

PARENT POLICIES



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STATEMENT OF PURPOSE

The purpose of the Camelot Children's Center is to provide quality care for each child that attends our center. The staff strives to make the center a positive and nurturing environment. The center does not discriminate with regard to race, creed, national origin, political affiliation, marital status, age, gender or individuals with disabilities.

The Camelot Children's Center seeks to enhance human potential and to develop that human potential at an appropriate rate for each child. Our main effort is not to accelerate the child's development, but rather to identify the stage the child is in and develop it to the fullest. Studies have found that the single factor correlating with academic success in middle class children is self-confidence. Therefore our program will teach the child, but more importantly we will promote positive self-esteem.

Although the Camelot Children's Center is not church affiliated we do emphasize basic Christian attitudes in our daily routines. Prayers are sung before each meal or snack. These prayers reflect many cultures and customs. Also, a basic Christian message will be part of our holiday study and our approach to everyday living.

EDUCATIONAL GOALS

Individual Goals -Increase awareness and control of body and its movement in space.
 -Foster curiosity, understanding and control of environment.
 -Express self verbally, artistically, musically and dramatically.

Interpersonal Goals -Social and emotional development.
 -Understanding the feelings of others.
 -Learn alternative problem-solving techniques.
 -Learn cooperation and realize the views of others.

Cognitive Goals -Establishing developmental stages of each child.
 -Assigning developmentally appropriate practices.

Experiences that enhance each child's sense of identity and that support group identification will be provided through many and varied activities. Some of these activities include self-awareness units, displaying of children's work, dramatic play and verbal recognition by staff of each child's contribution.

Opportunities for each child to interact and socialize with peers, including those who are different from him or her, and adults will be provided. Play areas such as housekeeping, store and transportation provide places for socio-play to happen. Also, the periods in each day are scheduled around various activities that allow the children to be in groups for a variety of art and music experiences.

Activities such as "sharing time" will be developed. Stories, poems, rhymes, finger plays, puppetry and music are a vital part of our self-expression and communication development. Opportunities to be original and creative and to make use of equipment not prescribed by others are encouraged. Opportunity for individualized instruction and interaction is provided.

WMELS (Wisconsin Model Early Learning Standards)

When you look at your child's posted lesson plans each week be aware that we use the WMELS to develop our curriculum. The WMELS are broken down into the five domains of a child's learning and development. They are guidelines that reflect widely held expectations about what children should know and be able to do from birth through entrance to first grade. These standards provide us with a guideline for developing a curriculum that reflects early learning and appropriate development. If you would like more information on WMELS, please go to their website at:

<http://www.collaboratingpartners.com/wmels>

Active play promotes healthy growth and development. It helps to achieve and maintain a healthy weight and build strong bones and muscles. It also improves academic performance, cognitive skills, mental health and social skills. Our goal is for children to learn healthy habits for life. Camelot strives to provide 45 minutes of physical activity for children 0-35 months and 90 minutes physical activity for 3-5 year olds daily. This is a combination of indoor and outdoor activity, with a wide variety of materials and equipment available for them to access. Classroom teachers plan & actively lead half of all physical activity and join in on other free choice physical activities the children choose. The majority of a child's day is spent with hands on exploration of materials and activities. Long periods of sitting are limited to meals and rest times. Camelot educates its employees on the importance of physical activity for all children; with an emphasis put on teacher involvement. Children and staff are expected to wear clothing and shoes that allow for large motor activities. Children and staff are to have closed toed shoes at Camelot on a daily basis for these activities. During warm months when sandals are worn, tennis shoes can be kept in the child's cubby for large motor activities.

Intellectual growth is incorporated throughout the program. Activities involving shapes, colors, numbers and letters, as well as family and community will be integrated into our units of study. These learning opportunities will be provided according to the child's level of development without unnecessary demand for achievement. We also have different materials and activities that meet the needs of children who arrive very early or stay later in the afternoon.

Transitions times are handled so that waiting time is at a minimal. While waiting for all of the class to get coats on a co-teacher might sing a song with the group ready to go out. Another example would be bathroom time. One teacher is toileting and washing hands while the other is sitting with students doing finger plays or reading books. Children meet or gather at the door before going outside or to the large muscle area. Our concern is not that children line up but rather that they stay in a group and walk in a calm and friendly manner to their destinations.

Screen time/Electronics-Camelot has no computers, tablets or TVs in any room that the children are allowed to use. Each room has a tablet that the teachers use to do attendance and communicate with parents. There is one TV in the center that is portable and used on rare occasions. Children under the age of 30 months do not have any screen time. Children 2 ½ and older may watch an occasionally video on a holiday or special party day. Video watching is no more than once a month and under 6 times a year. Children who do not wish to watch the video are free to engage in other free choice activities. Videos that are rated PG will be first approved by parents before they are shown.

Per our insurance pets (dogs, cats, hamsters, etc) are not allowed at the center at any time.

INFANT AND TODDLER EDUCATIONAL GOALS

Written information from parents will be obtained in a meeting prior to admission. This information will help the staff schedule feedings, introduce new foods, help with diapering and toilet procedures and help regulate nap schedules. Also important in fulfilling child development needs will be an In-Take form that will be completed by parents and updated every three months by staff and parents. These elements will enable the staff to gain insights into better care and stimulation of the child. Continuity between home and center is vital.

Forms required prior to the first day of enrollment are:

- Child Care Enrollment (emergency contact person has to be within 30 min of Camelot)
- In-Take For Children Under 2 Years
- Health History & Emergency Care Plan

Forms required within 6 weeks of admission:

- Day Care Immunization Record
- Child Health Report or a signed and dated electronic printout from a licensed physician. Both require a Children under 2 years of age shall have an initial health exam not more than 6 months prior to nor later than 3 months after being admitted to the center. A follow-up health exam will be needed every 6 months after admission.

Camelot uses a Brightwheel app to help coordinate care between home and center. Each morning, parents share information about the child's night and morning prior to center arrival. Caregivers track the events of the day for each child on tablets through the Brightwheel app and parents receive these events in real time on their phones.

Equipment in the infant and toddler area will be developmentally appropriate for the children. A variety of toys will be available and a good mix of small muscle and large muscle equipment will be on hand for play. Children who are non-walking or crawling will be able to experience different areas because staff will ensure that they have frequent changes in position and location. Each staff person who works with infants and toddlers must meet the minimum requirement of 15 hours of training in infant and toddler care. They will also be trained on SIDS (Sudden Infant Death Syndrome) and Abusive Head Trauma Prevention Training.

ROOM TRANSITIONS

There are 1-2 primary caregivers in each classroom, who spend the majority of the day with those children. These caregivers document each child's development, milestones and personalities through portfolios. Before transition to a new room, this information is shared with the next primary caregivers. Two weeks prior to the transition, parents will be notified of the move and be given "welcome" information from the new classroom. The child will have opportunities over that period to visit at different times in the new classroom.

SCHOOL-AGE CHILDREN

School-age children will be in attendance at the center before and after school. They may also be in attendance during non school days and summer care. The educational goals of the center pertain to all the children who attend the center. Even though school age children are in attendance for a shorter period of time, they still require developmentally appropriate programs and activities. To ensure that their needs are met, Camelot Children's Center has on staff a teacher who will coordinate

their activities and programs. The director will review these lesson plans on a regular basis to ensure that their needs are being met.

The Camelot Children's Center's main goal is to provide a safe and caring place for children to learn and grow. We are also a business that must make decisions based on financial needs. Although we would like to take all the school age children who request our services, we know this is not possible. Therefore this policy will be used to determine who will be served at our center when school age enrollment exceeds our capacity.

Before/After School Policies:

Enrollment

We begin our enrollment process for the upcoming school year in May of each year. The families currently at Camelot receive our sign-up form at this time. Because our before/after care enrollment is limited, this will give families enough time to find back up care if needed.

Criteria for determining enrollment:

First - School-age children who are currently enrolled in before and/or after school (regardless if they attend in the summer or not).

Second - School-age children with younger siblings in our program.

Third - School-age children who are currently enrolled in child care.

These school age children will be given priority (in stated order) over children who do not meet one of the above requirements. Subsequent openings will then be filled on a first come basis.

Summer School-Age Policies:

Enrollment

We begin our enrollment process for our summer session in March of each year. The children presently at Camelot receive our sign-up form at this time. We will start the summer session the following day after the last day of school. If your child needs care before the official start of the summer session, please contact the administration and we will try to accommodate your wishes.

Criteria for determining enrollment:

First – School age children (presently in grades K-4) who currently come before and/or after school.

Second – School age children (presently in grades K-4) with younger siblings in our program.

Third – School age children (presently in grades K-4) who have been previously enrolled in our summer program.

**These school-age children will be given priority (in stated order) over children who do not meet one of the above requirements. Subsequent openings will then be filled on a first come basis.

Priority is given to full time children.

Attendance

We realize that summers are a busy time for families and that parents have their children enrolled in many activities outside of child care. We will therefore have a "holding fee" for those times when your child will not be at Camelot. This includes, but is not limited to, the following: Summer School programs, Religion Classes, Camps, Swim Lessons, etc. Children who are out for these reasons will be charged a holding fee (1/2 the contracted weekly tuition). Of course, vacation days can be used to cover these days off if available. If your child is here for only a portion of the day you are still responsible for your contracted daily rate.

Part-Time Enrollment

Our school-age teachers have activities planned for each day. Some of those activities include field trips. It is possible that your child may not be scheduled to come on a particular field trip day. If your child wishes to attend a field trip on a day they are not scheduled AND there is room at the center, we will allow you to add a day. Additional daily tuition will apply. You will NOT be able to switch days.

PROGRAM SCHEDULE

Activities will be scheduled with these elements in mind:

- Active and quiet time
- Indoor and outdoor time
- Protection from excess fatigue and over stimulation
- Free selection of individual activities or group activities

Children are never forced to participate in an activity, but are always encouraged to do so. The following program schedule is a general outline. Each classroom customizes their schedule to meet the needs of their children,

- | | |
|--------------------|--|
| 6:30-8:00 a.m. | Children arrive at Camelot
Free-Play Time-Children can choose to work in the following areas; Art, Blocks, Small Manipulative Toys or Dramatic Play. |
| 8:00-9:00 a.m. | Cleanup Time & Circle Time Activities
Circle Time-Large group activities that include attendance and reviewing class activities for the day. Stories, poems and songs are part of this time. |
| 9:00-9:30 a.m. | Morning Snack |
| 9:30-10:30a.m. | Free Choice/Activity Time -Children choose to play in the identified areas. Activities that require more direct teacher supervision or assistance are added. See Lesson Plans. |
| 10:30-11:30 a.m. | Large Muscle Activities-These are primarily outdoor active play times. They may be indoors during inclement weather. Activities are planned daily that develop co-ordination and physical development. |
| 11:00 - 12:00 p.m. | Lunch |
| 12:00 – 12:30 p.m. | Transition to Quiet Time-Commonly referred to as “nap time”. One to four year-olds rest. Naps are not enforced and children who wake up or have rested for 30 minutes can get up. |
| 2:30 – 3:00 p.m. | Afternoon Snack |
| 3:00 – 4:00 p.m. | Large Muscle Activities |
| 4:00-6:00 p.m. | Free Choice/Activity Time (in combined classroom settings) |

ADMISSION POLICY

Orientation:

Parents and children will visit their classrooms prior to starting. Administration will go over state required forms and will familiarize the family with the center. Families will meet teachers and see their new classrooms. Any questions will be addressed at this time.

The child must be at least 6 weeks of age but not older than 11 years to be enrolled in the Camelot Children's Center. Children of all races, creeds, and national origins are welcome to attend the center. The political and sexual persuasions, national origins, and ancestries of the child and parent will not affect admission or discharge. A waiting list is kept by the center administration to determine who will fill any openings. Priority will be given to full time children and to siblings of center enrollees. The center is licensed for 150 children. We open at 6:30am and close at 6:00pm and are open all year round – Monday through Friday.

The following forms must be completed and remain on file at the center:

- Enrollment Form
- Health Report signed by physician
- Health History & Emergency Care Plan
- Immunization Record
- Intake Form (children under 2 years of age)
- Parent/Center Contract
- Release of Information

Children's files containing these forms are confidential and available to the child's parent upon request.

Parents and child will meet with the center teachers prior to enrollment.

We will release a child to only authorized persons – persons listed on the child's enrollment form or persons who have been identified by the parent or guardian in conversation with the caregiver, by a written note, or by a personal phone call. When the caregiver does not know the authorized person picking the child up then the caregiver will need to view a picture ID of that person to verify their identity. Children will not be released to authorized pick-up persons if they appear impaired by drugs or alcohol.

HEALTH POLICY

Objective: To maintain, protect, and improve the health of all children and to reduce the risk of disease spread and childhood illness.

The staff will make a daily observation of each child for symptoms of illness as the child arrives at the center. Any evidence of unusual bruises, contusions, lacerations, or burns will be noted on the child's record and reported immediately to the director of the center. The director will notify the proper authorities immediately.

The kitchen, office, each classroom, the playground and the Rumpus room have "Emergency Health" binders that indicate food and medicine allergies and specific health conditions of children that attend the center. These binders are updated by the administration and staff members are orientated in their use.

There is a temporary isolation area that will be separated from the other children yet still under staff supervision - office areas. When signs of ill health or communicable disease are present temporary isolation of the child will result until he or she can be removed from the center by parents or designated contacts. We expect parents or designated contact to pick up ill children within 30 minutes. NOTE - Make sure you have alternative care arranged ahead of time for these emergencies.

Communicable Diseases - When a child is suspected of having a communicable disease other than a common cold or flu, the Fond du Lac city health nurse will be notified. Also, parents of exposed children will be notified to watch for signs of illness. The child may be admitted without a statement from a physician if the child was absent for the specified time of isolation appropriate for the disease.

Rest Periods

All children under the age of five years who are at the center for more than 4 hours will need a nap or rest period. After 30 minutes of sleep or rest the child can have quiet time through the use of equipment or activities which will not disturb the other children who are sleeping. Children over the age of five will not nap or rest, but will have a quiet time with toys, games or books.

Medication:

- Signed, dated and written authorization by parent to administer medication must be kept on file.
- Prescription medication must be kept in original container and must be labeled with the child's name, drug name and directions for use, date and physician's name.
- Non-prescription medication must be labeled with the child's name. Authorization form must be signed by parent and must include dosage and directions for administering.
- A written report must be entered in the Medical Log for each dose of medication given. This Log is reviewed every 6 months by administration.
- Medication will be stored in two areas. Both of these areas will be inaccessible to the children. One area will be in the refrigerator in a covered, labeled container and the other area will be in the classroom cupboard in a covered, labeled container.

Common illness such as colds, flu, and diarrhea can spread quickly in a day care environment. We will be following these guidelines when we exclude a child from the center:

Reasons for exclusion from a child care center:

1. Any illness that prevents the child from participating comfortably in program activities.
2. An illness that results in a greater need for care that staff can provide without compromising the health, safety and needs of other children.
3. The illness has conditions that may indicate a possible severe illness, e.g., persistent crying, lethargy, difficulty breathing, or increased irritability.
4. Fever due to illness.
5. Diarrhea due to illness.
6. Vomiting due to illness.
7. If a fever is accompanied by a sore throat, stomach ache or headache it may be strep throat. If your child is diagnosed with strep throat your child will be excluded from the center 24 hours after the start of appropriate antibiotics.

8. Rashes and infected sores need to be diagnosed by a medical provider. Many skin rashes are contagious. Children may return to the center once the rash has been diagnosed and treated for 24 hours or cleared by a doctor.

Definition of Fever: Greater or equal to 101° F

Definition of Diarrhea: Stools that contain blood or mucous, or are watery or less formed, occur more often than usual, and are not contained by diapers or toilet use.

If the condition begins while at the center, the parents or the emergency contact will be called, and the ill child will need to be picked up immediately. Parents/emergency contacts are called immediately if the child has a fever or vomiting. In the case of diarrhea, staff waits for the child to have 2 consecutive loose stools before calling.

The child's return to the center: If a child has had a fever, diarrhea or vomiting due to a contagious illness, we will expect the child to be symptom free (no diarrhea, vomiting or fever without the use of medication) for 24 hours before returning to the center. This is in the best interest of all the children to stop the spread of any illness.

If the fever is due to an ear infection (as determined by a doctor), the child can return to the center with the fever as long as the child is not requiring one on one care. A note from the doctor would be needed for the child to return.

If a child is diagnosed with pink eye (conjunctivitis), we require the child to have a full day's dosage of the prescribed medicine and for the eye to no longer have thick, mucus like discharge for them to return.

There may be occasions where parents may not know if their child is contagious. If this is the case it is best to consult your child's physician and obtain a note stating that your child can return to the center.

Please remember all the children who attend the center when you are considering bringing a child. A missed day of work or having to make other child care arrangements may be difficult to arrange or deal with, but it will surely be appreciated by the parents and children who attend the center. It is important to protect all children.

In the event of a public health pandemic, the above policies can and will be altered to follow directives given by the State of Wisconsin, The Department of Children and Families, Department of Public Health, or any other governing agency.

Ways to help protect your child from illness:

- Encourage your child to wash their hands often and use soap and warm water. When being dropped off at the center, the child should immediately wash their hands in the room before proceeding to wave goodbye at the window or going to play.
- Remind your child to cough/sneeze into their inner arm and elbow area rather than their hands.
- It is highly recommended for children to get seasonal influenza immunizations. Children who have been immunized are less likely to become really sick if they get influenza.
- Remind children to not touch their eyes, nose and mouth.
- Make sure your child is drinking lots of fluids and getting plenty of rest.

Personal Cleanliness:

- Children's hands are washed with soap and warm water before eating and after toileting. Children two years and older also wash hands when they sneeze, cough, wipe their nose or put their hands in their mouth.
- Staff member's hands are washed with soap and warm water before handling food and after assisting with toileting and diapering, wiping children's noses or other hygiene needs.
- Extra clothes (supplied by family for each child) are kept at the center and children will be changed immediately if their clothes become soiled.
- Soiled diapers are placed in a plastic lined, foot activated, covered container.
- Wet or soiled clothing or bedding will be changed promptly and put in a plastic bag for parents to take home.

Sanitation:

- Toys and furnishings will be washed and sanitized on a rotating daily/weekly scheduled basis. Toys and furnishings will be washed and sanitized immediately when they become soiled.
- Eating surfaces shall be washed and sanitized before and after each use.
- Highly touched surfaces (such as door knobs, handles, etc.) are frequently wiped down and sanitized.
- All sanitizers and disinfectants used at the center are registered and approved with the U.S. EPA.

Universal Precautions:

- Disposal gloves will be worn if staff comes in contact with blood-containing fluids or tissue.
- Disposal gloves are worn to change soiled diapers, and wet and soiled clothes of children.
- Gloves are removed and put in plastic bags to be discarded.
- Hands are washed with soap and water.

Accident or Injury:

- In case of serious injury, the Fond du Lac Paramedics will be called (911) immediately and parents as soon as possible.
- In case of minor injury, the staff will treat with soap, water, and bandages and report to parents in person or by written correspondence.
- If a child receives any injury to the head, the parent will be notified immediately.
- An Accident Log Book will be kept at the center and each injury will be documented. This log is reviewed every 6 months by administration.
- In case of an injury while on a field trip or away from the center the above three guidelines will be used.
- Any injury that requires medical attention of a doctor will be reported to Camelot's state licensing specialist at the Dept. of Children & Families.

Physical Examination:

It is the responsibility of parents to see that their child has had a physical exam by a licensed physician not more than 6 months prior to nor later than 3 months after admission to the center. This Health Report must be signed by a physician and will be kept at the center. Each child 2 years of age and older must have a subsequent physical exam at least once every 2 years thereafter. Each child under 2 years of age will need a physical exam at least once every 6 months after admission to the center.

Immunization:

The parent of each child must complete an immunization record. This form must be signed by the parent. It will be kept on file at the center. As immunizations occur they will be documented on this form.

Special Health Needs:

A Health History & Emergency Care Plan (Plan) will be filled out for each child by the parent. If special needs and procedures due to allergies, health and medical conditions, etc are required, each child's caregiver will be aware of these needs and procedures by screening new enrollees and reviewing present enrollees. To insure that this information is available to all staff members the following procedures will be used. Every child, that has a Plan that requires emergency care, will have that plan copied and put into a ring binder. This ring binder will be duplicated for each classroom in the center. An assigned staff member will be in charge of overseeing this process and insuring an updated binder is in each classroom. At orientation new staff members will be briefed on this procedure.

Head Lice

Students with lice or nits (eggs) will be excluded from the center until adequate treatment has occurred and the student is completely lice and nit free.

NUTRITION POLICY

Food Service

All meals are center prepared. The cook is responsible for menu planning and grocery shopping when necessary. The menus are planned on a monthly basis and are posted by each classroom door. Whenever possible the meals will be varied and will reflect cultural and ethnic preferences of the children. The food service personnel will have at least four hours of annual training in kitchen sanitation, food handling and nutrition. Center orientation will be done using the state checklist. Staff members help serve food, sit at the table with the children and make mealtime a time for socialization. Children are not forced to eat but are encouraged to try different foods. Food is not used as a punishment or reward. Children are able to serve themselves as much as possible. Food allergies and special diet information is made known to the staff by a special list posted in the kitchen area and in each classroom. (See Health Policy) Everyone is required to eat the lunches provided by the center unless a child has food allergies. In that case the child will be allowed to bring all or part of their lunch. Each child shall be served one meal or snack at least once every 3 hours. Each meal and snack shall meet the U.S. department of agriculture child and adult care food program minimum meal requirements.

Safety

All food is purchased from commercial establishments. Dented, bulging or leaking cans, or cans without labels are not used. All food is stored at temperatures that protect against spoiling.

Meal Schedule

Lunch is served from 11:00 a.m. - 12:30 P.M.

Snacks: between 9 and 10 a.m., between 2 and 3 p.m. and between 5 and 6 p.m.

Lunch

Lunch will consist of at least one item from each of the following:

1. Meat, poultry, fish, egg, cheese, or peanut butter
2. 2 vegetables or 2 fruits or one of each
3. Cereal or bread
4. Grade A milk

The center will provide lunch and the afternoon snack. Our cook tries to limit the use of processed foods by making homemade casseroles and soups. Whole wheat bread is used along with skim milk for children over 2. One year olds are served whole milk. We stress the importance of drinking lots of water. Beans, legumes, eggs, cheeses and tuna are used in place of red meat and processed foods if possible. Canned fruits and vegetables and ground meat are rinsed to eliminate excess sugar, salt and fat. We try to use fresh or frozen fruits and vegetables when possible.

Snacks

The "leader" in each classroom brings the morning snack. Snacks must be nutritious. Parents will need to read the labels on their child's snack to ensure that the ingredients are healthy. The first ingredient cannot be sugar. Sucrose, glucose, fructose, molasses, high fructose corn syrup, corn syrup and maple syrup are all words for sugar. If the snack does not follow these guidelines we will not serve it. If you are making your child's snack at home, please send along a list of ingredients (a copy of the recipe or box label is perfect). This will help us identify foods that children may be allergic to. Skim milk (whole milk for one year olds) or water will be served with every snack.

Birthdays

We feel birthdays and holidays can still be a time for "fun" foods. If you want to send cookies or ice cream for a birthday snack just remember to include healthy food along with the treat. Some examples of good birthday treats are bananas & cookies, ice cream & apples, or yogurt & bars.

Infant and Toddlers

1. Formula or breast milk is provided by parents and is in clearly labeled bottles with caps.
2. Nursing mothers will be welcomed at any time they may want to come to nurse.
3. Parents take unused Formula or breast milk bottles home at the end of each day. If any formula or breast milk is left at the center the staff will discard it. Breast milk that is frozen can be stored at Camelot for 3 months; it must be labeled and dated.
4. The parents provide baby food. Opened jars are labeled with the child's name and the date.
5. The Intake form will help update information on each child's feeding schedule. Center information forms will record the child's food intake each day and will be sent home with the parents.

BREASTFEEDING POLICY

Human milk is the ideal form of infant nutrition, providing a multitude of benefits to both the infant and lactating parent. Breastfeeding families and employees need ongoing support from child care programs to provide human milk for their babies.

Camelot Children's Center commits to the following:

1. Respect will be shown to all families regardless of their infant feeding decision. We will work with each family to develop an infant feeding plan that meets their needs. We will provide breastfeeding information to all families and will support families who choose to provide human milk for as long as they wish to do so.
2. The program and staff will strive to use inclusive language and images to support all lactating families. We will use the language preferred by each individual family, in regards to breastfeeding. We will also ensure that program materials, written information, displayed images, and other communications reflect the families we serve.
3. Program staff will be trained in breastfeeding support and infant feeding best practices. Infant feeding plans will be followed to ensure babies are fed only what families approve. All infants will be fed on-demand and according to their level of development. The program will support family preferences related to feeding around pick-up time.
4. The program will provide information on community resources available to families, including those that provide breastfeeding support. In addition to the promotion of community services, staff will refer families to local lactation consultants, when appropriate. The program will maintain communications with local resource providers to ensure contact information and service details shared with families are current.
5. The program will provide a private space for families and staff to breastfeed or express milk. This space will include, at a minimum, an electrical outlet, a comfortable chair, a small table or counter, and nearby access to running water. Families are welcome to use the space to breastfeed onsite.
6. A refrigerator will be available for storage of human milk. Both families and employees can store expressed human milk in the program's refrigerator(s). Families should provide their own containers, clearly labeled with name and date. The program will follow human milk handling and storage guidelines from the Academy of Breastfeeding Medicine and state licensing regulations.
7. Program staff will be provided with flexible breaks to accommodate breastfeeding or milk expression needs. The program will work with each individual employee to utilize normal break times and/or to allow for flexible scheduling to ensure sufficient time for milk expression.
8. The program will comply with state licensing regulations related to infant feeding and care.

DISCIPLINE POLICY

The center has an important role when providing positive guidance to children. The following factors will help the children develop self-control, self-esteem and respect for the rights of others.

The teachers and all adults at the center will strive to be positive models for guidance. Much thought and discussion has gone into the set up of each area of the center and how the children will use this area. This helps to create areas that are conducive to play and cooperation by all. Children will have a voice in the structure and control of their environment because children respond to rules better when they have a part in establishing them.

The staff will work toward avoiding problems by anticipating problem situations and avoiding them. Ongoing evaluations of schedules and transition time will help determine if the best possible guidance

is being given to children. Through experience, discussion, workshops, in-services and parental input the staff will be made aware of positive discipline practices and warning signals that exist. The proper action for avoiding and regulating the situation will be used.

Some discipline practices and considerations that are used at the center:

- Positive reinforcement of desirable behavior by staff
- Setting of clear-cut limits
- Re-direction of children when behavior is inappropriate
- Child's age is considered when establishing and enforcing rules
- Removal from the area if behavior is disruptive or harmful to others

Disruptive behavior procedure

- Child is removed from the area for behavior that is disruptive or harmful to others.
- Child will be given a "teacher choice" activity to do in a designated area.
- If a child's disruptive behavior increases or is harmful to others they will be taken to the office for a cool down period until they are ready to rejoin their classroom.

Prohibited punishments:

- No physical punishment is allowed.
- No punishment that is psychologically or physically humiliating to the child.
- No punishing for lapses in toilet training.
- No withholding of food or snacks.
- No physical restraint is allowed.
- No physical activity time or outdoor time will be taken away from a child to manage challenging behaviors.

Biting

Biting occurs in young children. We have a special letter we send out to parents when this happens. We also have a book and many handouts that help parents understand and deal with this issue.

When children of all ages cry, fuss or are distraught we try to remain calm and make every effort to find the cause of the problem. We try to come up with a solution that will make the child feel better. Children need to know that it is all right to cry when they feel bad. When we have a child who is extremely distraught or fussy our teachers and care givers can call in our administrator or director to help resolve the problem. At some point it may be necessary to call parents and seek their advice or actually have them come to the center to be with their child. All of these means will be used to prevent shaken baby or child syndrome.

EMERGENCIES AND EVACUATIONS

The staff knows the signs of severe weather and if the situation arises these steps will be followed:

Tornado:

- a) Turn the radio to Stations SUNNY 97.7 or KFIZ 1450 for weather information.
- b) The children are taken to the center of the building away from windows.
- c) Children sit with hands overhead and bend forward
- d) The director returns to each classroom area to make sure all children have evacuated safely.
- e) Children remain in safe area until threat of severe weather passes.
- f) Tornado drills are practiced on a monthly basis April through October.

Fire:

- a) Evacuation route for fire is posted in every room. Documented practices are held monthly.
- b) Each staff member will be informed of his or her duties in case of a fire.
- c) The children stop everything they are doing when they hear fire alarm sound.
- d) Each teacher is responsible for her group and must know the number of children present.
- e) The teacher takes clipboard with child information and classroom tablet with them.
- f) Children do not line up but rather they gather together by exit and leave as directed to.
- g) Everyone walks out of the building and congregates in designated areas in the parking lot.
- h) In case of a real fire the children are taken to Excel Engineering directly across the street.
- i) Person in charge checks bathrooms, closets, etc. for children and then shuts doors.
- j) Each area of the center has a fire extinguisher that is checked twice yearly.
- k) Staff will be in-serviced on the use of fire extinguishers on a biannual basis.

Emergency practices are performed monthly at various times of the day to insure that children and adults know the procedures. These practices are documented in DILHR Daycare Center Monthly Staff Inspection Reports by the director. These practices are posted so that parents know about them and can talk to their children about them.

Smoke alarms and sprinklers are monitored by a security company.

Emergency numbers are posted at each of the telephones within the building.

Lock Down Policy: Response to violence or potential violence

In case of violence or potential violence the administration will respond as follows:

1. Call 911
2. Communicate with individual classrooms thru "all page"
3. De-activate door codes and lock outside doors – if the threat is outside of the building
4. Call School Health & Safety Programs to report – 920-906-6548
5. Message parents with information using Brightwheel app.

Camelot staff will respond to lock down and shelter-in-place as follows:

1. Caregivers account for all children and visually sweep hallways and bathrooms
2. Close classroom doors
3. Close all blinds and shades
4. Move children away from doors and turn off lights
5. Doors are not opened until "all clear" is given by administration

6. Parents will be notified as soon as possible of the situation and given further instructions at that time.

In the case of evacuation and relocation due to violence or potential violence:

1. Each teacher is responsible for her own group and must know the number of children present.
2. The teacher takes the clipboard with child information and classroom tablet with them.
3. Children gather by the door or window to exit and leave as directed.
4. Depending on the location of the immediate threat, teachers will take the children to Excel Engineering directly across the street or to Spectrum directly behind Camelot.
5. If allowable, parents will be notified of the situation and where their child is, but will be instructed to stay away from the area until there is no longer a threat.
6. When advised by police authorities, Camelot staff will notify parents of how and when to reunite with their children.

A practice drill to reinforce this procedure will be done 2 times per year.

Flood:

In the event of potential flooding, parents would be contacted and asked to pick up their children immediately. If flooding was occurring and parents were unable to pick up, the staff would shelter-in-place and meet the needs of the children as long as needed. If evacuation of children by emergency personnel was needed, parents would be notified as to where their children have been taken and given instruction on how to reunite with their children.

In case of an evacuation an Emergency "Go-Kit" is available. It is kept in the office and will be taken out by a director or other designated person. Administration is responsible for making sure that all supplies, batteries, etc. are in working condition.

Missing Child:

Upon realization that a child is missing from a teacher, that teacher will "page" the entire building telling them the child's name. If within 2-3 minutes the child cannot be located on the premises, 911 will be called and then the parents of the lost child. This occurrence will then be reported to our licensing specialist at the Dept. of Children & Families.

TRANSPORTATION POLICY

TO AND FROM SCHOOLS

The center contracts with Gold Star for our busing services. Gold Star transports our children to school in the morning and picks up at the end of the day. We expect our children to abide by the bus company rules and regulations to ensure a safe ride for all.

If you would like to contact Gold Star about lost items or any other issues, please contact:

Jarred or Monica

920-922-2995

Email- charter.info@goldstartours.com

To ensure each child's safety the following policies will be used:

Parents will provide a written plan or outline explaining how their child will be transported to and from the center. This plan must be signed by the parent and will be kept in the child's folder that the teacher takes with her on the bus. A copy of the Child Enrollment form and Health History and Emergency Care Plan will also accompany the teacher.

The center will have a list of every child that rides to school each morning and another list of the children that return to the center at the end of the school day. A teacher "rider" will accompany the children to and from school documenting drop off and pick up times. When the last school is reached the driver and the "rider" will do a walkthrough of the bus and check all seats. At the end of the day a similar procedure occurs. As the children get on the bus at their respective schools the "rider" checks the child's name. If a child were missing the center teacher would call the child's school and the parents until the absence is explained. Staff is orientated in this procedure.

FIELD TRIPS

We also contract with Gold Star for our field trip events. This includes school-age children during our Summer Program and any activities that our younger children (3, 4 and 5's) will be involved with during the year. Children under the age of three are not transported. Parents will be notified concerning each field trip by way of a permission form. The form will state the date, time of departure and return, destination and means of transportation for the event.

To ensure each child's safety while on a field trip the following procedures will be used:

1. The caregiver will have a list of every child that is in her care. She will also bring a copy of each child's Enrollment Form and Health History & Emergency Care Plan.
2. Seating in the school bus will be according to the bus manufacturer's standards.
3. Upon arrival at the destination each teacher will check her list to ensure all children are off the bus. A designated teacher will perform a walkthrough of the bus to ensure that no one is left behind.
4. The same procedure as in #3 will be used when the bus returns the children to the center.

COMMUNICATING WITH PARENTS

The Camelot Children's Center views itself as an extension of each child's family. We feel it is vital to communicate daily with parents and we welcome and encourage parents to spend time in their child's room.

- Camelot uses a communication software app called Brightwheel. Teachers log daily activities and photos of each child, which allows the parents to get real time fed on their child's day. It allows parents to stay in touch with the teachers and feel a part of their child's day. This will also be a means for administration and staff to communicate important and emergency information.
- Newsletters are sent home monthly. Newsletters contain the child's snack responsibility.
- Parent/Teacher meetings are scheduled two times each year. These meetings are held during the day as well as during the evenings to attempt to accommodate all parent schedules. Teachers will discuss the child's adjustment to a day care environment and will answer parent questions. If parents feel the need to have a conference at a time during the year other than

the scheduled conference times, please make arrangements with your child's teacher. We encourage formal and informal talks about your child's needs and growth. Upon arriving at the center, please tell the caregivers how the past day or evening has been. We in turn will relay the day's events to you when you pick your child up.

- Parent Resource Board is located in the center in the hallway across from the train. It provides information for families on community resources, parent education and trainings, and community activities.

BUILDING TEMPERATURES AND OUTSIDE PLAY

The building temperature during hours of operation will not be lower than 67° F. During the summer months if the inside temperature exceeds 78° the air conditioning will be used. If there is an extended loss of building service (whether heat, light, water, etc.) the center will close. Parents will be called and children will be picked up as soon as possible.

We try to have the children outside each day. Our goal is to have toddlers (13-24 months) outside for 45-60 or more minutes a day and 2 year olds and older to have 60-90 or more minutes a day outside in appropriate weather. We expect parents to have all the appropriate clothes for winter weather – boots, mittens, snowsuits, hats, etc. In the same manner parents need to dress their children appropriately for each season. We will go outside with children over 1 year of age if the wind-chill is 10° F or above. We will go outside with children under the age of 1 year when the wind-chill is 20° F or above. If the temperature is above 90° F, we are very cautious with outside play. We may only play outside for a short period of time and we encourage the children to drink plenty of fluids. With parental permission, sunscreen is applied to all children 6 months and older before outdoor play during warm weather seasons. Sunscreen can be applied to infants under 6 months with signed doctor permission. If the weather is appropriate for outside play and you do not want your child to go outside, then your child should not be at the center. We cannot compromise our child to staff ratio by putting your child with a different teacher and their respective class. In the event of inclement weather (too hot, cold, rain etc.), each classroom has morning and afternoon opportunities to use the Rumpus room for large motor activities. There is adequate space and a wide variety of equipment to use in the Rumpus room for the children to move their bodies.

LICENSING RULES

DCF Licensing Rules for Group Centers is available to all parents. The red rulebooks are located at each parent check in area. Any parent wishing to do so may check out these rulebooks. If any violations of these licensing rules occur the corrections will be posted next to our license on the bulletin boards above the check in area. They will be on a form entitled "Non-compliance Statement & Correction Plan". Our license is also posted in these areas.

Parents who bring their children for childcare check their children in and out daily using the Brightwheel app. Each teacher also has a list of all the children in her care each day. In the mornings and late afternoons when children are moved and combined in different classrooms, teachers will track their room changes using the Brightwheel app.

Each classroom posts their lesson plans, notices, calendars, newsletters and menus on a bulletin board by the door to their classroom. Also, each classroom has a list of emergency numbers by their telephone.

If a child will not be at the center on a scheduled day, parents must notify the center concerning this absence. If parents fail to call in, the child's teacher will call or send a Brightwheel message them and document the absence. For example if a child normally arrives at 7:30 am but is not here by 8:30 am his or her teacher will call to verify. If a parent cannot be reached we document the call/message in our "Incident & Medical Log Book". The procedure does not require that the center talk with or track down a parent. Messages can be left on an answering machine or voicemail or with an emergency contact person.

TERMINATION OF ENROLLMENT

Our goal is to provide quality care and a valuable program for the families that attend our center. In order to do this sometimes it may be necessary for the center to discharge a child for one of the following reasons:

1. The child or parent has needs that the staff cannot realistically meet.
2. Parents are uncooperative either in filling out or returning necessary forms by the due date.
3. Fees have not been paid or arrangements to do so have not been made.
4. Failure to observe rules of the center relating to drop off and pick up of children.
5. A six-week probationary period will be used to evaluate whether a child has become acclimated to our childcare environment. Teachers will document inappropriate behavior. It may be decided that placement is inappropriate at this time.
6. Ongoing evaluations will be made during a child's enrollment at the center. If problems arise or continue that cannot be tolerated a one-month probationary period will be given. Parents will meet with administration and teachers to identify issues. Teachers will document behavior for one month. It will then be determined if the problem has been resolved or not. If not, the center reserves the right to terminate enrollment of the child. There will not be an appeal process.