

# Policy Handbook

4685 N 45<sup>th</sup> St. Milwaukee, WI 53218

Center #: (262) 362-1794

Monday- Friday 5:00am- 11:59pm

**A New Beginning Family Child Care LLC  
Effective February 1<sup>st</sup>, 2022**

A New Beginning Family Child Care mission is to provide parents with a safe, loving, high quality care that focus on hands-on learning for each individual child

## **General Information**

A New Beginning Family Child Care LLC is licensed by the state of Wisconsin, Department of Children and Families. I am licensed to care for no more than eight children at any one time. I am inspected regularly to ensure that I meet licensing standards. A New Beginning Family Child Care LLC is currently covered by liability insurance for the premises and for the business operations at this time.

A New Beginning Family Child Care LLC will provide care for children 6 weeks to 12 years-old. Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Child care services will be provided between the hours of 5:00am to 11:59pm Monday thru Friday year-round. No service will be provided on New Years Day, Martin Luther King Day, Good Friday, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day. New Years Eve and the day before Thanksgiving we will close at 3:00p.m. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following. Parents are still responsible for paying holidays.

A New Beginning Family Child Care LLC is required to maintain a current, accurate written record of daily attendance for all of the children. Parents are requested to review the daily attendance record to ensure accurate attendance record for their child/ren and sign at end of the week. Also, to ensure that the provider knows the numbers, names, and whereabouts of the children at all times, there will be regularly name to face count using the Daily Attendance Record.

### **Wisconsin's Concealed Carry Law**

No person may carry weapons while on the premises of the child care center during licensed hours. Signs (at least 5" x 7") providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

### **Smoking**

Smoking is not permitted on the premises of the center or in a vehicle used to transport when children are in care.

### **Pets**

There is a dog on the premises. The dog will not be allowed in areas accessible to children during the hours of operations. The center does have liability insurance that includes coverage for dogs. All pets for which is an effective vaccine against rabies have been vaccinated. Prior to adding additional pets to the center, I will notify parents in writing.

If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

The children's exposure to pets or animals will be limited to field trips. Parents will be notified in writing well in advance of any field trip. All contact between pets or animals and children will be under the sight and sound supervision of a provider who is close enough to remove the child immediately if the pet or animal shows signs of distress or aggression or the child shows signs of treating the animal inappropriately.

Animals are not allowed in the center, unless the parent/guardian picking the child up is blind and uses a Seeing Eye Dog.

### **Confidentiality**

To protect each family's confidentiality A New Beginning Family Child Care LLC will not disclose personal information regarding a child or facts learned about a child's family to anyone who is not authorized to receive this information. Upon request, parents can have access to all records and reports maintained on his or her child unless restricted by court order. As a license childcare provider, I am required to report suspected child abuse or neglect to the local authorities.

### **Communicate**

It is important that we communicate daily concerning the needs and interest of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication, on a regular basis A New Beginning Family Child Care LLC provides scheduled conferences, written newsletters, parent board and daily sheets for children under 2.

I will post the following for your review:

- License certificate
- The current Compliance Statement or Noncompliance Statement and Correction Plan
- Any notice from the department related to rule violations, such as warning letter or enforcement action. These items will remain posted until violations have been verified as corrected and the action is closed.
- Any stipulation, condition, temporary closures, exemption, or exceptions that effects the license
- Center polices
- Daily Schedule
- Menus
- Lesson plans

### **Enrollment and Discharge**

Parents will receive a pamphlet, "Your Guide to Regulated Child Care", which is a summary of child regulations, as part as the enrollment packet. Parents are welcome to visit my child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order.

Please understand that I cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

All children will be enrolled for a trial period of 30 days. During that trial period, either the provider or the parent may terminate childcare without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies before enrollment. I will make a reasonable accommodation for children with disabilities as specific under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance:

- Child Enrollment
- Health History and Emergency Care Plan
- Transportation Permission (if applicable)
- Intake form for children under 2 years (if applicable)
- Alternate Arrival/Release Agreement (if applicable)
- First month's tuition (unless prior arrangements are made)
- Parent/Provider agreement
- Photo/Social Media release form

I will inform you of any updates that are needed and give you 15 days to submit the updated forms.

The following items must be completed and returned within 20 days of the first day of enrollment:

- Child Health Report
- Child's Immunization Record

The following items are supplied by the parents for their children.

- Extra change of clothes
- Formula (under 1 years old)
- Special bottles and sippy cups (under 2 years old)
- Pajamas and toothbrush (night care only)

All children's things should be labeled.

Children may be enrolled on a full-time basis 30-50 hours a week or a part-time basis under 29 hours a week. No child may regularly be enrolled for less than 20 hours a week. Drop-in care is accepted, if prior enrollment arrangements have been made and space is available.

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

- Failure to pay fees on time
- Lack of parental cooperation
- Inability of child care program to meet the needs of the child. I will consult the parent of any problems that may be solved before ending the care arrangements. The parent will be referred to other community resources.
- Failure to comply with the terms of the child care agreement.
- Failure to complete and return required forms.

I will give a 2-week written notice of my intent to discharge a child, and try to inform parents of local resources that may help them, except when the discharge is due to the parent's failure to pay fees. Should the parent remove the child during the notice period I initiate, fees will be charged for the remaining days.

Parents must give a 2-week written notice of their intent to withdrawal the child and will have to pay all outstanding fees.

Children will only be released to persons listed in the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up the child, the person picking up the child will need to show picture ID.

If parents wish to allow a school-age child to leave or arrive unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or an activity where adult supervision is present. Parents must use the Alternate Arrival/ Release form to provide this information to the center.

If a parent pick-up and is under the influence or intoxicated, steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel child is in danger.

### **Child Absence**

If your child will not attend on a regularly scheduled day, please let me know within 24 hours before your child's scheduled arrival time, fees still apply. After a child has been enrolled for 90 days family will have 10 unpaid vacation days per year.

If your child is not here within 1 hour after their scheduled time, provider will contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g. school, sports events etc.) and does not arrive as scheduled, provider will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

### **Provider Absence**

I will take 10 paid days of vacation each year. I will notify parents in writing of this time off at least 30 days in advance so you and your family can make alternate arrangements.

In event that someone in the household becomes ill; I will notify parents no later than 9:00p.m. before the scheduled day. Fees will not be charged for that day.

In case of an emergency situation that requires my immediate attention, I will call my emergency back-up to stay with the children during my absence. Parents will be called to pick up their children within 1 hour of receiving the call. I will provide the emergency back-up person with an orientation immediately before being left alone with children. The orientation will include:

- Names and ages of all children in care.
- Current arrival and departure information for each child including the names of people authorize to pick up the child.
- Location of children's files including emergency contact information, consent for emergency medical treatment, and any special health care needs.
- Procedures to reduce sudden infant death syndrome.

Fees will not be charged when the center is closed because of an emergency.

In event that I am scheduled to be gone and the center is open. I will have a qualified substitute that will act in my absence. Before my substitute or any other provider required to meet the staff-to-child ratio begins to work with the children, I will also provide them with an orientation.

### **Orientation Plan of Staff**

Each employee, volunteer, and substitute will have an orientation before being working with children.

The following will be reviewed:

- Names and ages of all children in care.
- Current arrival and departure information for each child including the names of people authorize to pick up the child.

- Review of children records including emergency contact information.
- Specific information relating to child's health including medications, disabilities or special health conditions.
- Procedures to reduce sudden infant death syndrome.
- Overview of daily schedule including meal, snacks, nap and any information related to eating and sleep schedules of infant and toddlers.
- Review of chapter's procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reaction.
- Plan for evacuating sleeping children
- Procedure for reporting suspected child abuse and neglect of a child.
- Procedure to contact parent of child is absent without notification from the parent.
- Administration of medication
- The prevention and control of infectious diseases, including immunizations
- The handling and storage of hazardous materials and disposal of biocontaminants. includes blood, body fluids, or excretions that may spread infectious disease.
- Review of center policies and procedures required under 250.04(2)(e)
- The provisions of chapter DCF 250 Family Child Care Centers.
- The reporting requirement for the child care background check under DCF 13.07(3)

### **Health**

A New Beginning Family Child Care LLC is not authorized to care for mildly ill children. Children who are ill are not to be brought to the daycare. Examples of illness are:

- Temperature over 100.1 degrees F or higher
- Vomiting or diarrhea has occurred more than once in the last 24 hours.
- A contagious disease, such as chicken pox, strep throat, or pink eye
- An unidentified rash
- Has not been taking prescribed medication for a contagious illness for at least 24 hours or continues to have symptoms of illness
- Have consistent thick colored nasal discharge.

If child becomes sick at the daycare, parent will be called immediately. Sick children will be isolated within sight and sound and made as comfortable as possible. Children should be picked up within 1 hour. If child is not picked up within 1 hour the emergency backup person would be called.

Children may return back to the center when they are 24 hours symptom free and have been treated or given a medical approval to return to childcare. I will follow procedures on personal cleanliness and communicable disease in accordance with licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

I will report all communicable diseases when required, to the regional licensing office of the Department of Children and Families, to the local health department, and to the parents of all children enrolled.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. Parents will be notified immediately of a head injury. I have a current certification in infant and child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage and/or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is need for emergency medical treatment 911 will be called and your child will be taken to Children's Hospital. If an ambulance is needed parents will be responsible for the cost. Parents will be contacted as soon as possible after 911 is contacted.

### **Medications**

I will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medication must be in its original container bearing the label with child's name, dosage and administration directions, such as dispensing Tylenol at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, I will obtain a written authorization from the child's parent. The authorization shall include the brand and the ingredient strength.

All medication administered, accidents, injuries, occurring during the time the child is in my care, marked changes in the child's behavior or appearance and any observation of injuries to a child's body received outside of my care will be logged into the center's medical logbook.

### **Nutrition**



A New Beginning Family Child Care LLC does participate in the food program. I will follow the USDA Child and Adult Care Food Program (CACFP) guidelines when planning our meals. Weekly menus will be posted on the parent board.

Children younger than 12 months must be feed formula or breast milk unless written direction is on file from the child's doctor. All bottle and food must be labeled with your child's name. School age children will receive a snack upon arrival from school.

No child will be without nourishment for any longer than 3 hours. I will offer the following meals and snacks to all children in attendance between the times identified in the daily schedule.

- Breakfast 6:30a-9:00a
- Lunch 11:30a-12:30p
- P.M. Snack 2:30p-4:00p
- Dinner 5:30-6:30p
- Evening snack 8:30-9:00p

Parents providing their own child's meals and snacks will be informed in writing of the CACFP nutritional guidelines. If your child has special dietary needs or a food allergy parents must notify the center in writing. If the center cannot provide foods to meet the child's needs, we ask for the parents to provide meals and snacks that meet their child's needs. Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child's physical and upon written request of the parent.

A New Beginning Family Child Care LLC participates in the USDA Child and Adult Care Food Program. In accordance with Federal Law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, religious creed, national origin, sex, age, political beliefs, disability, or limited English proficiency. To file a complaint of discrimination, write USDA, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Daily activities**

Although we do not incorporate any religious teachings into our curriculum this is a diverse program, so we do try to celebrate all holidays and occasions listed on the calendar. Children may say prayer before all meals. Also, their maybe pictures or

sayings post around in the center that relates to diversity, equality and the acknowledgement of a God.

I plan activities according to the age and developmental level of each child in care and provide children with a variety of experiences and that are based around the Wisconsin Model Early Learning Standards. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

- Language Development and communication: books, vocabulary instruction, letter and sound recognition, alphabet knowledge, fingerplays, and flannel board stories.
- Health and Physical: Balls, hula hoops, beanbags, outdoor games.
- Cognition and General Knowledge: Arts/crafts, stringing beads, pegboards, blocks, counters.
- Approaches to learning: Dramatic play, puppets, musical instruments, flannel board.
- Social Emotional: potty training, dressing for outside, helping with food preparation.

PLAY is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them.

I will allow children to watch G-rated television or videos. Children are not allowed to bring electronic devices from home unless it for school purpose only. The children will be allowed to watch television or have screen time only for educational purposes up to 30 minutes at a time. Children are not required to watch television and other activities will be available during that time for children to use.

School age children will have a place to study or relax, access to appropriate materials, activities, ample time for large muscle activities and participate in food preparation.

### **Infants and toddlers (children under two years old)**

Infants and toddlers will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. I will change position of non-mobile infants often and provide safe open spaces for

children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of age-appropriate toys and objects.

### **Sudden Infant Death Syndrome**

To reduce the risk of SIDS I will do the following:

- Children under one year of age:
  - Child will be placed to sleep on his or her back in a crib/playpen unless the child physician authorizes another position in writing.
  - If a child falls asleep in a swing or car seat, the child will be immediately removed and placed into a crib or playpen to sleep on his or her back.
  - Child will not sleep in a crib or playpen that contains soft or loose materials, such as pillows, fluffy blankets, sheepskin, bumper pads, stuffed animals, flat sheet, bibs, or pacifiers with attached soft objects
- Children under two years old
  - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit tight over the mattress.
  - Sheets and blankets used to cover a child one year of age or older shall be kept away from the child's mouth and nose, and if sleeping in crib or playpen, shall be tucked tightly under the mattress

### **Outdoor**

There is an outdoor play space on the premises. We do take children, including infant and toddlers outside daily weather permitting, so dress your child appropriately for the weather. We do stay out for at least 45 minutes twice a day.

The children will not go out during inclement weather such as any of the following:

- Heavy rain
- Temp. Above 90 degrees F.
- Wind chill of 0 degrees F. below for children over age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

The center may use an off-premises pool, wading pool, water attraction or beach for the children. Whenever we utilize any of these off-premises, water-oriented facilities, I will follow all safety and supervision requirements as specified by licensing rules. I may have a wading pool and/or water attraction for the children. I will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space. The water will be change daily, and the pool will be disinfected daily. Any trampolines and inflatable bounce surfaces on the premises area not accessible to children in care

### **Rest time**

Rest time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep after 30 minutes, and/or children who awaken early may get up and do a quiet activity.

Children under one year of age will sleep in a crib or playpen. Children one years to two years may sleep in a playpen, crib or cot. Children over 3 years old will sleep on a mat, cot or bed. I will provide bedding that will be launder after every five uses or sooner if necessary.

### **Fieldtrips**

We will occasionally take fieldtrips and other off-premises activities, including walks around the neighborhood. Emergency information for each child and a first aid bag will be taken whenever the children leave the premises. I will notify parents a week prior to the field trip or off-premises activity.

### **Night Care (10:00pm-11:59am)**

Children in care during the night time will follow a schedule designed to the replicate activities to the child's routine at home. I have an evening schedule of activities planned for the hours when a child is awake. Children will be given a pm snack and will engage in activities such as a group game, story time and self-directed activities. Children will also have the opportunity to brush their teeth and change into pajamas before rest time. Children 2 and under will be provided a crib or playpen. Children two and up will be provided a cot or bed with a sheet and blanket or sleeping bag. If there are any children that choose not to rest there will be area that they can engage in activities. Parents will need to provide sleeping garments and toothbrush.

### **Child Guidance**

Children's behavior will be guided by setting clear limits and rules for children. I will talk with children about expected behaviors and model those behaviors consistency for them. I will state positively what children can do using specific terms ("you need to walk", rather than "don't run"). Undesirable behavior will be redirected to another activity. Behavior management will only be used for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become fussy, distraught or have periods of crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort,

or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the baby to cry for a few minutes and trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

I do use "time out" to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed three minutes and will not be used for children under three years of age. When used, the time-out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be transitioned back to an activity.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with the parents to find new ways to deal with behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. THESE FORMS OF PUNISHMENT WILL NEVER BE USED EVEN AT PARENTS REQUEST.

### **Emergency procedures**

In case of a fire, children will be evacuated through the nearest safe exit. The attendance form, list of numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all notified. Children and staff will assemble on the sidewalk near the tree in front of 4677 n 45<sup>th</sup> St. Fire evacuation plan shall be practiced with the children monthly and tornado drills shall be practiced with the

children monthly from April through October. Completion of all practice drills will be documented.

In the event of a tornado warning, the children will be taken to basement. Blankets, a portable radio, a flashlight, and extra batteries are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all parents notified. Children will be assembled on sidewalk near the tree in front of 4677 n 45<sup>th</sup> St.

- If we are unable to re-enter the building after a necessary evacuation, I will take the children to McDonald's 4925 W Hampton Ave and parents will be contacted to pick their children up within 1 hour.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

If the center should lose the use of heat, water, electricity, flood, or other building services before the center opens, I will inform parents as soon as I notice there is no heat, water, or electricity than the center will be closed.

If the center should lose the use of heat, water, electricity, flood or other building services while children are in attendance, children will be taken to a safe zone and parents will be contacted to pick up their children within 1 hour.

If local schools are closed due to severe weather, the center will be close. Parents will be contacted to pick up their children within 1 hour.

If the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), I will immediately contact law enforcement and the parents to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lock-down may be required.

In the event of a medical emergency, I will contact emergency medical services (911) and the parents to alert them of the situation.

To prevent allergic reactions due to food or other causes, I will post an allergic list in the kitchen. Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names,

doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

- If a child has an allergic reaction that doesn't appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen.

In the event of a vehicle accident while transporting children, I will contact emergency medical services (911) if needed and alert the parents of the situation.

If any other unforeseen emergencies would have happened while children are in care. Parents will be notified immediately, and the appropriate action will be taken.

#### Night Care Evacuation Plan (10:00pm-11:59pm)

Staff and children will follow the same evacuation plan from above. But during rest time the children will sleep closest to the exit to ensure a fast and safe evacuation.

#### **Transportation**

A New Beginning Family Child Care LLC does transportation to and from school, home and fieldtrips in vehicles owned by the licensee. Center is responsible for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.

#### *Vehicle*

- All vehicle used to transport children are covered by liability insurance with minimums of no less than those required by the state of Wisconsin.
- The vehicle is licensed and registered in accordance with state laws.
- The vehicle is in safe operation condition and inspected every year on forms provided by the department.
- The vehicle is equipped with a first aid kit.
- The vehicle is clean, uncluttered, and free of obstructions on the floors, aisles, and seats.
- Vehicle passenger doors shall be locked at all times when a vehicle transporting children is moving
- Any vehicles that have a manufacturer seating capacity of 6 or more passengers in addition to the driver have a child safety alarm that is in working order. Child safety alarm will be tested monthly to ensure alarm is operating correctly
- If the center uses a transportation service, the center will ensure that the vehicles used and drivers hired comply with licensing rules and will have a written contract.

*Drivers of Vehicle-* Driver must be at least 18 years of age, must have a valid Wisconsin Driver's license and at least one year of experience as a licensed driver. All

drivers will have appropriate and approved driving records that will be checked annually. All drivers will undergo annually driver safety training about content of the rules, plans for any special needs a child may have, emergency procedure, etc. prior to the transporting children.

### *Safety Measures*

- **Children will never be left unattended in any vehicle.** The driver will check the whole vehicle front to back before exiting to insure no children are left in the vehicle.
- A current list of the children transported and methods of taking daily attendance.
- The schedule of the bus route, including approximate pick up and drop off times.
- Smoking is prohibited in the vehicle while children are being transported
- Children will always wear seat or safety belts.
- Children are not allowed to get out of their seat while the vehicle are in operation. In case of an emergency, they may comply with the driver's directions to do so.
- Children must sit in designated seats, depending on their height/weight/age. They will be designated a booster seat, child seat or other according to the law.
- Children are encouraged to talk amongst themselves, this is a social part of their day, however we do discourage loud/screaming voices.
- There is no food or drinks allowed during travel to ensure safety.
- The windows on the vans/buses are to be adjusted by the driver to ensure the children feel comfortable in warm weather.
- Doors are locked any time the vehicle is in motion.
- The driver is to see that the children remain seated while the vehicle is in motion.
- No cell phone use while driving, driver will have to be parked to make any phone calls. Only **hands-free** navigation devices can be use.
- Overall checks will be performed on the vehicles by the driver before leaving the center
- If there is a behavior concern or safety concern, the driver will pull over to remind children of behavior requirements, and the driver will relay the information back to the director and may than be relayed to the parent/legal guardian if necessary. If behavior concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers.
- A New Beginning Family Child Care LLC has the right to refuse transportation for your child with limited notice.
- Parents are to let the center know if their child will not need transportation 3 hours before schedule time to avoid undue concern over unaccounted children.
- The center will review the plans periodically with parents so that the children are picked up and dropped off at times consistent within the routines.
- Parents will notify the center of changes in delivery or pick-up times and locations.



- Parents must request in writing any changes, at least five days in advance, the need to either temporarily discontinue or reinstate the service.
- In each vehicle there will be a transportation binder that will include tracking sheets, list of children being transported, routes and times, procedure for children with disabilities and transportation permission slips which will include
  - Authorized person to receive child
  - Procedure if no one home to receive child
  - Emergency information and contact

*Reporting Vehicle Accidents-* Parents will be notified of any accidents and the center will submit a copy of any accident report to the department within five days of the occurrence of an accident involving a vehicle transporting children.

*Child Tracking Procedure-* In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible caregiver, the driver will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited. Driver is only allowed to release children to approved adult. If driver is releasing the children to another responsible adult, driver will be sure that the adult acknowledges the transfer before leaving the child. Once all the children have exited the vehicle and enter into their proper destination the driver will check each seat and under the seat to insure every has exited the vehicle.

*School Pick up/ Drop off-* It is the responsibility of the child's parent to arrange any transportation between the center and their assigned school each year. A New Beginning Family Child Care LLC is required by the state to have a "School-Age Agreement" form on file for each child traveling to /from the center from a separate location other than home. It will be the parent responsibility to arrange a bus buddy or helper to help your child to/from the vehicle as the driver may not be able to leave the children unattended. At times children may forget or leave belongings at school, in which the driver will not have time to return to the school to collect them. If child doesn't arrive to the vehicle within 5mins of departer time, the driver will call the school to see if child was in attendances, then the parent will be contacted.

*Home Pick up/ Drop of-* If a child who is scheduled to be picked up/ drop off by the center from/to home. The driver will notify the parent at arrival and there will be a 5 min grace period before moving to next stop. The driver will not be allowed to turn around and child that was supposed to be drop off will be returned back to the center for the parent pick up. It will be the driver responsible to make sure all children are strap into the proper seating.

*Field Trips-* Parents will be notified in advance of the date, time and destination of any field trip requiring transportation. Same child tracking procedure will be applied.

## Acknowledgement of Handbook

I, \_\_\_\_\_ the parent (s)/guardian of  
\_\_\_\_\_ have received a copy of **A New Beginning  
Family Child Care LLC's Policies**. I further attest that I have read and understand  
these policies and agree to abide by them.

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Parents Signature

Date

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Provider Signature

Date

## Weekly Tuition Rates

### Full time Weekly Rate (30-50 hours)

Infants and Toddlers 0-2 years old	Jr Preschool 2-3 Years old	Preschool 4-5 Years old	School-Age 6-2 years old
\$300	\$272	\$260	\$240

### Part time Weekly Rate (under 29 hours)

Infants and Toddlers 0-2 years old	Jr Preschool 2-3 Years old	Preschool 4-5 Years old	School-Age 6-2 years old
\$228	\$208	\$198	\$182

### Part time Hourly Rate (drop in rate)

Infants and Toddlers 0-2 years old	Jr Preschool 2-3 years old	Preschool 4-5 years old	School-Age 6-12 years old
\$8.00	\$7.50	\$7.00	\$6.50

- Tuition, co-payments, and other charges are due the 1<sup>st</sup> of each month unless special arrangements are made with the provider.
- All fees are Non-Refundable
- Fees are based on the hours agreed to use child care, not on actual attendance. There is NO change in fee due to your child absences.
- \$10 late fee if any balance amount is due by the 2<sup>nd</sup> of the month. 3 or more late fees within a month services could be terminated.
- We accept cash, money orders, debit cards, E-payments and MyWICChildCare EBT card payments. No checks
- \$37 NSF charge for any checking account, debit cards or MyWICChildCare EBT payments reversals due to insufficient funds.
- We don't charge a yearly registration fee but donations and volunteering are welcome
- Late pick up charge of \$1.00 pre-minute your child is in our care past child scheduled pick up time.
- Birthday rate change: If your child's birthday falls in the middle of their schedule for the week, the tuition rate will change the following week.
- 2 weeks written notice for any permanent tuition schedule change.
- 2 weeks written notice is required with prepaid tuition for termination of care.

The financial terms will be finalized upon signing of the parent-provider contract. If parent or legal guardian is under age 18, a co-signer must sign the contract to act as guarantor to the contract and agree to be bound by all financial terms. **UPDATE 2/2022**