

# Eagles' Nest Academy

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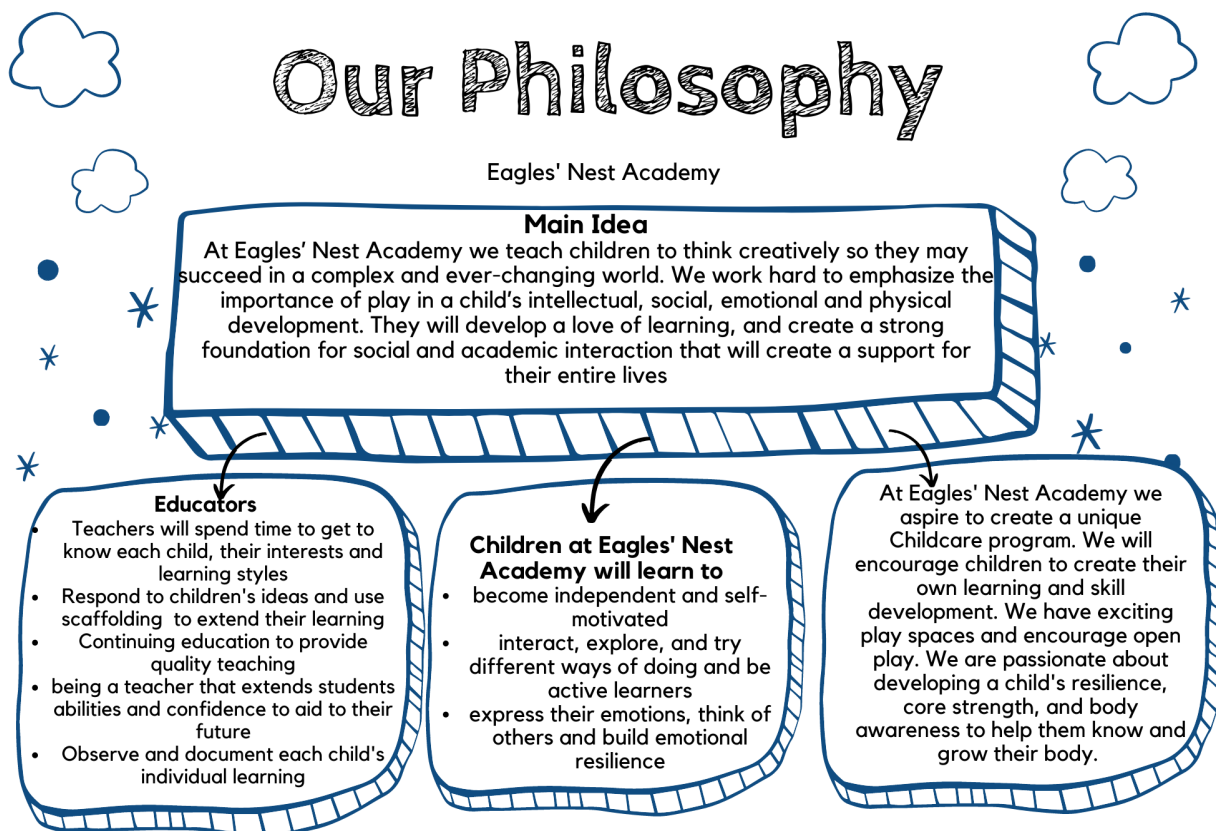
***Mission Statement:*** *To provide high quality, developmentally appropriate child care for children with focus on the individual child's age and ability to stimulate social, cognitive, physical and emotional growth. To provide a safe, nurturing and recreational environment for school age children.*

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## Philosophy



## General Information

Eagles' Nest Academy is licensed by the State of Wisconsin, Department of Children and Families ([www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). We are inspected regularly to ensure that we meet licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

## Admission

### Hours of Operation

1. Any child six weeks through twelve years of age may enroll at Eagles' Nest Academy. Eagles' Nest Academy has a licensed capacity of \_\_\_\_ children.
2. Operation of hours: Eagles' Nest Academy is open year round, January to December, Monday - Friday from 6:00am - 6:00pm  
The Eagles' Nest Academy will not provide services on New Year's Day, Memorial Day, July 4 th , Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, Christmas Day.

#### New Year's Day Guidelines:

If New Year's Day falls on a Saturday, the center will be closed the Friday preceding (December 31 st ). In the event that New Year's Day falls on Sunday, the center will be closed the Friday preceding (December 30th ) due to the likelihood of Solon Springs School being open on January 2nd.

#### July 4th Guidelines:

If July 4th falls on a Saturday, the center will be closed on the Friday preceding. In the event that July 4th falls on a Sunday, the center will be closed on the following Monday.

#### Christmas Holiday Guidelines

If Christmas Day falls on a Saturday, the center will be closed on December 23rd (Thursday) and 24th (Friday) If the Solon Springs School calendar has school on December 23rd , the center will instead be closed on December 24th (Friday) and 27th (Monday).

If Christmas Day falls on a Sunday, the center will be closed on December 23rd (Friday) and 26th (Monday) if the Solon Springs School District is closed on the 23rd . If the Solon Springs calendar has school on December 23rd , the center will instead be closed on December 26th (Monday) and 27th (Tuesday).

If Christmas Day falls on a Monday, the center will be closed on December 25th (Monday) and 26th (Tuesday).

Snow Closure: If the Solon Springs School District is closed due to inclement weather, the Eagles' Nest Academy will be open and access the availability of room for school age children. If school is canceled during the school day, the Eagles' Nest Academy will remain open under the direction of the District Administrator. School closures can be found on the District Website and social media pages.

Eagles' Nest Academy will reserve the right to open with the first scheduled child and close with the last scheduled child's departure. A posting will accompany opening times that differ from 6:00 am or 6:00 pm

## Enrollment

1. New enrollment is first come first serve basis. Priority will be given to those with children already attending Eagles' Nest Academy and are expecting and those that are employed through the Solon Springs School District and/or Eagles' Nest Academy.
2. Enrollment **WILL NOT** be accepted over the telephone. Prior to the child's first day, the parents are required to meet the Administrator/ Program Director to visit Eagles' Nest Academy, obtain required forms, and discuss the philosophy and policies of the Center. Fee schedules and programming is explained to the parents. We ask that parents bring their child in prior to his/her first day, for a visit and to get acquainted with the Center. Parents are encouraged to visit any time.  
Parents are to meet with Lead Teachers in their child's room to go over specific needs and expectations.

Forms that should be filled out before child(ren) first day:

- A) Child Care Enrollment Form
  - B) Health History and Emergency Contact Form
  - C) Child Care Transportation Permission (If applicable)
  - D) Alternative Arrival/Release Agreement (If applicable)
  - E) Immunization Record/Waiver
- The Child Care Enrollment form, (which includes consent for photo use, emergency medical care, field trips and acknowledgement of parent handbook).
  - Health History & Emergency Care Plan (which includes consent for sunscreen and insect repellent) must be completed prior to attending Eagles' Nest Academy.
  - An Intake for Child Under 2 Years is required prior to attending for all children under two years of age.
  - The Immunization Record must be completed within one month of your starting date at Eagles' Nest Academy.

- Any change of address, telephone number (work or home), or other pertinent information must be shared with the Administrator as soon as the change occurs.

**Child's absence without notification procedures are as follows:** If a child who is scheduled to arrive at the center does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts of contacting will be documented. If a parent or guardian is unable to be contacted within 30 minutes, Douglas County Sheriff's Department will be contacted and asked to do a wellness check.

## **Summer Care**

Enrollment period for Summer care will be during February 1st - April 1st.  
(Tie into summer school offered through school for school aged children)

Summer care includes enrollment when the Solon Springs School District is not in session during the months of June, July, and August. Contracts for summer care may not be changed during the months of June, July, and August.

If your child is currently enrolled at the Eagles' Nest Academy and you would like to reduce your current contracted slot during the summer months only, your options are as follows:

1. A child enrolled 4 or 5 days a week may reduce their contracted days to 3 days per week. These days must remain the same weekly; you will be charged for 3 days per week and may or may not send your child.
2. The child does not attend during the summer months at all and the parent will pay 1/3 of their weekly fee until the child returns in August.
3. The family may choose to terminate enrollment for their child/children from the Eagles' Nest Academy and re-enroll in August. Re-enrollment will then follow new enrollment procedures. At this time waitlist procedure may apply if the center is full to capacity.

## **Items Supplied by Parents**

### **Personal Items need to be labeled with child's name:**

- Disposable diapers, wipes and any ointments needed
- (2) sets of clothing for the current season. Half way through the year, Eagles' Nest Academy will send home notes asking for clothing that is appropriate for the season and sized up.
- Breast milk, formula and baby food for children age 1 year and younger.
- Sack lunches for children over 1 year of age

- Baby food and/or formula for children under 1 year of age
- Sleeping bags for children over 1 year of age

## **Observation & Supervision**

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

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

## **Disabilities Act Statement**

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

## **Waitlist Procedure**

- 1) Fill out the waitlist form and return it to our Administration. The waitlist will be on a first come first serve basis, filling within the classrooms that are needed. Solon Springs School District staff will also have preference.
2. When a childcare slot opens, the family of the first child on the waiting list will be offered an opportunity for enrollment and be required to accept/decline within 48 hours of notification of an opening per phone call and email from numbers and email listed on waitlist form.
3. Families who are offered the childcare opening will need to notify the Eagles' Nest Academy of their decision whether to accept or decline the opening within 48 hours of notification.
  - A. Acceptance: Families who accept the open slot will need to begin paying for the childcare opening immediately. Families who wish to hold the opening for a future date may do so by paying the full daily/weekly rate as if their child were enrolled.
  - B. Decline: Families who decline the opening at the time of offering will be moved to the bottom of their waitlist.
  - C. No answer: Families who do not respond within the 48-hour decision period will result in an automatic decline of the position and will result in removal from the Eagles' Nest Academy waiting list. Families may put their name on the waiting list again at any time.



Families will receive notification if they are moved to the next applicable waitlist.

## MANDATORY REPORTING

As a childcare center, all staff are required to report any suspected abuse or neglect to Douglas County Human Services or law enforcement. If an employee or volunteer is suspected of having mistreated a child, that person will be subject to immediate suspension pending the outcome of an investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence. To protect each family's confidentiality, Eagles' Nest Academy will not share information about a child or a child's family with anyone who is not authorized to receive this information.

## Confidentiality

All of the forms and information contained in your child's file, as well as other personal information about your child, whether written documents, or Eagles' Nest Academy employee observations and perceptions, is confidential information and will be accessible only to the parent(s), legal guardian or custodian, Administrator, child care employees (on a need to know basis), State Licensing Examiner, who is designated by the state licensing department (hereafter "Department") to review our records for licensing purposes, and a county department of health and family services or licensed child welfare agency. Information will not be given to others without the consent of at least one parent. Upon request, a parent, legal guardian or legal custodian has access to all records and reports maintained on his or her child and may obtain further information regarding the child's progress with an appropriate Eagles' Nest Academy employee in the presence of the Eagles' Nest Academy Administration or other designated Eagles' Nest Academy official. Any parent, legal guardian or legal custodian or person or agency authorized in writing by the parent, requesting to review a child's file may contact the Administrator for an appointment to view the records or meet with the appropriate Eagles' Nest Academy employee as set forth herein. Such records and information shall be provided to the parent within a reasonable time, not to exceed three (3) working days. If Eagles' Nest Academy has not already confirmed the identity and status of the person requesting the information, such identification shall be presented to Eagles' Nest Academy prior to any records or other information being provided.

Eagles' Nest Academy shall permit parents, legal guardians, or legal custodians to visit and observe their child's class at any time during Eagles' Nest Academy hours of operation, unless access is prohibited or restricted by court order. A copy of such a court order must be on file with Eagles' Nest Academy. Eagles' Nest Academy shall make opportunities available at least twice each year for parents, legal guardians, or legal custodian communication with Eagles' Nest

Academy staff regarding the child's adjustment to the Eagles' Nest Academy program and the child's growth and development.

## PETS

Eagles' Nest Academy does not have pets on the premises. Prior to adding pets to the center, staff will notify parents in writing.

## SMOKINGS

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

## CONCEALED WEAPONS

Solon Springs School Policy;

## **Health**

Wisconsin state law requires every child to have a physical examination form signed by a doctor. The examination may be no more than six months prior to, nor later than three months after admission to a child care program. Subsequent physical exams will be required every two years thereafter for children over the age of two. Children under two are required to have subsequent physicals every six months. An immunization form indicating dates of all shots is also required. It is the parent's responsibility to keep the immunizations updated and inform the Center as additional immunizations occur.

Administration will inform parents when updates are needed, giving 30 days advance notice to submit updated forms.

Forms that should be filled out before child(ren) first day:

- F) Child Care Enrollment Form
- G) Health History and Emergency Contact Form
- H) Child Care Transportation Permission (If applicable)
- I) Alternative Arrival/Release Agreement (If applicable)
- J) Immunization Record/Waiver

The Eagles' Nest Academy will not discriminate enrollment of a child based on race, sex, color, creed, political, persuasion, national origin, handicap, ancestry, or sexual orientation.

## Shaken Baby Syndrome (SBS)

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work.

## Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the child's physician authorizes another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat, we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position (tummy time).
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

## Rest/Naptime

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

Children over the age of one are required to purchase a sleeping bag to lay on during nap time, children under one year old will sleep in cribs or playpens. A sleeping bag is a warmly lined and padded body-length bag, with the ability to enclose on 3 sides. A pillow, blankets, comfort item, etc, are permitted during nap time, but must remain in your child's cubby at all other times. Please be certain your child's sleeping bag is clearly labeled with his/her name. Sleeping bags will be sent home on a weekly basis for cleaning. These must be brought back the next time your child returns to Eagles' Nest Academy.

### **Children under two years of age:**

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.

- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

## Child Biting Procedure

The area that was bitten will be washed with soap and water, dried and bandage will be applied. The incident will be documented in the medical log book and parents will be notified at pick up of the incident.

## Ill Child Procedure

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

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

- A temperature of 100 degrees F. or higher. (must be 24 hrs fever free to return)
  - Vomiting or diarrhea has occurred more than once in the past 24 hours
  - A contagious disease such as, but not limited to, chicken pox, strep throat or pink eye (must be out for recommended amount of time per disease)
  - An unidentified rash with fever
  - Lice or scabies
  - Persistent cough or excess amounts of green/yellow drainage from nose.
  - Persistent watery eyes
  - Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care.

A child may be readmitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period for the disease. Eagles' Nest Academy reserves the right to have a doctor's written permission for a child to be readmitted.

In the event of a communicable disease, Eagles' Nest Academy will report any reportable communicable diseases to the Douglas County Health Department. A notice will be posted if a communicable disease occurs with a child at the center. Please notify us if your child is exposed to, or develops any communicable disease. Parents will be informed whenever their children have been exposed to a communicable disease. Certain diseases must also be reported to the public health department and to our licensing specialist. If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and sound and made as comfortable as possible.

Children should be picked up as soon as possible. If you cannot pick up your child within **one hour after you are called**, an emergency contact person will be called to pick your child up. Any child removed from the center due to illness will not be readmitted within 12 hours and may be subjected to policy regarding communicable diseases. When a child shows signs of being uncomfortable or fussy, Eagles' Nest Academy has the right to ask the parent to pick up the child if the symptoms do not subside after a 2-hour period.

## Medications

**Eagles' Nest Academy staff will administer medications under the following conditions:**

- Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided, with a designated time period.
- All medicine must be in its original container, bearing the label with the child's name, dosage, and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy.

Medications will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. You will be notified of a missed dosage, and it will be documented in the medical log.

**Medication log procedure are as follows:**

All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. The administrator will review the medical logbook every six months and document this procedure. Parents will have access to entries regarding their child.

**Non-medicinal products:**

Sunscreen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name.

**Cleaning:** Cleanliness will be maintained at all times. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

**Diapering:** Before changing a diaper, the staff person involved will wash his/her hands.

Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected. We ask your child to use disposable diapers while attending the Eagles' Nest Academy.

**Toilet Training:**

The Eagles' Nest Academy will make every effort to follow the same toilet training procedure the family is using. It will be in the child's

best interest for the family to start the process over a long weekend or extended time off. During the toilet training process, please provide multiple sets of changes of clothing.

**Toys:** Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and

air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older children will be cleaned and disinfected regularly.

**Proper hand washing procedures** will be followed to prevent the spread of disease. Hand washing procedures will be posted at all the sinks. Children are assisted and supervised during hand-washing times. Adults are expected to wash their hands when entering a classroom.

## Injury to Child Procedure

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

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

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

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

## Accident or Injury

Eagles' Nest Academy staff will take whatever steps may be necessary to obtain medical care. These include, but are not limited to the following: Injury to a child procedure: (If the injury requires no outside attention) - All universal or standard precautions will be taken. Gloves are available. - Standard first aid procedures will be used. Treatment of minor injuries will consist of:

- wash the injury with soap and water and cover with a band-aid if needed, or apply ice.
- Injuries are recorded in the Medical Log book by the staff member in whose care the child was at the time of the accident/injury.

- A copy of the Medical Log book entry specific to your child is available upon request for parental review.
- Parents will be notified of the injury when the child is picked up from the center. Emergency Medical Procedure If there is a severe injury, parents/guardians will be called immediately and if the situation warrants, 911 will be called. If parents cannot be reached, the center will attempt to contact the child's designated emergency contact person.

Off premises injuries will be handled in the same manner. Staff are not authorized to transport children in a medical emergency situation. If you have questions, please contact the Administrator.

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

## SPECIAL HEALTH CARE NEEDS

The center will maintain confidentiality of children and family regarding special health care needs. Information will only be shared with those staff that provide care to the child. Parents must meet with the center administrator to discuss their child's specific needs and to review program procedures. The center administrator will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. Such special needs, including dietary requirements, will be posted where medication and medical logbook are stored. When specialized equipment is needed, such as a nebulizer or epi-pen, the child's parent will train staff in correct procedures.

## Child Guidance

Our goal within Eagles' Nest Academy is to provide a safe, creative, stimulating and loving environment.

We expect children to:

- Respect themselves and others
- Listen to teachers, administrators and adult role models within their lives.
- Assume responsibility/ownership for actions, words and behaviors.

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

A calm-down period will be used when a child is in danger of causing injury to him/herself or to others. When spitting, hitting, kicking, and biting happens, it will be discussed, and a calm-down

period will be used if deemed necessary. Children will be given an opportunity to express their feelings. A calm-down period will not exceed three minutes for children three years and older, without an attempt to discuss, redirect, or improve the behavior. All children less than three years will be assisted with redirection at all times.

Discipline and behavior guidance used by each caregiver will, at all times, be constructive, positive, and suited to the age of the child. Prohibited punishment for misbehavior include, but are not limited to: Spanking, hitting or other corporal punishment; verbal abuse or derogatory remarks; tying, binding or confining; withholding or forcing foods or naps; punishing for lapses in toilet training, even at the request of the parent. For recurring and/or severe behavior problems, parents must meet with the administrator and teacher to discuss the problem and possible solutions. Parents, teacher(s), and administrators will develop a behavioral plan outlining the problem and the steps to be taken in the future. If the behavior problem still cannot be resolved, other actions can be taken or the child may be dismissed from the center as decided by the administrator. There are reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

## Modeling

Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

## Setting Limits

Simple behavior expectations are established for the site.

Staff will:

- Tell children what is expected of them in a positive yet firm manner
- Make sure children understand the expectations
- Apply expectations consistently and appropriately
- Use natural and logical consequences

### **Behavior Considered Harmful or Inappropriate**

Behaviors which directly or indirectly threaten the safety of others.

- Any form of aggression
- Verbal threats, disrespectful language, or other harassing behavior
- Inappropriate touching of a person's body or belongings
- Inappropriate gestures

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate



community resources, and/or discharge of the child from care. In accordance with “Wisconsin Rules for Group Child Care Centers” actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious are prohibited.

## **Nutrition**

### **Mealtime socialization:**

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Children will be encouraged to clean up after themselves as one of the many social and self-help skills that are learned during snack/mealtime.

### **Infant and toddler feeding:**

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child’s health care professional. All bottles and commercial baby food must be labeled with the child's name and dated.

Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk will be disposed of immediately. Breast milk will be given in bottle form only.

### **Food allergies:**

If your child has food allergies parents must notify the center in writing. Food allergies will be discreetly posted in the classroom and the kitchen. In the event of extreme food allergies, parents will need to provide all food for their child, following the FDA food guidelines, which can be found in the District Food Service Plan.

### **Menu posting:**

Records of snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

### **Food storage:**

Food will be stored up off the floor and once opened, in airtight containers.

## **Adult Supervision**

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

A) Display awareness - a skill that requires a knowledge of children, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of children helps teachers to monitor and enhance skills that promote children's positive behavior.

B) Implement positioning - a skill that requires being able to see all of the children. Staff position themselves to be aware of the entire environment and to see as many children as possible. All children are monitored by sight and sound at all times.

C) Implement scanning - a skill that involves regularly glancing around the classroom and playground to see children's involvement and what is happening.

D) Use redirection - a skill used as an aid in preventing undesirable and unsafe behavior. Children are redirected to other areas/activities when undesirable behavior is imminent or occurs. This technique helps ensure the safety of all children.

E) Provide supervision for all children in areas that are near equipment where injury may occur requires the use of the above methods and being in close proximity to the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.

F) Implement quality interactions – staff will engage in meaningful interactions with children to promote learning during play and routine times.

G) Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.

H) Be aware of the importance of communicating with each other about their location within the environment.

## **Fee Payment and Refunds**

### **Child Vacation Policy**

After a child has been enrolled in Eagles' Nest Academy for 90 days, Eagles' Nest Academy will allow for some days off depending on length of enrollment per week. These days can be used for vacation or sick time. After these days have been used, Eagles' Nest Academy will require full payment for days of absence from the center. These days will not accumulate year to year and will start over on the child's initial start date. Children able to access child vacation need to be enrolled at a minimum of 3 days per week..

- (3) days a week will result in (3) sick/vacation days per year
- (4) days a week will result in (4) sick/vacation days per year
- (5) days a week will result in (5) sick/vacation days per year

This is not applicable for those only using Summer care.

## Tuition:

Part-time = 3 days per week (20-30hrs)

Full-time = 4-5 days per week (31-40+hrs)

### **6 weeks - 2 years:**

\$5.40/hr and \$5 rental fee for building

### **2-3 years**

\$4.75/hr and \$5 rental fee for building

### **3-5 years (not potty-trained children will be an additional \$5/day)**

\$4.40/hr and \$5 rental fee for building

### **After school and before school care for children in grades 4K-5:**

\$10 for each student before and \$10 for after school.

### **After school and before school care for children in 4K students enrolled in Eagles' Nest Academy:**

\$10 for both after and before school

Children will need to be in attendance during the normal school day to participate in the before/after school program.

### **Drop in care**

If childcare is needed on a day which was not previously scheduled or the child is not enrolled, the parent/guardian may contact the Eagles' Nest Academy and request attendance for that day. Approval will be based on the availability of space for that day and the staff-to-child ratio. Those who choose not to enroll will be charged the “drop-in” rates:

\$40/day and \$5 rental fee for building

Snacks will be provided each day which is included in the fee. **Lunch??**

## Late Fees and Reimbursement

- Solon Springs School District will evaluate fees each year. Fees subject to change.
- If there will be a third-party payment, such as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- Refunds will not be given for days when children do not attend for illness or other reasons.

- There will be no reductions for additional children from one family. We do not offer a sliding scale fee, discounts, or referral bonus at this time.

Late pickup fee - \$10.00 for the first 15 minutes and \$2.00 every minute thereafter.

After 15 minutes, parent(s)/guardian will be called and if no answer the emergency contacts will be called in order they are placed on the list.

**Fee determination** is based on a day rate (hours submitted at the beginning of each month) and a \$5/day rental of building fee. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per week/month for your child's care.

Additional fees will be assessed for additional hours beyond those outlined in the parent contract.

Parents should review attendance sheets each week and sign them verifying days of attendance. There will be additional fees for field trips and enrichment activities from time to time. Parents will be advised of any additional fees in writing two (2) weeks in advance

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

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

## Weekly Attendance Schedules

A schedule must be provided to the Administration for one month in advance. If your hours vary, you must provide a schedule weekly. Schedules for the upcoming week are due to administration by Thursday at noon of the week prior. If we do not have a schedule or do not hear from you by Thursday at noon, we will continue the same hours submitted the week before.

## Attendance and Sign-in

**Attendance will be kept in each classroom.** Daily arrival/departure times will be recorded for accurate documentation for each group of children.

Parents/guardian(s) should bring their child directly to his/her classroom, sign them in for the day and make sure that the teacher is aware of the child's arrival. This is often a busy time within the classroom. Please allow extra time to ensure that this transition is a positive one. A daily attendance record is kept in each classroom. When parents/guardians pick up their child at the end of the day, please sign them out with departure time. It is important that staff know where children are at all times and accounted for.

Eagles' Nest Academy, has each parent fill out a child enrollment form for each child enrolled which includes people authorized to pick their child/children up from Eagles' Nest Academy. Only the people who are on the list will be allowed to pick up the child/children, unless the center receives written or verbal permission from the parent before the time of pick up. The Administrator may require both parents' signatures to approve an update to areas pertaining to authorized pickup of a child on the child's enrollment form. If the individual designated to pick up the child is someone whom we have not met, they will be required to provide the center with photo identification for the child's release or the child will not be permitted to leave the center. Eagles' Nest Academy staff has the right to ask any person to present positive identification before permitting a child to leave. Eagles' Nest Academy will contact the Douglas County Police Department to report any person who fails to display an ID at the request of any Eagles' Nest Academy staff.

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

## **Eagles' Nest Academy Educational Component**

Groups of children may be combined at the beginning and at the end of any given day. Being that Eagles' Nest Academy is open in the early morning and late afternoon; we have a written plan for activities, which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Our plan includes opportunities for children to rest and eat and to use materials and engage in activities, which for the most part do not duplicate activities planned for the major part of our program.

There will be no religious component within our program.

### **Transitioning to a New Classroom**

The Eagles' Nest Academy does not move children from their classroom on the date of their birthday. The child will be moved to an older classroom after several factors are considered: the social and emotional state of the child, developmental readiness for the older classroom, ratio in classrooms, as well as the age of the child compared to the ages of the other children in the classroom. To help prepare your child to move to another classroom, we will have "visit" days

and/or times in which children are moved to the older classroom to explore, get used to the routine, and meet the other children and teachers.

The Wisconsin Model Early Learning Standards are voluntary standards that the Eagles' Nest Academy will incorporate into educational programming. These standards were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353. A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff use a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review. All activities will follow the framework of the Wisconsin Model Early Learning Standards. Learning through 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. Children will have an opportunity to use a variety of art materials, manipulatives and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups. Children, including infants and toddlers, will go outdoors daily when weather permits, so please dress your child appropriately for the weather. Your child's education will continue as we provide and engage in daily outdoor activities. We will encourage free and guided exploration of the environment and will strive to encourage children to participate in taking part in creating a safe and sustainable world. Trampolines and inflatable bounce surfaces are not allowed. Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling.

Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parents about the child's activities and disposition for that specific day.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate.

Daily activities will include math, science, large and small muscle movement, and art. The Eagles' Nest Academy will have a strong emphasis on early literacy throughout daily activities. School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and participate in food preparation.

## **Discharge of Enrolled Child**

### **Communication to Families**

Each classroom will be equipped with a bulletin board. Communication for infants will be with daily routine reports. Eagles' Nest Academy will also use a private (Social Media Group) for communication as well.

It is important that we communicate daily concerning the needs and interests of each child. The center is required to offer parent-staff conference opportunities at least 2 times per year to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, Eagles' Nest Academy staff will provide scheduled conferences/written newsletters/parent bulletin boards and daily conversations. We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

## **Intent to Withdrawal or Late Payment**

### **Circumstances and procedures for termination of enrollment**

**Child related:** Eagles' Nest Academy will regularly advise parents on their child's progress through daily communication logs and scheduled conferences. When children have difficulty adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face-to-face conference. At this meeting, the teacher will state their concerns and discuss observations made of the child's behavior and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. The center coordinator will be involved in the child's action plan and communications with the families.

### **Parent related:**

If the problem leading up to termination is due to non-compliance to the center's procedures by the parents, administration and the lead teacher will contact the parents for a face-to-face conference. At this meeting, the administrator and teacher will state their concerns, review, and clarify agency procedures with the parents.

Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child's enrollment will be terminated.

**Time Frame & Verbal vs. Written Notice:**

Parents will be given a minimum 2 weeks notice regarding the termination of their child's enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

Should the center decide to terminate a child's enrollment, the parents will be notified in a face-to-face meeting. In this meeting, parents will be told verbally as well as in writing of their child's termination. Parents will be given a minimum 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

**Parent initiated mutual decision, center initiated, and involuntary discharge:**

A child may be discharged from the center for many reasons. Often parents initiate the termination. Occasionally, after an action plan has been tried without good result, the center and the parents come to a mutual decision to end the child's enrollment. In some circumstances, the termination may be center initiated.

**Involuntary discharge of a child could result for the following reasons:**

1. Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
2. Lack of parental cooperation.
3. Inability of childcare program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. These steps will be documented in the child's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.

Steps taken prior to child's discharge. All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent(s)/guardian on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

**Outside agency involvement:**

Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to birth to 3 or speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.



**Decision-making:**

All decisions regarding the discharge of enrolled children are summarized in the section above, circumstances and procedures for termination of enrollment.

**Discrimination issues:**

If you feel your child has been discharged due to discrimination, please bring these concerns to the building administrator for a thorough review. It is our procedure to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

**Appeal process:**

Should you disagree with the termination of your child for any reason, please discuss your concerns with the daycare administrator, or the School Superintendent.

Parents are expected to comply with all the procedures of the daycare center, failure to comply could result in the termination of your child's enrollment.

Parents must submit a 2-week written notice to the Administrator of their intent to withdraw the child(ren). That 2 week period will be billed and parents are required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid. A weekly late fee of \$10 will be applied to all accounts that do not maintain a zero balance.

## **EMERGENCY PROCEDURES**

If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to Essentia in Superior, Wisconsin. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

In the event of a lost child, all areas of the school will be checked. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately.

**Fire and Tornado** evacuation plans will be practiced monthly. The administrator will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to a designated location. The lead teacher or person in charge will check classrooms, bathrooms,

and staff areas to make sure all persons are evacuated. The director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to Solon Springs School until parents or another authorized adult can be reached and come for them. If those buildings are compromised, the evacuation site is the Solon Springs Community Center.

In the event of a tornado warning, the children will be taken to the designated location by all available staff members.

Blankets, a portable radio, and flashlight, with extra batteries for both, are always kept in the tornado shelter area. The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge”. The administrator or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly.

## Procedures for extreme heat or cold

The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain or snow
- Temperatures above 90 degrees F. without a breeze
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2
- If the indoor temperature reaches 80 degrees F. airflow will be maintained with fans, open windows, or an air conditioner.

All emergency phone numbers will be posted in each room occupied by children, as well as, in the center’s office, staff area, and kitchen areas in the center. The address and phone number of the facility will appear on the phone list.

Emergency supplies such as radio and flashlight with extra batteries for both, first aid kit and blankets will always be kept in the shelter area. Any child who has a limited ability to respond in an emergency will be identified at time of

admission. Staff will be aware of any special evacuation needs the child will have and accommodations will be made to ensure their safe removal from the building. Reports to the department, the center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 Licensing Rules for Group Child Care Centers.

## **TRANSPORTATION**

Procedure for notifying parents of the date, time, and destination of any field trip, which requires the use of a vehicle: Parents will be notified in advance of any field trip requiring the use of a vehicle. A form outlining the date, time and destination of the field trip will be given to parents. No child may participate in a field trip without the signed permission form from parents.

Children who are unable to attend a field trip will be given the option to stay home or remain at the center under staff supervision.

**Center provided transportation:** Eagles' Nest Academy does not provide transportation to and from school and/or to and from home.

4K students may ride to and from school on the Solon Springs bus if they are in childcare.

Use of staff vehicles: Eagles' Nest Academy does not transport children in staff vehicles.

#### **Administration of Eagles' Nest Academy**

Solon Springs School District recognizes that special circumstances may arise that may necessitate a review of guidelines in this handbook. Administration reserves the right to alter guidelines on a case by case basis.

### **Mildly Ill Child Care:**

At this time Eagles' Nest Academy does not care for Mildly Ill children.

PLEASE SIGN AND RETURN TO THE EAGLES' NEST ACADEMY FOR  
APPLICATION OF GUIDELINES.

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Please sign and return the bottom portion of the signature page to the Eagles' Nest  
Academy staff.

I have read the Eagles' Nest Academy Handbook and understand all the guidelines.

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date