

Little Acorn's Lodge Learning Academy, LLC.

"Where learning is fun!"

We would like to welcome you and your family to Little Acorn's Lodge Learning Academy, LLC. (Here-after referred to as the Center.)

We are glad that you have chosen us to be part of your child's growing experience. As early childhood teachers and child care providers it is our hope that you and your child will come to view life at the Center as an extension of life at home. It is our intention to ensure that the values, cultures, and goals of you as parents are incorporated into the care of your child. We offer **"Quality care when you can't be there"**.

Our **mission** is to provide a warm, nurturing, loving, and safe environment that fosters the growth and development of the whole child. We will nurture the joy of discovery and learning in your child. We will fill your child's world with warm smiles, respect, helping hands, patience, kind words, and lots of hugs.

Our staff are professionals in child care dedicated to meeting the social, emotional, intellectual and physical needs of the children entrusted to our care. We support our staff in ongoing learning and professional development to ensure continuous enhancements of our services.

Welcome to our child care family.

Administrative Structure

Administrator/Director: Management of center, including personnel, finance, legal and business structure as well as the day to day operations of the center. She shall also be responsible for implementing program's for children, supervise the staff, and conduct staff meetings.

Asst. Director: Assist Administrator/Director as needed.

Childcare teacher: Plans, implements and supervises the daily activities of a group of children.

Assistant teacher: Assists the teacher in all activities and supervision of a group of children.

Food service personnel: Shall be responsible for the food preparation, menus, kitchen sanitation and nutrition.

Maintenance personnel: Shall be responsible for building/property maintenance.

Admission Policy

The Center is administered and owned by Heather K. Koziatek; it is licensed through the State of Wisconsin Department of Children and Families (DCF).

1. The Center provides care and learning for children ages 6 weeks thru 12 years of age. (Age exceptions may be made on an individual request basis)
2. At maximum, Little Acorn's Lodge cares for no more than 39 children at any one time.
3. The Centers services are delivered without discrimination on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry against: Any enrolled child and family or any applicant for enrollment in regard to admission, privilege of enrollment or discharge condition, except where it is a reasonable and necessary age requirement.
4. To enroll a child you may set up a personal interview and tour with the center administrator or assistant director via telephone, walk-in, e-mail, or online private messenger.
5. The completion of the following forms is required within 30 days upon registration. Forms marked with a "***" must be returned on or by the first day of attendance:
 - **Parent/Provider Agreement
 - **Health History and Emergency Care Plan
 - **Enrollment Form
 - **Intake Information Form (for children 2 years and under)
 - Child Health Report
 - Immunization Form
 - Permission to Photograph
 - **Alternate Arrival/Release Agreement (applicable to school age children riding the bus to and/or from school only)
6. Operation hours: Little Acorn's Lodge is open from 6:30 a.m. to 5:30 p.m., 5 days a week, and 12 months a year for full time care.
7. The Center is open to parent visitation and observation before or upon enrollment unless access is denied by court order. We encourage parent involvement with the center; no advance appointment is required. Children's records are confidential and available for viewing by immediate family and licensing representatives only. Copies of state rules and center policies are also available to you.
8. The center maintains medical logs. Entries in these logs regarding your child are available to you.
9. Center license, condition stipulations, compliance/non-compliance statements, and administrative chain of command, as well as parental notices, observations, and other parent information are posted on the parent communication board near the entrances of the centers.
10. Licensing regulations for group child care as well as a copy of the center policies are available to all families on the Sign-In Shelf near the entrance of the center. Parents will also be provided with the website address containing state licensing regulations per request.
11. **Parents are required to notify the Center by 8 am when their child is absent on a day that they are normally expected to be in attendance.** If the Center is not notified about an absence within 30 minutes of the specified time on the written agreement signed by the parent we will attempt to call the parent or guardian to determine the child's whereabouts. This is a state requirement and is a precaution that helps to keep your child safe.
12. Staff is oriented concerning procedures for safe transport tracking and ensuring that the whereabouts of children are known at all times. While on walking field trips a copy of the attendance checklist and emergency information will be taken by staff for each child.
13. **Parents must sign their child in and out daily.** Parents are required to walk their children into the center through the main entrance, sign in, and walk their child into the classroom where they shall alert the teacher that the child has arrived. If children are on the playground when the parent arrives with his/her child, the parent may drop the child off at the playground alerting the teacher to the child's arrival, but must continue into the building to sign the child in. Under no

circumstances will a parent leave a child unattended in the hall or a classroom to wait for the others to return inside.

14. Teachers will take attendance in their classrooms as children arrive and are responsible for knowing the number and names of all children in attendance at all times, including outdoors. Teachers will take attendance sheets outdoors with them. If a child arrives on the playground, he/she will be signed in on the classroom attendance sheet outdoors. No child or children will be left unsupervised for even a moment.
15. All persons picking up a child must be authorized on the child's enrollment sheet. If a teacher does not know the person picking up, a picture id will be required.
16. If an authorized pick-up person appears impaired by drugs or alcohol, the Center will advise that person that they may not transport a child in that condition. The Center will help to contact alternative transportation if needed. If an impaired person insists on picking up a child, the Center will call 911 and advise authorities of the situation.
17. If a court order has been placed in a child's records, a particular parent may be denied access.
18. Any children arriving before 8:00 a.m. may be combined until staff and classroom ratios can be met. Groups will also combine at closing time for free choice or outside play.
19. If any staff member and/or the administrator have reasonable cause to suspect child abuse or neglect, they shall contact the Dept. of Social Services, as mandated by law. (Staff receives biannual training in Child Abuse and Neglect.)
20. Emergency Medical Care: When a child at Little Acorn's Lodge needs immediate professional care, the child is taken to Howard Young Medical Center in Woodruff. (by rescue squad, if necessary, while at the same time contact is being made with the child's parents). This transport will be at the parent's expense.

Enrollment/Orientation

We encourage families to take the opportunity to visit our child care program before enrolling. Parents and children are welcome to sit in the child's future classroom to meet the teacher and students as well as observe and partake in daily activities. A Parent/Family orientation and tour will be conducted upon enrollment. Enrollment forms need to be completed prior to your child's start date. These forms and others will be reviewed along with the centers policies. Orientation includes but is not limited to review of center policies, community resources, developmental screenings, and attendance procedures. The centers learning philosophy as it aligns with the (WEMLS) Wisconsin Early Learning Standards guiding principles will be described and further additional detailed information made available to interested families. A \$25.00 registration fee is due upon enrollment and each September thereafter.

Additional First Day Requirements

A. Children 6 weeks to 2 years old

1. Diapers
2. Wipes
3. Diaper creams or powders
4. Bottles: You must bring in a separate bottle for each feeding throughout the day. Each bottle must be labeled with your child's first & last name as well as the date.
5. Breast Milk or Formula (unless using the centers pre-approved formula). Breast milk may be brought unthawed or frozen. We ask that two extra bags of milk are brought in (which will be stored in the kitchen freezer) for "emergency" situations.
6. Baby Bedding (Pack' n play size sheet and a receiving blanket). We will not put toys or any loose items in your child's crib due to SIDS. We can use Swaddles for children who cannot yet roll over.

7. Nuks, Bibs, & Two sets of extra clothes (seasonally appropriate).
8. Outdoor clothing (we go outside daily when temperatures are about 20 degrees F, except in inclement weather)
9. All clothing, bedding, nuks, etc. **must be labeled** with your child's name.

B. Children over 2 years of age

1. Complete change of clothes identified with the child's name. (Snow pants, boots, gloves, etc., are necessary in the winter months.)
2. A pair of shoes (no tie shoes allowed) or slippers to be worn and kept at school only.
3. Crib size sheet, (to cover their mat), a small blanket, and a pillow case to store them in.
4. All clothing, bedding, shoes, etc. **must be labeled** with your child's name.

These are suggested items, parents may bring more or less according to the child's needs.

Two outdoor play periods may be scheduled each day, including infants. Parents must send appropriate outdoor clothing for daily variations in the weather.

Children will be protected against extreme hot and cold outdoor temperatures however, most days they will be outdoors as mandated through licensing weather guidelines. Guidelines for exclusion of outdoor play in inclement weather are:

Children Under 2:	Wind chills of 20 degrees F. or below Heat Index of 90 degrees F. or higher Heavy Rain
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Children 2 Years and Above:	Wind chills of 0 degree F. or below Heat Index of 90 degrees F. or higher Heavy Rain
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Toys brought from home are not encouraged unless otherwise specified. No guns, war toys, or other toys of destruction may be brought in. The center offers other means to encourage creativity, dramatic and active play, and intellectual and social growth.

****Special Notes: ****

At no time are parents allowed to leave cars running unattended in the parking lot.
At no time may parents allow their children to enter the parking lot on their own.
Children must be supervised at all times.

Daily Schedule

Arrival-8:15-Welcome, Hand Wash & Free Play: Arts and Science–paints, coloring, play dough, etc. Individual work and games–puzzles, blocks, books, etc.

8:15-8:30-Transition: Cleanup, songs/stories, wash-up

8:30-9:00-Breakfast: Will consist of 1/3 of the daily nutritional requirements for children.

9:00-9:15-Transition: Cleanup, songs/stories, wash-up

9:15-11:00-Preschool/ Group Activities:

Preschool activities-Intellectual, manipulative, self-expression, large and small muscle

Art-Creative expression, communication skills

Preschool readiness skills-Letters, colors, etc. intellectual, manipulative, self-expression, finger plays, sorting skills, visual skills

Story time-Math, science, cooking, intellectual, listening skills

Music-Creative expression, social interaction

Outdoor/Gross motor time-Large muscle, social interaction

11:15-11:30-Transition: Cleanup, songs/stories, wash-up

11:30-12:00-Lunch: Will provide 1/3 of the daily nutritional requirements for children

12:00-12:15-Transition: Story or soft music

12:15-2:15-Quiet time: Protection from excess fatigue and over stimulation. Individual games and toys for early risers. Teacher prep time, bulletin boards, activities, etc.

2:15-2:30-Transition: Cleanup, songs/stories, wash-up

2:30-3:00-Snack: Will consist of at least two items, from different food groups (milk products, fruit, vegetable, protein, and whole grain.

3:00-3:30-Afternoon activities:

Language activity, sorting activity,

Games and puzzles or listening skills

Cooking activity or time and money measurement

Science and nature or writing skills

Classification or self-concept

Letter skills or story with activity

Blocks or dramatic play

Activity centers or visual skills activities

3:30-3:45-Transition: Cleanup, songs/stories, wash-up

3:45-Departure-Free play: Outside play or table time with quiet free play

~Schedule is flexible to adjust to the needs of the children

Arrival/Departure:

Parents must sign their child/children into the center at drop off and sign out of the center at pick up. This is a state law regulation and must be adhered to. Parents must also make their child's teacher aware that they are leaving the center. (This is for your child's safety.) If there are any specific instructions for the day (for example, medication to be taken, another person picking up the child, or other extenuating circumstances), the center needs to be made aware of the same through written instructions.

Parents, please be sure to maintain scheduled pick up times as teachers and children are scheduled according to enrollment information.

Attendance Policy

1. Child care will not be provided on New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and the day after, Christmas Eve, and Christmas Day. If New Year's Day, 4th of July, or Christmas falls on the weekend, the center will close on the Friday before or the Monday following the holiday.
2. If your child's attendance is interrupted (taking the summer off), he will be re-started upon returning to the Center.
5. If your child takes an unannounced leave for more than two weeks it will be considered an automatic termination. Upon returning, the child will then have to re-enroll.

Health Policy

Observation

1. Each child, upon arrival at the Center shall be observed for symptoms of illness.
2. In compliance with State requirements, evidence of unusual bruises, contusions, lacerations, or burns shall be noted on the child's records and reported immediately to the person in charge of the Center.
3. Food allergies and other allergies of your child shall be reported to the center. This information will be recorded in their files. Teachers and caregivers will be notified of the condition and the information will be discreetly posted in the child's room at the center as well as in the kitchen for cooking staff.

III Child Procedure

1. Children with a sore throat, inflammation of the eyes, fever of 100.7 degrees F, lice, rash, vomiting, excessive diarrhea (2 or 3 times per day), irritability or continuous crying that requires more attention than a teacher can give in a group setting, or other illness or condition shall be isolated. A parent or emergency pick up person will be called.
2. Sick children will be isolated within sight and hearing distance. The child shall be provided with a cot, sheet & blanket in an isolation area. The child will be made comfortable until a parent or designated emergency pick up person arrives. **The child must be picked up from the center within 1 hour of notification.**
3. A child with a contagious illness must be 24 hrs symptom and fever-free (**without medication**) before returning to the center.

A Special Note for Parents:

We know how hard it is for parents to take off work for a sick child, but if you know that your child is sick or not feeling well, please keep them home for the day. In order for the center to stay healthy and within the state requirements, we need sick children to stay home. This will also cut down on how often your child becomes ill from being in contact with a sick child. If families continually brings a child back who has not fully mended their care may be terminated. This is a State requirement. Please stay in compliance with this rule.

Cleanliness/Hand washing

1. Children shall wash with soap and warm running water upon arrival, before meals and snacks, after toileting or diapering, and any other time deemed appropriate. A child's hands and face shall be washed after meals.
2. Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting, after wiping bodily secretions from a child with a disposable tissue, before and after assisting with diapering, or any other time deemed appropriate.
3. All toys will be sanitized daily in infant/toddler rooms and weekly in other classrooms.
4. Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in sanitary condition.
5. Children brush their teeth after breakfast or lunch daily.

Medication Procedure

Parents must bring all medications to the director or their child's lead teacher. Never send medication in with your child or leave in your child's backpack. This includes both prescription and non-prescription medication.

1. No prescriptive medication or non-prescriptive medication, including but not limited to aspirin, cough medication, or nose drops, may be given to a child except under the following conditions.
 - A. A signed, dated written authorization by the parent on file.
 - B. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physician's name.
 - C. Non-prescription medication must be labeled with child's name and the request, signed by the parent, including dosage and directions for administering.
 - D. The State requires a written report including type of medication given, dosage, time, date, and the name of the person administering the medication. This information shall be recorded in the Center Medical Log, and the authorization will be filed in the child's records. The Log Book shall be reviewed periodically by administration.
2. Medications shall be stored so that they are not accessible to the children.
3. Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "medication."
4. It is the parent's responsibility to get his or her own child's medicine at the end of the day.
5. All special children's health care needs will be discreetly posted in the class room and shared with all personnel having contact with the child.
6. The center will not medicate a child for a fever. Any child who has a fever of 100.7 or higher will need to stay home until fever-free. Tylenol will only be given in extremely rare situations that must be approved by the director.

Accident or Injury Procedure

1. Emergency Medical Care: When a child at Little Acorn's needs immediate professional care, the child will be taken to Howard Young Medical Clinic in Woodruff, unless otherwise stated by parents request on the child's emergency information card. They will be transported by rescue squad if necessary, while at the same time contact is being made with the child's parents. This transport will be at the parent's expense.
2. Treatment of Minor Injuries: The center will use soap and water to clean all superficial wounds and Band-Aid or bandage will be used to protect such wounds. An ice pack may be applied to any minor bump or swelling. Parents will be notified verbally and in written form at pick-up time concerning any such injury. If a child receives an injury related to the head, the parent will be contacted immediately and told, no matter how slight the injury may seem.
3. Written permission from the parents to call the family physician or refer the child for medical care in case of injury shall be on file at the center. Parents shall be contacted as soon as possible after an injury has occurred.
4. In the event of injuries occurring off site the above procedures still apply. If Howard Young Medical Clinic is not the closest hospital, your child will be taken to the hospital in the area.
5. All staff is trained in First Aid, CPR, and AED.
6. Medication administration and injuries occurring on or off the premises will be recorded in the center's medical logbook.

Universal Precautions

The purpose of the Universal Precaution Policy is to protect the children, parents, and staff members from the transmission of all communicable diseases spread by contact with body fluids. These include Hepatitis, HIV, Giardia, Salmonella and others.

Staff Procedures

All staff will be trained in universal precautions procedures, including those described below:

a) Personal Contact

1. All staff will wear clean disposable gloves when handling blood, urine, stool or vomit.
2. Gloves will be removed and hands will be washed after such contact and before touching another individual.
3. Staff will thoroughly wash with soap and water any area of the skin which comes into contact with these body fluids

b) Disposal

1. Gloves, bandages, etc. Which have been contained with these body fluids will be sealed in a plastic bag and disposed of in a plastic lined & covered trash can out of the reach of children.
2. Children's clothing soiled with these body fluids will be removed from the child, sealed in a plastic bag and returned to the parent.

c) Sanitation

1. Staff will thoroughly wash with soap and water all surfaces which have come in contact with body fluids.
2. After washing the area, staff will disinfect the surface with a disinfectant solution approved by the Dept. of Health and Family Services for this purpose, and allow it to air dry as required by public health authorities.

d) Parent Information

1. Parents will be informed if their child has any direct physical contact with blood from another individual. These incidents will also be recorded in the centers medical log, omitting the name of the other individual involved to maintain confidentiality.

Diapering and Toileting

1. Toilet training will be planned in cooperation with the parent so that a child's toilet routine is consistent between the center and the child's home, except that no routine attempts may be made to toilet train a child less than 18 months of age.
2. Wet or soiled diapers and clothing will be changed every 1 1/2 to 2 hours, or promptly as needed.
3. Staff will wash hands with soap and running water before and after each diapering or assistance with toileting routines. For children under one year, hands may be washed with soap and a fabric or paper washcloth.
4. Lotions, powders or salves will be applied to a child during diapering only at the specific written direction of the child's parent or the child's physician. The directions shall be recorded and posted in the diapering area.
5. The child's diapering area will be washed before each diapering with a disposable towel used only once.

Physical Examination

1. Each child shall have an initial physical examination not more than six months before or no later than one month after admission to the center
2. Evidence of the child's most recent physical examination shall be provided by a report signed and dated by a physician.
3. Each child under two years of age shall have a physical examination every six months.
4. Each child two years of age and older shall have a subsequent physical examination by a physician at least once every two years.
5. School-age children are only required to have a record of immunizations on file.

Immunization Record

Each child shall have an immunization history, which states that the child has been immunized.

Immunization Schedule

5 months through 15 months	2 DTP/DT	2 Polio	2 Hep B	2 Hib
16 months thru 23 months	3 DTP/DT	2 Polio	1 MMR	2 Hep B 3 Hib2
2 years through 4 years	4 DTP/DT	3 Polio	1 MMR	3 Hep B 3 Hib2 1 Varicella
At Kindergarten entrance	4 DTP/DT	4 Polio	2 MMR	3 Hep B 1 Varicella

Parents of enrolled children shall be notified by the Center:

1. When a child has been exposed to a communicable disease which has been diagnosed or suspected, notification shall be given to the child's parent, the county nurse, and all other parents at the center.
2. Postings of communicable diseases will be displayed on the parent communication board with respect to name confidentiality.
3. Parents will be notified of illness or serious injury to the child, by telephoning immediately.

S.I.D.S. (Sudden Infant Death Syndrome) Guidelines

1. All caregivers in the Center are oriented and trained in SIDS risk reduction and emergency procedures. Parents of infants at the Center will receive a Back to Sleep brochure upon enrollment, which gives information on SIDS risk reduction and back sleep position.
2. Infants under 12 months of age shall be placed to sleep on his or her back in a crib unless otherwise specified in writing **by the child's physician.**
3. A safe crib is used-babies should sleep in a crib on a firm tight-fitting mattress and there should be no soft blankets or comforters under the Baby. Remove pillows, quilts, comforters, stuffed toys, bumper pads and other soft items from the crib or playpen.
4. Babies are not placed to sleep on a soft surface such as a waterbed, sheepskin, pillows, sofa, or other soft surface. Soft toys will not be kept in the crib.
5. If a blanket is used, the infant should be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. Keep the infant's head uncovered during sleep.
6. "Tummy time" for awake, non-mobile infants is provided daily.
7. An orientation on SIDS risk reduction methods will be provided to employees, emergency back-up providers, substitutes and volunteers prior to their caring for children.
8. Unless the child has a note from a physician specifying otherwise, infants will be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
9. When infants can easily turnover from supine to the prone position, they shall be put down to sleep on their back, but be allowed to assume what ever position they prefer for sleep.
10. Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.
11. While the age-old practice of swaddling is allowed within licensing rules, written directions on the use of swaddling from the parent must be obtained (Intake Child Under Age 2 form). When a child begins to roll (approx.. 4 months of age), etc., swaddling may restrict the child's movement. When a child no longer stays swaddled in the crib during nap time, then swaddling is no longer appropriate. If the child pulls the blanket out during nap time the provider must ensure that that blanket is kept away from the child's mouth and nose.

Health Qualifications for Adults

1. Any persons, except volunteers, who work directly with children, shall have a health examination including a TB test within twelve months prior to their beginning work or within one month thereafter. The report, dated and signed by a physician, shall be on file in the center and certify that:
 - a. The person is free from illness detrimental to children.
 - b. The person is physically able to work with young children.
2. No staff, volunteer, or parent with the symptoms of illness, communicable diseases, or whose behavior gives reasonable concern for the safety of the children may be on the premises of the center.
3. In the event of an emergency a qualified teacher will be called to supervise.
4. You will need a backup person to provide care for your child when the center is closed.

Staff Continuing Education

The Center shall maintain a file on each employee, including but not limited to;

1. Staff will be responsible to have current documentation of continuing education.

- a. Staff who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year.
 - b. Staff who works 20 hours or fewer a week shall participate in at least 15 hours of continuing education each year.
 - c. Food Service personnel shall participate in at least 4 hours each year in kitchen sanitation food handling and nutrition.
2. All staff members in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and AED within 6 months after beginning to work with children.
 3. It is mandatory that all staff attend the monthly staff meetings. Attendance will be taken and documented.

Education Policy

“Where Learning is Fun!”... The philosophy behind our curriculum is that young children learn best by doing. We believe learning isn’t just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Teachers teach to help children reach new goals in their learning. They want to challenge the children, but make goals and learning achievable for child success. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). We must make their environment a place for them to learn by doing.

We use real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors, and they notice relationships between things. In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking.

For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols—the stick and the block—are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the early childhood years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. **Play is the work of young children.**

The Center’s “creative play curriculum” aligns with the Wisconsin Model Early Learning Standards (“WEMLS”) guiding principles and reflects their 5 domains of learning & development.

The most important goal of our early childhood “creative play” curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We’re teaching them **how** to learn, not just in preschool and kindergarten, but all through their lives. We’re allowing them to learn at their own pace and in the ways that are best for them. We’re giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development:

- **Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.

- **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

The daily routine in and outdoors is designed to accommodate a wide variety of learning experience including cultural diversity. The daily routine provides stability and consistency for the children while also providing room for variation and flexibility. We also provide stability and consistency in each classroom with primary caregiving being done by one or two consistent staff members who lead the group every day. This instills a bond between teacher and child as well as teacher and parent. Preschool children, aged 3 and up, are allowed up to 30 minutes of screen time per week. As we do not plan on the children using these time allotments, we do have the option to watch a movie or play an educational game on the computer or iPad for special treats.

The Center welcomes any presentation of a specialty (job experience, hobby, talent, etc.) that would enhance a curriculum unit or theme.

Information about curriculum and daily and weekly activities in each classroom is available to parents. Weekly lesson plans with specific activities, along with their objectives will be posted on the parent communication board in each classroom. Parents are encouraged to ask staff about curriculum and classroom events.

Transitions

As children grow and develop they will move from the Infant Classroom, to the One Year Old Classroom (or Young Toddlers), to the Two Year Old Classroom (or Older Toddlers), and finally into the Preschool Classroom before beginning 4 Year Old Kindergarten. Each of these transitions is an adjustment for the parents as well as the children. Your child will make new friends, have new teachers, as well as have a new schedule of activities. To make these transitions easier on the child we will acclimate them slowly into the new setting for small amounts of time a day. Over the course of approximately two weeks a child will occasionally visit the new classroom during different daily activities. Each child is unique and each transition will be tailored around their individual needs. Parents will be informed of the up-coming transition and will be introduced to the new classroom teachers. Any new materials the child may need for the classroom will be noted to the parent ahead of time.

Infant and Toddler Curriculum

Each infant and toddler shall be allowed his or her own patterns of sleeping and waking, as well as the child's own feeding schedule. Each infant shall receive warm and caring physical contact and attention such as being held, rocked, talked to, sung to, and taken on walks both inside and outside the center. Infants and toddlers will be taken outside each day except in inclement weather, please provide proper clothing to keep your child comfortable. Non-mobile children will be offered plenty of "tummy-time" and children who can creep or crawl shall be given opportunities during the day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.

Infants and toddlers are changed every 1 ½ to 2 hours or as needed. As soon as a teacher suspects a soiled diaper they shall change it immediately. Children being potty trained will be encouraged to try the potty often. *(See Breastfeeding support policy addendum #1)

Both care giving and play are important aspects of the curriculum. Feeding, for example, not only meets your child's physical needs, but it provides a variety of sensory experiences, pleasure, and satisfaction along with an opportunity to learn social and self-help skills.

Play is a very important part of the infant and toddler program. Play is vital to growth and learning, along with providing opportunities for discovery through natural experiences. Infants and toddlers make discoveries and choices, solve problems, and begin to learn what is of interest to them. Play is promoted by providing time and space without much interference by the caregiver. The program is arranged to provide an environment conducive to play with constant supervision. With this, children will be allowed zero screen time for any child under the age of three.

Our primary function is to facilitate learning rather than to teach or train. Infants and toddlers need stimulation from toys, pictures and people. More importantly, however, they need to discover that they can influence the people and objects around them.

The importance of you as parents is understood. We will provide care to your child which reflects your child's care at home. We will work closely with your family to define exactly the type of care that would be in the best interest of your infant or toddler. It is our intention to ensure that the values, culture, and goals of you, as parents are incorporated into the care of your child. It is our hope that your infant or toddler will see life at the Center as an extension of life at home.

The Infant and Toddler curriculum focuses on two areas of interaction:

- *The interaction between the child and caregiver within the Center.
- *The interaction between the child and his/her environment.

The goals of the Center's Infant and Toddler Program include:

- *To provide care to the child that include an individualize approach to health, safety and nutrition.
- *To offer the kind of experiences that includes opportunities for free-choice, exploration, both individual attention and group experiences, and above all, variety and balance in his/her daily activities.

School Age Policy

Daily Schedule

3:30 Arrival: School Age Children arrival

3:40 Snack: Will consist of at least two items, from different food groups (milk products, fruit, vegetable, protein, and whole grain).

4:00 Afternoon Activities:

- Outside free play, inside centers
- Group activity
- Homework, small groups, games, puzzles, art, reading
- Cleanup/outside play or quiet free play

5:30 Center Closing:

- *schedule is flexible to adjust to the needs of the children**

*On non-school days the planned school age's curriculum shall be developmentally appropriate. School-aged children are allowed up to 60 minutes of screen time per day. This can be seen with educational games on computers and Ipads as well as a developmentally appropriate movie (such as a movie that follows a book the class completed reading).

Busing

Any child (school age), coming to the center before or after school must have a "School-Age Agreement" transportation slip filled out and signed by the parent by their starting date.

Discipline Policy

Discipline at the Center is designed and carried out to help each child(1) learn self-control, (2) choose alternatives, (3) identify feelings and (4) when possible, develop an understanding and respect of the feelings of others.

Discipline shall not damage the child's self-image or embarrass the child who is being disciplined.

Positive Guidance of Children: The discipline policy implemented at the Center by all staff members.

1. Modeling by the Caregiver

Setting a good example for children is the first step in developing good discipline. The teacher encourages politeness, taking turns, and cooperating by being the model and doing these things herself.

2. Classroom Environment

The child care setting should be one where children are comfortable and feel at ease. Teachers will be checking rooms daily to make sure there is enough suitable and age appropriate equipment to keep children interested and to cut down on need for waiting or sharing. Play things are kept at the child's level so children can select items of their own choosing and later put items away when finished or time to "clean up". Those things that children cannot play with will be stored away from the reach of children, thereby helping to prevent problems before they occur.

3. Planned Activities

Plan ahead. Keep daily lesson plans to make sure activities are appropriate for the group of children assigned to you. Have enough things planned to keep the children occupied. Be prepared for the child who finishes first by having extra things to do. Arrange to have all materials ready ahead of time. Advance planning can go a long way in prevention of discipline problems.

4. Curriculum Related Units

Desirable behavior will be taught. "Work time" and "circle time" will include discussions, stories, role playing, etc. about feelings, courtesy, honesty, self-control, friends, good manners, cooperation, sharing, safety and taking care of toys and other equipment

5. On Going Evaluation of Schedules and Transitions

The daily schedule should be evaluated continually" to make sure those children are not kept waiting at transition times. If children must sit and wait, teachers should use the time to read a story, teach a new rhyme or finger play, sing some songs, listen to a tape, etc.

Redirection of Children

Staff will strive to avoid discipline problems in the first place by providing positive guidance and by defining unwanted behavior to children. When unacceptable behavior occurs, discipline will take place as close to the occurrences of the behavior as possible.

The child will be instructed by the teacher that "I cannot allow you to do that because..." The disruptive child may be redirected to a different activity thereby removing them from the troubling situation. If further action is needed, the child may be removed from the group. In this way, the child is taken away from the situation and the teacher has the opportunity of discussing the problem with the child.

In the case of the child who spits, hits, kicks, scratches, bites, etc., the above policy will also be followed. The child will be told that they are never allowed to bite, hit, kick,...other people. The teacher will proceed to redirect the child's behavior. She may tell them they can hit a lump of clay, scratch a rug, kick a ball spit in the sink, bite their food, etc. Later the teacher will involve the children in a calming activity. During this time we will be comforting the child who has been bitten, etc. to clean any wound and apply first-aid, if necessary.

Setting Clear-Cut Limits for Children

All rules that the children are expected to follow on a consistent daily basis should be made clear upon their entry to the center and reinforced periodically throughout the year. Rules relating to safety, respect for others, and respect for property will have top priority. Behavior expectations will also be included in the curriculum in the form of discussions, role playing, stories, and actually showing children how to use materials and where to put them away.

Children should be told what is expected of them and they should be told what is considered unwanted behavior. We will explain that consequences go hand-in-hand with unwanted behavior, such as being removed from the group. The child should also be taught that there are rewards that follow desirable behavior, such as smiling faces, verbal praise, hugs, stars, special duties, etc. Good behavior will be acknowledged regularly. Further, a pattern of consistency will be established.

And, finally we will take into account that:

- A. Children are children, not adults, and we cannot expect perfection.
- B. Discipline should be related to age and development level of the child.
- C. Self-discipline involves a sequence of learning and as children grow, they can be expected to be more responsible.
- D. A baby crawls before she walks, and therefore, a child cannot be expected to acquire self-discipline without some "fails" along the way.
- E. Children develop self-control and self discipline if we are firm, loving and patient

Development of Children's Self-Control, Self-Esteem, and Respect

In order to promote self-esteem while disciplining a child, we will remember to:

- A. Talk to the child, not at the child.
- B. Get down to their level by kneeling or sitting.
- C. Make eye contact.
- D. Look and speak kind, but firm.
- E. Use body contact by gently taking hold of their arm or sitting the child on your lap.
- F. Talk quietly, but firmly.
- G. Tell the child that you have confidence in their ability to do better next time.

We will not cause the child to be ashamed of self, work, personal belongings, etc. We will explain that what the child did was wrong, not that they are a bad child. We will proceed to discuss with the child a better way or a better thing to do, giving them an acceptable avenue for release of feelings. Remember to use disciplinary measures only when necessary, after fair warning and in so doing, efforts must be taken to respect dignity and pride of the child.

Children under 3 years of age are not given time-outs. Time-outs will not exceed five minutes and will be used only when other options have failed. A time-out may be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. When used, the time-out will immediately follow the behavior. A teacher will stay with the child and talk about what behavior was unacceptable, and what else he/she might have done or said instead. This will be a relax and cool down, rather than isolation and punishment.

Children are not allowed to do anything harmful to themselves or others. Hitting scratching, biting, etc., is not allowed. The children's safety is of utmost importance. All physical and verbal aggression is stopped immediately. Verbal and physical aggression is handled by redirection skills of the teacher and when necessary with consultation of other professional staff.

If the child exhibits unacceptable physical and verbal aggression which is reoccurring, the parents will be informed and the following guide is followed:

1. Parents/guardians are informed of child's behavior (formal or informal conference).
2. A home-school partnership/ management plan is set up for the child (consultation with parents and other professional staff) to consider how to deal with the behavior if the aggression is reoccurring often.
3. Observation notes of child will be kept and findings reported to parents/guardians.
4. If the behavior continues, the next steps may include referrals to appropriate community resource if the Center determines and evaluation would be useful for the child's emotional, social, physical or cognitive development. and/or discharge of the child from care.

Please review the following Classroom Rules at home with your child before your child attends:

1. Gentle hands
2. Gentle words
3. Share
4. Clean up
5. Ask a big person for help

If a child exhibits unacceptable behavior, a conference will be requested with the parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited, such as spanking, hitting, pinching, shaking, verbal or sexual abuse, withholding food, or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used. Even at the request of a parent.

In order to maintain a good rapport between the Center and the children, teachers will:

- A. Acknowledge good behavior.
- B. Develop our listening skills.
- C. Create a warm, trusting environment.
- D. Treat children fairly.
- E. Get to know children, their likes and dislikes.

F. Respect each child.

Child Guidance

The Center understands that there will be times when a child will become distraught, fussy or won't quit crying. Staff's first action in these situations will be an attempt to determine the cause of the distress. It is understood that crying is normal, and that all babies will have times when they cannot stop crying. Staff will stay calm and will do whatever they can to soothe the child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when staff may need the director's advice or assistance. Staff will not hesitate to request such help as they feel necessary

Nutrition Policy

The Center will provide all food. An exception may be infant's whose parents wish to monitor and provide their infant's food requirements. As a participant in the Child Care Food Program; which is funded by the United States Dept. of Agriculture (ASDA), the Center will serve nutritionally balanced meals and snacks.

Breakfast shall consist of the following:

1. Fruit or juice;
2. Cereal or whole grain or enriched bread product or a meat/meat alternative; and
3. Grade A vitamin D pasteurized milk.

Lunch shall include the following:

1. A food furnishing protein, such as meat, poultry, tofu, fish, egg, cooked dried peas or beans, cheese or peanut butter;
2. Two foods from the fruit and vegetable group;
3. Cereal, or whole wheat or enriched bread products; and
4. Grade A vitamin D pasteurized milk.

(Infant bottles must come pre-filled, labeled and dated with milk or formula from home if not using center supplied brand.)

The Center will serve a nutritious snack daily. Snacks shall consist of at least two of the following: milk or milk products, fruit or pure fruit juice, vegetable, a protein, whole grain or enriched bread or cereal. If a child brings their own meals & snacks, the Center will ensure they meet CACFP guidelines & provide supplements when they do not meet the guidelines

If a child has a special nutritional need or on a special diet, parents must provide a written doctors note and sign all required forms. Children with food allergies must be written out and the nature of the allergy and the kind of food the child is allergic to.

Meal menus will be posted weekly for parents to review and kept on file at least 3 months. All children will be provided a snack if necessary early morning and late afternoon.

School Agers will receive a snack upon arriving to the center after school. No child shall go without nourishment for longer than three hours. No child shall be forced to eat. At the Center snacks and meals are meant to be an enjoyable experience. From time to time snacks will reflect cultural and ethnic preferences of children of the community. Meal times will be a time for socialization. The teacher will sit with the children at meal times whenever possible. Children will be encouraged to serve themselves, and develop good eating habits and manners. The centers food will be purchased from a store or farmers market. Food will be refrigerated or stored in sealed containers. Paper plates, cups and plastic silverware may be used. If dishes or utensils are necessary, they will be washed,

rinsed and sanitized in a bleach-water solution. Specialty menus (vegetarian, kosher) for a particular child and/or food allergies will be discretely posted in the kitchen and the child's room. Children under two years of age will be fed on their own feeding schedule. A weekly menu along with any menu changes will be posted on the parent communication board and in the kitchen.

"The U.S. Dept. of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Dept. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint or letter to us by mail at U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W. WA., D.C. 20250-9410, or by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish)." USDA is an equal opportunity provider and employer.

Meal and Snack Schedule

8:30 Breakfast

11:30 Lunch

2:30 Afternoon snack

Emergency and Evacuation Policy

The town of St. Germain's Firefighters and the Vilas County Sheriff have been notified as to the location of the Center. Little Acorn's Lodge has full interconnecting fire and smoke alarm systems which are tested weekly. A fire extinguisher shall be operable at all times and inspected once a year. Fire drills are practiced by the children monthly and tornado drills are practiced from April thru October monthly. Plans for taking appropriate shelter with the children during these emergencies are posted in each classroom near the door. Teachers orient new children to the procedures at the beginning of each enrollment.

The Center shall have a working telephone with a list of emergency telephone numbers posted near the telephone.

Procedure

Fire evacuation and tornado evacuation procedures will be posted in each room by the door, and on the parent communication board at the entrance to the center. Evacuation procedures will be practiced monthly.

In the event of a fire, the staff and children will exit their classrooms according to the evacuation plan posted in their classroom. Sleeping children will be awakened and lead out or taken out to safety in an evacuation crib. There will be a central meeting place at the eastern most gate of the playground at Little Acorn's. All teachers will take their classroom sign-in & emergency files with them. The director or the last teacher out of the building will search bathrooms, etc. to be sure all children have safely exited. The director will take the master sign-in sheet, phone, and emergency numbers. Attendance will be taken and the fire department will be called.

In the event of a tornado at the Center, children will be taken to the hallway and assume the crouch position. While a teacher supervises the group an adult will take attendance. A battery operated radio, flashlight, and batteries will be kept in the office for such emergencies.

Community United Church of Christ has given Little Acorn's a key for our use of their basement in the event of a tornado. If time allows, children may be taken across the street to the church basement as an additional safety measure.

In the event that an emergency sub is needed I will call Brigette Ryan to come to LAL within 5 minutes.

In case of a National Emergency, parents/guardians will come as soon as possible to pick up their children. Children will be kept at the center with their teachers until their parents arrive.

If circumstances arise where we need to close due to an emergency situation or building service loss (Severe weather, no electricity, no phone, etc.) we will post it on Facebook, WJFW, CHANNEL 12 TV station. Should the emergency occur during the day each family will be notified and expected to pick up their child within the hour.

The inside building temperature may not be less than 67 degrees F. or more than 80 degrees F. **The center is air conditioned for year round comfort.**

Guidelines for exclusion of outdoor play in inclement weather are; wind chills of 0 degrees F. or below for children age 2 and above, and wind chills of 20 degrees F. or below for children under age 2.

If a child is missing, the teacher will immediately check with others in her teaching team and then notify the administrator or director on duty. If after a quick search (no more than 5 minutes) the child is not located, the administrator or director will immediately dial 911 to report the child missing, and notify the child's parents.

When the child is found, the parent will be immediately notified, followed by all involved in the search. When the crisis has passed the administrator and the staff will reconstruct what happened, how it happened, why it happened, and what to do to prevent it from ever happening again.

Nap/Quiet Time

The Department of Children and Families require that all children under 5 years of age take an afternoon nap. The nap period is from approximately 12:30p.m. to 2:30 p.m. If after 30 minutes a child has not fallen asleep, he/she may get up and do quiet activities in the classroom that do not disturb the other children.

Each child is given a 2 inch mat. The parent/guardian is responsible for bringing a crib size sheet and a small blanket for their child's nap time. A pillowcase with your child's name on it will also be required for storage of their sheet and blanket.

All children's sleeping things will be sent home once a week to be laundered and brought back the following week.

Mailboxes

Each child has a mailbox where his/her things are kept (papers, artwork, newsletters, messages for home, etc.). Please check it daily as there may be notes to parents in the mailbox.

Clothing

Each child will have a plastic bin where they will store their extra clothes (pants, shirts, underwear, and socks). Extra clothing is required on the premises for several reasons:

1. Young children may have toileting accidents.
2. A child may spill paint, water, food, etc., on their clothing or on classmates clothing.
3. A child may get wet or excessively dirty outside and need to change clothes.

Birthdays

The Center will acknowledge each child's birthday as his or her special day. Parents are welcome to provide a special treat on this day if they wish. A nutritious snack is preferred over a sweet one. (State regulations do not allow home made foods.) Please let the Center know in advance if you will be doing so.

Snacks

We are always happy when a parent brings in a special nutritious snack treat. We go through many snacks and our parent's help is, as always, greatly appreciated. (**State regulations do not allow home made foods.**)(Not all the snacks your child receives are paid for by the USDA Food Program.)

Liability Insurance

The Center carries liability insurance on the premises and on the child care operations.

Field Trips

The Center may take the children on field trips. By signing the permission statement on the enrollment form, grants permission for small trips such as tours, walks, hikes, and picnics at local parks.

Field trip fees may not be included in weekly child care fees. Parents are welcome to accompany the Center on field trips.

An attendance list and emergency information will accompany staff on any field trip that is taken by the Center. Frequent attendance, especially upon leaving and arriving at a destination will be taken. Staff will know the number, names and whereabouts of all children in their care at all times. A staff member will also physically go to the back of the vehicle to make sure no child is left inside.

Pets

The Center has two separate fish tanks and a guinea pig. Parents will be notified of the animals at the center upon enrollment and/or while touring the center before enrollment. Pets help the children to develop empathy and caring responsibility. Children will be closely supervised.

Staff/Childcare

Though we understand that you and your child may love our teachers, center families are encouraged not to solicit personal childcare from the staff members, as this causes conflict of interest for all concerned

Communication/Family Involvement

We encourage your involvement and feedback in our Center. All families are welcome into the center at any time unless access is denied by court order. Good relationship and communication between parents and the Center are important for the well-being and positive development of the children. If you have any concerns about your child, parents are encouraged to speak with the center administrator/director. We understand that parents are their children's first teachers and we strive to communicate and collaborate fully with each family.

The following are ways communication between the Center and families are initiated:

1. Daily verbal communication with teachers
2. Each family /child has a cubby/mailbox
3. Daily individualized infant/child communication report
4. Our Facebook page/website
5. Weekly lesson plan posting
6. Weekly menu posting
7. Monthly newsletters
8. Shared nutrition information
9. Parent teacher conferences (scheduled twice a year-Spring and Fall)
10. Family outreach, education and social opportunities (Family swim/pot luck, etc.)
11. Community involvement projects (St. Judes, food pantry, etc.)
12. Family support and involvement (community resource information)
13. Parent/Family participation in classroom

Religion

The Center may use a meal time prayer.

Various special holidays such as Hanukkah, Christmas, Easter, Halloween, etc. may be observed or celebrated to teach the children about diversity and other cultures. Please inform us of any special holiday your family may observe so that we can be sure to include your families beliefs into every child's education.

Newsletters and Calendars

Each family will receive a monthly newsletter on or near the first of each month. This newsletter will contain a listing of weekly themes and units, along with information on upcoming events and a "Looking Back" section detailing events of the past month. Please be sure to read this, as it is one pertinent form of communication with our parents. Teachers will also post weekly lesson plans and activities by your child's classroom door.

Termination Policy

Parent Termination

A two week written notice is required prior to withdrawing your child from the Center. If the center does not receive advance notice (two weeks), parents/guardians will be required to pay an amount equal to two weeks' charges.

Mutual Decision

If both the Center and the parents/guardians concur that the placement is inappropriate for the child, the two week notice may be waived.

Center Termination

The Center's policy is to provide the best child care possible to the children enrolled. To do this, however, it may become necessary to discharge a child under one or more, but not limited to, the following conditions:

- A. Needs of the individual child cannot be served by the Center.
- B. Parents are uncooperative, such as, but not limited to:
 - 1. Failure to pay fees, failure to pay fees on time, or receiving non-sufficient funds notices.
 - 2. Failure to submit the required child health forms.
 - 3. Failure to observe the rules of the Center relating to the arrival and the departure of the child.

The Center need not give a two week notice of termination.

If for any of the above stated reasons a child is terminated from the center, the child's records can be transferred to the new setting at parent's request and written consent. It is the parents responsibility to pick up a copy of the records.

Family Communications

All program philosophies, learning materials, enrollment paperwork, etc are written and spoken in English by staff. If any family who is enrolled or wishes to enroll would like materials made available in another language that is their native tongue the center will reach out to the Vilas County for materials and resources will be provided. The office is available as a dual purpose space and can be used for staff and parent meeting purposes. It also serves as a private space for breast feeding and/or pumping.

Acclimation Period

There will be a two week trial period upon enrollment in the Center. Should a child have problems adjusting to the Center, we will advise the parent. We would consult with the parent concerning how the problem may be relieved or of other resources which may be available. If it is felt that placement of the child at the center is inappropriate, or the child does not interact well with the other children, care will be terminated. Fees would be charged only for the time the child was in care.

ADDENDUM#1

BREASTFEEDING SUPPORT POLICY:

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. Little Pine Cone's and Little Acorn's Lodge CDC LLC subscribes to the following policy.

1. **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.** Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, and nearby access to running water.
2. **A refrigerator will be made available for storage of expressed breastmilk.** Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers clearly labeled with name and date. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Universal precautions are not required in handling human milk.
3. **Sensitivity will be shown to breastfeeding mothers and their babies.** The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
4. **Staff shall be trained in handling human milk.** All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.
5. **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.** The time allowed would not exceed the normal time allowed for lunch or breaks.
6. **Breastfeeding promotion information will be displayed.** The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

July 12, 2017