

The Sand Box, Inc.  
Established: September 30, 1974



## **Child Care & Preschool**

664 W Cedar Street, Medford, WI 54451

[www.sandboxchildcare.com](http://www.sandboxchildcare.com)

**Phone: 715-748-4525**

# **PARENT HANDBOOK**

**Revised: November 2009**

Hours of Operation \* Monday – Friday \* 4:00 am – 6:00 pm

### **Mission Statement**

The mission of Sand Box, Inc. is to provide quality child care and learning experiences for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically and intellectually. The Sand Box will strive to work cooperatively with the community.

We take pride in our highly qualified teachers and in our communications throughout the center. We strive to provide a safe and nurturing environment where children can express their individuality, while we provide them with a variety of experiences and enhance their development. Sand Box takes pride in its reputation and strives to uphold and promote values and principles, which encompass fairness and honesty.

### **Philosophy Statement**

*We believe in the value of human diversity and the fair treatment of all people. It is our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves. Our desire is for excellence in meeting the needs of children and their families for nurturing, growth and development, relationships and understanding. Our values and beliefs about children are deeply rooted in the history of Early Childhood Education.*

*We believe All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self esteem.*

*We believe The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.*

*We believe Loving, trusting and respecting each child enables that child to love, trust and respect others. Each child and family is due the respect for personal privacy demanded by professional ethics.*

*We believe It is important to meet each child's needs for physical, social, emotional and intellectual growth by providing diverse experiences in a supportive environment.*

*We believe Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of other.*

*We believe Children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development.*

### **Board of Directors**

*Sand Box, Inc. is a non-profit organization whose operation is overseen by a board of directors. Board meetings are open to the public, with agendas posted in the center prior to each meeting. Parents are invited to address the whole board at any scheduled meeting.*

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## ADMISSION POLICY

### Admission to Sand Box Day Care and Preschool

1. Hours of Operation: Sand Box is open year round, Monday- Friday, from 4:00 am to 6:00 pm. The center is closed for major holidays. Sand Box will reserve the right to open with the first scheduled child and close with the last scheduled child's departure. A posting will accompany opening times that differ from 4:00 am.
2. Any child two weeks through twelve years of age may enroll at Sand Box. Sand Box has a licensed capacity of 100 children.
3. All children are welcome into our program regardless of race, sex, handicap, color, national origin, or age. The child must be emotionally capable for participation in an all day program.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care, in accordance with Title III of the ADA (Americans with Disabilities Act).

Each child will be enrolled on a 30-day trial basis to assure a happy adjustment for all concerned. If the Sand Box staff and administration determine at any time that placement is inappropriate, the child will be dismissed.

### How to Enroll

Enrollment **WILL NOT** be accepted over the telephone. Prior to the child's first day, the parents are required to meet the Administrator/ Program Director to tour the Center, obtain required forms, and discuss the philosophy and program of the Center. At this time, all policies are discussed and fee schedules explained to the parents. We ask that parents bring their child in prior to his/her first day, just to "look around" and get acquainted with the Center.

### Enrollment Forms

Child Care Enrollment form and Health History & Emergency Care Plan must be completed prior to attending Sand Box. An Intake for Child Under 2 Years is required prior to attending for all children under-two years of age. The Child Health Report and the Day Care Immunization Record must be completed within one month of your starting date at Sand Box. Any change of address, telephone number (work or home), or other pertinent information must be shared with the Administrator as soon as the change occurs.

Wisconsin state law requires every child to have a physical examination form signed by a doctor. The examination may be not more than six months prior to, nor later than three months after admission to a child care program. Subsequent physical exams will be required every two years thereafter for children over the age of two. Children under two are required to have subsequent physicals every six months. An immunization form indicating dates of all shots is also required. It is the parent's responsibility to keep the immunizations updated and inform the Center as additional immunizations occur.

## ENROLLMENT INFORMATION AND FEES

### Enrollment Fee and Policies

A child will be un-enrolled once the family has given official notification of withdrawal from the center to the Administrator/Program Director or Administrator/Program Director has officially determined that the child will no longer attend. Also, when a child leaves for more than four weeks, a place will not be guaranteed if the child wishes to return to Sand Box at a future date.

An optional holding fee may be paid to hold a position. Holding fees are: \$50.00 per week to hold a position per child or \$25.00 per week to hold a part-time position per child. Parents who choose not to pay the holding fee will not be guaranteed that their child's spot will be open when they return.

State required forms must be turned in to the office prior to the child's first day of attendance. Accounts are billed bi-weekly and payment is due within 5 days from the statement date. If a child is late in getting picked up after closing time (6:00 pm) a \$1.00 per child/per minute late fee will be charged.

### **Weekly Attendance Schedules**

A schedule must be provided to the Office. If your hours vary, you must provide a schedule. Schedules for the upcoming week are due in the office by Thursday noon of the week prior. **If we do not have a schedule or do not hear from you by Thursday noon, we will assume that you DO REQUIRE childcare based on the last scheduled week.** Your account will be billed according the hours you submit on your schedule plus any additional hours used.

### **There is no "credit" for sick or missed days.**

The parent/guardian must notify Sand Box immediately with any schedule changes in regards to the child's attendance. Sand Box Staff will attempt to contact the parent/guardian if a child is not in attendance after 30 minutes of their scheduled time if notification is not received. Repeated failure to report schedule changes/absences may result in dismissal from Sand Box.

The Center is closed on the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Sand Box reserves the right to close the center the day before or after a holiday if enrollment will be low. Parents will be surveyed for those days to determine if child care is needed and will be given at least one week's notice if the center will be closing. If Sand Box is closed no fee will be charged.

### **Check-in and Dismissal Procedures**

Parents should bring their child directly to his/her classroom and make sure that the teacher is aware of the child's arrival. This is often a busy time within the classroom. Please allow extra time to ensure that this transition is a positive one. A daily attendance record is kept in each classroom. Each room also has an Emergency Information.

Sand Box has each parent fill out a child enrollment form for each child enrolled which includes people authorized to pick their child/children up from Sand Box. Only the people who are on the list will be allowed to pick the child/children up, unless, the center receives written or verbal permission from the parent before the time of pick up. The Administrator/Director may require both parents' signatures to approve an update to areas pertaining to authorized pick-up of a child on the child's enrollment form.

If the individual designated to pick up the child is someone whom we have not met, they will be required to provide the center with identification for the child's release or the child will not be permitted to leave the center. Sand Box staff has the right to ask any person to present positive identification before permitting a child to leave. Sand Box will contact the Medford Police Department to report any person who fails to display an ID at the request of any Sand Box Staff.

Sand Box cannot refuse the right of a parent or legal guardian to pick up their child/children unless there is a court order in effect that prohibits such contact. If a court order prohibits a parent or other individual from having contact with the child/children, you must provide a copy of the order to the administrator. Verbal notification alone is not sufficient. If the party who is prohibited from having contact with the child/children arrives at the center, our staff will notify you immediately.

### **Fee Schedule Rates**

Refer to Fees for Sand Box (separate attachment). Your weekly billing rate will be determined based on your scheduled hours plus any additional hours. These rates are subject to change with Board approval. Additional copies or replacements may be requested from the Administrator or Program Director.

### **Late Charges/Delinquent Accounts**

There will be a \$10.00 late fee charge added to your child care bill if your account is not kept current. After four weeks of late charges, your child's spot is forfeited and the account turned over to a Collection Agency. A collections fee of thirty-three (33%) percent of your account balance will be charged to your account when submitted to the collections agency.

A \$35.00 fee will be charged for non-sufficient funds. Checks will be presented only once and fees must then be paid by money order, to include the check return fee.

## **GENERAL POLICIES**

### **Confidentiality**

All of the forms and information contained in your child's file, as well as other personal information about your child, whether written documents, or Sand Box employee observations and perceptions, is confidential information and will be accessible only to the parent(s), legal guardian or custodian, Administrator, child care employees (on a need to know basis), State Licensing Examiner, who is designated by the state licensing department (hereafter "Department") to review our records for licensing purposes, and a county department of health and family services or licensed child welfare agency. Information will not be given to others without the consent of at least one parent.

A parent, legal guardian or legal custodian, upon request, has access to all records and reports maintained on his or her child and may obtain further information regarding the child's progress with an appropriate Sand Box employee in the presence of the Sand Box Director or other designated Sand Box official. Any parent, legal guardian or legal custodian or person or agency authorized in writing by the parent, requesting to review a child's file may contact the Administrator for an appointment to view the records or meet with the appropriate Sand Box employee as set forth herein. Such records and information shall be provided to the parent within a reasonable time, not to exceed three (3) working days. If Sand box has not already confirmed the identity and status of the person requesting the information, such identification shall be presented to Sand Box prior to any records other information being provided.

Sand Box shall permit parents, legal guardians or legal custodians to visit and observe their child's class at any time during Sand Box hours of operation, unless access is prohibited or restricted by court order. A copy of such court order must be on file with Sand Box. Sand Box shall make opportunities available at least twice each year for parents, legal guardians or legal custodian communication with Sand Box staff regarding the child's adjustment to the Sand Box program and the child's growth and development.

All records required by the Department for licensing purposes are available to the appropriate licensing representative and those agencies authorized above.

Any original paper record may not be removed from the premises of the Sand Box site, except in response to a court order or subpoena specifically requesting such document. A charge of \$0.25 per page for photocopies of your child's records will be payable at the time of the request.

### **Observation**

Upon arrival, each child shall be observed by a staff member for symptoms of illness. Any evidence of unusual bruises, cuts, or burns shall be noted in the Medical Log Book and reported immediately to the Administrator.

Food allergies and other allergies of specific children shall be made known to the Administrator, staff members, and substitutes having direct contact with these children.

### **Ill Child Procedure**

When an apparently ill child is observed in the Center, the following procedures shall apply:

All universal or standard precautions will be taken. Vinyl gloves are available when handling bodily secretions. Soiled garments/bedding will be stored in plastic bags. Children will be supplied clean articles if necessary. All staff and children will practice proper hand washing procedures. Toys, equipment and areas will be cleaned and sanitized.

Children with a sore throat, inflammation of the eyes, fever of 101 degrees or higher, rash, vomiting, diarrhea, lice, ring worm, or other illness or condition shall be isolated and the parents will be contacted. Any child removed from the center due to illness will not be readmitted within 12 hours and may be subjected to policy regarding communicable diseases. When a child shows signs of being uncomfortable or fussy, Sand Box has the right to ask the parent to pick up the child if the symptoms do not subside after a 2-hour period.

The child shall be provided with a sleeping bag and pillow in the isolation area with a staff member within sight and hearing of the child. If the area is not a separate room, it shall be a space separated from other children by a partition, screen, or other means. Isolation shall be used until the child can be removed from the center. Parents should remove the child from the center no longer than one hour after notification. If you cannot pick up your child within one hour after you are called, you are responsible to have another RELIABLE emergency person come for your child. If you cannot be reached first, a reliable emergency contact person will be called to pick your child up.

The child's parent, or a designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Arrangements shall be made for removing the child from the center. Any child who attends the center shall be considered well enough to participate in indoor and outdoor activities.

When a child is diagnosed with having a communicable disease, the center should be notified immediately so that other parents can be notified. A child may be readmitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period for the disease. Sand Box reserves the right to have a doctor's written permission for a child to be readmitted. Sand Box will report any reportable communicable diseases to the Taylor County Health Department. A notice will be posted if a communicable disease occurs in a child at the center. Please notify us if your child is exposed to, or develops any communicable disease.

### **Medication**

No prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, cough medicine, or nose drops may be given to a child except under the following conditions:

- A signed, dated, written authorization of the parent is on file.
- Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name. Dosage amounts and times cannot be changed without a doctor's written permission given to the staff.
- Non-prescriptive medication must be in the original container, labeled with the child's name and includes the dosage and directions for administering.

A written report, including type of medication given, dosage, time, date, and the name of the person administering medication shall be kept in the center medical log.

Medication shall be kept inaccessible to children, by means of a labeled, covered container. Medication can only be kept at the Center for the amount of time it is to be given. Medication requiring refrigeration shall be kept in a designated separate covered container, clearly labeled, "medication".

## **Accident or Injury**

Sand Box Staff will take whatever steps may be necessary to obtain medical care. These include, but are not limited to the following:

Injury to a child procedure: (If the injury requires no outside attention)

- All universal or standard precautions will be taken. Gloves are available.
- Standard first aid procedures will be used. Treatment of minor injuries will consist of: washing the injury with soap and water and cover with a band-aid if needed, or apply ice.
- Injuries are recorded in the Medical Log book by the staff member in whose care the child was at the time of the accident/injury. The Medical Log Book is available upon request for parental review.
- Parents will be notified of the injury when the child is picked up from the Center.

Emergency Medical Procedure:

If a medical emergency arises, the child care provider in charge will first attempt to contact the child's parent/s, and then, if parent/s cannot be reached, will attempt to contact the child's designated emergency contact person. If contact is unsuccessful, and immediate medical attention is necessary, the Administrator/designated staff member may transport the child to Memorial Health Center Emergency Room, if the staff can get the child there faster than the ambulance. However, if unable to move the child, 911, Ambulance will be called. The Center will continue to try to contact the parent/s or emergency contact person. Off premises injuries will be handled in the same manner.

The Parent/s will be held responsible for all incurred fees related to the injury requiring any outside attention.

Every precaution is taken at Sand Box, to assure the safety of the children. If, however, a child should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier or with Medical Assistance. The Sand Box insurance policy has a liability insurance policy which only covers personal injuries for which Sand Box is legally liable. It does not pay for injuries that are the result of accidents.

## **Child Guidance Policy**

It is the teacher's responsibility to, as much as possible; prevent discipline problems through behavior guidance that helps the child to acquire a positive self-concept. They will model appropriate behavior through vocal tone and actions.

Activities should be interesting and stimulating to encourage child participation. Dividers will be used to enhance and assist grouping of children as necessary.

Positive reinforcement in the forms of praise or tangible rewards, such as stickers, will be used to encourage cooperation and achievement. When necessary, redirection, setting clear limits, and time-away will be used to remove an uncooperative child from a situation. In the event that time-away is used, a staff member will always be within sight and hearing of the child.

A time-away will be used when a child is in danger of causing injury to him/herself or to others. When spitting, hitting, kicking, and biting happen, it will be discussed, time away will be used and both children will be given an opportunity to express their feelings. The maximum time allowed for a time-away will be five minutes for children three years and older. Time-away will not be used for children under three years.

Discipline and behavior guidance used by each caregiver will, at all times, be constructive, positive, and suited to the age of the child.

Prohibited punishment for misbehavior include, but are not limited to: Spanking, hitting or other corporal punishment; verbal abuse or derogatory remarks; tying, binding or confining; withholding or forcing foods or naps; punishing for lapses in toilet training, even at the request of the parent.

For recurring and/or severe behavior problems, parent/s must meet with the administrator and teacher to discuss the problem and possible solutions. Parent/s, teacher, and administrator will sign a form outlining the problem and the steps to

be taken in the future. If the behavior problem still cannot be resolved, other actions can be taken or the child may be dismissed from the center as decided by the administrator.

### **Off Premise Injury**

If a child is injured and requires medical attention while off Sand Box premises, the lead teacher or designated staff member will go to the nearest available telephone and call Sand Box. The Administrator or designated staff will go the site to help provide medical attention or to help transport the child back to Sand Box or the Memorial Health Center Emergency Room. A designated staff person at Sand Box will try to contact the parent/s or emergency contact person. The other on-site staff shall stay with the other children.

### **Locating a Missing Child**

All teachers, aides, and adults, in the Sand Box building will be questioned as to the last sight of the missing child. The Administrator and a designated staff person will search the building and the outside premises. If the child is not located the Administrator will contact the parents. The Taylor County Sheriff's Department will be notified if the child is not located.

### **Nutrition Program**

A monthly menu is posted near the kitchen area. Meals are included in fees. Sand Box, Inc. will provide a nutritionally balanced breakfast, lunch, and snack to the children as established by federal, state, and local agencies. To maintain our standards of nutrition at the Center, children are not allowed to bring in food, unless for special occasions (see section Birthdays and Special Occasions).

Our meals are served family style. Staff sit and eat with the children and encourage good table manners. Children are encouraged to serve themselves and to sample new foods. No child will go without nourishment for over three hours. In addition, opportunities for food and water are offered throughout the day.

For children less than one year of age formula and rice cereal is offered by the center. Foods from the menu may be ground or chopped to assist with the transition to table foods. Parents reserve the right to bring in breast milk, alternate formula or baby food.

Special dietary meals are available upon request as approved by a physician. If your child requires a special diet, please discuss the situation with the Administrator. The Administrator is responsible for making sure that all staff are aware of the special diet request. A substitute food will be provided under physicians instructions by the center. Confidentiality will be considered in all cases. The Center must be notified of any food allergies.

Sand Box is a participant in the Child Care Food Program. The Child Care Food Program is operated in accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **Toilet Learning**

Once your child is 18 months old the staff of Sand Box is willing to work cooperatively with you on toilet learning. When you and your child are ready to begin training, please let your child's teacher know what routine and procedures you wish to have followed. Be sure to bring in extra clothing during this transitional period. Soiled articles will be stored in a plastic bag for parents to take home to launder. We strive to make the transition into undergarments a positive learning experience through the use of encouragement and praise. We request that pull-ups or transitional diapers are not used, as they inhibit the child's natural response to wetness.

## **Cultural Diversity**

Sand Box Staff strives to provide the children with a wide range of cultural diversity. We provide this by the use of items such as toys, equipment, books, songs, and posters. We stress to the children that we are all unique and special.

## **Birthdays and Special Occasions**

Unless your child is on a restricted diet, please do not send food with your child to snack on. Gum is not allowed in the Center. Candy will only be allowed on certain occasions such as birthdays or special occasions where the entire class can be supervised. This is a safety precaution against choking, and for proper nutrition.

If your child is celebrating a birthday, parents may send a treat for the child's group or center. In regards to allergies or special diet requirements, treats will not be distributed to children unless they have met prior approval from the center-

## **Rest/Nap Time**

In compliance with State regulations, children under 5 years of age in care for more than 4 hours shall have a nap or rest period. Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities which will not disturb other children. The children do not have to sleep, but are encouraged to lie quietly.

Children over the age of one are required to bring a sleeping bag to lay on during nap time, children under one year old will sleep in cribs. Pillows, blankets, comfort item, etc, are permitted during nap time, but must remain in your child's cubby at all other times. Please be certain your child's sleeping bag is clearly labeled with his/her name. Sleeping bags will be sent home on a regular basis for cleaning. These must be brought back the next time your child returns to the Center.

## **Night Care**

In compliance with State regulations DCF 251.10, Sand Box Child Care & Preschool during the hours of 4:00-5:00 am shall comply with the requirements for night time care. Staff will accommodate each child in regards to sleeping arrangements, sleeping garments, and tooth brushing according to a written plan submitted by the parent/caregiver prior to the child's scheduled attendance. All items regarding night time care must be labeled with the child's name. Children will be provided an opportunity to sleep apart from wake children and center activities.

In accordance with safety regulations, Sand Box is equipped with Emergency Back-up Lighting. Staff will receive training in evacuating sleeping children in an emergency situation. Night time fire drills shall be practiced.

## **Sudden Infant Death Syndrome**

In order to reduce the risks of Sudden Infant Death Syndrome all employees and volunteers working at Sand Box with children receive training on the steps taken to reduce SIDS prior to working with children. The State of Wisconsin requires that these steps be taken.

Place infants under 12 months of age on their backs in a crib to sleep (some infants might have health conditions that might require them to sleep on their tummy or side as specified by the child's physician due to breathing, lung, or heart problems or other medical problem).

Use a safe crib – 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.

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. Do not place the baby to sleep on a soft surface such as a waterbed, sheepskin, pillows, sofa, or other soft surface. Soft toys should not be kept in the crib.

Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping. When infants can easily turn from supine to the prone position, they shall be put down to sleep on their back, but

allowed to adopt whatever position they prefer for sleep. Unless a doctor specifies the need for a positioning device that restricts movement with the children's crib, such devices shall not be used.

### **Shaken Baby Syndrome**

Shaken Baby Syndrome Prevention Training is required for all employees and volunteers prior to beginning employment with Sand Box, Inc. The State of Wisconsin requires training in this area.

Shaken Baby Syndrome (SBS) occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby's large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain.

Have a plan to cope with your baby's crying. Crying is how babies communicate their need of hunger, attention, discomfort, frustration, sleepiness, boredom or sickness.

Have a plan to reduce your stress. Proper diet, exercise and rest, along with a good support system will help minimize stress levels. Talk with everyone that cares for your baby and make sure they know the dangers of shaking a baby. Tell them how to cope with your baby when he/she cries.

And remember to ask for help when you feel frustrated or need a break. Never shake your baby.

### **Child Abuse or Neglect**

Any staff member or employee who knows or has reasonable cause to suspect that a child has been abused or neglected, as defined in S. 48.981 (1), Stats, shall immediately take steps to notify the county welfare agency, or local law enforcement agency in compliance with S. 48.98 1, Stats. It is requested that staff members inform the Administrator and/or Program Director about the incident to ensure good communication. Staff members will log all suspected signs in the medical logbooks.

### **Sunscreen Policy**

Sand Box will provide sunscreen protection with SPF 30 or higher for each scheduled child in attendance at Sand Box Child Care & Preschool with a signed written permission form. Parents may choose to provide their own brand of sunscreen protection with a signed permission form. This authorization will be kept on file and updated annually. Specific information regarding the product will be listed on the authorization form.

### **Insect Repellent Policy**

Sand Box will provide insect repellent for each scheduled child in attendance at Sand Box Child Care & Preschool with a signed written permission form. Parents may choose to provide their own brand of sunscreen protection with a signed permission form. This authorization will be kept on file and updated annually. Specific information regarding the product will be listed on the authorization form.

### **Field trip and Transportation Policy**

Parents are responsible for providing transportation to and from the Center. Sand Box participates in field trips by walking, biking and bussing. The teachers will take the Attendance Sheet and the Emergency Information with them to account for each child present during all off-campus events. Roll call will be done by name and sight. At no time will the children be left in the vehicle unattended. Our contracted agency providing the transportation is Krug Bus Service (715-748-3194).

Any vehicle that is owned, leased or contracted for by a child care center must have a vehicle safety alarm installed before children are transported. This requirement is the result of a new law effective August 1, 2009. The law defines a child care vehicle as "a vehicle that has a seating capacity of 6 or more passengers in addition to the driver.....that is used to transport children to and from the child care provider".

Children may participate in fieldtrips arranged through Sand Box if the child has a signed field trip permission form on file. Sand Box Administrator, assigned staff and Krug Bus Service driver will have a copy of the children's scheduled attendance sheet during the duration of each field trip. Sand Box staff will take attendance by both name and sight at all points of transition when on a field trip. Krug Bus service drivers are required to check vacancy at the conclusion of each bus trip as well. Both agencies will work together to ensure safety and accountability for all children scheduled for attendance with proper field trip permission forms on file.

Sand Box discourages parents from joining field trips in progress or picking up your child during an arranged field trip. However, if a parent must intercede during a field trip, a written note must be presented to the Sand Box staff in charge of the field trip and the Administrator must be notified. Parents must also inform Sand Box staff at the time the child is leaving with the parent to ensure proper dismissal procedures.

Field trips are an exciting, enriching part of an early childhood program. A release for field trips form needs to be signed prior to participating in field trips. Destinations and dates will be announced in advance of such trips.

**Child Car Seat**

State law requires all children under the age of eight or 80 pounds or 57 inches must be in appropriate car seats according to their age, weight and size. Sand Box Staff will notify parents if they view inappropriate car seat requirements and/or may reserve the right to contact authorities.

State law does not require the use of a child car seat during bus transportation. Our contracted agency providing the transportation is Krug Bus Service. You will be notified if transportation to a field trip does require car seat usage. If your child still uses a car seat, we will need you to leave your child's car seat for field trips.

**EMERGENCY EVACUATION PLAN**

**Fire**

If a fire breaks out, the smoke detectors emit an alarm signal. When the alarm is sounded, children have been instructed to stop what they are doing and meet the teacher for guidance to the nearest emergency exit.

The teachers will take the attendance sheets and the emergency information with them prior to evacuating the room with the children. Teachers and children will exit single file to the nearest exit. Maps of the most efficient fire exit routes are posted in each room. All staff members will be oriented in the designated fire exit procedure from each location.

Children will continue moving from the building to the bus shelter. The teacher's attendance sheets will be used to account for each child present by name and sight. Once all rooms are accounted for at the bus shelter the entire center will advance to Memorial Health Center/Memorial Nursing Home. **The children will not re-enter the building without the proper approval from the fire department.**

Sand Box staff will call the parent/s of the children. Parent/s are required to pick their child/children up immediately after being notified. When picking up your child please use the hospital main entrance, as you will then be assisted/directed to a designated area for your child.

**Tornado**

When the alert monitor is sounded and tornado warning issued, Administration will alert all rooms. Teachers and children will move single file to the following areas:

- Caterpillars:**.....Staff bathroom.
- Butterflies/Grasshoppers:** .....East bathroom in their room.
- Squirrels:** .....Bathroom in their room, overflow to hallway with a staff member.
- Koalas:** .....Bathroom in their room, overflow to hallway with a staff member.
- Pandas:**.....Bathroom in their room, overflow to hallway with staff.
- Kids Club:** .....To kitchen overflow to hallway with a staff member.

The children will assume the tornado drill position (crouched, arms covering heads). The teacher's attendance sheets/emergency information will be used to account for each child present by name and sight.

A battery operated radio will remain tuned to the local station to receive storm or tornado watches or warnings. Flashlights and extra batteries will be kept in the center.

In the event that Sand Box was destroyed by a tornado, staff and children will evacuate to Memorial Health Center/Memorial Nursing Home. Parents will then be contacted and told where to pick up their child/children. It will also be announced on WKEB and WAXX.

### **Severe Weather**

Inclement weather usually does not close the center. The center may remain open if schools in the area close for the day. Sand Box will close when the major manufacturing centers in Medford close because of weather. Parents will be notified through radio announcements on WKEB and WAXX if the center closes because of weather conditions.

### **No Heat, No Water, National Emergency**

In the event that Sand Box were to lose water and/or heat, or a National Emergency was declared staff and children will evacuate to Memorial Health Center/Memorial Nursing Home. Parents will then be contacted and told where to pick up their children. It will also be announced on WKEB and WAXX.

## **DAILY ROUTINE AND DRESS**

### **Infants and Toddlers Routine**

Each child shall be allowed to form and follow the child's own pattern of sleeping and waking periods. Emphasis in activities shall be given to play as a learning and growth experience. Throughout the day, each infant and toddler shall be held, rocked, talked to, sung to and taken on walks inside and outside the center. Routines such as bedtime, feeding, cleanliness and diapering shall be used as opportunities for language development and other learning experience. While a non-walking child is awake, the child's position and location shall be changed several times. For infants and toddlers a daily care report is also sent home with the child each day to indicate feedings, nap times, diaper changes, and other information.

Food and formula brought from home shall be labeled with the child's name and dated. Drinking water shall be offered to the infant and toddler several times daily. A child unable to hold a bottle shall be held whenever a bottle is given. Commercial baby food containers that are opened in the center, shall be covered, dated, and refrigerated. If not used within 24 hours, leftover food shall be discarded. A child too young to sit in a high chair or feeding table shall be held or placed in an infant seat while being fed. Infants shall be encouraged to experiment with self-feeding with hand and spoons. Eating utensils and cups shall be scaled to the size and developmental level of the infants and toddlers.

The application of lotions, powders or salves to the child during diapering may be done only at the specific written directions of the parent or physician. These directions shall be recorded and in the child's file and posted in the diapering area in accordance with HIPPA requirements. Wet or soiled clothes, blankets, and sleeping bags will be placed in a plastic bag and sent home with the child.

### **Age Appropriate Activities**

Developmentally appropriate programs are both age appropriate and individually appropriate. Programs designated for a specific age group are based on the knowledge of how children learn, with attention to the needs and differences of the individual child. Lesson plans are based on motor skills, cognitive, social emotional and language developments, art, science, and math exploration.

Children are taken outdoors every day except when it's raining or the temperature is too cold. We have many sand toys, trucks, and large climbing activities. There is a flexible balance of indoor/outdoor; active/quiet; group/individual participation.

### **Suggested Dress / Attire**

Children should dress comfortably, simply and suitably for the weather. We do engage in a number of "messy" activities that, despite smocks, can get clothes dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable old clothes that they can play in without hesitation. Remember also that children will be playing outdoors, so be sure their clothing is sturdy and durable. Dress in layers on cold days! An extra set of clothing (well labeled) including underwear, socks, pants and shirt must be left at the center permanently in case of accidents. An extra sweater or jacket at school is also recommended since the temperature often changes noticeably.

**\*\*\*LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S NAME.\*\*\***

Parents will be asked to provide the following:

- ❖ bottles, formula, and baby food
- ❖ diapers and baby wipes
- ❖ appropriate attire for outdoor activities for each day
- ❖ an extra set of clothing, including underwear and socks
- ❖ back pack to take home child's projects
- ❖ sleeping bag w/ pillow case (age 1 and older)
  - failure to supply a sleeping bag for your child will result in a \$10.00 weekly laundering charge for the use and cleaning of a center sleeping bag.

**FOR YOUR CHILD'S SAFETY, JELLY SHOES, THONGS, SLIP-ON SANDALS, AND SHINY-BOTTOM SHOES ARE NOT APPROPRIATE FOR OUTSIDE PLAY. SHOES THAT ARE ALLOWED ON CLIMBERS ARE TIED, VELCRO. AND BUCKLED RUBBER-BOTTOM SHOES.**

### **Personal Belongings**

Children are welcome to bring things from home to share at show and tell times. However, the Center cannot assume responsibility for loss or damage to these items. Parents are asked to help the child understand that it is not wise to bring toys that he/she may not want to share. There may be certain times when your child has something special to show on a certain day. Please talk to your child's teacher before doing so.

Children's clothing looks very much alike and it is very important that you clearly mark all clothing with your child's full name. Please be sure your child is dressed appropriately for the weather for outside play time. An extra set of clothing is desirable "just in case".

## **PROGRAM DESCRIPTIONS**

### **Inclusive Child Care Program**

Sand Box is designed for children two weeks through twelve years of age. The children are cared for through programs designed to provide for developmentally appropriate care and learning experiences.

A positive experience is the result of careful attention to the child's physical environment, to the activities available, and to the ways teachers interact with the child. The physical environment is structured to encourage experimentation, exploration and expression by providing daily opportunity for active and quiet activities, group and individual activities, and indoor and outdoor activities. In providing these opportunities, the child will be allowed time or free selection, be protected from fatigue and over stimulation, and be given the freedom to progress at his/her own rate. In promoting the above opportunities, examples of activities that will be incorporated into the daily schedule are: self-esteem and positive

self-image, social interaction, self-expression, large and small muscle growth and intellectual growth. This growth will be assisted by trained staff using a variety of preschool curricula.

Our day care program is designed for children's growth and development. It includes programs and activities to help children develop socially, creatively, emotionally, physically and intellectually. Each child's development is recorded and shared with the parents during conferences and when requested by parents.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care.

### **Infant/Toddler Program**

Infant/Toddler Program is designed for children two weeks to 18 months. Infants develop and learn at their own rate but they need an environment that allows them to practice these skills. Our program not only cares for the basic needs of an infant like eating, changing and sleeping but it also helps an infant to begin to crawl, walk, roll over, sit up, and talk. The teachers plan activities based on the child's needs and abilities. Some activities include singing, reading stories, playing peek-a-boo, and rolling a ball.

Sand Box staff is in compliance with DCF 251.09(3) Feeding code regarding infant care. Sand Box offers in accordance with licensing code and state nutrition guidelines; Parents Choice Milk Based Infant Formula, Rice and Oatmeal Baby Cereals, and pureed fruits and vegetables. Parents must complete an Infant Meal Notification Letter and Intake for Child Under 2 Years. These forms will provide staff with information specific for each child feeding and care.

### **Sand Box Preschool Program**

Sand Box Preschool Program is designed to promote skills associated with socializing, structuring and transitioning. The Preschool Program is purposely flexible so each child may grow and develop at his or her own pace. Care is taken in choosing equipment and planning curriculum to provide a wide variety of activities and experiences for your child designed to meet his/her physical, emotional, social, and intellectual needs. Trained staff will introduce your child to structured environments, work stations, name recognition, color awareness, geometrical shapes, and phonics. A child-centered learning process respects individual differences and fosters self motivation.

Sand Box Preschool offers a four (4) day class option held Monday – Thursday with either morning (8:30–11:30am) or afternoon (12:00–3:00pm) sessions following the MAPS school calendar. The Administrator will consider 2-day format upon request of the family.

### **Before / After School Programs**

Before School Program is designed for children who are in school all day and need a secure environment before school hours, 4:00 a.m. to 7:30 a.m., while their parents are at work. The Before School Program offers a breakfast at 7:00 a.m. The children will be allowed to relax or play games before the school bus comes to pick them up. All students are supervised to the bus shelter and boarding the bus.

After School Program is designed for children who are in school all day and need a secure environment after school hours. The After School Program provides childcare from 3:00 p.m. to 6:00 p.m., Monday through Friday, only on the days school is in session. Homework assistance is offered from 3:00 – 5:00 pm Monday –Thursday, with free choice options available after homework is completed.

### **Summer Enrichment**

Summer Enrichment is a program tailored for children with developmental/cognitive delays. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest.

## **SUMMER PROGRAMMING:**

### **Summer Fun Program (Ages 3 – 4)**

The Summer Fun Program promotes learning through fun and exciting adventures throughout the summer months. Children will focus on “summer” fun themes like Backyard Barbecue, Camping, Gardening, Insects, Construction and lots more. Field trips begin with the popular “City Drive” through town in a Yellow School Bus. Other favorites include: Farm tours, Airport, Taylor Co. Fair, Happy Joe’s, Mondeaux Flowage, and a couple bigger trips to a zoo, museum and/or theatre event.

### **Jr. Club Program (Ages 5 – Entering Grade 2)**

The Jr. Club Program offers children the opportunity to participate in summer school and swim lessons supervised by Sand Box staff transporting children to and from the Medford High School and supervising children at these events. The Jr. Club enjoys several touring area business, trips to the city park, library events and many fun craft projects. Field Trips include: Farm tours, Taylor Co. Fair, Mondeaux Flowage, a zoo, museum, and theatre events. The children have opportunities to ride their bikes, visit the city pool and participate in sports. The summer programming is set at a modest pace to keep all ages interested and involved.

### **Kids Club Program (Entering Grade 3 – Age 12)**

The Kids Club Program is geared towards the older children, set at a booming pace, mixed with biking, walking and swimming ventures. Kids Club participates in summer school and swim lessons at Medford High School under the supervision of Sand Box staff. Kids Club children regularly visit the library, city park and city pool. Car washes, bowling, kickball, T-ball and soccer compliment other field trips such as biking to Whittlesey Park, and Grahl Park for picnics. Area businesses offer invitations to open house events and summer events. Kids Club also enjoys field trip to zoos, museums, and theatre events.

## **FACILITY POLICY AND INFORMATION**

### **Where to Find Information**

There are bulletin boards in the main entrance of the center where you can find information. A copy of the Licensing Rules for Group Child Care Centers and Sand Box Parent Handbook are available to parents within each room or contact the office for assistance. You will also be informed of field trips, menus, upcoming events, parent resources, child illnesses, and other important news. In addition, your mailbox will hold billing, newsletters, and any other information. Your child's classroom will have information on a daily basis as well. Terms of our license and results from the most recent licensing visit are also posted in the main entrance of the center.

Parent mail boxes are to be checked on a daily basis for parent newsletters, billings, etc. Cubbies, charts, messages on doors or bulletin boards, and children's daily sheets are also to be checked daily. Please check your child's art folder located in each of the classrooms.

### **Open Door Policy**

The open door policy allows for parents to visit at any time without notice. We encourage parent participation and involvement in their child's experience.

The staff at Sand Box work to communicate information about every aspect of your child's day. Written information is provided to parents of infants and toddlers. Verbal communication is provided to parents of older children, along with a twice yearly written progress report. We welcome opportunities to discuss your child with you and conferences are available upon request. State Licensing Rules for Group Day Care Centers and Sand Box, Inc. policies are available to parents within each room or contact the office for assistance.

### **Parent Involvement**

We encourage parents to become involved in the Center. We hope you will visit your child's room and get to know the teachers. Feel free to come in and observe the center at any time. Volunteers are welcome. Talent sharing is welcome, also. If you have any items you would like to donate, the teachers would appreciate any items to share with the children. Parent meetings may be called at any time by the teacher, administrator, or parent/s. However, formal parent teacher conferences will be offered twice per year for all parents who wish to discuss their child's development.

Parents are encouraged to chaperone field trips. The children love having their parent/s come along on trips. It's fun for everyone! Please participate!

Here at Sand Box, we take pride in our communication with our parents and our commitment to children. Your input and feedback is what will constantly help us grow and become the best we can for your child/children. Suggestions are always welcome! Thank you for letting us share a special part of your child's day!

### **Termination of Enrollment**

A two week written request to terminate enrollment is required from the parent/guardian and submitted to the Administrator. Failure to notify the Administrator may result in further charges (see Weekly Attendance Schedule). You will be held responsible for all charges to your account (see Late Charges/Delinquent Accounts).

The administration must be notified if a child is to be removed from the center. Any absence exceeding one week without notice shall be considered withdrawal, and another applicant will fill the child's slot. Parents are responsible for incurred day care bills. No notification is needed if a mutual decision between parent and the center has been reached and found that placement is inappropriate.

Sand Box holds the right to dismiss a child from Sand Box.

### **Complaint Procedure**

In addition to those constitutional rights offered to all citizens of the United States, children and families of Sand Box are contractually entitled to additional rights and services. If for any reason a child or family feels he/she/they are not receiving the considerations due them or are treated in such a way that is abusive in nature, such circumstances should be immediately brought to the attention of the Administrator.

If the child or family does not receive satisfaction from the Administrator, a written complaint should be mailed to one or all of the following parties.

President of the Board of Directors  
C/o Sand Box, Inc.  
644 West Cedar Street  
Medford, Wisconsin 54451  
Telephone: 715-748-4525

Bureau of Regulation and Licensing  
2187 North Stevens Street, Suite C  
Rhineland, WI 54501  
Telephone: 715-365-2500

### **Suspected Intoxication of a Parent/Authorized Person**

If an authorized pick up person arrives at Sand Box and appears to be under the influence of alcohol or a controlled substance Sand Box staff will offer to contact someone else to come in and pick up the child/children. If the offer is denied, Sand Box can not refuse the right of a parent or legal guardian to pick up their child/children, and the staff member is to obtain the license plate number of the vehicle and will immediately call the Taylor County Police Department with the information.

### **Smoking Policy**

There is a policy of no smoking within the Sand Box building and on the facility grounds. This policy is in accordance with DCF 251 Group Child Care licensing regulations.

**Visitor Policy**

All visitors are to report to the Office. All visitors must have written authorization from a parent/guardian prior to a schedule visit. Unscheduled visitors will a detained in the office area while a parent/guardian is contacted. If no contact can be made, the visitor will be asked to leave. Proper identification must be presented upon request.

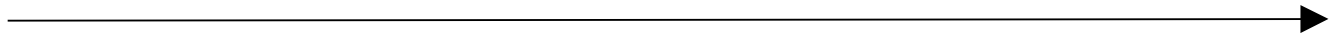
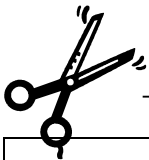
**Staff / Teacher's Education**

All teachers are certified or in process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. Staff will receive training in Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Child Abuse/Neglect (CAN). They are also required to obtain 25 hours annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Monthly staff meetings are mandatory. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at Sand Box.

**Pets**

Parents will be informed of the number of pets in the center and their degree of contact with enrolled children. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center.

**Cut and return this portion to the office**



**Sand Box Child Care & Preschool Parent Handbook:**

I have read this handbook and agree to uphold the policies as stated in the Handbook. No reply received will be regarded as full acceptance to all terms herein stated.

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Thank you for choosing Sand Box as your child care provider. Please contact the office if you have any questions regarding the policies or services offered.*

