Welcome To Tiny Sprouts!!

Parent Handbook 2025

A logo for a child care center

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Philosophy

Our mission is to make childcare a positive, nurturing, and educational experience for you and your child. A program with an emphasis on the development of your child, both as an individual and as a member of the community will be provided. A program that will give them the foundational tools for success, as they become lifelong learners.

Welcome

We welcome you and your child to Tiny Sprouts Child Care Center.

Early experiences are important to your child’s growth and development. Tiny Sprouts Child Care Center can play a significant role during these formative years. We believe that guidance by skilled trained teachers allows all aspects of your child’s physical, emotional, social, and mental development to flourish smoothly. Our programs encourage imagination and a natural inquisitiveness for learning. Activities are planned with the understanding that children learn and grow through sensory experiences and active learning situations. Your child is given choices that invite him/her to explore actively. Our center will reflect today’s changing cultural diversity using age=appropriate materials and learning experiences based off the Wisconsin Model Early Leaning Standards.

We encourage the development of friendships, sharing, and a cheerful outlook and self-image for each of the children enrolled in our program. We also encourage and feel strongly about and open communication channel between staff members and parents. This is vital to create an atmosphere and program that will truly benefit your child.

The following information will address and define our policies that you may find to be of the greatest concern. Once you have read these policies over, please do not hesitate to meet with the director if you have any questions. Also, never hesitate to ask your child’s teacher any questions you may have.

Center Operations

**Hours**

The center will be open Monday – Friday from 6:00a to 6:00p

**Enrollment**

A non-refundable registration fee of $50 per family must be paid to enroll your child. We encourage you to tour the center prior to enrollment. We also encourage you to bring your child in for some “get acquainted” time before the first day of attendance. An enrollment form, Health Record, Immunization Record, Intake form, Photo Permission Form, and Health History Form will need to be completed. All forms must be returned prior to your child beginning his/her first day. If your child is transported to or from the cent for school via bus an authorization form for transportation will also be required.

Enrollment can be done in person or by enrollment link via website; however, all necessary enrollment paperwork will need to be completed before your child’s first day of attendance.

**State Licensed**

The State of Wisconsin Licensed our Center for children ages 4 weeks to 12 years old. We can care for up to 69 children. We strive to meet or exceed the minimum standards for childcare centers.

These standards relate to our facility, programs, staff, health and safety procedures, nutrition, ratios, and record keeping. State licensing specialists routinely inspect our Center. Licensing reports are posted about the parent table. Pease feel free to ask any questions you may have regarding these reports. The licensing book and center policy handbook are also available on the parent table for your review. We believe that licensing and rigid enforcement of the standards are in the best interest of all the children enrolled in our center.

**Attendance Hours**

We accept children both full time and part time hours. Please refer to our tuition contract, which is included in your parent information packet for further information. We also accept children on rotating schedules keeping in mind that we reserve the right to deny your child’s attendance for a day if we are not given schedule at least a week in advance. This denial may be due to scheduling of staff and the need to always keep proper teacher to child ratios.

To go with attendance, we would also like to add that if your child is not able to go to school, they are unable to come here (i.e.: behavioral or sick).

**Current Information**

It is particularly important that we have your correct address and phone numbers so that we may contact you in case of illness or accident. *Please advise the office in writing as soon as possible if any changes occur in the following:*

* Phone numbers where you can be reached during the day.
* Addresses at home and work
* In case of your unavailability, name and phone number of an authorized person who we may contact in case your child becomes ill or injured.
* Name of authorized person(s) to pick up your child.

**Non-discrimination**

No person shall, based on race, color, religious belief, nation or ethnic origin, sex, or disability, be excluded from participation, be denied the benefits of , or be subjected to discrimination under any Tiny Sprouts Child Care program or activities.

**Special Needs**

We will accept all children whose needs can be met in our setting, provided space is available. Although our programs emphasize a child-centered environment, we are not, at this time, able to accommodate children who would require a teacher to collaborate solely with them on a one-to-one basis. We will however make every attempt to accommodate any child that is able to participate and benefit from our program without risk to him/herself or the other children.

**Holidays**

We are closed for all major holidays each year. That includes:

* New Year’s Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Christmas Eve
* Christmas Day

We are also closed on Black Friday, but that day is an unpaid holiday for you.

Should the traditional holiday occur on a weekend, we will remain open during the entire week, unless if our enrollment is under 10 children. If the holiday is nationally observed on either a Monday or a Friday, we will be closed. Full tuition is charged for these days unless a vacation coupon is requested and turned in.

**Severe Weather**

The center will be open in inclement weather. If we decide to close it will be broadcasted on our Facebook page as well as an alert through the Procare app. If you are not alerted by our messaging system we will remain open even if the PWSSD has closed.

**Rest**

All children who spend the full day with us will be required to rest. All children are expected to rest quietly. If your child doesn’t fall asleep within 30 minutes, they will be allowed to partake in a quiet activity allowing those who need to sleep the opportunity to do so. A 30-minute rest time will be followed for all ages because this allows the teachers to get their cleaning done around the room. Your child does not have to nap once they have turned 5. If you wish for your child not to nap and they are under the age of 5 a doctor’s note MUST be provided.

Children are required to bring a small blanket and crib sheet for rest time. These items should be labeled with your child’s name, if they are not labeled, we will label them, so they don’t get missed placed at the end of their week. All your child’s laundry MUST be taken home weekly for laundering. If your child’s nap things have not been taken home at the end of your child’s week a $5 laundry fee will be added to your next bill.

**Clothing**

We request that all children bring in several sets of extra clothing in case of accidents. This includes pants, shirts, socks, and underwear if potty trained. Your child’s name should be clearly marked on all clothing. A lost item is much easier to return if it is labeled. Please make the director and your child’s teacher aware of any missing items. After 30 days of any unclaimed items will be donated to the center.

Children should come to the Center dressed in washable and comfortable play clothes. Tennis shoes or other soft-soled shoes are the safest and we recommend that your child wears these. Sandals, open toed, or dress shoes are not permitted and can be very dangerous when playing outside. They also tend to be more slippery which could result in serious injury.

Also, please consider the outdoor temperature and time of year when dressing your child. Please bring the necessary outerwear (i.e., boots, hat, mittens, snow pants, etc.) for the weather conditions. We will be going outside every day, weather permitting. Sometimes during the spring and rainy season it is nice to have a pair of boots because the playground will still be muddy. The children enjoy playing outside and it is heathy for them to spend some time each day outside.

The Sate rule requires us to go outside every day. The infants and toddlers can go out at 20 degrees or higher during the wintertime and 90 degrees or less during summer. 2 years old and up can go outside at 0 degrees or higher during wintertime and 90 degrees or lower during summer.

**Personal Belongings**

Except for on “show and tell” days, we ask that children leave their toys, food, gum, pets, and money at home. We provide a wide variety of learning and play materials for each child to use. It is very upsetting to a child to have a favorite toy broken or lost or to lose money. It also may be difficult for the teacher to identify the correct owner of the lost item, especially in the case of money. **We cannot stress this enough please do not bring toys from home. Save them for a special occasion and a teacher has told you it is okay to do so.**

**Birthdays and Special Occasions**

Birthdays are a special day for all of us! We would like to be part of your child’s birthday celebration. We will do whatever we can to make his/her day special here at the Center. If you would like to bring in a “special” nutritious snack or a treat bag for the other children in his/her class, please plan with your child’s teacher.

If there are any other special occasions that you would like recognized for your child, please discuss it with his/her teacher.

If your child has a special dietary need, please advise the director so that we can make sure to post those needs within the Center so that all our staff are aware of any restrictions that may affect your child when a treat is brought in by others.

**Classroom Environment**

We believe the environment that your child learns and plays in must be clean and safe. Our staff is responsible for insuring this type of environment. The staff will group the children and provide play and learning activities geared especially to each child’s needs and abilities.

Our mission is to make sure that your child feels safe and secure ijn his/her environment. Your child will have access to an abundance and wide variety of equipment such as book, educational toys and games, and dramatic play items. Depending on the age of your child, there will be various learning/play stations set up in his/her room such as housekeeping, dress-up, art, music, and reading. The children will work or play together in small groups in the learning stations around their room. They also will participate in circle time and other activities the teacher has planned. Many times, parents’ comment that all they see their child so is play. We feel that given the right environment and tools your child will learn through play. This is their job at this stage in their life. Through this play they will learn many skills that will carry them through their adult life.

Our center also has a large playground with additional space for running and playing in the large field. Also, one of Port Washington’s nature trails and several of the city’s parks are walking distance from the Center. Your child’s class will occasionally take a walk to one of those parks or trails as they are only a block away from the center. And it will allow for them to enhance their imaginations and let their minds run free through creative outdoor play.

We do not have any religious trainings held here or taught in the classrooms.

**Safety**

Arriving at the Center

Our responsibility begins when you place your child in the care of one of our staff members. Absolutely under NO circumstances should your child be sent into the Center on their own. You need to accompany your child into his/her classroom to assure their safe arrival. Also, if you have an infant or toddler, we will need to you to complete the information on the Procare app (Drop off notes) this will inform your child’s teacher when they last ate, slept, and were changed. This will help us to better care for your child and ease their transition from you to us. Also, if you have an older child, please allow enough time at drop off to talk with the teacher to inform them of anything that may be important to care for your child.

All teachers will have an iPad with them so that are aware of all the children they always have in their care. They will also have access to any and all emergency contacts via your child’s profile on the Procare app so that they will be able to contact anyone in case of emergency.

If your child has not dropped off at their scheduled time, we will call you an hour after your scheduled time to make sure they are safe and to verify their schedule. If we were unsuccessful in our phone call, we will leave a message for you asking for you to return our phone call and inform us of your child’s schedule. Please keep in mind, if we have not gotten ahold of you within 2 hours of making these attempts, we will assume that your child will not be coming in for the day and will be marking them absent for the day.

Leaving the Center

It is necessary that we send your child home only with the parents who enrolled the child or with someone that the parent has specifically authorized, in writing, on the enrollment form. Tiny Sprouts Child Care Center abides by all legal and binding court orders. No child will be released to anyone, except those that have been named on the enrollment form, without a message or phone call from you to release your child to that person. If we do not know the person picking up your child, we will ask for a photo ID. Safety is our utmost concern, and we do this only in the interest of your child. It is emphasized regularly in staff meetings.

A child will not be released to a parent or an authorized pick-up person if they appear to be impaired by drugs or alcohol. If another contact person or authorized person for pick up cannot be reached th authorities will be called and the child(ren) will be turned over to Social Services.

Pick-up time provides an opportunity to gain experience about your child’s day, please ask your child’s teacher about his/her day. You also have access to the Procare app that you can check on your child that way as well.

Please be sure to check your child’s cubby at the end of the day for any notes or other information that needs to be taken home.

**Emergency Evacuation**

Emergency evacuation routes are posted throughout the Center. We also practice fire and tornado drills once a month to ensure that everyone knows what to do and where to go in those instances.

In the case of an emergency that mandates that we leave the building we will contact you as soon as we know they children are safe and out of danger. Your child’s teacher will have access to your child’s profile on the Procare app, so it is particularly important that ALL information is up to date.

**Health**

Medical Requirements

Wisconsin State law for child care centers requires that your child has a health history form completed by a parent/guardian and an immunization record on file prior to your child starting. A health form, completed by a physician, must be turned in within 30 days of enrollment. This form is for your child’s benefit and will be kept on file at the center. the health form indidcates the results of a physical given by th physician, including any special instructions in caring for your child such as allergies he/she may have. We will provide you with the necessary forms you will need. For all children under the age of two, a physical is required every six months. All children two years of age up to kindergarten will need to have a physical form completed every two years. Any child enrolled in a public or parochial school will only need to complete a health history form to be kept on file at the center.

We are not authorized for the care mildly ill children at our facility.

Illness

Teachers are required to make a health assessment of each child who arrives in their room. Any child who shoes signs of illness will not be admitted to the center. if your child becomes ill at school, you will be notified and asked to pick your child immediately. If you are not available, the emergency person designated at enrollment will be notified and asked to come and pick your child up. Children who are ill with a contagious disease may not attend the center. The center director will determine if the child is too ill to remain at the center. Any child experiencing the following symptoms should be removed from the center:

* A fever of 101 degrees or higher
* Contagious skin or infections
* Diarrhea three times within the hour
* Vomiting

These or any other contagious conditions that develop at school will warrant your child to be isolated on a cot or in a crib within in of a staff person until a parent or emergency person picks the child up. If a child is suffering from diarrhea or vomiting, they must be free of those symptoms for 24 hours before returning to the center. If you believe any symptoms are due to something other than a contagious condition a note from a physician is REQUIRED for your child to return and must be given directly to the center director to put into your child’s file.

**Medicine**

We will be glad to administer medicine prescribed by your child’s physician. The medicine must be in its original container, which clearly states the child’s name, the prescribed dosage, dates, and the doctor’s name. Any non-prescripiton medication must be labeled with your child’s name and an administration of med’s form, including dosage and directions for administration, must be filled out by the parent prior to the staff administering the medicine. **Putting “as needed” in the time for dosage spot is NOT permitted by licensing.** There MUST be a specified time. Your child’s teacher should have the Medication forms available for you but, if they do not they are available by the parent table in the hallway. It will be dispensed only at the specified times shown on the form. All medicines will be kept out of reach of children. We will refrigerate those that require it. All doses of medication are recorded in the classrooms medical logbook. Parents have access to those parts of the log that concerns their child. Please keep in mind though that iff your child sick and should not come to the center, medicine should also not be given to mask symptoms of any kind.

Communicable diseases

When your child is susupected of having a communicable disease the county public health nurse will be notified by administration. Your child will be watched for symptoms and parents will be notified by signage throughout the center and in some cases a not that will be sent home in your child’s cubby. Your child may be readmitted with a physicain’s statement. State statures prohibit reporting of AIDS cases.

If your child should become infected with a contagious disease, please notify the center IMMEDIATELY so the center director can notify other families who may have been exposed to the contagious disease.

**Reporting of absences**

If a child is going to be absent, please notify the center via phone call or message. If a child is ill, it is required that the parent notifies us of the nature of the illness. If a child that is scheduled to attend for the day does not come in, we will call the parents or guardians within 1 hour of their scheduled time to ensure that everything is okay. If your child is not here within 2 hours of their scheduled time and you have not responded to us reaching out, we will assume your child is not coming and we will be taking them off the schedule for the day.

School age children will be charged if they are scheduled but do not attend without proper notice. If your child is not going to attend due to an illness, we will also need to be notified by phone call or message via procare. If your child is out due to an illness we require a doctor’s note for their return.

**Injury**

If a child is injured while attending the center, first aid will be administered. The teacher who was present at the time it occurred will complete an accident report. You will be provided a with a copy of this, if you request, and a copy will be kept at the center as well. We are required to note accidents in our medical log. A parent may review those parts of the medical log that concerns their child. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. The authorization for emergency treatment is on the enrollment form that must be signed when you enroll.

**Emergency Medical Treatment**

If your child sustains a more severe injury the rescue squad will be called. If the after the rescue squad’s evaluation, they deem that your child needs treatment at a hospital, one of the following hospitals will be used if neither of you nor your emergency contact can be reached.

* St. Mary’s Ozaukee – 13111 N. Port Washington Rd, Mequon

OR

* Aurora Medical Center – 975 Port Washington Rd Grafton

You will be asked to designate which hospital you prefer on your child’s profile

**Child Abuse**

We are required by law to report any suspected incidences of child abuse or neglect. The teachers will report any suspected incidents to the director and to Child Protective Services.

**Confidentiality**

We take confidentiality of child and family information profoundly serious at Tiny Sprouts. We hold our employees responsible to comply with this rule and non-compliance could result in dismissal. Our employees are told not to discuss or to disclose the personal information of any child in our care.

However, this does not apply to:

* The parent or a person authorized in writing by the parent to receive this information.
* Any agency assisting in planning for the child when informed written parental consent has been given.
* Agencies authorized under s.48.78, Stats.
* A parent, upon request, has access to all records and reports maintained on his or her child.
* All records required by the department of Children and Families for licensing purposes are available to licensing representatives.

**Center Cleanliness**

Our center is designed to be easily cleaned and maintained at a high standard of sanitation. The center is cleaned daily. Staff cleans and disinfects changing tables after every diaper change. Cots and cribs are disinfected weekly after the rest time or if there has been an accident on the cot or crib mattress. Tables are cleaned and disinfected before and after eating. Preventative pest control is also conducted.

**Personal Cleanliness**

We work to develop a sense of personal hygiene with children. Our teacher model this behavior by washing hands before and after feeding, eating, and toileting/diaper changing. Your child’s wet or soiled clothing will be changed promptly, and the clothing will be sent home in a plastic bag. Hand washing, a favorite activity for children, occurs after toileting and before and after meals.

**Outdoor play**

Each room’s daily schedule includes at least one outdoor time. State licensing requires that we include outdoor time when weather permits. The fresh air and movement help to promote a child’s wellbeing and general good health. If children are dressed properly, weather conditions should not pose any health risk. If a child is well enough to attend our center, he/she is well enough to participate in outdoor activities. Please supply appropriate clothing, allowing for the Wisconsin weather extremes. Children under the age of 2 do not go outside if the temperature including windchill is under 20 degrees, and children over the age of 2 are allowed to be outside with temperatures including wind chill is above 0 degrees. We cannot keep individual children inside for any health reasons. If you feel your child is too sick to go outside, then they are too sick to attend care for the day.

**Nutrition**

Breakfast and lunch will be provided by Harbor Campus. Snacks will be provided by the center. Every snack is planned to meet a child’s nutritional requirements set forth by the USDA Child Care Food Program and the State of Wisconsin Licensing Regulations for Child Care Centers. These requirements ensure that each child receives a variety of foods that contain the proper nutrients needed for growth and development from the basic food groups and provide food experiences that promote ethnic and cultural diversity. Meals are served in a “family style” atmosphere which encourages integration and role modeling of appropriate manners and socialization between the children and their teacher. Children are encouraged to try new foods but are not forced to eat. Food is never used as a reward or punishment. We ask that you do not send food from home except if your child has a special dietary need prescribed by a doctor. The parents WILL provide this food.

**Menus**

Snack menus are developed weekly and posted in your child’s room. Please inform us in writing of any food allergies your child may have. Substitutions may be possible. If special foods must be prepared for you child, you will be asked to provide them.

At any time, you would like to join your child for a meal or snack, please notify the director. YOU ARE ALWAYS WELCOME!

**PLEASE DO NOT SEND CANDY OR GUM WITH YOUR CHILD!**

**Breakfast**

Breakfast is served every day at 8am and will be provided by Harbor Campus. Whole milk is served with meals for children under the age of 2, and will be provided by the center. 1% milk is served with meals for children over the age of 2 and will also be provided by the center. If your child has an allergy to milk, please supply your child with your choice of milk. If you supply your child milk please bring it in the factory sealed bottle, we will then label with your child’s and date of when it was opened and given back to you at the end of the week. If your child has any known allergy to food please let the director know so we can post that information for all teachers to know.

**Snack**

A morning snack is served around 10:15am. An afternoon snack is served around 3:00p, or when your school age child(ren) arrive back at the center. Two of the following components are served: bread form, fruit/vegetable, milk, and protein. Occasionally children will prepare their own nutritious snacks under teacher supervision for a learning activity. Please let your teacher know of any special ethnic food you would like to introduce to the class for snack time.

**Lunch**

Lunch is served every day at noon and is provided by Harbor Club and is served with either whole milk for under 2 and 1% for children over 2.

**Educational Programs**

At Tiny Sprouts, we believe each child is a unique individual. Therefore, our programs are based on the individual social, emotional, intellectual, and physical development of each child. We believe children are happy and secure when they have plenty of opportunities to succeed each day. Success breeds self confidence, and self-confident children approach learning as fun and actively search for information and problem-solving opportunities. As a result, they develop into well-rounded, capable adults. Our programs emphasize helping the children’s development of a positive self-esteem and self-confidence in themselves and their learning capabilities.

Our programs are developmental, and we believe that children’s interests and skills must guide our curriculum planning. Planning efforts respond to the direction of a child’s learning. We believe that the process of learning is more important than the content of learning. Activities are designed to emphasize the experiences children are having rather than what results from activities. The creative process is more important than what is created. Helping children learn how to learn is what is important.

Each child is assigned to his/her own classroom depending upon his/her age and developmental level. The following are some brief descriptions of our different programs.

**Diapering**

Please supply an adequate number of diapers and wipes. Disposable diapers are more convenient, but we respect your wish to use whichever you prefer. If you are using cloth diapers, you are asked to supply the bag of which we use to put your child’s dirty diapers and dirty clothes if they have soiled themselves. Licensing does not allow rinsing of cloth diapers. They will be placed in the bag after each use and must be picked up each day. Soiled diapers will not be kept at the center for more than 24 hours. If you use additional items for diapering such as powder, lotion, or salves, please provide those items.

**Clothing**

Your child will need two complete changes of clothes (keeping in mind the seasonal changes). Please mark all clothing with your child’s name. they will be stored in your child’s cubby. State law requires that children go outside each day the weather permits so please dress your child in appropriate outerwear. Please note that children getting dirty is normal so please keep in mind when sending your child to school. Send them in clothing that you are okay with getting dirty.

**Toilet Training**

When your child is enrolled, we ask that you complete the intake form to make us aware of your child’s toilet habits. If your child is not yet toilet trained, you will need to supply us with diapers. Toilet training will begin when appropriate for each child’s age and stage of development. In compliance with State regulations, no child will be toilet trained younger than 18 months of age. Parents will be consulted on the methods used at home. Feedback will be provide on each child’s progress at the center.

Children will be offered frequent opportunities for toileting, particularly after meals and before nap. We will collaborate with you to train your child. Toilet training should be a positive experience with lots of praise for doing well.

Objectives of successful toilet training

* Keep the child comfortable
* Give the child a sense of pride and accomplishment

**Preschool Program**

A program designed to meet the individual needs of each preschool child will be implemented. Activities are preplanned and posted in the preschool room for your preview. The children will be involved in a wide variety of activities, which will involve both small and large motor skills. It is important to children to bring their own belongings and experiences to share with their class. Therefore, the children will have one day a week for show-n-tell. Each month new themes will be designed with activities for the week to correlate with the themes. Preschool children will learn to recognize colors and some letters of the alphabet. They will learn many fingerplays and songs to enhance their learning. Projects will also be done to help them become more coordinated with using scissors and coloring. These planned activities will enhance sensory, cognitive, social, motor, and communication development among the preschool students.

**Clothing**

Comfortable, washable play clothes are best. We would like all children to earn tennis or other non-skid shoes to avoid accidents. NO open-toed shoes! Your child should be dressed to allow for outdoor play in all weather. All children are expected to have 3 extra sets of clothing at the center, including pants, shirts, socks, and underwear. Children may have accidents that soil clothing so they will need to have replacement clothing that is suitable for the weather, and it fits well. Please label all clothing clearly with your child’s name.

**Linen**

Your child is required to have a sheet (crib sheets fit best) and a blanket for his/her cot if present at the center for nap time. Please label it clearly with your child’s name. Please remember to pick it up on your child’s last day of attendance for the week, we do not want to reuse dirty laundry. Please return your child’s clean sheet and blanket at the start of each week. Personal sheets are necessary to maintain a sanitary environment and prevent communicable diseases. If we must wash any left linen at weeks end there will be a $5 laundry fee added to your next bill.

**Cubbies**

Your child will have their own cubby for any extra clothing and personal items. It will be labeled with your child’s name. PLEASE CHECK IT DAILY FOR ANY NOTES THAT WE SEND HOME! PLEASE TAKE HOME YOUR CHILDS ARTWORK, YOUR CHILD HAD WORKED VERY HARD TO MAKE IT AND IS VERY PROUD OF WHAT THEY DID! At the end of the week if your child’s cubby is overflowing with items, we will toss them.

**School age program**

The school age program will be set up to help each individual child. If you feel your child needs extra assistance with subjects, he/she may be having problems within school, please talk with their teacher or director. We will arrange a schedule to conduct individual tutoring for your held at the center while he/she is present. With your permission and direction, we can contact their teacher and ask for guidance as to what would be the most helpful route to follow in helping your child.

Besides helping them to excel academically, your child(ren) will be exposed to a wide variety of activities. Some of these will include, but are not limited to, arts/crafts, indoor/outdoor games, songs/music, science and nature, and other various special activities. These games, projects, and activities will create a well-rounded, inviting program that will be offered before and after school.

**Summer program**

Summer is a time for relaxation and fun for children; therefore, the children enrolled at Tiny Sprouts during summer will be involved in many recreational activities. We will continue to have monthly themes and conduct activities around those themes. The children will experience a wide variety of activities (i.e. field trips, nature walks, arts/crafts, sports, library programs, etc..) if you feel your child needs tutoring during the summer months, we will collaborate with you to plan a schedule that will maintain your child’s self-esteem and allow him/her the freedom to participate in the activities being planned.

**Field trips**

Some of the many learning experiences we offer are derived through educational field trips. We enjoy giving children the opportunity to gain experience about our community by providing exciting recreational and educational field trips. Parents are notified by teachers of upcoming field trips through parent newsletters and messages. The authorization for field trips form must be signed for your child to participate. We will provide the same responsible adult supervision for these excursions as is provided for the children while attending the center. parents are welcome to accompany us on any of the field trips.

Transportation will be provided by

* Bus
* Walking

The following is an outline of our transportation policy:

* A field trip permission form will need to be completed by the parent authorizing the child to participate in and be transported for the field trip and other activities
* Before boarding the bus make sure that children have Tiny Sprouts contact sticker placed on them. This information will include the address and phone number of the center so someone can immediately be reached in case of emergency.
* Each staff member will have an iPad with emergency contact information on it.
* A count of children will be taken as they board the bus and the staff member responsible for the group of children will carry the iPad. A face-to-name count will be taken to ensure that all the correct children are accounted for as well as a number count. They also will report number of children to a lead staff member that has been put in charge during the field trip.
* A count of children will be taken once they are seated on the bus.
* Children will be seated on the bus according to the manufacturer’s specifications.
* Children will be seated on the bus to participate in the field trip a count of the children in each staff member’s care shall be taken. Periodic count check will continue throughout the field trip.
* As children board the bus after the field trip a count will be taken. The person in charge will verify that all children have returned to the bus.
* When the children return to Tiny Sprouts a count will be taken before the bus to ensure that all children have left the bus and are in the care of their teacher.

Under no circumstances are children to be sent into a building alone or be out of sight of Tiny Sprouts staff.

In the case of an emergency such as a missing child, medical emergency, or vehicle accident the child’s parents, the police and Tiny Sprouts director will be called. At all times, the safety of **ALL** the children will be the priority.

We do not provide transportation; we contract with Johnson Bus Company in Port Washington.

**Staff Training**

Following a careful selection process, each staff member receives an orientation before beginning to work in the classroom. All teachers are qualified according to State Child Care Licensing Rules. Teachers are selected who exhibit qualities of nurturing ability to encourage development of the child, and ability to provide age-appropriate learning environments.

Upon entering the classroom, training is done on a continual basis for all teachers. Teachers that work full time must take 15 hours of continuing education each year and those that work part time must have 10 hours of continuing education. Along with this education the administrator and program director observe the teachers and provide feedback to them to ensure the competence of each staff member.

The staff will be trained on SIDS (sudden infant death syndrome) and know the do’s and don’ts of how to prevent it from happening and if it does know the signs. This will be an annual review of the training and any fresh staff coming in will be required to take the training.

**Referral Services**

Classroom activities allow us to observe your child engaged in many different situations. We also use developmental checklists and portfolio assessments to ensure that all children are within the appropriate age range of skill development. If, for some reason, delays or problems are suspected, we will collaborate with you to make a referral to an appropriate community agency for assistance or further evaluation.

The program director can explain other programs or answer questions regarding referrals and evaluations and/or serve as an advocate if requested.

**Guidance**

Our goal is to help children develop self-control, self-esteem, an understanding of choices and consequences and respect of others, materials, and environment. This can only be done through a positive relationship between teachers, children, and families. In many instances, problems can be avoided be establishing environments and routines that promote appropriate behaviors. The use of positive reinforcement planned age-appropriate activities and establishing limits with children that are understandable for them, assist in the development of a warm, nurturing classroom.

Children’s behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., “you need to walk” rather than “don’t run”). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be 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 distraught, fussy or will not quit 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 discomfort, 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 child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance and will not hesitate to call you if it is necessary.

If a discipline problem arises, the teacher will re-direct the child to an activity that will promote expected behavior. When disruptive behaviors continue beyond reasonable lengths of time and forms of redirection prove futile, a child may be given a brief time to sit out from an activity to rethink options. At no time will a child be left unsupervised.

Guidance means setting limits, guiding behavior, and helping children to learn appropriate behavior. Guidance should involve problem-solving that is appropriate to the age and developmental level of the child. It is important to never confuse guidance with punishment.

If a child’s behavior is consistently dangerous to other children/teachers/self, we will call you and ask you to meet with us to discuss an immediate course of action. If no solution can be found, termination procedures may be set in motion as a result.

Guidance for children under two years of age will be limited to redirection and removal from the situation. In cases of biting or other harmful behavior, we ask you for help and cooperation to work out a consistent plan with the teacher to change your child’s behavior.

There may be times when events at home result in a change in your child’s behavior in the classroom. Please communicate with the teacher so that together we can help the child work through their feelings and continue to positively interact with other children in the center.

**Termination**

On rare occasions, we may find it necessary to ask parents to make other arrangements for childcare because we cannot meet the needs of their child. Reasons for termination may be a child continuing behavior that is harmful to other children or is incompatible with group care; the center’s inability to accommodate a child’s special needs; or the parent’s failure to complete required forms or pay fees per the payment schedule.

We will talk verbally with you regarding any problems that we are encountering. If we do not solve the issue at that time, we will set up a meeting with you to try to resolve any serious problems, however, if we cannot come to a mutual agreement a written 2-week notice will be given to you regarding your child’s termination.

Tiny Sprouts will NOT tolerate or permit the use of any abusive disciplinary methods such as, but not limited to, hitting/spanking, slapping, yelling, withholding food, ridicule, embarrassment, or humiliation of a child by anyone in our Center. We will always try to guide them the best way we can and follow positive reinforcement before going to this step.

**Parent involvement**

How parents can help

Tiny sprouts aims to be supportive of your parenting role and supplement the development of your child’s future in a positive and professional manner. We realize that many parents feel some anxiety when leaving their child at the center, and that is a normal part of the adjustment process. If you feel anxious about your decision, your child may sense this and have a harder time adjusting. Please consult with the program director regarding any concerns you may have.

Special celebrations

Individual classes will usually have regular seasonal celebrations and activities such as Thanksgiving, harvest, winter holidays, Valentines, Independence Day, etc. parents are encouraged to bring in information or ideas for any special nondenominational ethnic holidays that their family may celebrate.

**Room visitations**

A parent understanding the first days are difficult helps children’s adjustments. If your schedule allows, you may drop in for a brief visit any time you wish after your child has adjusted. We always have an open-door policy **unless there is a court order in place.** We invite parents to unique events and encourage them to share talents, unique skills or describe their occupation or cultural heritage to children. Please let your child’s teacher know of your willingness.

**Volunteers**

Volunteers to accompany the children on field trips or to observe programs in the classrooms are always welcome. Frequently, parents form committees to organize parties for holidays and festive times. The director will be happy to collaborate with you on this.

**Communication**

**Parent meetings**

Every winter and spring we will schedule a formal opportunity for you to meet with your child’s teachers. This will give you a chance to discuss, in depth, your child’s program, his/her progress and any concerns you may have. Do not feel that you need to limit conferences with your child’s teacher to these times. Please feel free to set up a teacher/parent meeting anytime that you feel one is necessary.

**Lesson plans**

The teacher of each classroom will complete weekly lesson plans which all parents are invited to review. They are posted on the classroom bulletin boards. The lesson plans provide information on activities planned, morning and afternoon, and skills that are being developed through these activities.

**What we did today**

The teacher in each classroom will post this on the Procare app, reporting on the group’s activities for each day. The infants and toddler teachers will also use the Procare app and it is a digital daily sheet. A brief explanation of why these activities were chosen may also be included. This provides a convenient, quick means for you to be informed of your child’s daily activities and becomes an enjoyable conversation starter with your child on the drive home.

**Fundraising**

We invite parents to assist in fundraising efforts from time to time. Your help in these benefits only the children. Money raised is used to defray the cost of field trips and unique events. Before any fundraiser is started, an explanation of what the funds will be used for will be provided to you.

**Newsletter**

Each month the center will publish a newsletter containing information on special activities, concerns, parenting information and other news items. This will be emailed to each family at the beginning of the month. Some ideas that you may utilize with your child at home may also be included.

**Staff**

To help you become better acquainted with the staff involved with the care of your children, there are pictures of each staff member hanging in the hallway with their job titles and classrooms.

**Miscellaneous**

Pictures and videos

On occasion the children will be videoed or photographed by either the staff or local newspapers. Upon your child’s enrollment we will ask that you complete a photo permission form.

We also will be having Lifetouch photographs take your child’s picture each year. Notices will be sent out to advise you of the date and time. If you like your child to be dressed in a special outfit, and do not think it would survive the entire day, feel free to send along other clothes and let the teacher know you would like your child’s outfit changed.

**No smoking**

Smoking is NOT permitted anywhere in Tiny Sprouts or in the immediate outside areas of the building.

**Transportation**

We provide no transportation to or from home to the center.

**Fees and tuition**

Tuition charges, payment policies and schedules are reviewed yearly. This is a separate handout. The tuition and payment policies and all agency policies are filed with the Department of children and families.

**Parent questions and concerns**

Communication is important between parents, teachers, and the center. if there are concerns about what your child is doing in the classroom, please talk with your child’s teacher. If you are unable to reach a satisfactory conclusion to the problems, please see the director. When situations or problems arise which may require administrative input or policy interpretations, the administrator will be responsible for answering all your questions. We value the children in our care, their parents, and our employees. We will continually work to earn the trust you have placed in us. We will strive each day to provide the best possible care for your child(ren) in the community.

**Contingency plans**

Fire:

Fire drills will be practiced monthly basis. At the signal, children will stop their activity and proceed out the door and far away from Harbor Campus or across the street in the church parking lot in saukville. A head count will be taken and matched with the daily attendance sheet. The lead teacher will take the attendance sheet and emergency action forms upon exiting the building. The assistant teacher will check the building for the children exiting. The assistant teacher will call parents to arrange pick-up, and the lead teacher will supervise the children while waiting.

Tornado:

A tornado drill will be practiced monthly during April-September. At the signal, children will proceed down the hall and into the running room where they will sit with their heads between their knees with arms and hands covering their heads. The lead teacher will take the attendance sheets and emergency action forms, and the assistant teacher will check the upper level for any remaining children. Once in the basement the lead teacher will do a head count and math against the daily attendance sheet. Parents will be notified to pick up once it is safe to do so.

Extreme heat or cold: we would follow and be advised by local news stations on whether it is safe to go outside or if we should stay inside. With this we would also follow the state guidelines on temperature, windchill and heat index to know if it is safe to bring them outside as well. If conditions were unsafe all around then we would close the center for the day if necessary.

Human cause events, threats to the building or occupants: we would immediately call 911, we would shut all doors, create a barricade by the doors, and close the shades and have the children hide under tables or in a safe space with their teachers and be as quiet and still as possible. The app we use to stay in touch with parents is on our phones so we would send out a message updating parents to let them know of the situation and we are as safe as possible. We would wait for police instruction that the scene is safe and clear. Drills will be practiced monthly.

Allergic reactions: we would notify the parents immediately of the reaction and what is happening. If it were to be a life-treating reaction such as anaphylactic we would call 911 immediately and then someone else would get the parents on the phone to make sure they knew we were call the ambulance.

**OPEN DOOR POLICY**

**ALL PARENTS HAVE THE OPPORTUNITY OF OBSERVING THEIR CHILD WHENEVER THEY WISH AND ARE ENCOURAGED TO SHARE THEIR OPINIONS REGARDING THESE OBERVATIONS.**

*Thank you for choosing Tiny Sprouts as a means of educating and caring for your child. We believe each child is an individual with unique ideas and capabilities. Our mission is to make them feel loved, secure and to help them reach the potential that is within them by giving them the tools and self-confidence they will need to succeed.*

I have read and understand our sick policy \_\_\_\_\_

I understand that if there is any kind of schedule change, I need to give proper notice before the start of the day Wednesday the week before the change \_\_\_\_\_\_

I understand that we are given double the days enrolled in vacation/sick coupons and can be used for sick/vacations/holidays \_\_\_\_\_

I understand that If I lose my coupons I will not be given anymore and will have to pay for the days my child has missed \_\_\_\_\_\_

I understand that payments are to be made on Mondays unless discussed with the director \_\_\_\_\_\_

I understand that if I don’t make my payment by the time specified, I will not be allowed care until payment is made \_\_\_\_\_\_

I understand that I must pick up any soiled laundry at pick up \_\_\_\_\_

I understand that I must pick up my child’s dirty linen at the end of my child’s week for laundering and bring back, and if it is not picked up there will be a $5 laundering fee on my next bill \_\_\_\_\_\_\_

Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_