

**Carebare Daycare LLC**  
**Operational Policies and Procedure**  
**Parent Hand Book**  
**Kimberly Judkins: Owner & Director**  
**Policy Effective Date: 01/01/2024**

**Contact information:**

Kimberly Judkins: 651-210-0666  
Email: [Carebaredaycare@yahoo.com](mailto:Carebaredaycare@yahoo.com)  
Staff Members: BrightWheel App

**Carebare Daycare Philosophy:**

All students, regardless of gender, age, race, and/or physical limitations CAN & WILL learn up to their full potential along with the skills and knowledge to become well-rounded, well-educated, independent members of society.

**Carebare's Vision & Mission:**

Carebare Daycare provides a safe and maintained Center for continuous growth, using learning techniques that create fun exploration & play-based activities. Our mission is to send your child to their next adventure with all the learning domains they will need to succeed.

**Hours of Operation:**

Carebare Daycare is a year- round program. We provide childcare services Monday through Friday, between the hours of 5:30am-5:30pm.

### General Information:

- Carebare Daycare is licensed by the state of Wisconsin Department of Children and Families, to provide care for no more than 50 children at any one time. We are inspected regularly to ensure that we meet licensing standards. A copy of the License Certificate and other important information regarding Carebare Daycare, are found outside the office.
- We will post the following items for your review near the front of the building:
  - License Certificate
  - Any Stipulations, conditions, exemptions that may affect our certification.
  - Results of the latest monitoring visit.
- We are required to maintain a current, accurate record of daily attendance for all children in our care program. It is a daily requirement for a parent or authorized person to check their child(ren) in / out to maintain our accurate attendance records. If at any point you are unable to fulfill this task, please ask a staff member for assistance.
- Carebare Daycare will provide care for children between the ages of six weeks to eleven years.
- Administrative structure and delegation of administrative authority is as follows: Director, Assistant Director, Teacher, Cook.
- .Childcare services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.
- You will be provided with a summary of licensing rules: "Your guide to Licensed Child Care." (Upon Request)
- In case of an emergency closing, children will be immediately kept calm and together while parents / guardians are being notified.
- Parent / Teacher conferences will be offered twice a year unless a parent or teacher has interest in an additional meeting / conference. Carebare Daycare believes in strong communication with parents or guardians. If there are any questions or concerns that need to be discussed, Carebare staff are willing to meet with you in resolving any and all concerns you may have. To protect each family's confidentiality, Carebare Daycare will not disclose personal information regarding a child or a child's family to anyone who is not authorized to receive this information.
- If a parent or other authorized person arrives to pick up a child that appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child. We are willing to offer a call to another authorized person or a cab.
- Liability coverage is placed into effect, covering the operations and coverage of Carebare Daycare. Carebare Daycare is to never be sued for more than the liability insurance limit.

**GENERAL INFORMATION CONTINUED>>>**

- Parents are responsible to cover costs of any damages to Carebare Daycare's property caused by their child or themselves. This will include but not limited to: windows, doors, holes in the walls, damage to other automobiles etc. that will cost more than \$20.00 to repair or replace. This does not apply to breaking small toys that the children play with daily.
- If there are any changes in the policy it will be added as an addendum, parents will be notified of upcoming changes and signatures will be required as an agreement.
- Carebare Daycare does not tolerate tobacco, drugs, alcohol, and weapons on the premises. Children found with substances or weapons will be automatically terminated from our child care program. Staff, parents/guardians, and authorized persons under the influence will not be allowed on the premises and if necessary, local law enforcement will be contacted.
- Obscene language and/or assaults will not be tolerated. Any children that violate this policy may be subject to one full-day suspension from Carebare Daycare's program.
- In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may psychologically or physically inflict pain towards a child are prohibited. Prohibited actions include but not limited to: spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child, verbal abuse threats or derogatory remarks, physical restraint, binding or tying the child to restrict the child's movement, enclosing the child in a confined space (closet, locked room, box, etc.), withholding or forcing meals, withholding or forcing naps, humiliation, or punishment after toileting accidents. These forms of punishment will NEVER be used, even at a parents request.

#### Wisconsin Department of Children and Families

- Carebare Daycare operates under the [DCF 251 Licensing Rules and Regulations for Group Child Care Centers](#). A copy of these standards can be found at [dcf.wisconsin.gov](http://dcf.wisconsin.gov) or in the Directors office.

#### Child Abuse

- Carebare Daycare will continuously participate in training to make us premiere child care-givers. This includes required training regarding Child Abuse & Neglect. We also have information for parents (if requested) including how to reduce the risk of abuse and neglect, distinctive signs, and prevention.

### Staff Requirements:

- All Carebare Daycare Staff members are required to have the following education to care for children:
  - Shaken baby syndrome
  - SID's Prevention
  - Wisconsin Registry
  - Background Check & Fingerprinting
  - Child Welfare Professional Development
  - Mandated Reporter
  - Abusive Head Trauma
  - CPR & First Aid
  - Health, Safety & Nutrition
- Carebare Daycare provides Orientation for all employees, volunteers and substitutes to review job requirements and expectations prior to involvement with children. All staff will be shown the location of all policies, procedures and emergency information. At this location, several procedures will be addressed such as contingency plans including fire and tornado drills.

**Note:** Carebare Daycare will ask that the chapter DCF 250 (Licensing Rules for Licensed Group Child Care Centers), Policy 250.04 (2) (e) and DHS 12.07 (1) along with Carebare Daycare's policy all be reviewed. Staff will receive a demonstration of how to operate a fire extinguisher.

- In the event of a missing child, staff are to continue with the following procedures:
  - Center Lockdown.
  - Communication with the Director and Assistant Director to help locate the child.
  - If the child seems to no longer be on the premises, the Director will contact local police and parents/guardians.
- In the event of an emergency Lockdown, staff are to continue with the following procedures:
  - Level one (minor): All exits and entrances will be locked. Staff are to take attendance and report information to the Director while remaining in their designated classrooms. Staff and children will continue with their daily schedules until Lockdown is resolved.
  - Level two (Extensive) All exits and entrances will be locked. Staff and children will remain in their designated classrooms and gather in a corner with low visibility. Staff will continue with barricading classroom doors and covering windows. Staff are to take attendance and report information to the Director. Staff and children will stay in this position until Lockdown is resolved.

**Note:** In cases of an active shooter, bomb threat, etc. Local law enforcement will be contacted.

**STAFF REQUIREMENTS CONTINUED>>>**

- Any authorized persons' that will be in contact with the children will be made aware of the location of all children's files and confidentiality. The files will contain information regarding children's names and ages, arrival and departure times, health care needs, authorized persons for pickup and emergency information.
- All Childcare staff will be introduced to the children before they are left alone without a recognized personal.
- The Director has received training in first aid, certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of automated external defibrillator (AED) and risk reduction for SIDS (Sudden Infant Death Syndrome). Carebare Daycare will also host these classes to all staff.

### Enrollment:

- Carebare Daycare REQUIRES documentation to be provided for each child prior to the first day of care:
  1. Health History / Emergency Care Plan
  2. Registration Fee & First Week of Tuition
  3. The Child Health Report & Immunization Records must be completed and returned within one week.
  4. Intake for Under 2 Years
  5. Parent / Provider Agreement / Photo Release
  6. Alternate Arrival (Bus)

**Note:** When choosing authorized persons' and emergency contacts, they are required to know of that decision.

- Children may be enrolled on a full-time basis (30 hours per week or more), or a part-time basis (less than 30 hours a week) for over two years old. No child may be regularly enrolled for less than three days per week. WE DO NOT accept children for drop-in care if prior enrollment arrangements have not been made or if space is unavailable.
- Parents must meet with the Director to discuss their child's specific needs and to review program policies prior to enrollment. We will make reasonable accommodations for a child with disabilities as specified under the American with Disabilities Act.
- All children will be enrolled with a 90 day trial period. During this trial period, either the provider or the parent may terminate childcare without advance notice.
- It is the responsibility of the parents to notify the Director in writing of any changes regarding the following:
  1. Phone Number(s)
  2. Address
  3. Authorized Persons List
  4. Insurance
  5. Family Physician
  6. Parent Employment

### Arrival / Departure:

#### **Arrival:**

- Children that attend throughout the week are to be present prior to **9am**. If your child(ren) is NOT present by the given time frame of **5:30am-9:00am**, they will be unable to attend our care that day unless pre-authorized by the Director or Assistant Director, within a 24 hour time-frame. Carebare Daycare's main entrance will be locked at exactly 9:00am. If you were pre-authorized for a late drop-off, please send a message through the Brightwheel app for a staff member to assist you.
- When arriving Carebare Daycare, it is the parents and/or authorized persons responsibility to clock children in through the Brightwheel app. It is the family's responsibility to share information to whomever the child(ren) is being dropped off by.
- Your Child(ren) must be brought to a staff member and checked in on the Brightwheel app. If you have any technical issues with the Brightwheel app, please inform a staff member for assistance.
- When children are brought to our care, parents are asked to leave the premises as swiftly as possible. We fully understand that drop-off is incredibly tough for both the children and families, but the longer families stay, the harder it is for the child to adjust to our daycare setting.

#### **Departure:**

- All children leaving from the center for the day must be checked out by a parent or a designated person from the Authorization list. Please be prepared to have your I.D available for authorization at any point.
- It is a requirement for parents or Authorized persons to notify child(ren)s teachers of departure.

### Late Pickup:

- Due to our strict set business hours, a late fee of \$1.00 will be required for each minute the child is present after 5:30pm. This amount is required to be paid in cash to the staff members on duty that evening or given to the Director or Assistant Director the following morning. If the late fee is not paid at either of those times, it will be added to your upcoming tuition fee.

### Unplanned Attendance:

- If your child(ren) has a set weekly schedule and at any point are needing to be present on a day that they are not scheduled to attend daycare, it is required to ASK the Director or assistant director 24 hours before unplanned day. We enforce this Policy for staffing reasons and are able to deny said day if we are unable to accept your child(ren) that specific day.
- If your child attends care on occasion, parents are required to contact Carebare Daycare through the Brightwheel app or the Director, within 24hrs prior to the given day the child will be present.

### Closures:

#### **Holidays:**

- No services will be provided on but not limited to: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving & Christmas Day 25th & 26th. All regular fees will be charged for these Holidays. If a holiday falls on a Saturday, we will be closed the Friday before. If a holiday falls on a Monday, we will be closed the Sunday before.

#### **Other:**

- No services will be provided every 3rd Friday of the month as we are closed for Teacher In-Service. During this time, staff are required to sanitize, participate in continuing education courses and create lesson plans.

#### **Weather:**

- No services will be provided during a situation where Osceola School District closes due to hazardous weather.

**Note:** In which Osceola School District continues with a two hour delay, Carebare Daycare continues with normal hours(5:30am-5:30pm). If Osceola School District Continues with an early release due to weather, we will continue with normal hours(5:30am-5:30pm). If for any reason Osceola has a scheduled closure, Carebare Daycare will make a decision on possible closure for the safety of our Staff and Families. Updates will be posted through the Brightwheel app when a final decision is made.

### Tuition due on Fridays:

- Tuition is to be paid in advance Friday's, for the following week's services. A \$10.00 fee will be added Monday morning, plus a \$5.00 each additional day. Your child's tuition must be paid by Monday, (including late fees). If fees are not paid before the following Friday, your child(rens) care will be suspended. If for any reason you are unable to pay your fee, communication with the Director is required. NO EXCEPTIONS!
- Enrolled student payments are ONLY accepted through the Brightwheel app. If an error occurs or you are unable to make a payment through the app, Parents/Guardians are to contact the Director as soon as possible.
- Late and/or activity fee payments will be accepted in the form of cash, check, and credit card. Any additional penalty fees that are charged towards Carebare Daycare will be forwarded to the payee.
- NO refunds will be given for days when children do not attend due to illness or other reasons.
- If there will be a third party payment, 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. We will establish a regular rate based on the child's age and hours of enrollment.
- Additional fees will be assessed for additional hours that exceed 45 hours a week.
- There will be a minimum of 3% increase of tuition yearly.

Dress Code:

- Throughout the day, your child(ren) is participating in a variety of activities. Please dress them in comfortable, weather appropriate, and washable clothes that will adapt to food spills, paints, sand and water.
- Please have ALL clothing labeled with your child's initials or full name and placed in/on their designated bins and hooks.
- All children are to have indoor and outdoor footwear available at all times as outdoor shoes are prohibited from the classrooms. Slippers are allowed as indoor footwear. Outdoor shoes should be weather appropriate.
- Please make sure to have weather appropriate clothing available at all times as we use outdoor resources often. Parents that prefer a specific type of sunscreen will be asked to provide and label the item.

Personal Items:

Infants:

- Parents have the right to send breast milk and/or breastfeed while their child is in our care. A comfortable place within the class will be provided to enable a mother to breastfeed while the child is in our care.
- Children younger than 12 months will be served formula or breast milk unless written direction is on file from the child's health care professional. Carebare Daycare will provide 'Parents Choice with Iron' formula. If parents/guardians prefer an alternate type of formula, they'll be required to provide their preference.
- Carebare Daycare will also supply all infant cereal and food. All bottles must be labeled with your child's name.

**Note:** Outside food is prohibited unless approved by the Director/Assistant Director for special occasions such as classroom parties and birthday celebrations.

Infants:

- Three bottles
- Rash Cream
- Blanket or Swaddle
- At least 2 sets of spare clothing
- pacifier if used
- Sensitivity wipes if needed
- Diapers
- Breast milk if preferred

Toddlers:

- Diapers
- Rash Cream
- At least 2 sets of spare clothing
- Two age appropriate cups
- Sensitivity Wipes if needed
- Pacifier if used
- One Blanket

Preschool Aged:

- One Blanket
- 2 Age appropriate Water bottles
- At least 2 sets of spare clothing
- Diapers if needed

**PERSONAL ITEMS CONTINUED>>>>**



**Note:** Toys, accessories, stuffies, etc. are prohibited. If at any point these belongings are found along with your child(ren)s belongings, we are not responsible for replacing misplaced or broken personal items. Personal belongings may be requested by individual teachers for Show & Tell. It will be the parent & child's decision to participate in this activity

### **Carebare's Education Program:**

- Carebare Daycare cares about your child(ren)s education while in our care. We strive to teach your little ones basic life skills, school readiness skills and most importantly social skills. We use a blended curriculum that is appropriate for each class's age considering each child's individual needs and interests.
- Each classroom has a daily schedule that contains physical movement, outdoor time, and activities that pertain to language, math & science, motor skills and literacy domains.
- Carebare Daycare provides materials and space for children to explore and actively learn the world around them. Learning materials and manipulatives includes but not limited to:
  - \*Culture Diversity: Books, Dolls, Toys and Discussion of Holidays.
  - \*Language Development: Books, Music, Story Time, Finger Plays and Flannel Board Stories.
  - \*Large Muscle Skills: Balls, hula hoops, bean bags, and outdoor play.
  - \*Creative Expression: Dramatic play, puppets, music/instruments, and flannel boards.
  - \*Self-Help Skills: Assist with mealtime preparation and dress self for outdoors.
  - \*Literacy Skills: Books, storyboards, alphabet and writing games.
- Carebare Daycare does not include religious practices in our daily activities such as, meal prayers, music, or curriculum.
- During early morning and later afternoon hours, our classes are blended due to low attendance and staffing.
- Carebare Daycare celebrates the following occasions but not limited to:
  - \*New years      \*Valentines Day      \*Easter      \*Independence Day (July 4th)
  - \*Halloween      \*Thanksgiving      \*Christmas      \*Birthdays

**CAREBARE'S EDUCATION PROGRAM CONTINUED>>>**

### Play:

- The body position of non-mobile infants and their location in the center will be changed frequently to engage in play. Carebare Daycare 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.
- Play is the major component of our program at Carebare Daycare. A daily routine will be followed therefore, the children will know what to look forward to next and a gentle reminder a few minutes prior to transitioning to a different activity. All children in our care will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as:
  - Heavy rain
  - Temperature above 90 degrees F.
  - Wind chills of 20 degrees F. or below for children under the age of 2.
- Outdoor play space available on the premises.

### Child Guidance:

- Children's behavior will be guided by setting clear limits or rules for children. We will talk with the children about expected behaviors and model those behaviors consistently for them. Personnel will state positively what children can do by using specific terms (ex. "You need to walk" instead of "don't run"). Undesirable behavior will be redirected by 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.
- It is understood that there will be times when a child will become distraught, fussy or won't stop crying. Our first action in these situations will be an attempt to determine the cause of distress. It may be a basic need such as hunger or discomfort. It may be that a child may just need some extra time and attention. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times we will stay calm and do whatever we can do to soothe your child. In certain situations, this may mean just allowing the child to cry for a few minutes until attempting to soothe the child again. However, in times where we need parental advice or assistance, Carebare Daycare will not hesitate to contact parents.

**CHILD GUIDANCE CONTINUED>>>**

- Carebare Daycare uses a “time-out” to handle unacceptable behavior. A “time-out” may be used when other techniques have been exhausted. A “time-out” will be used to remove a child from situations that have gotten out of control before a child can hurt him/herself or others. “Time-outs” will never exceed 3 minutes and will not be used with children under 3 years of age. When used, the “time- out” method will immediately follow the behavior. We will stay with the child and discuss what behavior is acceptable, and explain more suitable choices in the matter. Isolation from the class is not necessary unless the child seems distraught. “Time-outs” are a time for children to regather themselves. Children will be praised after completing their “time-out” and will be guided to rejoin their class.
- We realize 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 redirect the child’s behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and/or discharge from Carebare Daycare.
- Children will be given individual attention including a lot of time for conversation.

#### School Portraits

- For your convenience, Carebare Daycare provides a quality photograph program throughout the year. Photo opportunities may include individual portraits, sibling portraits, and class portraits at the cost of the parents.

#### Biting Procedure:

- We understand that the action of biting in toddlers is an age appropriate action and at most times, a temporary behavior up until 2 years of age. If a biting incident occurs, state regulations require that the parent of the child who bit and the child who was bitten be contacted. Names of the children are not shared with either parent. For every bite, two actions will occur:
  1. Parents will be contacted
  2. A report about the incident will be created and signed by the concerned parties at pickup for the child who bit and the child who was bitten.
- If biting becomes excessive, Staff and Parents will collaborate on an action plan, using the SOP.

#### Evaluations:

- Parent conferences may be requested by either the parent or staff at any time during the year. Parents can expect routine and consistent progress reports from the children’s teacher outside of these routine evaluations.

### Special Needs:

- We will attempt to meet the needs of special needs students within our ability.
  1. Care Evaluation must be completed.
  2. Tuition will be based on additional staffing needs.
  3. All equipment, supplies, special food, medical supplies, speech supplement, physical therapy will be the responsibility of the parent.
  4. Periodic care evaluation will be done to ensure proper care of the child.

### Rest Time:

- Rest or nap time will be provided for all children younger than 5 years of age who are in our care more than 4 hours. Children who do not sleep may get up after 30 minutes, and children who are awakened early will be allowed to get up. Children who are awake will be given quiet activities until rest time has ended. Parents are required to launder the children's belongings during the weekend or sooner if needed.
- Pack n Plays are provided for each child that are under one year of age.. Children over the age of one will rest on a cot. We do request that security items brought from home to be personalized with a name.

### Nutrition:

- Carebare Daycare provides balanced meals. Therefore, meals and beverages from outside of our care must be approved by the Director, Assistant Director and Kitchen Staff. Keep in mind, Carebare Daycare has children and staff that may have food allergies.
- No child will go without nourishment for longer than 3 hours. Staff will be aware of portions and portion sizes per age group.
- Daily meal Schedule:
  - Breakfast: 7:00am
  - Morning Snack: 9:00am
  - Lunch: 11:00am
  - Afternoon Snack: 2:00pm
- If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center with a physician's document. This confidential information will be posted in the kitchen for staff to be aware.
- School-aged children will be offered breakfast prior to school and an afternoon snack upon arrival from school.
- Meals are prepared in Carebare Daycare's well-kept and sanitary kitchen and kitchen staff are trained to provide meals properly.

### Child Illness, Injuries & Medication use:

#### Illness:

- In cases where a child attends our care while ill or becomes ill, our main priority is to keep your child comfortable in an isolated area within close range of a staff member until a parent/guardian or an authorized person is contacted and picks up the ill child. Below is a breakdown of a few common illnesses and our protocol.
  
- Fever: Children that have a fever of 100.4 or higher will be sent home and will not be able to attend our care until fever free for 24 hours without medication. If your child presents a fever after returning, the Director and/or assistant Director are able to lengthen absence longer.
  
- Pink-eye: In cases where your child shows signs of pink-eye, children will need to be seen by a physician and will not be able to attend our care after 24hrs of starting their medication.
  
- Diarrhea: If a child has 3 or more loose stools within the time they're in our care, they will not be able to attend our care until 24 hours diarrhea free. If your child is on laxatives and continues to have more than three loose stools, action may take place for the child to be sent home.

**Note:** If your child is on any medications that cause diarrhea as a side effect, parents/guardians are required to notify the Director or Assistant Director for further consideration.

- Vomiting: Your child will be unable to attend our care until 24 hours vomit free.

**Note:** The Director of Carebare Daycare will report all communicable diseases when required to the local health department, the state licensor and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease. The Director will make changes to the illness procedure if necessary if outbreaks continue to worsen.

**Note:** Carebare Daycare requires a physician's note, therefore the Director may make an executive decision whether your child(ren) is able to return without the chances of further illness outbreak.

## CHILD ILLNESS, INJURY & MEDICATIONS CONTINUED>>>

### Injury:

- If any Injury occurs in our care, we are obligated to record incidents using a Department Of Children and Families incident report and in the classroom's med/injury log book.

### Minor Injury:

- Staff will clean minor injuries.
- An incident report and med log will be completed.
- Parents will be made aware of the incident with a message through the Brightwheel app and at the time of pickup.

### Superficial Injury:

- Injuries will be handled with the use of universal/standard precautions, wearing plastic gloves when blood or bodily secretions are present. Wounds will be washed out with the use of soap and water, and a bandage.
- Parents will be informed of the minor incident with the use of the Brightwheel app, and an incident report filled out with child's information and description of the incident for a parent/ guardian or authorized person to sign and date.

### Extensive/Emergent:

- Staff will evaluate the extent of the injury.
- Contact the Director of injuries.
- A head injury will be treated as a serious injury. Procedures of injuries that occur on/off the premises will be handled:
  - Evaluate the extent of the injury (severe/Minor).
  - Safety first for staff and children.
  - Contact Director of injuries.
  - If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Osceola Medical Center. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted once 911 is called. If possible, we will ask that your child be taken to the emergency facility that you designated in the child enrollment form. There will always be a vehicle available at the center in case of an emergency.

**Note:** There will always be a vehicle available at the center in case of an emergency.

## ILLNESS, INJURY & MEDICATIONS CONTINUED>>>

### Medication:

- Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medication must be in its original container bearing the label with the child's name, dosage, and administration directions.
- We will not exceed the age-related dosage on the label of any medication without authorization from a physician.
- Medications such as tylenol, ibuprofen, benadryl, etc. will not be given without parents consent. Parents will need to complete an authorization form.
- All medications will be stored in an out of reach medication bin in the child's designated classroom. Medications that require refrigeration will be stored accordingly.

**Note:** Medication is to be given to Carebare Staff.

### Repellents & Sunscreen:

- Prior to applying sunscreen or insect repellent to a child, Carebare Daycare will obtain a written authorization from parents/guardians. The authorization shall include the brand and the ingredient strength. Any errors having to do with medication distribution will be recorded and parents will be notified in a timely manner.

### Allergies:

- Children with allergies are required to have a physician's note for documentation. Communication of known allergies will be shared with all staff and notes of allergies will be placed in each classroom.
- If your child has an epi-pen prescribed, it is the parent/guardian's responsibility to provide it to Carebare Daycare in case of an emergency.
- If your child has a pet allergy, parents/guardians are to add information to the child's Health and Emergency Care Plan forms, under the non-food allergy section.

### Allergic Reaction Action Plan:

- If a child has an allergic reaction while in Carebare Daycare's Care:
  1. Emergency medical support will be requested as needed.
  2. The Epi-pen will be administered if the child has one prescribed on file.
  3. Parents/Guardians will be notified.

### Termination:

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

1. Behavioral related and inability to meet the child's needs, the following procedure will have been exhausted prior to termination...
  - Documentation of misbehavior
  - Attempt to find out what triggers misbehaviors and use of redirecting strategies.
  - Consult with the Director, Assistant Director, and/or Staff members for thoughts and suggestions.
  - Conferences with staff, parents and possible outside agencies for resources.
  - After all attempts have been made then a final decision will be made.
2. Repeated failure to pick up a child at the scheduled time.
3. Failure to complete and return served forms within three days. If for any reason you are unable to complete these forms, communication with the Director is required.

Note: We will give a two week written notice of Carebare Daycares intent to terminate a child and try to inform parents of local resources that may be of help for their family, except when the termination is due to the parents failure to keep current with tuition fees owed. Should the parent remove the child during the notice period that was initiated, fees will not be charged for the remaining unused days.

**Failure to comply with Carebare Daycare's policy will be dealt with using a three strike system. After two verbal and written warnings, a third failure to follow Carebare Daycare's policy will require immediate termination.**

### Withdrawn Care by Parent / Guardian:

- Parents MUST give a two week written notice of their intent to withdraw care. Parents / Guardians are required to continue paying fees for those two weeks whether children attend our care or not. All outstanding must be paid. Staff members will gather your child(ren)s belongings before pickup on their scheduled last day of care.

**Note:** Carebare Daycare does NOT provide night care.



Please read each portion of the parent handbook thoroughly. Once read, agree & accept each section with your Initial and the date read. Please return this form to Kimberly Judkins as for the rest of the handbook is for parent/Guardian use. If you have any questions or concerns regarding portions of the Parent/Guardian Handbook, please reach out.

General Information:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wisconsin Department of Children and Families:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Abuse:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Requirements:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enrollment:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Arrival, Departure & Late Pickup:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unplanned Attendance:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Closures:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tuition:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dress Code & Personal Items:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Carebare's Education Program:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Portraits:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Guidance:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Biting Procedure:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluations:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Needs:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rest-Time:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nutrition:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Illness, Injuries & Medication Use:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Termination:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Withdrawn Care by Parent/Guardian:

I \_\_\_\_\_ agree & accept the terms and conditions.  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

