



Child Care & Preschool

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PARENT HANDBOOK

Family Engagement & Partnership Guide



Supported by the United Way

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.

Goal Statement

It is our number one goal to provide the kind of environment and 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.

Philosophy Statement

We believe in the value of human diversity and the fair treatment of all people. 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 others.

We believe Children deserve to have teachers who are capable, 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 Child Care and Preschool

1. Hours of Operation: Sand Box is open year round, Monday- Friday, from 5:00 am to 6:30 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 5:00 am or 6:30 pm.

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. A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of child care program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the child care contract.

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 visit the Center, obtain required forms, and discuss the philosophy and policies of the Center. Fee schedules and programming is explained to the parents. We ask that parents bring their child in prior to his/her first day, for a visit and to get acquainted with the Center. Parents are encouraged to visit any time.

Enrollment Forms

The Child Care Enrollment form, (which includes consent for photo use, emergency medical care, fieldtrips and acknowledgement of parent handbook and pets) and Health History & Emergency Care Plan (which includes consent for sunscreen and insect repellent) 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 no 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

Prepaid Services and Un-enrollment Policies

All Child Care Services are prepaid prior to attendance. A weekly late fee will be applied to your account if your account balance exceeds zero. If a child is late in getting picked up after closing time a late fee of the current hourly rate per minute will be charged. Licensing requires that child care is provided only during established operating hours. There are no refunds; credit will remain on account for 1 year. Refer to the current Sand Box Rate Contract.

Parents must submit a 2-week written notice to the Administrator of their intent to withdraw the child(ren). That 2 week period will be billed and parents are required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid. A weekly late fee will be applied to all accounts that do not maintain a zero balance (see Late Charges/Delinquent Accounts) **If a child is late in getting picked up after closing time the account will be charged the current hourly fee per child per minute.**

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 to the hours you submit on your schedule, plus any additional hours used.

You must schedule your child off if they will not be attending after a week of attendance. Refer to the current Tuition Scale/Rate Sheet for details about Sand Box tuition rates. **There is no "credit" for sick or missed days.** School-Age will be charged for school vacation days if they participate in the Before/After School Care program at Sand Box unless a schedule has been submitted.

For your child's safety, 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. Sand Box will contact Krug's Bus, the school district and/or the parent to gather information about the absence of a scheduled school age child. 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 Eve, 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.

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 emergency contact information according to licensing requirements.

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 up the child/children, 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 photo 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.

Tuition and Rates Policy

Refer to Tuition/Rates for Sand Box (separate attachment). Your weekly billing rate will be determined based on your contract choice and/or 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/Director. Tuition/Rates are posted on the Sand Box website. **ALL RATES ARE PREPAID PRIOR TO CHILD CARE SERVICES.**

Late Charges/Delinquent Accounts

All services are prepaid in advance to child care services. A Customer Statement is emailed weekly so you are able to monitor the activity in your account. Any account with a balance will receive a late fee based on the following late fee schedule:

1. There will be a \$25.00 late fee charge added to your child care bill if your account is not kept current.
2. After four consecutive \$25.00 late fees, a \$50.00 weekly late fee will be added to your account.
3. After four consecutive \$50 late fees, a \$100.00 weekly late fee will be added to your account.
4. After four consecutive \$100.00 late fees, your account will be submitted to a collections agency. Child Care Services will not be reopened during the collections period. Accounts may not qualify for future services if they are deemed a financial risk.

Accounts that have recurring methods of payment through Credit/Debit Card payments may avoid late fees if the recurring payments are meeting the prepaid requirements or a financial payment plan is in place.

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.

Upon request, a parent, legal guardian or legal custodian 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 or 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 & Supervision

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.

Adult Supervision

Supervision is a key factor in providing safe environments both indoors and outdoors, including on-campus and off-campus, land and/or water activities for children in attendance at Sand Box. Staff supervision will include:

- A. Display awareness - a skill that requires a knowledge of children, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of children helps teachers to monitor and enhance skills that promote children's positive behavior.
- B. Implement positioning - a skill that requires being able to see all of the children. Staff position themselves to be aware of the entire environment and to see as many children as possible. All children are monitored by sight and sound at all times.
- C. Implement scanning - a skill that involves regularly glancing around the classroom and playground to see children's involvement and what is happening.
- D. Use redirection - a skill used as an aid in preventing undesirable and unsafe behavior. Children are redirected to other areas/activities when undesirable behavior is imminent or occurs. This technique helps ensure the safety of all children.
- E. Provide supervision for all children in areas that are near equipment where injury may occur requires the use of the above methods and being in close proximity to the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.
- F. Implement quality interactions – staff will engage in meaningful interactions with children to promote learning during play and routine times.
- G. Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.
- H. Be aware of the importance of communicating with each other about their location within the environment.

Ill Child Procedure

Any child who attends the center shall be considered well enough to participate in indoor and outdoor activities.

Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 101 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as, but not limited to, chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care. 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.

Parents will be informed whenever their children have been exposed to a communicable disease. Certain diseases must also be reported to the public health department and to our licensing specialist.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and sound and made as comfortable as possible. Children should be picked up as soon as possible. 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, an emergency contact person will be called to pick your child up. 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 sound 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.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be notified about the minor injury and the event will be document in the classroom log book.

If there is a need for emergency medical treatment, 911 will be called. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR and first aid. First aid supplies will be stored in the classrooms as well as the office area.

When children are off-site for a walk or field trip, staff will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed.

Staff will practice universal precautions when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Injuries will be properly washed and bandaged, and all of the materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of properly.

Medication

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 locked 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 locked container. Medicine cannot be expired.

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, with an Authorization to Administer Medicine Form:

- 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 include the dosage and directions for administering.

The staff person receiving the Authorization Form will review for accuracy and sign. Any special instructions or questions should be addressed at this time. Advanced directives should be discussed with the Administrator prior to administering medications to determine the depth of training, if any, is needed. Initial dose of medicine will be given by parent.

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.
- A copy of the Medical Log book entry specific to your child 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 there is a severe injury, parents/guardians will be called immediately and if the situation warrants, 911 will be called. If parents cannot be reached, the center will attempt to contact the child's designated emergency contact person. Off premises injuries will be handled in the same manner. Staff are not authorized to transport children in a medical emergency situation. If you have questions, please contact the Administrator and/or the Board President.

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 will be used to encourage cooperation and achievement. When necessary, redirection, setting clear limits, and/or a calm-down period will be used to remove an uncooperative child from a situation. In the event that a calm-down period is used, a staff member will always be within sight and sound of the child.

A calm-down period will be used when a child is in danger of causing injury to him/herself or to others. When spitting, hitting, kicking, and biting happens, it will be discussed, and a calm-down period will be used if deemed necessary. Children will be given an opportunity to express their feelings. A calm-down period will not exceed **three** minutes for children three years and older, without an attempt to discuss, redirect, or improve the behavior. All children less than three years will be assisted with redirection at all times.

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, parents must meet with the administrator and teacher to discuss the problem and possible solutions. Parents, teacher(s), and administrator will **develop a behavioral plan** 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.

Unfortunately, there are reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Authorities will be contacted immediately if a parent/caregiver contributes to a disturbance in a classroom.

Nutrition Program

A monthly menu is posted near the kitchen area. Meals are included in fees. Sand Box will provide a nutritionally balanced breakfast, lunch, and snack to the children as established by federal, state, and local agencies. Due to extended hours of operations, an additional snack/light meal is also offered later in the day. 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 encourages 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/oatmeal 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.

USDA Nondiscrimination Statement with Complaint Filing Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact

USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- Fax: (202) 690-7442
- Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Food Allergy Policy

When a child with an identified food allergy enrolls/attends Sand Box, the Administrator will provide the family with the Food Allergy Action Plan to be filled out by the child's health care provider. This action plan must be filled out and returned to the Administrator.

Based on the child's Food Allergy Action Plan, caregivers will receive training and put into practice:

- Preventing exposure to specific food(s) that trigger allergy
- Recognize symptoms of allergic reaction
- Treating allergic reaction
- Parents and staff shall arrange for setting to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while in child care

The child's assigned teacher(s) will promptly take proper steps outlined in Action Plan if a reaction occurs in child care.

- They will notify emergency medical personal if epinephrine has been given.
- They will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.
- They will take the Action Plan and medication on field trips, including playground or walks, and off-campus activities.

Individual child's food allergies will be posted prominently in classroom and/or wherever food is prepared (care will be given to confidentiality issues).

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. If applicable, the Administrator or designated staff will go the site to help provide medical attention Parents/guardians will be called immediately and if the situation warrants, 911 will be called. If parents cannot be reached, the center will attempt to contact the child's designated emergency contact person.

Staff are not authorized to transport children in a medical emergency situation.

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 after 5 minutes, 911 will be called and the parents/guardians will be contacted.

Toilet Learning

Sand Box will work cooperatively with you on toilet learning once your child advances to the Squirrel Room (2 year old room). 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.

Toilet Learning is a cooperative effort between parents and staff. If it is determined that follow-through and/or progress is not moving forward, toilet learning may be halted by the Administrator. Consistency is important for the child during this learning period.

Cultural and Ethical Diversity

Sand Box staff strives to provide the children with a wide range of cultural and ethnical 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. Parents are welcome to share information. Sand Box does not provide specific religious training.

Birthdays and Special Occasions

Unless your child is on a restricted diet, please do not send food with your child. Snacks from home will only be allowed on certain occasions such as birthdays or special occasions where the entire class can be supervised. Snacks should be nutritious and age-appropriate. 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. Sand Box is a nut free campus.**

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. A sleeping bag is a warmly lined and padded body-length bag, with the ability to enclose on 3 sides. A pillow, 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 weekly basis for cleaning. These must be brought back the next time your child returns to the Center.

Sudden Infant Death Syndrome

In order to reduce the risks of Sudden Infant Death Syndrome (SIDS) all employees and volunteers working at Sand Box with children receive training on the steps taken to reduce SIDS prior to working with children. To reduce the risk of SIDS, staff will do the following steps:

- Children under one year of age:
 - Child will be placed to sleep on his/her back in a crib unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- Children under two years of age:
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

- If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his/her back in a crib.

Shaken Baby Syndrome

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

In accordance with DCF 251.07(2)(e) Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following: 1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment. 2. Verbal abuse, threats or derogatory remarks about the child or the child's family. 3. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle. 4. Withholding or forcing meals, snacks or naps. 5. Actions that are cruel, aversive, frightening or humiliating to the child. (f) A child may not be punished for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

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. Stepping away from the situation briefly while your child is 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 log books.

The Stewards of Children® prevention training program teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for individuals concerned about the safety of children as well as organizations that serve youth. The online version allows individuals to take the training at any time or place, at a pace of their choosing. Parents are encouraged to view the on-line training at: <https://d2l.csod.com/client/d2l/default.aspx>.

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. Specific information regarding the product will be listed on your child's health history 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 sunscreen or insect repellent protection with a signed permission form. This authorization will be kept on file. Specific information regarding the product will be listed on your child's health history 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, or 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. Krug Bus Service (715-748-3194) provides the transportation for fieldtrips.

The Administrator's Cell Phone Number may be obtained from the center voice message by dialing 715-748-4525, in case of an after-hours emergency.

Staff are not authorized to transport children in private vehicles. Sand Box does not provide transportation for any child.

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 and a designated Sand Box Staff are required to complete a visual sweep from front to back to ensure that no children are left on the bus. Both agencies will work together to ensure safety and accountability for all children scheduled for attendance with proper field trip permission forms on file. All new staff receive orientation on transportation procedures, as well as an annual training in May, prior to summer programming/fieldtrips.

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 **children must be in a car seat until they reach age 4 and 40 pounds, and in a booster seat until they reach age 8, more than 80 pounds in weight, or more than 4 ft. 9 in.** Sand Box Staff will notify parents if they view inappropriate car seat requirements and/or may reserve the right to contact authorities. (<https://wisconsin.gov/Pages/safety/education/child-safety/laws.aspx>)

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.

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. Fire drills will be practiced with both exit strategies to help prepare staff in case of a real emergency.

Children will remain as a group with their assigned teacher as they exit the building. The teacher's attendance sheets will be used to account for each child present by name and sight. Once all children are accounted for outside the building, the

group will advance to Aspirus Hospital Emergency Center. **The children will not re-enter the building without the proper approval from the fire department.**

Sand Box staff will call the parents of the children. Parents 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. The contact person(s) in case of an emergency is the Administrator and/or Board President, all attempts to provide timely information will be a priority.

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:**..... Kelly’s Office.
- Butterflies/Grasshoppers:** East bathroom in their room.
- Squirrels:** Bathroom in their room, overflow to hallway with a staff member.
- 3 PreK:** Bathroom in their room, overflow to hallway with a staff member.
- 4 PreK:** Staff Bathroom, overflow to hallway with a staff member.
- School Age:** 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.

The internet or radio will remain tuned to the local station to receive storm or tornado watches or warnings. Flashlights are available in each room. The contact person(s) in case of an emergency is the Administrator and/or Board President, all attempts to provide timely information will be a priority. In the event that Sand Box was destroyed by a tornado, staff and children will evacuate to **Aspirus** Health Care Center emergency department. 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. Please contact the center if you need assistance.

No Heat, No Water, National Emergency

In the event that Sand Box was to lose water and/or heat, Sand Box will contact the proper agency to gather information about the problem and/or length of time the center may be without heat or water. If the problem cannot be rectified within an hour, parents will be notified to pick-up your child. If there is a National Emergency or bomb threat or gas leak or other threat to the building, staff and children will evacuate to Aspirus Hospital Emergency Center. Parents will then be contacted and told where to pick up their children. It will also be announced on WIGM/K99. The contact person(s) in case of an emergency is the Administrator and/or Board President, all attempts to provide timely information will be a priority.

DAILY ROUTINE AND DRESS

Hand-Washing Procedures

Hand-washing, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Good hand-washing technique is easy to learn and can significantly reduce the spread of infectious diseases among both children and adults. Proper hand-washing techniques are posted by each hand-washing station. Children are assisted and supervised during hand-washing times. Adults are expected to wash their hands when entering a classroom.

Infants and Toddler 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 recorded on the BrightWheel App regarding 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. Proper diapering procedures are posted near each diapering station. Staff review procedures and are expected to follow the steps outlined.

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 inclement weather such as excess heat (90° or higher) or cold (20° under 2 years or 0° age 2 and older). Other weather factors may be considered, however please send appropriate clothing each day. We have many sand toys, trucks, and large climbing activities. There is a flexible balance of indoor/outdoor, active/quiet, and 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, clothes can get dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable 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 should be available at the center in case of accidents. An extra sweater or jacket at school is also recommended since the temperature often changes noticeably. Proper shoes are comprised of closed-toe, clean, and in good repair that are appropriate for walking and running.

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

Parents will be asked to provide the following:

- ❖ bottles, formula, and baby food (if you choose not to accept center provided formula/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)
 - The pillow case is used to store the sleeping bag to reduce exposure to other sleeping bags.
 - A \$25.00 weekly laundering charge will be charged for the use and cleaning of a center sleeping bag and/or if parents refuse to launder their child's sleeping bag.

Sand Box does not substitute center diapers/wipes for any child that is out of diapers/wipes. Some children have experienced sensitivity to certain brands of diapers/wipes. On occasion we have had a supply of diapers/wipes left from an existing family, however that supply cannot be reliable and/or guaranteed that no allergic reaction will result.

Parents will be notified in writing and verbally at pick-up times concerning the “stock” of their child’s diapers/wipes. Parents are responsible for maintaining an adequate supply at all times.

If a child is out of diapers/wipes, and is in need of a diaper change, the child will be changed promptly and the parent will be contacted to either deliver diapers/wipes at that point or pick-up their child. Please plan accordingly.

Also, if there is a discrepancy regarding diaper usage and diaper changes recorded on your child’s BrightWheel page, please bring that to the attention of your teacher or Administrator immediately. It is the responsibility of Sand Box staff to properly record all diaper changes.

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. Sand Box reserves the right to restrict items if they cause distractions and/or issues in the classroom.

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 helpful to have in your child’s cubby.

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 for 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 child 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.

All children regardless of race, sex, handicap, color, national origin, religion, or age are welcomed. 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.

Curriculum and Learning Environments

Sand Box curriculum is based on Teaching Strategies GOLD and Creative Curriculum, which supports Wisconsin Model Early Learning Standards (WMELS). Teachers receive on-going training process pertaining to child development and

education. Portfolios which include quarterly assessments, goal setting, individualized activities, observation and re-assessments are part of the high quality learning care offered to all families. Information about your child's development will be shared on a regular basis through parent-teacher conferences, by appointment, during pick-up/drop-off and in your child's mailbox. Please talk to your child's teacher if you would like more information.

Infant and Toddler Programs

Infant/Toddler Program is designed for children two weeks to 36 months. Infants develop and learn at their own rate but they need an environment that allows them to practice these skills. 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. Our program individualizes care for the basic needs of an infant like eating, changing and sleeping, as well as, encouraging development such as crawling, walking, rolling over, sitting up, and communicating. The teachers plan activities based on the child's needs and abilities. Other activities include singing, reading stories, playing peek-a-boo, and rolling a ball.

Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section:

Prior to admission, an interview shall be conducted with a child's parent/guardian to obtain written information which will aid child care workers in individualizing the program of care for the child. Information shall include all of the following (which is included in the Intake for Child Under 2 Years form):

1. Schedule of meals and feeding.
2. Types of food introduced and timetable for new foods.
3. Toileting and diapering procedures.
4. Sleep and nap schedule.
5. The child's way of communicating and being comforted.
6. Developmental and health history.

Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker. Child care workers shall document changes in a child's development and routines every 3 months based on discussion with the parent. Each infant and toddler shall be cared for by a regularly assigned child care worker in a specific self-contained room or area. Infants and toddlers may not be transferred to the care of another child care worker or another group or room in order to adjust group sizes or staff-to-child ratios, except under one of the following circumstances:

1. During the first 2 hours and the last 2 hours of center operation.
2. When the number of children in a group is one or 2 children to one child care worker.

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.

Preschool Programs (3 PreK and 4 PreK)

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. Educational curriculum and learning environments are available Monday – Friday to meet all your child's needs.

3 PreK Summer Programming

The 3 PreK Summer Program promotes learning through fun and exciting adventures throughout the summer months. Children will focus on “summer” fun themes like backyard barbecue, sprinkler time, 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: library, parks, local fairs, area businesses, and a couple bigger trips possibly to a zoo, museum and/or theater event. Supervision is provided with all activities and child-staff ratios maintained. Rules of the hosting event will be followed (museum, library, theater, etc.) A summer calendar outlining the events is available on the website and to families prior to summer.

4 PreK / JR. Club Summer Programming

The 4 PreK Summer Program offers children the opportunity to participate in new educational learning experiences that are focused on education, responsibility, community and service. The group may enjoy touring area business, trips to the city park, outdoor city pool, library events, intergenerational events, craft projects, gardening and various field trips. The summer programming is set at a modest pace to keep all ages interested and involved. Supervision is provided with all activities (including bathrooms/changing areas) and appropriate child-staff ratios maintained. Rules of the hosting event will be followed (museum, park, theater, etc.) A summer calendar outlining the events is available on the website and to families prior to summer.

School Age Programs

Sand Box Before/After School Programs

The Before School Program is designed for children who are in school all day and need a secure environment before school hours, **5:00 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. The 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 **6:30 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.

ActionPACT Program (Entering Grade 1 – Age 12)

ActionPACT is geared towards the older children, set at a booming pace offering partnerships with community agencies, businesses, and environments. Students regularly visit the library, city park and city pool. Sports, bowling, kickball, T-ball, and soccer compliment other field trips such as community gardens, intergenerational activities, service events, and much more. Area businesses offer invitations to open house events and summer events. Students also enjoy field trip to zoos, museums, and theater events. Supervision is provided with all activities (including bathrooms/changing areas) and appropriate child-staff ratios maintained. Rules of the hosting event will be followed (museum, pool, theater, etc.) A summer calendar outlining the events is available on the website and to families prior to summer.

FACILITY POLICY AND INFORMATION

Where Parents can find Information

- Website (www.sandboxchildcare.com) has information about the center, programs, handbooks, enrollment, pricing, and much more. Please take the time to check out this resource.
- BrightWheel (mybrightwheel.com) is a parent-classroom interactive App that is a great way to keep in touch with your child’s daily activities and communicate directly with your child’s teachers.
- Email (info@sandboxchildcare.com) is used to submit schedule updates, weekly account information, and to communicate with the Administrator/Director.
- Classrooms provide access to the Licensing Rules for Group Child Care Centers, Sand Box Parent Handbook, and Employee Handbook for parents to review. The classroom has great information about your child’s daily activities, learning environments, and how your child develops, please take some time to explore this very important part of your child’s day.

- Bulletin Boards located in the main entrance of the center and by your child's room, have information concerning center wide protocol, lesson planning, staff schedules, etc. Staff can assist you in becoming more familiar with information located on the bulletin boards.
- Children's mailboxes are located near or within your child's room and may have information regarding field trips, upcoming events, parent resources, child illnesses, and other important news.
- The terms of our license and results from the most recent licensing visit are also posted in the main entrance of the center. Licensing regulations may be accessed online at <https://dcf.wisconsin.gov/>. Handbooks are located on the Sand Box website. Other resources are available upon request.

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. 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.

The staff at Sand Box work to communicate information about every aspect of your child's day. Information is provided to all parents through the BrightWheel App, Teaching Strategies GOLD, email, and verbal communication at pick-up or drop-off times. Parent-Teacher Conferences are held twice yearly, and parents are provided written progress report. We welcome opportunities to discuss your child with you and appointments are available upon request. State Licensing Rules for Group Day Care Centers and Sand Box policies are available to parents within each room, on the website, or contact the office for assistance.

Family Involvement

We encourage families 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. Families are encouraged to visit your child's classroom and share your interests, hobbies and/or work experiences with the classrooms. 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. Formal parent teacher conferences will be offered twice per year for all parents who wish to discuss their child's development.

We take pride in our communication with our parents and our commitment to children. Sand Box provides multiple options for parent communication including BrightWheel App, email, children's mailboxes located in or near you child's room, newsletters, Teaching Strategies GOLD, and daily communication with your child's teacher(s). If you feel your needs are not properly being met, please contact the Administrator. Your input and feedback is what will constantly help us grow and become the best we can for your child/children. Parent surveys are conducted annually as a way to gather parent feedback and improve services. Suggestions are always welcome and may be submitted in the payment/suggestion box located by the kitchen.

Termination of Enrollment

A two week written request to terminate enrollment is required from the parent/guardian and must be submitted to the Administrator. Failure to notify the Administrator may result in further charges including, but not limited to weekly charges and/or late fees. 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.

Any items left after a family ends enrollment will be held for 2 weeks at the center. Families should contact the Administrator to schedule a time to gather the child's items. Items that remain after 2 weeks will be donated to a non-profit agency.

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 parent/guardian feels 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. The parent/guardian may contact the Licensing Agent and/or the Board President with questions, comments and/or concerns at the following contact information:

President of the Board of Directors	Bureau of Regulation and Licensing
c/o Sand Box, Inc.	2187 North Stevens Street, Suite C
644 West Cedar Street	Rhineland, WI 54501
Medford, Wisconsin 54451	Telephone: 715-365-2500
Telephone: 715-748-4525	

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 cannot withhold parent access to a child without a copy of the court order on hand, however as mandated reporters, staff may find it necessary to report the matter to local law enforcement or child protective services.

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.

Conceal & Carry Policy:

Wisconsin Administrative Code DCF 251.06(2)(c) prohibits the possession of any dangerous items including, but not limited to, firearms, ammunitions, knives, and explosive devices on the premises of a state licensed child care facility.

DCF 251.06(2)(c) addresses the presence of firearms and ammunition in a licensed group child care center as follows: DCF 251.06(2)(c) Firearms, ammunition and other potentially dangerous items may not be kept on the premises. This code applies regardless of whether or not the individual is licensed to carry a concealed weapon under Wisconsin State Law.

DCF 251.06(2)(c) code does not apply to law enforcement officers while engaged in their official capacity.

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 be 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). All Sand Box staff 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.

A Basic Scheduling Pattern for Sand Box Child Care & Preschool

The Basic Daily Schedule is subject to modification to allow for flexibility to meet the special needs of the day.				
Standard diapering/bathroom times are scheduled every 2 hours, before/after meals and outside times, or as needed.				
TIME		SCHEDULED ACTIVITY	SPD	APP
5:00 AM	6:00 AM	Rest Time, Quiet Centers open (book area, puzzles, fine motor, math/science)	0.5	
6:00 AM	7:45 AM	Children go to regular classroom. Free Choice of Centers (fine motor, art, block area, dramatic play, nature science, math, book area, and puzzles)	1	
		Prepare for Meal time		
7:45 AM	8:15 AM	Breakfast		
		Clean-up after Meal time		
8:30 AM	9:00 AM	Free Choice of Centers (fine motor, art, block area, dramatic play, nature science, math, cozy book area, and puzzles)	0.5	
9:00 AM	9:30 AM	Outdoor Time / Gross Motor Activities		0.5
9:30 AM	10:00 AM	Large Group (Music or Art)		
10:00 AM	10:30 AM	Center Time (dramatic play, nature/science, fine motor area, book area, block area) Observations/Child Assessments		
10:30 AM	10:45 AM	Circle Time (Teacher read story time)		
		Prepare for Meal time		
10:45 AM	11:15 AM	Lunch		
		Clean-up after Meal time		
11:30 AM	1:30 PM	Rest Time / Quiet Time. Puzzle activities, fine motor and books also available.		
		Prepare for Meal time		
1:45 PM	2:15 PM	Snack		
		Clean-up after Meal time		
2:00 PM	3:30 PM	Outdoor Time / Gross Motor		1.5
3:30 PM	4:30 PM	Free Choice of Centers (fine motor, art, block area, dramatic play, nature science, math, cozy book area, and puzzles)	1	
		Prepare for Meal time		
4:45 PM	5:15 PM	Snack / light Meal		
		Clean-up after Meal time		
5:30 PM	6:30 PM	Mixed age grouping. Free Choice of Centers (fine motor, art, block area, dramatic play, nature science, math, cozy book area, and puzzles)	0.5	
Substantial Portion of the Day (SPD) ensures that children have sufficient access to the play/learning materials/experiences that optimize their development. Based on 1/3 of operating hours, Sand Box must provide 5 hrs daily of SPD.			5.5	
Active Physical Play (APP) primarily includes an outdoor play period where children are able to actively use toys, physical play and sand/water. Based on program operations of 8 or more hours, Sand Box requires 1 hr daily.				2

Water is available throughout the day and upon request of the child.

Please speak with your child's teacher concerning any questions you have. Suggestions/comments are welcomed.

Return with Enrollment Forms

Parent Expectation, Orientation & Policy Review Form

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.

Sand Box strives to make your orientation & enrollment experience pleasant, informative and comfortable. You can look forward to the following prior to making the choice to join our family at Sand Box.

- Tour of the facility
- Introduction to teaching staff
- Visit with the classroom teacher
- Overview of the parent handbook
- Overview of the enrollment information, rates and contract information
- Discussion of child's needs and family expectations
- Overview of family supports and community resources
- Discussion of special circumstances (interpreter, health needs, custody issues, etc.)
- Invitation for extended visitation in the classroom prior to enrollment
- Open Door Policy
- **I have read the Parent Handbook and understand it is my responsibility to work in partnership with Sand Box for the care of my child(ren).**

Sand Box Child Care & Preschool Parent Acknowledgement

I have read this handbook and agree to uphold the policies as stated in the Handbook. I have had the expectations, enrollment, rates and contract information explained to me. I understand that I can contact the Administrator if I have any further questions.

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.

Revised March 2020

