

# Oakfield Child Care Center



## Parent Handbook

Effective August 1st, 2024

The School District of Oakfield does not discriminate on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.

The School District of Oakfield/Oakfield Child Care Center complies with federal and state disability laws and makes reasonable accommodations for parents with disabilities. If reasonable accommodation is needed, please contact Breanna Reis, Child Care Director, at 920-583-2648, breis@oakfield.k12.wi.us

**OAKFIELD ELEMENTARY SCHOOL**  
200 White Street, Oakfield WI 53065  
Phone: (920) 583-3146 | Fax: (920) 583-3820

**OAKFIELD CHILD CARE CENTER**  
200 White Street, Oakfield WI 53065  
Phone: (920) 583-2648



**BECKY DOYLE**  
Principal of Child Care

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Director

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OUR ROOTS RUN DEEP - OUR BRANCHES STRETCH FAR

This Parent Handbook has been written to describe our program, philosophy, policies, and some details that go into making each day successful. Please carefully read the handbook and keep it handy for any future references. If you have any questions or concerns, the Oakfield Child Care staff would love to help.

## **Welcome!**

We are excited that you have chosen our center to provide care for your child/children. Our hours of operation are 6:30 a.m. to 5:30 p.m., Monday through Friday. Children between 6 weeks through the summer prior to the start of their 6th grade year are welcome to attend Oakfield Child Care Center. Exceptions to this age range may be made for children with special needs per agreement with the District & Pupil Services, this would only last until this child's 12th birthday based upon our licensing. This center is ran through and owned by the School District of Oakfield. Families are encouraged to tour our center prior to enrollment so you and your child/ren have the opportunity to meet our staff. This could help make separating on the first day go a little smoother for you, your child(ren), and the teacher(s).

## **Mission Statement**

The School District of Oakfield is committed to...

- Planting the seeds of knowledge
  - Nurturing the whole child
  - Achieving academic excellence
  - Enhancing educational opportunities
- ...while being deeply rooted in strong community partnerships.

## **Our Philosophy**

*We believe...*

- Children learn through play in both their learning experiences and their environment.
- Daily routines and meaningful experiences enhance children's learning.
- Children develop every day in five main areas of development: health and physical development, social and emotional development, language development and communication, approaches to learning, and cognition and general knowledge.
- Literacy and language development are encouraged daily in the classroom.
- Opportunities for exploration and discovery encourage children to love learning.
- A strong classroom community—learning environment enables children to develop confidence, creativity, and lifelong critical thinking skills.
- In the importance of teaching staff using developmentally appropriate practices in the classroom and taking advantage of teachable moments.

- The teaching staff should make adjustments in their teaching to meet the strengths, needs, and interests of individual children.
- Positive reinforcement and guidance is necessary for building relationships with children.
- Parent partnerships are a key ingredient to child care/school success.

The Oakfield Child Care Center welcomes those of diverse faiths, ethnic origins, and race.

### **Licensing**

Pursuant to Wis. Stat. § 120.13(14), a child care program established and provided by a school board is not required to be licensed but must comply with the applicable standards governing the operation of licensed group child care centers in Wisconsin, as provided under Wis. Admin. Code § DCF 251. The Bureau of Early Care Regulation (BECR) is responsible for annual monitoring of Wisconsin's license exempt public school programs. These are child care programs operated by or under contract with public school districts and receiving Wisconsin Shares.

### **Confidentiality**

Confidentiality is a priority at Oakfield Child Care Center. Personal information pertaining to both families and staff of the center will not be shared without written consent from the individuals involved. This includes, but is not limited to, phone numbers, parent's information, children's names, and birthdates. This also pertains to accidents or incidents that occur. Names of the individuals involved are never shared with the other families.

### **Participation**

A parent's involvement and participation is not only important to the child but to the center as well. By working together and sharing information, the best personal care can be achieved by the staff and the center. We welcome parents to be active participants in the daily events of the center with visits and interactions with their child and their peers. Parents have the opportunity to chaperone field trips, help with your child's birthday, help with holiday parties, or participate in various activities such as reading books or doing a fun activity with your child's class. Staff work to connect with parents on a daily basis to share progress or updates on the child's successes at the center. Parents may request a parent conference with the child's teacher at any time to have a more formal conversation, if needed.

## Program Schedule:

All children are encouraged to play among the children and teachers in the classroom. The goal of the center is to have a structured schedule of activities in each of the classrooms based on the developmental level of the children. This is a template of a typical schedule in most rooms throughout the center.

- 6:30-8:00 a.m.**            **Children arrive at Oakfield Child Care Center**  
*Breakfast is provided by families ONLY. The center will provide milk. Please be mindful of breakfast related items such as muffins, cereal, fruit bars, yogurt, and fruit. Please do not send cookies, candy, nutty bars, brownies, chips, ect. for breakfast.*
- 8:00-9:00 a.m.**            **Children Free Play**  
*Children choose where to play, and use their imagination throughout the classroom in blocks, art, dramatic play, small manipulates, science, etc.*
- 9:00-9:15 a.m.**            **Clean up Time/ Morning Group time**  
*Children are encouraged to clean up the classrooms.  
They check attendance, sing songs, do calendar, read stories, and discuss any activities going on for the day.*
- 9:15- 9:30 a.m.**            **Morning Snack**
- 9:45-10:30 a.m.**            **Lesson Based Learning Centers**  
*Different areas of learning are opened during this time such as sensory, art, fine motor, math, science, etc.*
- 10:15-11:15 a.m.**            **Large Muscle Activities**  
*Depending on the weather, this is the time we get our outdoor active play in. It may occur inside if weather doesn't allow. Indoor activities are planned to incorporate large muscle/motor building.*
- 11:00-12:00 p.m.**            **Lunch**  
*Each classroom is served as follows:  
Babies 11:00 ; 1's and 2's 11:15 ; 3's and 4's 11:30; School Age 11:45*
- 12:00-2:30 p.m.**            **Quiet Time**  
*AKA: Nap time! Our one to four year olds are required by state to have at least 30 minutes of quiet time. Naps are not enforced, and if not sleeping within 30 minutes, quiet activities are given.*
- 2:30-3:00 p.m.**            **Afternoon Snack / School Age 3:30**
- 3:15-5:30 p.m.**            **Free Play**  
*Whether it is in the classroom, outside, or in the gym, during this time, the kids are encouraged to get creative and go explore.*

## **Admissions Policy**

All forms must be completed and turned into the center before first day of enrollment:

- OCCC Contract and a one-time enrollment fee (all children)
- Child Health Report (signed by physician) (all children, except School Age)
- Health History and Emergency (all children)
- Child Care Enrollment (all children)
- Immunization Record (all steps filled out, or a print out of record of immunizations with steps 1 and 5 filled out) (all children, except School Age)
- Under 2 Intake (2 years old and under)
- Facebook Consent (all children)
- OCCC Handbook Policy Agreement (all families)
- Email Request Form/Payment Request (all families)
- Auto-Dialer for bad weather (all families)
- SunScreen/Bug Spray (all children)

All these items remain in the child's own file, which is placed in a safe and confidential area. All files are available upon a parent's request.

The director needs to be informed of any of the following changes:

- Address, phone numbers, or e-mail address
- Parent/guardian employment
- Health/immunization updates
- Any changes in custody or restraining orders. These MUST be legal documents from court regarding the changes or agreements.

If anyone other than the parent, or an authorized adult listed on the child's papers, is picking up your child/children, we must have that in writing/email. We have pick-up authorization forms created that can be filled out located in the basket next to the office door or emailed to you if needed. If we don't have authorized permission, we will not release the child. Anyone new to picking up the child, should bring his or her I.D. so we can make sure that their name matches our records.

### **Physical Examinations (Child Health Report):**

All children who attend the center are required to have a physical exam done prior to enrollment, which is signed by the physician. Children under the age of two years must have an exam done every six months. After the age of two years, children must have a physical done every two years. This is required by the Bureau of Early Care Regulation (BECR). There is a form from the Department of Health that is provided by the center, which must be signed and dated by your physician. If the center doesn't have your child's updated form when needed, it may result in suspension until we receive it.

## **Enrollment Contract/Set Schedules**

Each child must have an enrollment contract on file. The enrollment contract will include the first day of attendance, hours of service, and the days of the week needing care. After signing the contract, parents are responsible for reaching out to the directors for any changes. The days that are stated on your contract are the days that your child will attend daycare each week; this will be your child's set schedule. We will email all families at the beginning of each month asking parents if there are any changes that need to be made for the following month. If your child does not need care on one of your contracted days, you may either use a vacation day or just pay for the day. If you need additional days (days that aren't listed on your contract), you can ask to see if there are any openings. We base our waitlist and availability to new families according to the days that you have contracted with us.

We do not accept any child to attend pm halves. If needing only 5 hours, the child must be picked up by 12 p.m. or before. If a child needs to come in later due to an appointment, that is ok. This does not apply to school-agers.

If you are contracted full-time but only attend part-time (5 hours or less), you will still pay for a full day's rate unless your child is sent home early due to being ill or you have a dr's note stating they are leaving/were attending an appointment.

School-age children may have two separate contracts for the school year and the summer.

## **Immunizations**

An immunization record must be on file for each child within 30 days of the child's first day of attendance. The immunization history must indicate that the child has received the immunizations as required or that the immunization requirements are waived upon and must have a signature of the parent that the child should not be immunized for health reasons.

When children are in the process of receiving their immunizations, the center will request a note from the child's health care provider indicating that the child is on schedule with immunizations and the date for the next scheduled dose. The note should be attached to the child's immunization record. The health and safety coordinator will follow up on this schedule. As required by state law, the district attorney, upon request, is notified that a child has failed to comply with immunization requirements.

## **Facebook, Photographs, and Publicity**

The center manages its own private Facebook page titled Oakfield Child Care Center. Each family is given a contract to sign for permission for their child/children's pictures to be shared. Photographs of the children participating in our program may be taken from time to time, and shared among our Facebook page. When teachers post pictures, they will not tag parents or post names; this helps keep confidentiality among our daycare families. In order for you or your family to have access to the page, you will have to send a request that will then be "accepted" by one of the directors of the center. This page is private, so it will only include the families who are members of the center. The center directors hold the right to deny access to any requests of the Oakfield Child Care Center Facebook for various reasons that will be explained when requested. This also pertains to families that no longer are enrolled at the center.

## Items Needed for Childcare

<b>Infants</b>	<b>1 year olds</b>	<b>2 year olds</b>
<ul style="list-style-type: none"> <li>● Premade labeled bottles brought daily</li> <li>● Nuk</li> <li>● Swaddle/sleepsack</li> <li>● Diapers</li> <li>● wipes</li> <li>● Ointment</li> <li>● Extra clothes, season appropriate</li> <li>● Baby food when ready</li> <li>● Outside clothes according to weather**</li> <li>● Sippy cup when ready</li> <li>● Boogie Wipes (optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Shoes</li> <li>● Nuk with strap if needed</li> <li>● Sleeping bag, and special blanket if needed</li> <li>● Pillowcase for sleeping bag</li> <li>● Diapers</li> <li>● Wipes</li> <li>● Extra clothes, season appropriate</li> <li>● Outside clothes according to weather**</li> <li>● Water bottle labeled</li> <li>● Diaper ointment, if needed</li> </ul> <p>**snowsuit/snow pants and jacket, boots, hat, mittens, swimsuit, towel, swim diaper**</p>	<ul style="list-style-type: none"> <li>● Sleeping bag, and pillow case for sending sleeping bag home</li> <li>● Blanket/taggie/lovey if needed</li> <li>● Diapers if the child isn't potty trained</li> <li>● Wipes</li> <li>● Extra clothes, season appropriate</li> <li>● Extra shoes and socks if potty training</li> <li>● Water bottled labeled</li> <li>● Closed toed shoes for outside</li> <li>● Outside clothes according to weather**</li> </ul>
<b>3 year olds</b>	<b>4 year olds</b>	<b>School-Agers</b>
<ul style="list-style-type: none"> <li>● Sleeping bag in pillow case</li> <li>● Blanket/taggie/lovey if needed</li> <li>● Wipes</li> <li>● pull ups (if not potty trained)</li> <li>● Extra clothes (socks included), season appropriate</li> <li>● Outside clothes according to weather**</li> <li>● Closed-toe shoes during warm weather</li> <li>● Water bottled labeled</li> </ul>	<ul style="list-style-type: none"> <li>● Sleeping bag in pillow case</li> <li>● Blanket/taggie/lovey if needed</li> <li>● Wipes</li> <li>● Extra clothes, season appropriate</li> <li>● Outside clothes according to weather**</li> <li>● Closed-toe shoes during warm weather</li> <li>● Water bottled labeled</li> </ul>	<ul style="list-style-type: none"> <li>● Backpack/bag</li> <li>● Extra clothes</li> <li>● Outside clothes according to weather**</li> <li>● Closed-toe shoes during warm weather</li> <li>● Water bottled labeled</li> </ul>
<p><b>****PLEASE LABEL ALL OF YOUR CHILD'S ITEMS SO WE KNOW WHOSE THEY ARE. FOR EXTRA CLOTHES, PLEASE HAVE A ZIPLOCK BAG WITH THE CHILD'S NAME ON IT****</b></p>	<p>All classrooms ask monthly for donations. We have what each classroom needs to bring in the monthly newsletter.</p>	



## **Communication:**

Proper communication between parents and staff is extremely important. Teachers will send home information when supplies are needed or if there is a special occasion such as dress up days. Infants will be receiving a daily report as to how your child's day was, what had happened throughout the day, and if your child will need any supplies for the following day(s). Each family will have a hanging file folder by the office, and each child will have a cubby located by their classroom. Please check these daily for any notes, newsletters, or any other important information. Parents are welcome to arrange a meeting with your child's teacher or the director if there are any questions, concerns, or even to become more familiar with them. The child care will hold conferences twice a year for any parent who would like to meet with their child/ren's teacher(s). These will occur in April and November each year. Sign-up sheets and information will be sent out a couple weeks prior for any parent interested in signing up.

## **Scheduling:**

As stated above, each child will have their own set schedule. Based on their contract, that is what we will expect your child to come each week unless we hear from you otherwise that you need an extra day or don't need a certain day. If you don't let us know that your child isn't coming on a certain day, and don't request to use a vacation day, you will still be charged. Please make sure you are still emailing or calling us if your child is supposed to be attending but won't be coming in due to being sick, an appointment, staying with grandparents, ect. We need to know by 8:30 a.m. the day of if your child is not coming in otherwise you will be charged a no show fee. During school/summer school, we need to know by 7:30 a.m. that your child will not be attending before school care. For after school care, we need to know by 2:00 p.m.

### **School Age Children (4K-5th grade)**

If you contact the school and/or your child was sent home early, you are still responsible to contact us directly to let us know that your child will not be coming after school. School age children that come to child care after school, and are not on our list will be sent to the elementary office. If care is needed and there is a spot available, families will be charged an extra \$5.00 per child for not being on the list and for parents not calling the daycare center and asking for them to be added before 3:00 p.m. that day. We want parents to start communicating with us to make it easier at the end of the school day so we know, along with teachers and the bus driver, where kids are supposed to be.

## **Alternate Care for Non-Oakfield students**

Oakfield Child Care will not be taking children who are in 4k or above, and attend an alternate school during the year on their school's non school days. If there is no school for Oakfield and we have school age children, they are welcome to attend. Example: St. Lukes is off April 5th but Oakfield Elementary has school; any child in kindergarten or older will not be able to attend since the school-age program only runs before and after school when school is in session.

## Cancellation Days

Starting January 1st, 2025, cancellation days will look like this for infants through the 4 year old room...

- Attending 1 full day/week or 3 half days/week: 2 cancellation days per year
- Attending 2 full days/week or 4 half days/week: 4 cancellation days per year
- Attending 3 full days/week or 5 half days/week: 6 cancellation days per year
- Attending 4 full days/week: 8 cancellation days per year
- Attending 5 full days/week: 10 cancellation days per year

Starting January 1st, 2025, cancellation days will look like this for school-age children...

- Only summer care
  - attending 3-5 full days/week: 1 cancellation day
- Only school year
  - Attending 1 day/week: 1 cancellation day
  - Attending 2 days/week: 2 cancellation days
  - Attending 3 days/week: 3 cancellation days
  - Attending 4 days/week: 4 cancellation days
  - Attending 5 days/week: 5 cancellation days
- Year round care (same contract whole year):
  - Attending 1 full day/week: 2 cancellation days per year
  - Attending 2 full days/week: 4 cancellation days per year
  - Attending 3 full days/week: 6 cancellation days per year
  - Attending 4 full days/week: 8 cancellation days per year
  - Attending 5 full days/week: 10 cancellation days per year
  -
- For those who have year round care but your days vary for school year care vs summer care, please reach out to receive your total number of days

Children who enroll after January 1st...

- The number of cancellation days will be pro-rated based on when your child starts and how many days they attend. The directors will let you know the number.

Cancellation days must be requested in advance by the due date in order to use them. An exception will be if needing to use one due to being sick. If sick, you may only use 1 at a time, unless you get a dr. 's note stating your child needs to be out for a certain number of days. If needing off due to grandparents visiting, a last minute trip, ect, and it is past the deadline, you will just pay for the days you take off.

Cancellation days do not roll over to the following year. They must be requested either by email, through the google doc, or a request form. This way we have it on file to look back on.

## Ending Childcare Services

If you are no longer needing care, we need written communication stating when your child/ren's last day is the month prior by the due date for requesting/adding days. If you end care after the due date, you will still have to pay for the rest of your contracted days for the months that schedules are already completed for.

Example: if your child will no longer be coming starting in June, when we send out May's newsletter and ask for any days off or additional days by a certain date, you need to tell us by that due date that their last month will be May. If you tell us that your child will no longer be coming in June after that due date, you will still have to pay for their contracted days in June.

## Pick-Up/Drop-Off

To keep from accidents occurring, we ask parents to **not allow** your child/ren to run freely around the hallways/parking lot. We also ask to have them supervised at all times during drop-off and pick-up. This means that during drop-off, you walk your child/ren to where they need to be in order for them to get to the right spot. In some instances, the children may not be in their designated classroom, which makes for a child who doesn't know where he or she may need to be. When parents come and pick-up, and an OCCC staff member releases the child/ren to his or her parent, the individual is no longer under the care of our staff, and OCCC will not be held liable for any accidents, incidents, or injuries that may occur.

Please be careful while pulling into the parking lot for pick-up and drop-off, and being aware of your surroundings while leaving. There are times when the parking lot is very busy with parents and their small kids coming and going.

Also, if you are picking up your child but plan to stay at the school for concerts, conferences, art shows, sporting events, ect., **please do not park** in the childcare drop-off/pick-up spots. These spots are meant only for pick-up/drop-off, not for long periods of parking.

## Extended Length of Leave (Maternity, Vacations, Summer, Lay-off):

Any child who is not needing care due to maternity leave, lay-off/loss of job, or summer off (this only applies to teachers) will have to pay/attend the following...

- You can use a combination of attending and/or paying but it will need to equal the number of days below
  - If your child attends 1 day/week: they need to attend the same 1 day
  - If your child attends 2 days/week: they need to attend 1.5 days/week
  - If your child attends 3 days/week: they need to attend 2 days/week
  - If your child attends 4 days/week, they need to attend 2.5 days/week
  - If your child attends 5 days/week, they need to attend 3 days/week
- You will fill out an extended length of leave form that will state the days that your child will attend. The days will remain the same each week, and will be days that you are already contracted for.

## **Separation Anxiety**

Some children have separation anxiety. Parents are asked to inform the staff if their child is not feeling well, has had insufficient sleep, or anything that might affect their child's behavior. A child often responds better with separation when the parent says good-bye and leaves rather than lingering. It is also very important to see that their child is comfortably involved in some activity before they leave. Staff will also be available to assist the parent. We welcome phone calls and/or e-mails throughout the day if you would like to check up on your child.

## **Tuition/Payment**

Payments are due bi-weekly, middle of the month, or at the end of each month. We accept checks and cash. Although MyProcure does allow credit card payments, we will not be accepting them. If you pay by credit card, you'll be charged \$25/transaction. If we don't receive a payment at the requested time, it may result in suspension until a payment is received. There are also late payment fees-see tuition rate sheet for the amount.

The director has the right to turn away any family who fails to complete payments. A tuition letter will be sent out as well as bi-monthly bills for any outstanding tuition. Once that tuition is paid, then your child may attend childcare again.

## **Rates/Fees Info**

OCCC fees increased on June 7th, 2024, and will increase again next year. If the yearly registration fee isn't paid on time, the child/ren will not be able to attend until it is received. We also have an enrollment fee due upon starting, which is \$15/child. Please also see the information below for additional charges that may take place.

- If a child is in the center over 10 hours, families will be charged an additional \$1.00 for every minute over the 10 hour limit.
- If a child is in the center after 5:30 pm, there will be an additional \$5.00 per minute charge until the child is picked up.
- If a child is scheduled for care, and no adult contact occurred with a director to cancel for the day, families will be charged a No Call/No Show rate of \$10 per child plus their normal tuition rate. For school-agers, it is \$10 each, for both before and after school care.
- If a child isn't picked up by the time written on the family contract, and no contact is made with a staff member, there will be a late pick-up fee charged of \$5.00 per child.

- Late payment fee-if a payment is not received when it is due, you'll be charged a late payment fee of \$25. Each additional week that it is late, an extra \$25 will be added. If a payment isn't received within a month of the due date, the family will be terminated.
- If a child is being dropped off at the center without being on the schedule or without contact with a director for approval, and if there is space available, families will be charged an additional \$15.00 for the day or \$5.00 for before/after school care.

### **Child Release Issues:**

The following is our procedures for each situation as it pertains to our families.

1. Separated parents:

If parents are separated, but not legally divorced and there is no restraining orders, the center has no right to deny access to the child by either parent. However, both parents must be listed on the child's enrollment form. If the parent is not listed, we can not release the child unless written by the parent that the child is enrolled in the center. If one parent is concerned of any type of safety of the child in the care of the non custodial parent, action can be taken to the court system.

2. Divorced Parents:

In cases of divorce parents either parent may pick up the child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child/children are in child care, please keep the center up to date on the issues affecting the child.

3. Guardianship:

If a child is enrolled by a legal guardian rather than a parent, a copy of all appropriate legal paperwork must be on file at the child care center. This is critical for all areas especially if the parent tries to have visitation rights or no custodial at all.

4. Emergency Release:

If a parent is unable to pick a child up due to unplanned circumstances the parent should make arrangements for another adult listed on our child's enrollment form for pick up. If this comes up, you MUST contact the center to inform us that someone else is picking up and give their name so we can check ID upon pick up.

5. OCCC Staff Babysitting:

If an OCCC employee may be watching your child/children after daycare hours, and the employee is taking the child from the center, we must have a written document that you have given them permission.

6. Release to older siblings:
  - a. If you wish to have the center release your child to an older sibling, please let the director know.

## **Discharging of Enrolled Children**

Oakfield Child Care Center reserves the right to no longer provide care for a child should there be a failure of payment or failure to complete the required forms for enrollment and follow up forms. If a child indicates through behavior that their needs are not being met, parents or staff may initiate a conference that could lead to withdrawal or discharge. When a child is consistently acting out and/or needs one-to-one care and attention, the following conferences must take place:

Parent Request Conference: This is a request from the parent for a continuing log of child's behavior, eating patterns, sleeping patterns, etc. Requests may be made at this time for specific methods to be implemented to help the child.

Parent-Teacher-Director Conference: This is a request from either the parent, director, or the teacher to sit down and have a meeting to discuss how the child is doing in class. In this conference, the parent, teacher and director will discuss areas in which the child excels, areas of improvement, behavior, etc. The director will be there to help with implementing any new ideas/changes that may help with the behaviors, and make sure that everyone is on the same page.

Initial Early Childhood Conference: This conference is held with an educational professional, counseling consultant, physician or other authorities to help with the process of determining the needs of the child. A second conference may be held to discuss progress and plan for the future of the child in the center. At this time, the decision will be made if the child's needs are being met in their program.

If a child age 1 or older, shows consistent behavior problems, such as biting, pushing, hitting, throwing toys, or being aggressive to his or her peers/teachers, and the above actions have occurred, OCCC has the right to suspend the child for a day. If the behavior continues, the child may need to be discharged. A child will be suspended if he/she has 3 or more "episodes showing aggressive behaviors" in a week. This includes hitting, biting, pushing, wrestling, etc. This is to make sure the children around the individual is being kept safe. Profound language also won't be accepted in our childcare center. If the child swears more than 3 times in a week, they may also be suspended.

A child may also be discharged if they stop coming for more than a month, and there is no communication with the director about the child returning back. It is the parent's responsibility to contact the director with their future needs. If no communication is made, the child's spot will be given to another family needing care.

### **The process of filing a complaint**

1. Contact the Director of the Child Care Center. If complaint is not dealt with to your satisfaction, the next step is;
2. Contact building Principal. If complaint is not dealt with to your satisfaction, the next step is;
3. Contact the Superintendent of the School District. If the complaint is not dealt with to your satisfaction, the next step is;
4. Contact the School District of Oakfield School Board.

### **Child Illness Identification and Isolation**

It is the policy of the center to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one to one care. The following symptoms may indicate that the child has a contagious illness. Parents should keep their child home if they exhibit any of these symptoms/have any of these illnesses:

- Fever: Child will be sent home if fever is at or over 101° (may change depending on certain circumstances/illnesses going on)
- Rash: until cause is determined (need doctor's approval to return back to center)
- Strep Throat (24 hours after the start of an antibiotic) and fever free for 24 hours
- Pink eye (when drainage is no longer present, & 24 hours after appropriate treatment is started or 4 doses in)
- Vomiting (after 1 episode in a day they will be sent home, unless it is caused from coughing or running around after eating)-can't return until 24 hours after last episode and eating/acting is normal
- Diarrhea (after 3 episodes in a day they will be sent home) (may change depending on certain circumstances/illnesses going on)- can't return until 24 hours after last episode and eating/acting is normal
- RSV (until fever is gone)
- Hand foot and mouth (fever free for 24 hours, sores/blisters are not open, and no new sores are appearing. For younger kids, if drooling/putting toys in their mouth, no sores in or around mouth)
- head lice (can return after application of hair treatment and no visible nits are found)
- Any other communicable diseases such as chicken pox, measles, mumps, scarlet fever, fifth disease, whooping cough, meningitis, ringworm, scabies, etc.

If the child develops any of the above symptoms while at the center, they will be isolated in the office area under the supervision of a staff member until the child can be picked up. The child's parents or designated emergency person is contacted as soon as possible after the illness is discovered. Arrangements are made for the removal of the child. **Before the child is able to return to school, they must be clear of all symptoms for 24 hours WITHOUT medication.**

When a child is diagnosed with a communicable disease, the exposed children are watched for symptoms of the disease and the parents are notified by posting signs in the center; the local health department may be notified also. A child is readmitted with a statement from a doctor after a communicable disease if the child has been absent for a period of time designated by the local health department.

If an outbreak occurs or there is around 50% of a class who becomes sick, the classroom may be shut down in order to deep clean and help stop the spread. If this were to occur, an email and facebook post will be made stating which classrooms are affected and the days that the classroom/s will be closed.

## Medication

Prescription and nonprescription medications are given only with the parents' written permission. A specific "Medication Authorization" form is available at the center and must be signed by the parent requesting the medication to be given. When the center administers medication, the following provisions apply:

Prescription: Medication MUST be in its original container received from the pharmacy. Both the child and the medication name must be on the bottle, as well as the instructions.

Nonprescription: Medication MUST be in the original box with the child's age and weight listed. If age and weight is not on the box then a doctor's authorization is needed in order to give the medication. On the doctor's authorization, the child's name, medication name, and proper dosage needs to be listed.

Any medicine that is to be given to a child must be brought to the center and given to a staff member who will place it in the appropriate area. Medicine that is not to be given to child during school hours, but is to be transported from one household to another, must be given to a staff member as well for safe keeping. Parents must provide measuring syringes or spoons that are needed for administering the medicine. The staff will keep a medical log listing the child's name, type of medication, dosage, time, date, and the name of the staff member administering the medicine.

Any medication (except daily prescribed/needed longer than a usual 2 week time frame), such as acid reflux medicine, can't be at the center for more than two weeks. Each time a medication



needs to be administered, even if it was given to the child the month before, a new medication authorization form needs to be filled out. These forms are kept in the child's classroom in a medicine log book until the time frame is complete, and then placed in the child's file.

## **Outside**

Children in the infant and one year old room will go outdoors if the temperature is 20° or warmer with the wind chill. Children 2 years and up will go outdoors if the temperature with wind chill is above 0°. Children MUST be dressed accordingly. Please pack the necessary items daily or leave the items in your child(ren)'s cubby. Again, please make sure all items are labeled: boots, hats, coats, gloves, snow pants, and swimsuits. During the winter months, bringing an extra pair of mittens is helpful for when the kids go outside twice during the day. Also, please make sure you check their snow stuff at the end of each night as it does get very wet, and doesn't always dry for the next day. During the summer, please send closed-toe shoes with your child so their feet are protected while going outside. This helps so they don't get wood-chips or stones in their shoes.

## **Clothing**

Parents are encouraged to dress their child in play clothes or comfortable wear. This way they can enjoy their day better. Children must have a change of clothes at the center at all times. Children must have proper clothing for outdoor play year round. A change of clothing is kept marked and available in their assigned rooms. THE CENTER IS **NOT** RESPONSIBLE FOR LOST CLOTHING, TOYS, OR OTHER ITEMS. Licensing requires that children be taken outdoors each day, weather permitting.

## **Rest Periods**

All children who attend the center for four or more hours, and are under the age of five years, are required to nap/rest. If children are not asleep after 30 minutes, the center does provide quiet activities for these children. Parents provide a small sleeping bag and pillow (if wanted) for their child ages 1 and older. They are required to take home these items weekly to be cleaned.

## **Cleaning Procedures**

**Hand washing:** Children's hands are washed with soap and water before and after eating, after toileting, and after art time. Wet or soiled clothes are changed immediately, and put in a bag that is placed in their carseat or cubby to be sent home.

**Equipment and Toys:** Equipment and toys will be washed in hot soapy water, rinsed in hot water, and then sanitized in bleach water for at least 3 minutes, and then air dried. If equipment or a toy cannot be submerged in water, they will be sprayed with bleach water, wiped down with a washcloth, and then air dry. Children do not share cups, eating utensils, and towels.

Bedding, Blankets, Cloth Toys: Bedding and blankets are immediately sent home if soiled. In the infant room, each baby gets their own pack and play so bedding is washed daily. The older classrooms that require sleeping bags will be sent home weekly (unless soiled) to get washed. Cloth toys that have been in a child's mouth will be washed immediately after use, as well as once a week.

### **Feeding Procedures**

The center supplies morning snack, lunch, and an afternoon snack. 2% milk is supplied and given to children during lunch, unless the child has specific milk directed by the parent and or health provider. If a child requires a specific milk, then the parent must supply and label it. Lunch includes a main dish, a fruit, and a vegetable. Parents may pack a lunch for their child but it must include at least a main dish. If you are providing breakfast for your child/children in the morning, please be mindful of healthy items. Some ideas for items might be fruit bar, muffins, yogurt, applesauce pouch, toast, bagel, or fruit. We encourage parents to bring a Birthday treat so we can help celebrate their special day with them. Water will be offered to children during snack times. School-agers will be offered an afternoon snack after school lets out for the day. If it is a no school day, then the School-Aged children will be offered all of the meals and snacks.

The Daily meal program is as follows:

Breakfast 6:30am - 8:00am **(must be provided by the parent)**

Morning Snack: 9:15am -9:45 am

Lunch: 11:00am- 12:00pm

Afternoon Snack: 2:30pm- 3:00pm

### **Accident Procedures**

For accidents of serious nature or if the child is having difficulty breathing, the rescue squad is called as well as the child's parents and physician. Emergency procedures are posted by each telephone in the center. Children with severe problems are taken to Agnesian Hospital. A staff person remains with the child until the parents arrive. Written permission is required from the parents for the center to call the family doctor or hospital for treatment in case of an accident or emergency. This authorization is found on the child's information form. If a child receives a blow to the head or any other serious head injury, the parent is notified immediately and the child is observed for signs of worsening symptoms. An accident report is filled out and kept in the child's file. A record of the accident is also filed in the Center's medical log. The staff are trained in basic first aid, and are all CPR certified.

## Child Abuse/Neglect Reporting

Centers are required by the State to report immediately all suspected cases of child abuse or neglect to the Department of Social Services and/or the Police. Teachers report to the director all suspicious marks, bruises, contusions, lacerations, and burns. The Director, and Elementary Principal, then reports the suspected abuse/neglect to the proper authorities. The Director and the teacher log the information in the medical log to protect the center from liability. 911 calls to the Oakfield Fire Department and Agnesian Hospital will be used in case of an emergency.

## School-Ager Policies

### Summer:

The center tries to plan a number of field trips, both walking and on a bus, during the summer months. Some field trips include parks, the library, movie theater, trampoline park, Dock Spiders, and bowling. Each field trip will also have its own permission slip that will need to be filled out, signed, and turned in prior to leaving.

Although school isn't in session, Minors and Major Slips are still taken into consideration and can be given. If any suspension is given, you will still be responsible to pay for the days you are scheduled to attend. Consequences for these behaviors are (taken from the Expectations Contract):

- **Major Behavior**
  - Loss of special event (doesn't get reimbursed from field trip/event)
- **First Suspension**
  - 2 Major Behaviors or 3 minors during a 2-week period will result in a 1-day suspension from Oakfield Child Care (will still be charged as scheduled days)
  - Meeting with the parent, student, staff member, and directors
- **Second Suspension**
  - 2 Major Behaviors or 3 minors during another 2-week period will result in a 3-day suspension from the Oakfield Child Care (will still be charged as scheduled days)
  - Meeting with the parent, student, staff member, director, and principal
- **Third Suspension/Termination**
  - 2 Major Behaviors or 3 minors during another 2-week period will result in termination from Oakfield Child Care

### School-Year (before and after school care):

School-agers are expected to follow school rules, while school is in session or not. This includes...

- walking in the hallways
- level 0 voice while in the hallways
- Keeping their hands and body to themselves
- No swearing/talking inappropriately
- Not talking back to their teachers
- Listening to directions

- Cleaning up their toys/area when they are done
- Staying in their classroom/designated area
- Not throwing toys

If a student is having trouble with any of the above expectations, and warnings have been given, that student will sit in a designated area away from others with a book or quiet activity to do. The parents will be made aware of this, and if the behavior is concerning enough, the school Principal will also be notified and recess time or time in the principal's office will take place the next school day. If the behavior continues, the child may be suspended for before and/or after school care. Minors and majors can still be given year round for the expected behavior.

Prohibited Items (year round):

- hand-held games (Gameboys, Nintendo Switch, etc.)
- tablets/kindles
- Pokemon cards
- any toys involving weapons/promoting violence
- PHONES or any electronic devices

Activity Calendar for School-Agers:

During the summer, the school-age teacher has an activity calendar planned out to inform parents of field trips and any other activities that may be occurring. This just helps keep parents informed if anything special is needed for a certain day. We try to do different cooking, outside, and art activities weekly.

**Full day closures/closing early**

Oakfield Child Care Center will remain open year round unless any of the following occur:

- School District of Oakfield is closed due to weather before 6:30 a.m. the day of. If the conditions outside are not safe to drive in, then you will receive a phone call from our Auto-dialer stating that both the School District and Child Care are closed. We also post on our Facebook page to make sure all parents are aware. However, if the School District gets released early due to weather, the Child Care will remain open but we strongly encourage that you pick your child up early and in a timely manner. If the school cancels after 6:30 a.m. because of bad weather, Child Care will remain open all day (normal hours); this also goes for a 2 hour delay. If a 2 hour delay is called for the School District before 6:30 a.m. the day of, the childcare will open at 8:00 a.m. instead of 6:30 a.m. to allow enough time for snow removal and salt to be put down.
- Holiday: Depending on where some holidays fall during the week, we may be closed. A survey will be sent out a couple weeks prior to an upcoming Holiday to collect an accurate attendance for that day. If ten or more families sign up for care, we will remain

open. If we have fewer than ten families sign up, we will be closed. Each year, we are always closed on....

- -Good Friday
- -Memorial Day
- -4th of July
- -Labor Day
- -Thanksgiving and the day after
- -Christmas Eve, Christmas Day, and the day after Christmas
- -New Year's Eve and New Year's Day
- Cleaning: There are a few times that we need to close for a day, or two, due to cleaning. We wax our floors yearly and we try to schedule cleanings on the weekend, but sometimes it doesn't work out that way.
- Unexpected Closings that aren't under our control...in some cases we have to close due to no running water or a power outage. We let families know by sending out an auto-dialer, an email, and posting on facebook.

## **2024**

September 2nd: Labor Day-CLOSED  
November 27th: close at 4:30 p.m.  
November 28th: Thanksgiving-CLOSED  
November 29th: CLOSED  
December 24th: day before Christmas-CLOSED  
December 25th: Christmas-CLOSED  
December 26th: day after Christmas-CLOSED  
December 23rd, 27th, and 30th: TBD based on schedules  
December 31st: New Years Eve-CLOSED

## **2025**

January 1st: New Years Day-CLOSED  
April 18th: Good Friday-CLOSED  
May 26th: Memorial Day-CLOSED  
July 4th: 4th of July-CLOSED  
September 1st: Labor Day-CLOSED  
November 26th: close at 4:30 p.m.  
November 27th: Thanksgiving-CLOSED  
November 28th: CLOSED  
December 24th: day before Christmas-CLOSED

December 25th: Christmas-CLOSED  
December 26th: day after Christmas-CLOSED  
December 31st: New Year's Eve-CLOSED  
January 1st, 2026: New Years-CLOSED

## **Emergencies and Evacuations**

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

Tornado (practiced year round):

1. Turn on weather radio or KFIZ for weather information
2. Children are taken to designated rooms that are away from windows
3. Children are prompt to sit quietly
4. Children remain in safe areas until threat of severe weather passes

Fire (practiced year round):

1. Evacuation route is posted in every room
2. Staff members are aware of their duties during evacuation
3. Each teacher is responsible for their own group and always know number of children present
4. Teachers grab emergency bag and class roster with them
5. Everyone walks out of the building and congregates in the grass past the parking lot
6. Everyone remains outside until directed to come back in doors (during practice)

## **Wait List**

We have a waiting list that you can access at:

<https://app.waitlistplus.com/OakfieldLearningCent/Portal/Signup> to add a child. You are responsible to add your child/children when needing care.

With our waitlist continuously growing but our space and ratios staying the same, if you are planning on trying to have another child, get on the waitlist right away. There is an option to put "trying" on the waitlist link. This will better your chances of getting in when the time is needed. Priority is given to families that are already in our center but it does not guarantee a spot if you already have a child/ren enrolled.

Thank you for choosing Oakfield Child Care Center and Welcome!