unit, concept, or season that we are learning and can be used as a "show and tell" experience.

Field Trips

- Trips related to learning experiences will be made throughout the year. Parents will be notified in advance of any trips off campus.

Guidance

- Our guidance will consist of positive reinforcement, redirection and the setting of clear-cut limits. It shall be designed to help the child develop self-control, self-esteem and respect for the rights of others. We appreciate your cooperation and suggestions.

Discharge Policy

- If your child is not ready for the group experience or has needs which are not best met in the group setting, we may ask for removal of the child in a confidential conference with you.
- We do not believe the child should remain in the Center unless s/he attains some benefit from the experience of the program.
- Parents must give a two-week written notice of intent to withdraw a child. If a parent fails to give a two-week notice, the parent is still responsible for the payment of fees for that two-week period.
- The administration may make a request in writing for withdrawal of a child if they deem the child's placement to be unsuitable for his/her needs, if required records are not submitted, if there is continued failure of parents to observe Center rules, or if there is a failure by parents

to pay fees. If the Center makes a decision to discontinue a child's enrollment, no fees will be due after the last day the child is in attendance. Registration fees are nonrefundable.

Steps to take if a parent is filing a grievance against the Child Care Center within 5 business days of incident or concern:

1. Contact the lead teacher/co-manager that is in charge of your child. A meeting will be scheduled with the teacher, co-managers and the parent to discuss concern(s) in detail.
2. If not resolved then the parent(s) and the lead teacher/co-manager will meet with the Center Director to discuss concern(s) in detail.

ADDITIONAL INSTRUCTIONS FOR INFANTS

Dressing and Bedding

- Please mark all clothing including boots, mittens, jackets, hats; also, baby food, bottles, formula, wipes, diapers, pacifiers, creams, bottle liners, blankets, etc.
- We will not be responsible for any lost unmarked items.

Food and Nutrition

- Parents of infants up through twelve months of age are responsible for furnishing baby food, cereal, juice, formula and bottles of milk.
- If a mother is breastfeeding, it is your responsibility to set up a schedule suitable for infant and staff. A backup of breast milk or formula must be available.
- All formula bottles must be made at home prior to bringing your child to the Center each day.
- All bottles must be taken home and cleaned at the end of each day. We are not responsible for cleaning and sanitizing bottles.
- Please make sure that all baby bottles and lids are marked each morning prior to putting them in the refrigerator.

Health and Medication

- If a child has had diarrhea or vomiting in the last twelve hours, s/he will not be permitted in the Center.
- Parents will provide a small bottle of infant Tylenol or an equivalent so it can be given upon request of the parent for low grade fevers and for teething.

Arrival and Departure

- Please check cubbies each day for soiled clothes and supplies, such as diapers, wipes, baby food, formula and extra clothes.

KIDS TOWN USA DAILY SCHEDULE
(Schedule will vary to meet the needs of the children)

7:00 a.m.	Center opens	The Center is set up for the day with activity materials special for the day. Children begin arriving, are greeted and given a health check.
7:30 a.m.	Freeplay and self-directed activities	The children are free to choose activities of interest to them. This is a good time for staff to give individual and personal attention to each child.
8:00 a.m.		Breakfast is served until 8:30 a.m.
9:00 a.m.	Pickup time	The children and staff put all equipment and toys into the proper places, toilet, wash hands.
9:15 a.m.	Group activities	Varies from day to day. Activities include art, cooking, science projects, math, sensory, etc.
10:15 a.m.	Group play	When weather permits, we go outdoors.
10:40 a.m.	Quiet group activities	Together time, calendar, music, language arts, library.
11:00 a.m.	Lunch	
11:45 a.m.	Prepare for rest time and/or outside	Nap/rest/quiet activities/outside, if weather permits, then rest time.
2:00 p.m.	Children wake up gradually	As children awaken, quiet activities will be available.
2:30 p.m.	Nutritional snack	
2:45 p.m.	Free play and self-directed activities	When weather permits, we go outdoors. Children are picked up throughout the afternoon.
4:30 p.m.	Prepare to close Center (Center closes in summer)	
5:00 p.m.	Center closes	

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event I cannot be reached to make arrangements for emergency medical attention at the time of an illness or accident, I hereby authorize the staff to take my child or children to:

Dr. _____ Address _____

Phone _____ or to _____ Hospital

(Parent/Guardian Signature) _____ Date

SUBSTITUTE PICK UP AUTHORIZATION FORM

I authorize the KIDS TOWN USA to release my child _____
(child's name)

into the custody of: Name: _____
Address: _____
Relationship: _____
Phone Number: _____

I realize that I am only allowed to have this person pick up my child under circumstances that prohibit me from picking up the child. The circumstances that prohibit me from picking up my child are:

I understand that this substitute pick up procedure is only permitted when I have a valid reason for not picking the child up.

Parent/Guardian Signature _____ Date

PERMISSION FOR FIELD TRIPS FOR CHILDREN

My child _____ has permission to attend field trips planned by the Southwest Tech KIDS TOWN USA. Further, the Southwest Tech KIDS TOWN USA has my permission to transport my child, mentioned above, on excursions or other planned trips away from the Center. I understand that all precautions will be taken to ensure the safety and health of my child. If there is any exception I will notify the director or teacher prior to the trip.

(Parent/Guardian Signature) _____ Date