

# LeRoy Child Care Center Parent Handbook

1/1/2025



## Welcome to LeRoy Child Care Center!

The information contained in this *Parent Handbook* will introduce you to the philosophy and organization of the Center. You can use this as reference for questions on our center. We ask you to please read through it, so you better understand the LeRoy Child Care program. Not all policies and procedures are included in this handbook. If you have questions, please feel free to ask the center director.

LeRoy Child Care Center is a department of Aspirus Langlade Hospital. As such, some policies and procedures may differ from other licensed childcare facilities. LeRoy programs are developed within the guidelines of Aspirus policies and state licensing regulations.

We are excited to be working with you and your child. Together with you we hope to help each child reach their fullest potential.

Thank you again for joining us at LeRoy Child Care Center and we hope to serve you and your family for many years.

Samantha Zupon  
Director, LeRoy Child Care Center

The Aspirus Mission  
We **heal people, promote health and strengthen communities**

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## **Philosophy & Purpose**

LeRoyer Child Care Center is an employer sponsored, licensed group childcare dedicated to providing programs which meet the needs of our employees, employers, families and the community. We provide care for sixty-one children ages six weeks through twelve years.

It is our goal to create an individualized experience for each child in a safe, warm and secure environment. Children are encouraged and guided toward development of a positive self-image, self-esteem, and self-control. We offer children opportunities to explore and enjoy the world under the guidance and direction of qualified teachers. Daily experiences are planned according to each child's physical, social, emotional and cognitive development.

LeRoyer Child Care does not discriminate on the basis of age, gender, sexual orientation, race, color, creed, national origin, or ancestry.

## **Days & Hours of Operation**

LeRoyer Child Care Center is open year-round, Monday through Friday from 6:00 AM to 5:30 PM.

If children are not scheduled until after 6:00 AM or are all scheduled to leave prior to 5:30 PM, the childcare teachers will be arriving/departing when the children do. For this reason, it is very important that any times listed on your monthly schedule be accurate.

If there would be emergency situations arise that would require that we adjust our center open and/or closing times parents will be given at least two-weeks notice if possible.

The center is closed New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas when these holidays occur during a regularly scheduled work week. At times the center may be closed (usually around holidays) due to low enrollments. If this would happen, parents will be notified at least one week in advance.

## Emergency Closures

The Department of Children and Family licensing regulations state centers must close in the event we would lose access to utilities. Every attempt possible will be made to contact parents and alert them to the closure and a sign will be posted on the center entrance door. If the center would lose access during open hours, parents would be contacted to come pick up their children from the center.

The center will remain open during school snow days. If your child does not attend due to the weather, please contact the center office to notify them of the absence.



If public health would require the closure of the center or a specific classroom due to a contagious illness, we are required by state regulation to close a room or the center. It is highly suggested that all families have a back-up childcare arrangement set up upon enrollment, just in case this would happen.

## Enrollment

All families will receive a center orientation prior to enrollment. An appointment must be made with the center director or designee to coordinate this meeting. A courtesy call is requested if this meeting must be cancelled. If a parent no-shows without any notification this may impact their ability to enroll in the center. At this time parents will tour the center, meet with their child's teachers, and be given the following required paperwork to complete and return **prior** to the child's first day of attendance:

- Child Enrollment Form
- Intake Information for children under 2 years of age
- Child Health Report (Within 30 days)
- Immunization Record (Within 30 days)
- Parent Agreement
- Parent Handbook-signature page
- Health History/Emergency Care Plan
- Food Program Household Income Statement
- Diaper Cream/Sunscreen Authorization
- Emergency/pick up information
- Child Care Schedule form
- 2 weeks tuition & enrollment fee

These forms must be updated at least annually or more frequently if your information changes. It is the parent's responsibility to make sure this information is accurate.

**According to State of Wisconsin Licensing Guidelines, enrollment of a child may be terminated if these forms are not completed and returned in a timely manner.** Parents will receive a 30-day notice when forms need to be updated.

## **Waitlist**

Unfortunately, at LeRoyer we do find ourselves receiving more applications for childcare attendance than we have available childcare openings. LeRoyer is an employer sponsored childcare program so attendance priority is given to families employed at Aspirus Langlade Hospital and CoVantage Credit Union. The use of LeRoyer Child Care Center is a benefit to hospital and credit union employees. If an enrolled employee changes their job status to a position without hospital or credit union benefits, continued attendance will be reviewed on a case-by-case basis dependent upon our current waiting list. If enrollment allows, community participants will be accepted on a limited basis.

All families wishing to be put on our waiting list are encouraged to complete a center enrollment form. Our waiting list is designed that within our guidelines listed above, children are accepted on their initial application date and childcare opening availability.

If a family on the waiting list is offered childcare and the family declines they may stay on the waiting list but will be moved to the bottom of requests for enrollment.

## **Fees & Payments**

Weekly rates are listed on your parent contract and based on contracted hours. Fees are paid two weeks in advance of care and will be set up via EFT (auto-payment) to withdraw every two weeks thereafter. Parents will receive at least a two-week notice of impending childcare fee changes.

Late Fees:

- \$1 per minute will be charged when children are in attendance for longer than 10 hours per day.
- \$50 fee will be charged if a child is picked up after 5:30pm

Upon enrollment all parents will pay a \$50 registration fee that will be included on the first invoice. This registration fee is renewed every January and included in the January invoice. If parents start attendance after September 1st the registration fee renewal in January is waived.

The children may participate in field trips requiring a fee. Parents will be notified at least one week in advance of any upcoming field trip and costs incurred. Any field trip fees will be added to your childcare bill and show on your invoice as an additional charge.

For LeRoy Child Care Center to continue operations in a fiscally responsible manner, it is necessary for our customers to pay their childcare tuition on a timely basis. It is the expectation that all customers pay their childcare invoice upon receipt. Below is the policy/procedure for childcare tuition:

- Upon enrollment, customers will be set up with EFT (auto-payment) to pay bi-weekly invoices.
- A late fee of \$20 will be added to any balances over \$100 until the balance is current. **Any family that is past due on their childcare account may be asked to discontinue attendance until their account is settled.**
- Customers may contact the childcare director or Aspirus Langlade Hospital Account Assistant with questions concerning their childcare bill. If you notice your childcare payments are not being credited to your account, contact Aspirus Langlade Hospital Account Assistant immediately at 715-623-9580.
- If a family is experiencing financial hardships, contact the childcare director to discuss the situation and develop a plan for payment of the childcare tuition.
- Any childcare tuition 30 days past due or more without payment arrangements being made between the customer and Aspirus, will be submitted for collection to a collection agency and their child may no longer attend.
- If a check is returned to the hospital for non-sufficient funds, there will be a \$25 service fee added to the childcare bill.

## Arrival/Departure

Each day your child arrives/departs parents must sign them in/out of our computer at the attendance station. Upon enrollment, parents will receive a code to enter our center and a code to check their child in on the computer system. For security purposes, do not open the entrance door for individuals that do not have an entrance code. The center supervisor or assistant will help you to get started using this computerized check in system. If at any time you have challenges with the computer system, feel free to ask any teacher for assistance.

Only those individuals listed on your child's enrollment forms may pick up your child and will be allowed to take your child from the center. It is important parents contact the center whenever someone besides themselves will be responsible for their child. If possible, please provide written permission for an alternate pick-up person given to the

classroom teacher, sent via e-mail. For any individual picking up that staff does not know, they will ask for an ID.

***\*\*Please have children finish their snacks/drinks before entering the building. Outside food and drink will **not** be permitted unless it is a class treat, due to an allergy or is a packed lunch. \*\****

## Absence

Each day the staff plans for your child when they are scheduled to attend our program. Unfortunately, there are situations where your child may not be able to attend due to illness, family emergencies, etc. Please contact the center office if your child is scheduled but will not be attending. If we do not receive notification within 30 minutes of your scheduled time, the teacher or director will attempt to contact you. When a child is out due to a contagious illness and they attended the day before, please inform your child's teacher of the illness so the director may post it on the center illness board.

## Schedules & Contracts

So that we may schedule our teachers and all the children accurately, all parents are required to submit a monthly schedule for their child's attendance. A child attendance form is available for you to complete by the center entrance door. A completed attendance form must be submitted by the 15<sup>th</sup> of the previous month. LeRoy Child Care cannot guarantee attendance if you do not submit a completed schedule form. Your tuition is based upon your monthly schedule and your contract. If you do not receive **your** work schedule until after the schedule deadline, please talk with the center director.

All vacation weeks should be listed on your monthly schedule or at least one week in advance. It is not necessary to complete a separate vacation slip unless it is a request after you have submitted your monthly schedule.

All parents must complete a contract for their childcare days prior to attendance. By completing this contract, the center commits to saving the contracted days for your child and commits to utilizing the center for the contracted hours. If holidays fall during the week and the center is closed, parents will be charged per their contract. As a department of Aspirus Langlade Hospital, circumstances may arise that impact the childcare services at LeRoy Child Care. Parents will be notified as soon as possible of any policy or procedure changes that would affect them.



## **Vacation**

LeRoy Child Care encourages all families to spend time together. Vacation time is utilized in one-week increments, Monday – Friday. If your child attends for any days during that week, you will still be charged for the week. The number of vacation weeks is listed in your parent/center contract. All vacation weeks must be scheduled on your monthly attendance form to avoid a childcare fee. Vacation time will run from January 1st to December 31st each year. No carryover will occur from one year to the next.

## **Withdrawal & Discharge of Enrolled Children**

All children are welcome at LeRoy Childcare Center. There may be situations in which the center is not the best option for the families' childcare needs.

Parents must provide a two-week notice in writing when they intend to withdraw from the center. Charges will apply for the two-week time frame regardless of attendance.

Center Requested Discharges-The parents may be required to withdraw their child from the center in the following circumstances.

- A. When the child's behavior is disruptive or dangerous to self, other children, staff, or property.
- B. The parent does not follow the center policies or is disrespectful to staff or leadership.
- C. The parent is more than two weeks behind in their childcare tuition and has made no attempt to set up a payment arrangement with Aspirus finance.
- D. A child has needs that cannot be met at the center without causing a strain on LeRoy Childcare program:
  - 1. This will only happen after meeting with the parents on how to best meet the child's needs...developing a plan together to try to accommodate this child.
  - 2. Resources will be made available to the parents including but not limited to referrals to area early childhood programs in the district, information on child behavioral specialists, parenting programs in the area, etc.
  - 3. A two weeks' notice will be given before requesting a child leave in this situation.

## **Health Checks**

LeRoy Child Care may conduct simple health checks on parents and children when community transmission of illness is high as determined by public health. Health checks may include taking individuals temperature and asking symptom/exposure questions. Any health checks will be completed prior to children entering their childcare classroom. Parents will be notified prior to starting any health checks. This will help keep our program

healthy and able to serve all our families childcare needs. If your child would be exhibiting signs or symptoms of illness, we would ask you to remove your child until they are well or a medical provider states they are healthy enough to return to child care.

## **Health/Illness**

Our center is not an ill child center. If your child is sick, we ask you to keep them home until it has been 24 hours after they ran a temperature (100.4 or above), vomited or had diarrhea. If your child has any contagious illness, we will follow the guidelines as set out by the Department of Health. Children with an ear infection or other non-contagious illness that requires antibiotics, may attend after receiving two doses of medication. For these reasons we encourage all parents to have a plan for back up care on those days when they just can't take off work, but their child is ill.

Please do not give your child fever reducing medications and then send them to childcare. When you do this, you are exposing all the other children to an illness your child has.

If your child runs a temperature over 100 degrees you will be contacted to make you aware of the situation. You will not need to remove your child until his or her auxiliary temperature reaches 100.4 degrees or higher. Your child may not return to the center until they have been fever free for 24 hours without fever reducing medications, symptoms are improving and they are feeling well enough to participate in childcare.

When your child vomits or has 3 loose, watery stools you will be contacted to come pick up your child. Your child may not return until they are free from diarrhea or vomiting for 24 hours, able to retain food in their system, and feel well enough to participate in childcare.

An illness board is located by the parent bulletin board. Please check this daily so you are aware of any illnesses your child may have been exposed to.

We will follow current CDC guidelines in regard to COVID 19.

If your child has a cold or is teething they may attend LeRoy. However, we do encourage you to keep your child's needs in mind concerning their illness. If they are so ill they require one on one care, please keep them home.

## **Medication**

Teachers may give prescription and non-prescription medications when a written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.

Any over-the-counter topical, non-medicated lotion, cream, lip balm, or salve preparation may be applied to children upon authorization from the parent. All natural remedies do not need a medication authorization form completed. Medications must be in their original containers that list the child's name, date and dosage. Staff may not give children any medications in excess of the container recommendations without a doctor note requesting this. Medications must be stored in the medication storage in each classroom or refrigerator (if required). Do not store any medication in your child's diaper bag.

## What to Bring

- **Infants:** sleep sack, change of clothing, diaper creams, outdoor clothing, pacifier, formula or breast milk if you provide it, bottles, diapers, sunscreen if your child is over 6 months
- **Toddlers:** sleeping bag & blanket, sleep mat, diapers, change of clothing, sippy cups for water, outdoor clothing including boots in winter, sunscreen, comfort item if needed,
- **Preschool and older:** sleeping bag & blanket, sleep mat, a change of clothing, water bottles, sunscreen, outdoor clothing, comfort item if necessary.
- **All items must be labeled with your child's name.** Each child will have a cubby provided for their hat, coat, boots and other items. Do not put medication in a cubby or diaper bag. Please do not allow your child to bring toys from home as we do not want them to get misplaced.

## Communication

In addition to your daily discussions with your child's teachers at arrival and departures, children will be sent home with a daily update sheet.

- Infants and toddlers have daily sheets that are completed by the teacher to be sure you are updated on everything that happened at childcare.
- In the infant room, parents write their child's name on their daily slip, along with the last diaper change, last feeding and any other important information the teachers should know. Most days the teachers will ask these questions when you arrive but at times, many families can be arriving at the same time. Noting it on the daily slip makes sure nothing is missed the teachers should know.

- Happy Hopper's will receive daily slips until the children have mastered toileting. If you wish to continue to receive daily slips for your child after they are toilet trained, please talk with the teacher.

We encourage you to read them, asking any questions of things you are unclear about.

The center will send out via email a monthly newsletter. All families are encouraged to read this as it will offer exciting information on what your child does each day while in our care. Also, on occasion we may post additional information for families concerning special events. These are located by the computer check in station.

Additional parent information such as lesson plans are available in each classroom on their parent board. Please ask your teacher about this board when your child starts a new room.

Parent resources such as schedule forms, illness notification, parenting information, licensing manuals and extra parent handbooks are located by the entrance door. Please feel free to look at these items and if you have suggestions for information that would be helpful to you, please ask.

## Programs

Children between the ages of six weeks and 12 years may attend LeRoy. All our classes are designed with a child's development and chronological age in mind. Although children generally will move at the listed milestones, the child's developmental level will also play a huge factor in determining if a child should transfer to the next classroom. We have the following rooms at the center:

**Infant care: 6 weeks to 1 year**

**Tots: 1 to 2 years**

**Tikes: 2-2 ½ years**

**Happy Hoppers: 2 ½ to 3 ½ years**

**Discovery Zone: 3 ½ to 5 years**

## Transitioning Children

As children get older, they will be promoted to the next classroom with more developmentally appropriate toys, learning experiences, etc. As your child travels along their development path, your teacher will speak with you concerning transitioning to the next room. If you have any concerns or questions about the transition process, please talk with your teacher.

## Daily Routine

In each classroom there is a daily schedule posted. Each classroom has various learning centers for the children to be involved with including a reading center, block area, art area, writing station and small manipulatives table. The children will usually rotate among the centers so they get the chance to try everything.

Classroom specific schedules are listed in the classrooms but here is an example:

- Arrival until 8:00 or 8:30 AM-free play, stories
- 8:00 to 9:00 AM-breakfast
- 9:00 to 10:00 AM-centers, art, child's choice of activities
- 10:00 to 11:00 AM-large muscle activities, outside
- 11:00 to 12:00-lunch
- 12:00 to 2:00 PM-naptime, quiet activities
- 2:00 to 3:00 PM-snack time
- 3:00 to 4:00 PM-large muscle activities, outside
- 4:00 to 5:00 PM-children's choice of activities
- 5:00 to 5:30 PM-light evening snack, quiet activities

## Education

LeRoy Child Care Center prides itself on providing quality, stimulating activities everyday while your child attends. We offer play-based learning, in collaboration with the Wisconsin Model Early Learning Standards. Play-based learning is an educational approach that incorporates play as a central component of the learning process. By engaging in purposeful play, children not only acquire essential academic skills but also develop crucial social, emotional, and cognitive abilities.

A development checklist will be completed by center staff, highlighting the child's accomplishments throughout their time here. Parent/teacher conferences will be held twice yearly for parents and staff to note the child's growth and develop a goal for the next year.

LeRoy Childcare is a religious center through the Catholic church. Religious holidays, prayer and singing of religious songs may be part of our daily curriculum. Alternative religious activities requested by the parents will be honored as we are able in the classroom.

## **Child Assessments & Conferences**

Our center provides an educational program based upon the Wisconsin Early Learning Standards. Conferences are available twice a year in Fall and Spring. Parents wishing to schedule a conference may do so in their child's classroom. We work with Birth to Three and the Antigo School District to assist any children/families in need of additional early childhood services. We encourage all parents to keep the lines of communication open, sharing any concerns about their child's development. In the same respect, if we feel your child would benefit from additional education, we will discuss this with you on this and work with you to help get your child's needs met. You may request a conference with your child's teacher at any time.

## **Infant Meals**

At LeRoy we encourage breast milk as the perfect food for infants. Parents are encouraged to come feed their child in our breastfeeding area or bring in breast milk, either frozen or fresh. Please be sure any bottles/bags are labeled with your child's name and date. The center will provide Similac formula for families. Parents may provide alternate formulas but please have them labeled with your child's name. Licensing regulations require any formula or breast milk remaining in a child's bottle be disposed of.

All parents of infants and toddlers will complete an intake form, telling us about your child, how often they eat, what foods have been introduced, sleep patterns, etc. Staff will ask you to update these forms every three months. If there are any changes in your child's eating habits, please provide this information to your child's teacher. Childcare licensing regulations do require that children be fed on demand.

## **Meals & Snacks**

LeRoy Child Care works with Aspirus/Langlade Hospital nutritional services to provide nutritious and appealing meals and snacks for the children. Meal and snack costs are included in your childcare tuition. Cooking is a regular aspect of our daily learning experiences with the children. We provide diverse foods to expose children to the many flavors of the world while in our care. Children are encouraged to try all the food served but they are not required to clean their plate. All foods are served on a child's plate unless; per your child has an allergy to a food item. Meals and snacks are never used as a form of punishment.

LeRoy will provide pureed foods and cereal to the infants. We ask parents to talk with their childcare teachers as they start to introduce solid foods. Strawberries and peanut butter may be given to the infants after discussions with the parents as studies have proven that introduction to these foods reduce the development of food allergies.

LeRoy Child Care participates in the Child and Adult Food Program. This program requires children receive food from all four of the food groups. Parents may provide a lunch for their child if they choose.

## Allergies

If your child is allergic to anything, please note this on their health history and physician's forms. In addition, be sure to list a plan in case of accidental exposure on your child's health history. This information will be shared with all the center teachers to avoid potential allergic reactions. If an Epipen is required, be sure the center has a completed medication slip and Epipen in your child's classroom medical box. The center must have a medication form completed for any Epipen left at the center for emergencies.

We have the menus posted by the entry door and are available upon request. Gluten free items in purple and infant meals in red. Please read through the monthly menu and alert us if there are any concerns for your child.

If your child's allergy status changes it is important you make the center aware of this change in writing. Please contact the center director to update your child's health history.

## Nap/Rest Time

Childcare licensing regulations require all children have a balance of active and quiet activities. Children under 5 years of age must have a rest time. A child who does not sleep after 30 minutes or awakens to get up may have quiet time through the use of toys or activities which will not disturb other children.

Those children over 5 may read or do other quiet activities for at least thirty minutes daily.

All staff are trained in Shaken Baby Syndrome and Sudden Infant Death Syndrome. Children will not be allowed soft items in their beds until they are older than 1 year.

- a. Infant naps will be on the individual infant's schedule
- b. Each child will have their own crib or playpen
- c. The center will provide the crib sheet
- d. No blankets are allowed in the crib playpen
- e. Nucks may not be attached to the child when in the crib
- f. Parents are encouraged to bring a sleep sack for their child
- g. Infants will only be laid on their back
- h. If an infant falls asleep in equipment such as a bouncer, they will be moved to a crib as soon as possible

## Diapering & Toilet Training



Children in diapers will be checked at least once every two hours or when soiled. Parents should provide any diaper cream or salve for use on their child. Please be sure it is labeled with your child's name.

Toilet training can be started at LeRoyer once a child turns two years of age. The staff will work with you and observe your child for signs they are physically and emotionally ready to start the toilet training process. Some signs your child is ready to start toilet training are:

- They are dry for longer periods of time including all night
- They tell you when they are soiled and when they have the words to tell you they want to use the restroom.

The teachers will work with parents on developing a toilet teaching plan for each child. When your child is successfully dry for a full week, they can attend in underwear. We request the following guidelines are followed when children are potty training or wearing underwear at school:

- Your child must wear loose fitting clothing that are easy for the child to pull up or down
- NO overalls, belts, rompers, pants with snaps or zippers that the child cannot get out of
- 2-3 changes of clothes, underwear, socks that are kept in your child's cubby in case of accidents
- Keep a small supply of pull-ups at school. Your child will be in a pull-up during naptime until they have shown readiness/dryness for at least additional week during this time (and for field trips away from the center).

If your child comes to the center with underwear on and has 2 accidents in a short period of time, a diaper or pull-up will be put on your child and we can try again another day when they show signs of being ready.

## Photos

Teachers do photograph the children for portfolios, parent updates, and media marketing. A media release form is signed when you enroll, allowing or declining use of photos. If at any time you would like to update the release, please reach out to the director.

## Teaching Staff

All the staff at LeRoyer meet or exceed the state licensing educational requirements for childcare teachers. In addition, the teachers attend an additional 15 hours of continuing education annually to maintain their active teacher status.



## **Volunteers & Students**

We love having volunteers and students at LeRoy Child Care Center. Volunteers must complete a background check, center orientation and provide proof they are healthy enough to work with children. Volunteers will not be left alone with children at any time. Our participation in volunteer and student programs is subject to change.

## **Parent Concerns**

If parents have any questions or concerns with their child's care, you are encouraged to speak with your child's teacher to resolve the situation. A private conference may be set up at any time. In addition, the childcare director will be happy to discuss questions or concerns with families. You may contact the director at 715-623-3231 during normal business hours or email at [samantha.zupon@aspirus.org](mailto:samantha.zupon@aspirus.org).

## **Child Guidance**

Our goal at LeRoy is to help all our children to grow to be successful by encouraging positive behaviors, problem solving, and appropriate social skills. Our discipline is developmentally appropriate for the age and developmental level of each child. The staff will never discipline your child in a manner that erodes their self-esteem, is punitive or physically/emotionally abusive.

Infants and toddlers are busy learning about their world and as such; do not understand they may hurt others or themselves. Keeping our classroom safe and redirecting these children are the primary tools used to manage the children's behaviors. Teachers do talk about and demonstrate gentle touches, encouraging the children to gently touch each other. In addition, staff encourage our toddlers to use their words when in conflict situations.

Most preschoolers have strong language skills along with starting to understand the consequences of their actions. Teachers encourage these children to talk with their friends when a conflict arises and try to resolve their challenges on their own. Part of our curriculum includes working with the children on sharing their feelings, ways to talk with their friends when they are angry and solutions to conflicts. If children are unable to resolve their disagreements, the children should talk with their teachers and they will help them to come to a conflict resolution with their friend.

When a child is out of control or is hitting, kicking, pushing, spitting, scratching or biting, they may be asked to leave the activity for a time-out. A time-out period is a break from the group that the teacher offers to the child to provide an opportunity to calm and regain

composure while being supported by the teacher. Staff offer ideas on deep breathing and alternate calming activities to help the child reach a better state of mind. Once a child is calm, the children are encouraged to discuss the situation over with their teacher. Time-outs are only used when a child is age 3 or older and last a short time, no longer than 3 minutes. Parents will be notified regarding significant behavior issues. There will be no corporal punishment under any circumstances. Children, regardless of age, will not be scolded or punished for lapses in toilet training.

## Biting

Children are in our care during teething and when they do not have the language skills to resolve disagreements it is not uncommon for children to bite. When a child bites, they are redirected to another activity with a firm “No biting.” The child that is bitten is attended to per our injury policy. A boo-boo report will be written up by the child’s teacher and given to all the children involved. Due to confidentiality, the center will not share who is biting in a classroom or who was bitten. Staff will work with parents when biting occurs, trying to discourage this behavior in a consistent manner at home and the center.

## Outside Fun

The children will go outside daily, permitting. Please be sure all children have outdoor wear, including boots. In the summer, we ask all parents with children over one to provide a labeled sunscreen. The children will get dirty when they play, so dress your child for active play that washes well. At times it may be raining or too cold/hot for the children to venture outside. The state guidelines, which include wind chills, are as follows:

- Infants/Toddlers: warmer than 20 degrees Fahrenheit, cooler than heat index of 90 degrees Fahrenheit, raining
- Children over 2: warmer than 0 degrees Fahrenheit, cooler than heat index of 90 degrees Fahrenheit, raining

**Please no flip flops or backless shoes of any kind.** The children are climbing, running, and jumping. Sandals or backless shoes fly off and the children get injured. Tennis shoes are the best bet for sure footing.

## Field Trips

On occasion the classrooms will go on field trips. Parents will be notified at least one week in advance of any field trips. If the teachers ask for parent volunteers, parents must complete a background check prior to assisting with the field trip.

Field trips are an excellent opportunity for the children to develop social skills and learn about their community. Participation in a field trip requires all children to behave in an acceptable manner for their safety. If children make poor choices in their behavior, they may lose the privilege of participating in field trips.

On any field trips requiring transportation, parents will be notified a week in advance. Transportation will be a school bus, so car seats are not required.

If the children will be outdoors and the bugs are bad, teachers may request you provide bug spray. The bug spray should have your child's name listed on it.



## Injuries/Accidents

Children are involved in active play and sometimes fall, run into things, getting bumps or bruises. Parents will receive a boo-boo report on any injuries their child may get while at the center. Please let teachers know if your child was hurt at home. Staff is trained in first aid and in addition to consoling your child, will clean injuries with soap/water and/or apply an ice pack. Teachers will apply band aids as necessary but will not apply any first aid ointments or creams.

In case of a serious injury, parents will be contacted immediately. Staff will contact emergency services if required, to transport children to the hospital. A staff member will accompany your child in an ambulance if this happens.

It is very important we have accurate emergency contact information every day your child is in our care. If you will be out of town, please be sure to notify the center and have an emergency contact available listed on your Health/Emergency form. If teachers cannot reach you for emergency care, this individual would be able to consent to emergency medical treatment. The emergency contact should be able to pick up your child within 30 minutes. If the parent, emergency contact, and any authorized persons are unable to pick up the child or refuse to, then CPS and law enforcement should be contacted.

LeRoy Child Care Center encourages active play for all children. Developmentally appropriate play equipment is available for all the classrooms so that the children may run, jump, swing, climb, play ball, and more. Active play sometimes results in accidents. LeRoy Child Care Center is not responsible for any accidental injury incurred while at the center, including any medical care costs. Parents are encouraged to have adequate insurance to cover these unexpected childhood expenses.

## **Emergency Drills**

As a licensed facility we conduct monthly fire/tornado drills. The drill maps are posted in each classroom. We do these for your child's safety and ensure we are efficient in an emergency situation. We do include information in our educational plan to expose the children to the need for emergency drills and what we do during a real tornado or fire.

In case of a real fire or tornado, we have your children's safety as our top priority. If a fire happens at the center, once the children are in their fire safe area, parents will be contacted to pick up their child. In case of a tornado warning, the children will be in a tornado safe area. Parents that arrive during a tornado are encouraged to join us in our tornado shelter area. You may take your children but for the safety of everyone we do discourage this until an all clear is given.

If there is a lost or missing child, all available staff will assist in searching for the child. Local police and Aspirus maintenance will be called to assist in the search. Aspirus leadership, the parents and DCFS will be notified.

Other emergencies that parents to be notified to remove their children immediately: extreme heat/cold or loss of public utilities. Staff receive training on other emergency situations such as power outages, intruder safety, emergency first aid, CPR and the use of an AED.

The following items will be taken by teachers for all drills & emergencies: attendance sheet, emergency bag and cell phone.

## **Confidentiality**

We realize that families share confidential information with us and we respect your right to privacy. Staff will not share any confidential information except with your permission and only with individuals that need to know. As part of our license, we are required to allow the state licensing specialist to review your child's file to check for licensing compliance. If at any time you believe we have not kept private information confidential, please talk with the center director.

## **Mandated Reporting**

All center staff are mandatory reporters of child abuse and neglect. If staff suspect a child has been abused or neglected, they are required by law to contact the Department of Children and Family Services. Children can be challenging and at times push buttons. If you would ever like additional resources or information about child discipline, please talk with the center director or your child's teacher. LeRoy Child Care knows parenting is tough and are happy to help you in any way we can

I have received a copy of the parent handbook updated 1/1/2025. I know it is my responsibility to understand and follow these guidelines. Additional addendums to this handbook may be distributed as necessary, and parents are expected to follow any new/updated policies.

Please feel free to contact Samantha Zupon, LeRoy Child Care, with any questions you may have at (715) 623-3231.

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Parent Signature

Date

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Child(ren)

(please sign and return this page to the center upon review of the updated parent handbook)