

Learning Wagon Adventures LLC Family Handbook



Before and After School
Summer Care

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This program is a Learning Wagon Preschool and Childcare LLC branch, not affiliated with Bangor Elementary School.

Welcome to Learning Wagon Adventures

We are so excited to welcome you and your child to Learning Wagon Adventures. We understand that choosing the right childcare environment is an important decision, and we are truly honored that you have entrusted us with your child's early education and care.

At Learning Wagon Adventures, our mission is to provide a safe, nurturing, and enriching environment where children can grow, learn, and thrive. Our dedicated team of caregivers and educators are here to support your child's development every step of the way, fostering a love for learning and helping to build strong, positive foundations for the future.

We believe that open communication between families and staff is essential, and we encourage you to share any thoughts, questions, or concerns you may have. Your involvement is important to us, and we look forward to partnering with you to ensure your child's success and happiness at our center.

Please take the time to familiarize yourself with our policies, procedures, and the resources available to you. Should you need any assistance or have any questions, do not hesitate to reach out to us. We are here to help and support your family in every way we can.

We are thrilled to begin this exciting journey with you and your child. Thank you again for choosing Learning Wagon Adventure, and we look forward to building lasting relationships with you and your family.

Josie Wermager
Owner

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About Us

Philosophy

Our philosophy at Learning Wagon Adventures is that when we create an environment that is enriched, safe and supportive, children will feel more inclined to take risks and chances. Our daily learning activities support all areas of a child's development-social, emotional, physical and cognitive. We welcome family involvement into our program, and believe families are the child's primary caregiver. We are truly a partner in your child's development.

Mission Statement

Our mission is to provide an educational environment where children can explore their creativity and nurture social development skills while having fun. We strongly agree that every child should have a safe learning space where they feel valued and respected as an individual.

We value our community's need for high-quality childcare. With this in mind, we respect all the families who walk through our door and join our childcare family. We can't stress enough the importance of respect and honesty in staff-family communication and relationship.

Terms of License

Learning Wagon Adventures is licensed by the State of Wisconsin Department of Children and Families (DCF, www.dcf.wisconsin.gov). We are licensed to care for no more than 25 children at a time. We are inspected regularly to ensure that we meet Licensing Standards.

Learning Wagon Adventures will care for children ages 4 through 13.

Childcare services will be provided between 6:30 a.m. and 7:45 a.m. and 3:00 p.m. and 6:00 p.m. Monday through Friday while public school is in session. We are also open during the summer from 7:00 am to 5:30 pm, Monday to Friday.

Learning Wagon Adventures will post the following items for public review on the cabinet where learning materials are stored:

- License certificate
- Results of the most recent licensing inspection, including any notice of enforcement actions, stipulations, conditions, exceptions, or exemptions
- Parent/guardian notices
- Center Policies

A copy of the DCF Licensing rule book is located in the closet on the top rack.

Families can also access the DCF licensing rules located at:

<https://dcf.wisconsin.gov/files/publications/pdf/205.pdf>

School Year Programming

During the Bangor School District Calendar, we will provide both a before and after-school program. Families can enroll for either or both.

Care will not be available for Bangor scheduled closed days.

We will provide a light snack for our school age students as part of our after-school program. There will be no breakfast provided as part of our program, but students can access breakfast at the Bangor Elementary School. Please inquire with the school district about any cost for breakfast.

Summer Programming

Learning Wagon Adventures summer programming usually starts the day after school gets out to the last Friday before school starts. Hours of operation are 7 am to 5:30 pm Monday-Friday.

Since we plan activities based on the children in attendance, we require all children to arrive by 8:30am unless they have a doctor's appointment. Please ensure that the program director is notified in advance for all late arrivals.

Full tuition will be due unless the total hours at the program are less than 24 hours for the week (8.5 hours per day or less in the program agreement). You will then pay the part-time rate for those weeks. Lunch and care before and after summer school will remain normal. If your child attends summer school, they will only miss 20 hours a week.

Throughout the summer, we will have special visitors who work throughout our community join us and share their jobs, giving our students hands-on learning experiences. Please make sure that you have provided all known allergies to us including items like food or animals. All animals brought into the program will be with written consent for each family.

We will not be incorporating traditional nap time in our summer program, however, students can rest or participate in quiet learning activities in parts of our day. Even school age students need a break to rejuvenate their minds and bodies.

Availability of Policies and Rules

Policies are given to parents/guardians upon enrollment and are available to parents/guardians at any time upon request to the center director. A copy of the licensing rule will be available to parents at the center along with center policies. Learning Wagon Adventures reserves the right to modify the family handbook as needed. Families will receive all the changes in writing.

Non-discrimination Statement

Learning Wagon Adventures will never discriminate based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Americans with Disabilities Act

Learning Wagon Adventures believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in our program. We will make every **reasonable** accommodation to encourage full and active participation of all children in our program based on individual capabilities and needs unless it constitutes an undue burden (significant difficulty or expense).

Based on the current American with Disabilities Act:

- Learning Wagon cannot exclude children with disabilities from our programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.
- Learning Wagon must make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration.

We reserve the right to decide on an individual basis if a child fits within the confines of our program. For more information visit: <https://dcf.wisconsin.gov/youngstar/eci/understanding-ada>

Holidays

We are closed on the following dates and no service will be provided on:

- Memorial Day
- Day before Independence Day
- Independence Day
- Labor Day
- Halloween
- Thanksgiving and the following day
- Christmas 12/24 through 01/02

All regular fees will be charged for the above dates (except Christmas break). If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed on the Monday following. This schedule is subject to change with notice.

Note-Learning Wagon Adventures is also closed any day during the school year when the Bangor School District has a planned closure date; programming will not be provided. Fees will be collected for these days at full price. However, during the Bangor School District winter break, tuition will be billed at 50% of the regular rate.

Severe Weather / School Closings

The program follows the advice of the Bangor Elementary School District when deciding on school closings or delays due to severe weather conditions. When Bangor Elementary School District is closed, the school program will be canceled for the day. If Bangor Elementary School has a delayed start, the after-school program will run as usual. If Bangor Elementary School closes early due to severe weather, the after-school program will be canceled.

If after-school activities are canceled districtwide, after-school care will be provided until 5:00 (one hour earlier than the usual closing time). This allows you to get to school while still trying to get students and staff safely home following the reason for cancellation. Please try to come as soon as possible to get your child/ren. This type of closure generally reflects unsafe travel conditions, and the staff still at school will appreciate your timely pick-up.

No School Days

During the school year, care will not be available on no school days.

Religious Practices

To respect all families in our program, there will be no religious practices in our daily activities. We do celebrate non-religious holidays and attempt to incorporate celebrations from various cultures to broaden the scope of diversity in the building.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or for marketing purposes. Written permission will be obtained prior to use photographs. Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

Teacher to Child Ratios

For our school age students, children are always supervised by an educator, however there are some exceptions. Students over the age of 7 are allowed to move between groups independently if

teachers are aware of their plan, per Department of Children and Families. For example, a student over the age of 7 can use the restroom without staff supervision or can drop off materials to another classroom. Learning Wagon staff reserves the right to decide when it is appropriate for the student to leave the classroom.

All teachers will receive scheduled breaks to reduce fatigue and ensure alertness

We maintain the following standards for child to teacher ratio:

Age	Child to Staff	Maximum Group Size
4 years old	13 to 1	26
5-year-olds and older	18 to 1	36

During portions of our day, we may have mixed age groups. In those cases, we will follow the Department of Children mixed ratio worksheet to ensure we are following teacher to child ratios.

Our Staff

Our staff consists of early childhood professionals committed to a philosophy of a positive early childhood experience. Each teacher is fully qualified, according to the Department of Children and Families (DCF) Rules for childcare centers. Learning Wagon employees participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

All teachers are also currently certified in CPR and AED training, and Child Abuse and Neglect Prevention.

Teachers are selected based on good references, resourcefulness, positive attitude and a commitment to providing care for children of all abilities.

As a company, we do not assist families in making outside employment arrangements with staff (i.e., babysitting on weekends or after hours). Any arrangement between families and our staff outside the programs and services we offer is a private matter, not connected to Learning Wagon. We are exempt from any liability in these circumstances.

Personal Belongings

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. We do not allow outside toys or special items to be brought into our program unless it is a special day and you have been notified in advance. We do not allow selling, bartering or trading toys in our program.

No **technology** items are allowed in the building for students unless there has been prior approval from a member of management. We do not allow GUM for any students due to safety concerns (choking hazards).

Typically, we are unable to walk each student to their individual classes, so please make sure you drop off no more than your child can carry in the mornings. If staffing allows, we are happy to assist but may not be able to do this each time.

During our summer program, we request that you bring in at least one set of weather-appropriate clothing. At this age, students are typically particular in their choice of clothing, and while we have extra on hand, we cannot guarantee it's what your child will want to wear.

Confidentiality

To protect each family's confidentiality, Learning Wagon Adventures will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those people or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or their family. At the family's request and with written consent from the family, we will transfer any child's record to a new setting.

Access to Children's Records

Parents/guardians have full access to review their child's records. If you would like to see your child's records, please call or email us in advance to make a request. All parents or guardians will have access to their child's records unless restricted by court order.

A Department of Children's and Families Licensing Representative may visit and inspect Learning Wagon Adventures at any time during licensed hours of operation. A Licensing Representative shall have unrestricted access to the premises identified on the license, including access to children served and staff records and any other materials or individuals with information concerning Learning Wagon Adventures compliance with the DCF 251 rules.

A Bureau of Child Care Subsidy Administration representative may also access children's files, including any Provider/Parent Written Payment Agreement.

Child Abuse and Neglect Reporting

All our staff are mandated reporters of suspected child abuse and neglect. If we suspect a child has been abused or neglected, we are required to report the incident to the county's Child Protective Services (CPS) office or law enforcement agency.

La Crosse County Human Services Department- 608-784-4357.

Each staff member will receive training at least every two years in child abuse and neglect laws, how to identify children who may have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

If an employee or volunteer is suspected of mistreating a child, that person will be subject to immediate suspension pending the outcome of the CPS or law enforcement investigation. The incident must be reported to the Department of Children and Families within 24 hours of the occurrence.

Parent/Guardian Access to Center

Learning Wagon Adventures has an open-door policy. Parents and guardians are welcome to visit the school program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. We need a copy of the order if parental access is prohibited or restricted. Please understand that we cannot legally limit access to a parent/guardian if there is not a copy of a court order on file at the center. **Parents will come through door E** (closest to the gym) using their assigned key fob, which works only during the program hours.

Registration and Enrollment

Tours

All families will be required to tour Learning Wagon Adventures prior to enrollment. During this time, you will have the opportunity to tour our program, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that we can use to reach you. We will also use this time to review program policies and procedures to ensure that we are the right fit for your child. While we will provide reasonable accommodation for all children, we still provide group childcare and may not be the best fit for all students.

Schedules

Families can choose to enroll in Learning Wagon Adventures for the full school year, full summer program or monthly. Please know that we are typically full with a waiting list to join our program. If you decide to take a month or two off of the Learning Wagon, there may not be space for your child to return. It is recommended to stay full-time, full year if you need childcare. There may be space for drop-in care, if space allows. These spaces must be preapproved by the program director, at least 24 hours in advance.

When you enroll your child, we reserve a space in our program specifically for them. Families are contracted for a specific weekly schedule as indicated on your enrollment paperwork as part of registration. Payment for this contracted schedule is required whether or not your child attends. This includes closed days, snow days, in-service days or when your child is absent. No credits are given for illness or other unforeseen closures from Bangor School District or health emergencies.

Drop-in Care (Emergency Care)

If your child is not on a set weekly schedule, or you know that you may only need to utilize our after-school program on an as-needed basis - please complete the registration form in advance with an indication of this. In these circumstances, you must provide the Program Director with at least 48 hours advance notice of the date requested. They will need to determine if there is space for your child to attend and will let you know as soon as possible. Our drop-in care can be either a week or a day. Please inquire with the director for the current rate for drop in days.

Enrollment

All paperwork and fees are to be paid prior to your child's first day.. . To secure your child's placement at Learning wagon, you will need to do the following: turn in the registration form, sign a childcare contract and all registration fees paid. No spaces will be saved for students if the above is not completed.

Required Paperwork

The following forms must be completed and returned to the center by the first day of the child's attendance:

- Form DCF-62, *Child Care Enrollment*
- Form DCF-44, *Heath History and Emergency Care Plan*
- Form DCF-0104, *Alternate Arrival/Release Agreement*
- Form DPH-419, *Child Care Immunization Record* (or an electronic record of your child's immunizations) - due within 15 days of the child's first day of attendance
- Photo Release Form

We will provide copies of these documents or email them for you to fill out. The director will inform parents/guardians when updated forms are needed. This will occur at least 2 weeks in advance.

Health History and Emergency Care Plan

Please ensure that any special health care need is listed on this form. If available, please provide a health care plan that was created by your child's medical professional. We will share this information with your child's teacher to ensure that we provide the best care possible for your child.

Registration Fee

Learning Wagon Adventures charges an annual one-time, nonrefundable registration fee of \$45 per child. This amount must be paid upon enrollment to hold your child's spot.

Refunds

All fees, including registration/material fees, are non-refundable. Tuition is collected regardless of your child's attendance.

Tuition

Learning Wagon Adventures operates primarily from the tuition fees received from each family. Fees must be paid for the days and hours your child is scheduled to attend regardless of physical attendance. Please inquire with a member of management about availability and current pricing.

Payment

All childcare fees are due on Friday before the week of care and can be paid any of the following methods: Daily Connect autopay or cash.

For any families joining Learning Wagon Adventures, the first week's tuition is due no later than Friday, the week before care begins

Third Party Payments

If there is a third-party payment, including but not limited to Wisconsin Shares and Child Care Aware, a special payment schedule will be arranged and detailed as part of your contract. Families will be responsible for any costs above and beyond the third-party payment, known as a co-pay.

If you feel like you qualify for Wisconsin Shares, you can apply at https://access.wi.gov/s/?language=en_US or by calling or visiting your local Income Maintenance Agency: <https://dcf.wisconsin.gov/wishares/where-to-apply>.

Late Payment Fees

A late fee of \$10 per week per child per delinquent account. Accounts are defined as delinquent when payment is 5 days past due. Your contract will be terminated if an account is 10 days past due. At 30 days past due, there is an additional fee of \$50.

Rejected Transaction Charge

Any rejected Daily Connect autopay transactions will be charged a fee of \$15.

Extended Care Charge

All families fill out a contract at the time of enrollment that includes start and end time. If you pick up your child after your contracted time, there will be a \$10 charge for each 10-minute increment. Continuously picking up late may result in the termination of your child. Should an emergency arise, or something comes up and you are running behind, please notify the Program Director. If you need

to change your contract, please let the program director know and a new contract can be filled out, if space allows.

Late Pick Up Fee

Since Learning Wagon Adventures is licensed by the State of Wisconsin, we are unable to operate after our business hours on a regular basis. Due to this, we require all families to pick up and exit the program by 6 pm during the school year and 5:30 during the summer. Late pick-up is not a normal program option and will only be considered an exceptional occurrence. If a child remains after our operating hours, a \$10 late fee will be charged for each 10 minutes. Fees will accrue at \$1 per minute 30 minutes after closure. Chronic and excessive tardiness in pick-up could result in termination of services. Please call or text the program director if you know you will be late picking up your child (a late fee is still charged)

Discounts

Sibling Discount

We do offer a sibling discount at Learning Wagon Adventures of \$5 for full time students only.

Vacation

For anticipated absences, vacation days can be used. Vacation days must be taken in full-week increments (Monday–Friday, 5 consecutive days) and cannot be split into single days. The vacation tuition rate is 50% of your regular tuition and must be paid in advance of your child's absence. Unused vacation days do not roll over and will expire at the end of your contract period. To use vacation days, a written 2-week notice is to be given to the director prior to their absence.

If you exceed your allotted vacation days and do not pay full tuition in advance, your child's enrollment will end. Re-enrollment will require a \$45 fee and will only be possible if space is available.

Summer-Only Families: 1 week of vacation is allotted.

School Year Only or Year-Round Families: 2 weeks of vacation are allotted.

Unused vacation days do not roll over and will expire at the end of your contract period.

To use vacation days, please e-mail Learning Wagon adventures at least 2 weeks in advance. Vacation days may be denied if the written 2-week notice is not given or is late.

Illness

Full tuition is due if your child cannot attend care due to illness. If your child needs to be gone for longer than two weeks due to illness, Learning Wagon Adventures will give you a 15% discount per week. You must provide a note from a physician stating the child cannot attend care and wants their spot to be held until they can return.

Attendance & Withdrawal

Attendance

Learning Wagon Adventures has a paper-copy tracking system so all classroom staff can know children's locations anytime. Parents/guardians or authorized adults are required to bring children into the building, sign them in at the beginning of the day (documenting arrival time), and sign them out at the end of the day (documenting departure time). Parents will sign their students out on Daily Connect.

Absence

If your child needs to be absent from care for any reason, it is your responsibility to contact Learning Wagon Adventures at 608-633-8562. An answering machine is available for any phone calls that come in outside of business hours. Please leave your child's name in any voicemail you leave outside of business hours.

During the school year, to conform to the District's Safe Arrival Policy, parents must notify us before the scheduled morning care and before 2:00 pm for after school program when a child will be absent. While we share space with the elementary school, we are not notified from the school of your child's absence. If you are calling your child in absent for the day, please ensure you are calling in to school and Learning Wagon.

During summer programming, families will need to call by 8am.

If we have not been contacted, we will attempt to call the family and then all emergency contacts to determine the child's whereabouts.

All tuition will still be collected, regardless of your child's attendance.

For any pre-arranged absences, please notify the center director as soon as possible. If you are utilizing vacation days, please fill out the required paperwork at least 2 weeks prior to the absence.

Withdrawal

Family Initiated

A written notice, 2-weeks in advance, is required by our program when a child is being withdrawn. Full tuition is due in advance, for the notice period and all outstanding fees are due on your child's last day.

Tuition will still accrue, regardless of a child's attendance. If your child does not attend Learning Wagon Adventures for one full week, and contact with the family has been unsuccessful, your child care contract will be terminated. An additional week of tuition will be added to your remaining bill to fulfill the required family notice of withdrawal. Any tuition left unpaid will have an 10% interest fee applied.

At 30 days past due, there is an additional fee of \$50. All outstanding fees and charges for the past 30 days may be sent to collections.

In most cases, termination of care by the parent is due to reasons such as relocation or no longer needing care. However, we also recognize that not every situation is appropriate for every child. If for

any reason our program is found to be unsatisfactory for your child, we welcome the opportunity to discuss this with you to determine the cause. Sometimes we can help a child make the adjustment or make a referral to an outside agency. If this is not possible, you and/or the program director may choose to terminate the arrangement on a timeline that is in your child's best interest and/or the best interest of others.

To return to programming, you must complete a new enrollment form. Re-entry into the program will be based on availability.

Center Initiated

Other reasons which may result in the termination of a specific care arrangement include, but are not limited to:

- Non-payment of required fees and/or tuition
- Failure to follow policies in this handbook
- Needs of the individual child cannot be adequately met with our available resources
- Failure to keep current on required health and immunization records
- Abusive language or intimidation of staff, fellow parents/guardians or children by parent/guardian or enrolled child
- Extreme and overly aggressive behavior of child
- Lack of parent/guardian cooperation
- Repeated failure to pick up the child at the scheduled time

Center Initiated for Behavioral Reasons

Termination of a child's contract for behavioral reasons is usually used as a last result when all other options have been exhausted.

We typically follow the steps below for any behavior concern:

MAJOR INFRACTIONS	MINOR INFRACTIONS	DISCIPLINARY CONSEQUENCE
<i>1st Offense</i>		Immediate suspension or expulsion from the program.
	<i>1st Offense</i>	Verbal warning or a warning letter to the parents and student(s).
	<i>2nd Offense</i>	Suspension for 1 week (paid) from the program.
	<i>3rd Offense</i>	Termination

Examples of Minor Violation	Examples of Major Violation
• Inappropriate disturbances • Not following directions • Inappropriate Language • Misuse of technology • Physical Aggression/Contact – intentional bumping, pushing, shoving, touching, poking, tripping, scratching, pinching another person	• Stealing • Damaging or vandalism to property • Physical fighting / hurtful touching or threat of Physical Violence - includes spitting, biting, unwanted, inappropriate touching

Learning Wagon Adventures reserves the right to terminate a childcare contract immediately, if deemed necessary.

Outside Agency Involvement

Before a child is terminated due to behavioral concerns, efforts may be made to seek additional services from other service agencies to address the problem. For example, children may be referred to Early Childhood Services if appropriate. All referrals will come after speaking with the parent or guardian.

Should the child need additional services not available directly through Learning Wagon Adventures, all costs or fees would be the responsibility of the family.

We welcome outside agency staff into our program and will help in any way that we can in the process. Families may be asked to sign an authorization form to ensure continuity of care is provided between these agencies so that information can be shared between providers.

Discrimination Issues

If you feel your child or family has been terminated due to discrimination, please bring these concerns to the director for a thorough review. It is our policy never to refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, disability, ancestry, sexual orientation, or any other state or Federal protected class.

Anti-bullying

Learning Wagon Adventures takes bullying seriously and will not tolerate it. Bullying is defined as aggressive, unwanted behavior involving repeated behavior, which is a real or perceived power imbalance. It can cause serious, lasting problems that can affect one's life forever. Bullying can be any form, such as Verbal, Social, Physical, or Emotional.

Students acknowledge and understand that there are many forms of bullying and how to handle bullying to ensure the safety of all students.

Steps that will be taken when bullying occurs:

1. Incidents are reported immediately to the program director
2. Staff members will write a written report and provide as many details as possible regarding the situation.
3. Parents of both/all students will be called.
4. One attempt at prevention will occur for the student who did the bullying.

5. Teacher and the parent or guardian communicate in the form of an incident report, short conversation at pick up or phone call during the day. (*verbal notice*)
6. If, after two weeks, the situation has not improved, a formal meeting will be scheduled with the family, center director and teacher to discuss a formal behavior plan to help support the child. Families will need to agree to work with the center during this time. This plan will be documented and kept in the child's file. (*written notice*)
7. If, after 30 days, there is no change, another in-person conference will be set up to either revise the action plan and or terminate care.

Grievance Procedure

If at any point you find anything not in your satisfaction, please follow the steps below:

1. Communicate respectfully with your child's teacher
2. Speak with Director

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required

Programming

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in our program. We have a flexible routine that allows students to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Our program is within Bangor Elementary school; and we have access to multiple learning materials within our daily work.

Curricula & Assessment

We plan our weeks based on our student interests, otherwise known as emergent curriculum. School-aged children are encouraged to help with the planning and working together with the teachers to create a positive learning environment. Time is allowed for children to learn through active involvement in various learning experiences with one another. They are allowed to work individually or in small informal groups for much of their time. They are allowed more freedom to work independently and in groups under the supervision of adults. Tasks are assigned to teach the children responsibility for themselves and others. Team activities with cooperation, not competition, are encouraged.

Our time is divided between indoor/outdoor play, crafts and activities, snacks, and quiet/relaxation or homework help. Planned activities encourage learning, including creative thinking, exploration, listening, and peer relations. Supervised and planned outdoor activities will increase students' physical activity, skill level, and exposure to nature. Community building, kindness, and fun are emphasized in all activities. No child will be forced to participate in programming, but they are highly encouraged to find something that fits their interests.

Around holidays, we incorporate crafts and activities based on the holiday. We will not include any religious components in these activities.

Outdoor Play

There is a clean and organized outdoor play space on the center's premises. Age-appropriate equipment will be provided for all ages to explore, play, and learn. Teachers will supervise and interact with the children while they are outdoors.

The children will be kept indoors during inclement weather, including any of the following:

- Heavy rain/Snow
- Temperatures above 90 degrees F (feels like)
- Wind chills of 0 degrees F or below
- Poor air quality alert days

When the weather does not permit outdoor play, children will have the opportunity to engage in physical activity indoors.

Program Schedule

At Learning Wagon Adventures, we change our schedule based on our students' interests. While we keep a regular schedule, times are an estimate

<i>Before School</i>	
6:30-7:45am	Arrival and students explore learning materials that are available to them
7:45am	Dismissal for School

After School	
3:05-3:20pm	Arrival, Headcount, Instructions for the Day
3:20-3:45pm	Snack
3:45-4:30 pm	Students explore learning materials that are available to them, student/teacher directed games/outside
4:30-5:00pm	Homework Time or Quiet Table Toys
5:00-6:00pm	Students explore learning materials that are available to them, student/teacher directed games

Summer Program	
<i>This is a typical day in the building, however not all days will look the same</i>	
7:00-8:50am	Arrival, Free Choice
8:50-9:00am	Getting Ready for Breakfast
9:00-9:30am	Breakfast
9:30-10:55am	Outdoor Gross Motor Activities
10:55-11:00am	Bathroom
11:00-11:45am	Art
11:45-12:00pm	Free Choice and Getting Ready for Lunch
12:00-12:30pm	Lunch
12:30-12:35pm	Bathroom
12:35-1:35pm	Me, Myself, and I (Quiet Activities)
1:35-2:25pm	Outside Gross Motor Activities
2:25-2:30 pm	Getting Ready for Snack
2:30-2:50pm	Snack
2:50-5:30pm	Free Choice

Conferences

Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Arrival and Dismissal

Bangor Elementary Students are directed to arrive in the cafeteria immediately after dismissal. To conform to the District's Safe Arrival Policy, parents must notify us before scheduled drop off time for morning care and/or before 2:00 pm for after school care when a child will be absent. While we share space with the elementary school, we are not notified from the school of your child's absence. If you are calling your child in ill for the day, please ensure you are calling in to school and Learning Wagon.

If we have not been contacted, we will attempt to call the family and then all emergency contacts to determine the child's whereabouts.

There is no transportation to or from the Learning Wagon to a child's home. Families are responsible for picking up their child by 6 pm each day.

Child Guidance

Behavior Policy

We expect respect and responsibility during the hours of being in the program. Child safety and well-being are high on our list for having a positive learning experience. We are here to ensure your child is safe and respectful. We will also consistently ensure every child is responsible for themselves and respectful of other children and adults in the program. To accomplish this, we ask that you take a few moments to review our behavior policy with your child(ren).

General rules

- Always respect the teachers and fellow students.
- Always use respectful language when addressing staff and students. We do not tolerate swearing or harsh language.
- No disruptive behavior, including fighting or violence of any kind.
- Always follow instructions set forth by school teachers for each activity.
- Using time wisely to get any homework done if needed.
- Demonstrate responsible care of school property and equipment.
- Comply with any other regulations set forth by teachers.
- Be kind and courteous.
- Be polite and avoid interrupting or causing disturbances.
- Listen to others and respect differences in beliefs and opinions.
- Think before you speak your language and tone.
- Lend a helping hand or ear and practice compassion.

Distraught Children

When a child is crying, fussy, or distraught, staff will work to calm and comfort the child in ways appropriate for the child's age and personal disposition. This may include rubbing their back, offering a drink, acknowledging the child's fear, separation, sadness, or conflict, distracting or redirecting to another activity, and talking calmly about their feelings or what has happened. If unhappiness persists, we may contact a parent/guardian to share what is occurring and inquire if this might indicate the onset of an illness.

Transitions

Your child's transition in care should be a positive and exciting learning adventure. We will collaborate with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition times can be incredibly stressful for both children and staff. Staff are required to have a plan for each transition, to ensure it goes smoothly. Songs or games can be played, jobs or roles can be assigned, or multiple activities can be ready so waiting in line and time of inactivity is avoided.

Transition from home to Learning Wagon Adventures

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that we can use to reach you.

Transition to elementary school

Our school age summer program will allow children to participate in the Bangor School District Summer program.

Promoting Positive Behavior

At Learning Wagon Adventures, we believe families have a large impact within our program. We ask parents and guardians to encourage their children to participate in our planned activities. We believe that children engaged in activities they enjoy are more likely to display kind, safe, and positive behaviors.

Classroom arrangement, materials, and programming are scaled to the developmental level, size, and ability of children, which will contribute to providing clear guidelines and promoting positive behavior.

Positive Guidance

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms, e.g., "Let's talk quietly" rather than "Don't yell." Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will help children develop self-control, self-esteem, and respect for the rights of others. Opportunities for physical activity or food are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussions about safety concerns when necessary.

At Learning Wagon Adventures, we want to ease the transition from school to our program, so we utilize many of the same techniques that are used during students' school days. We incorporate the Zones of Regulation when appropriate.

The Zones of Regulation®



Behavior Consequences

Sometimes a child is unable to control their emotions and acts out in a negative manner. Educators will use a combination of social/emotional techniques including but not limited to: one-on-one activities, redirection, small group activities, breathing exercises, calming exercises, conversations between the child and teacher, etc. When a child has a physical or emotional outburst, we provide comfort, safety, and privacy. Our belief is that all behavior is a form of communication, so we try and figure out what is being said in the outburst versus providing a punishment.

However, there are times when a child is overstimulated, or needs time separated from the group to help calm down. We have provided a calm-down area in each classroom, with developmentally appropriate materials to help with this process. Children are welcomed back to the activity when they choose that they are ready.

On rare occasions, we may utilize time out, or 'take a break' which allows a break from the large group, provided by the teacher, to support and give an opportunity for the child to calm down and regain composure. A time-out may only be given to a child who is 3 years of age or older and may not exceed 3 minutes.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with the parents or guardians to consider how to support the child. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child is a danger to themselves or others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Learning Wagon Adventures reserves the right to discontinue care if needed without going through the referral process, without advanced notice.

We believe the primary responsibility of raising children rests with the parents and guardians; however, our staff strives to assist families in the training and guidance of their children. We provide parents with feedback about their children, both positive and negative, if necessary. If you desire help in dealing with specific behavior, please discuss it with us. Family support is expected for any positive guidance techniques used by staff to solve unwanted behaviors.

Individualized Instruction

Our educators will individualize their approach with working with your child to the best of their ability. If a child is consistently disruptive to others or the environment, we will need to consider:

- How safe is your child to themselves?
- How does your child's behavior affect other children?
- How safe is your child to staff?
- Is this the right place for them to be successful?

We use a variety of structures to provide behavioral support. However, there are times when we will need guidance and support from families. When we have exhausted all of our options, we may ask for your help. This may include items like:

- Phone call to parents or guardians
- Meeting with students and parents
- Or in rare circumstances, dismissal from the program in major repeated instances.

We strive for every child to be safe in the school care program while also having a positive experience. To achieve this, we would ask that you go over our program rules before your child's first day.

Prohibited Actions

In accordance with Wisconsin childcare rules, actions that are aversive, cruel, or humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous, or potentially injurious are prohibited. These forms of punishment will never be used, even at a parent/guardian's request.

Prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child
- Verbal abuse, threats, or derogatory remarks about the child or the child's family
- Physical restraint, binding or tying the child to restrict the child's movement, or enclosing the child in a confined space such as a closet, locked room, box, or similar cubicle
- Withholding or forcing meals, snacks, or naps
- Punishing a child for lapses in toilet accidents

Drop-Off and Pick Up

General Procedure

During the school year, we expect families to drop off and pick up their child in the Learning Wagon Adventures classroom. You will sign them in and out on the tablet utilizing daily connect. This should include the time when you either drop off or pick up for the day. Our teaching staff will sign each child in and out through a paper sign in/out sheet when they leave for school in the morning and arrive to afterschool programming.

Students are to arrive at the cafeteria immediately after school dismissal. An alternate arrival/release agreement will need to be on file for each student.

Learning Wagon Adventures teachers will not be able to walk your child to their individual classrooms, so please make sure what you drop off with them for the day, they are able to carry to their classes independently.

During our summer programming, you will sign your child in and out for the day utilizing the daily connect tablet. We do not allow drop offs or picks ups from field trips due to safety and security measures.

Authorized Pick-Up

Your child will only be released to you or those people you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing, email or text is acceptable). We will also accept a phone call if this is completed in advance. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

Unauthorized Person at Pick Up

If an unauthorized person arrives to pick up a child, we will ask that person to leave. If they choose not to leave, we will call the local police department.

Impairment of Pick-Up Person Due to Drugs or Alcohol

If a parent/guardian or other authorized person arrives to pick up a child and that person 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, including offering to call a cab or another contact person. If an alternative transportation is chosen, the family will need to pay for this at the time of use. Learning Wagon Adventures does not provide transportation. While staff cannot legally withhold a child from the legal guardian, our status as mandated reporters require us to call the local authorities if we feel the child is in danger.

Custody Issue Disputes

A child will not be denied release and/or restricted access to a parent/legal guardian unless a copy of the custody agreement or court issued restraining order that surrenders such rights is in the child's file at the center. The court orders will be strictly followed. In the absence of a court order, both parents/legal guardians will have equal rights and access to their child. This also includes the child's file, or any video recordings of their child. If a situation arises which results in a conflict of the above agreements and/or threats to safety of the building and its occupants, the center staff will contact local law enforcement.

Please ensure we have all copies of current court orders in place.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Communication With Teachers

Our educator's primary focus at arrival and dismissal is supervision of their students. However, we also use this time to communicate about children's days, needs or interests. If you would like a longer time period to discuss your child's day, or have any concerns, we ask you to arrange a convenient time to talk with the director.

Nutrition

All meals are prepared following the USDA guidelines when preparing and planning our menus. Our menu will be located outside the concession booth during the summer, during the school year on the center cabinet. Serving sizes will match age-appropriate amounts as outlined in the USDA guidelines seen below.

Breakfast <i>Served during summer programming</i>		
Meal Components and Food items	Ages 3-5	Ages 6-12
Fluid Milk	6 fluid ounces	8 fluid ounces
Fruits	½ cup	½ cup
Grains	½ ounce equivalent	1 ounce equivalent

Lunch <i>Served during summer programming</i>		
Meal Components and Food items	Ages 3-5	Ages 6-12
Fluid Milk	6 fluid ounces	8 fluid ounces
Meat/Meat Alternative	1½ ounce equivalents	2-ounce equivalents
Vegetables	¼ cup	½ cup
Fruits	¼ cup	½ cup
Grains	½ ounce equivalent	1 ounce equivalent

Snack (Two out of the 5 components must be served) <i>Served in after school and summer programming</i>		
Meal Components and Food Items	Ages 3-5	Ages 6-12
Fluid Milk	4 fluid ounces	8 fluid ounces
Meat/Meat Alternative	½ ounce equivalent	1 ounce equivalent
Vegetables	½ cup	¾ cup
Fruits	½ cup	¾ cup
Grains	½ ounce equivalent	1 ounce equivalent

Due to the nature of programming, we are unable to serve students meals outside of our set mealtimes. Please ensure your child is in attendance before breakfast, lunch or snack times you would like them to eat.

During the school year, snacks are served at 3:30pm

During the summer, we serve breakfast at 9:00am, lunch at 12:00pm, and snacks at 2:30 pm.

After School Program

After school students will be offered a light snack at each session. These snacks are not a meal. While we recommend students to take part in snack, we never force children to eat. We use snack time as a time to socialize with each other as well as providing valuable updates to the students like the schedule of the day.

Mealtime Socialization

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking non-nutritious foods in front of children. Often, our staff spend time talking with children about nutritious foods and drinks. Children will be encouraged to clean up after themselves. Children will never be forced to eat or drink, and we will encourage to try new food when appropriate. Meals will never be withheld as a form of punishment. We provide child sized dishes and utensils to help make mealtimes easier

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. A doctor's note should be on file in the office for any food allergy. We will make every attempt to substitute an alternate snack for your child, but there may be situations where the family may have to provide an alternate substitute.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Specialty Menus

Accommodation, in most instances, can be made when specialty menus are requested by the family (for example: vegetarian). Please talk with the director about any dietary needs for your child. Please note, we do not change the menu due to child's flavor and preferences, we are a group center and cannot accommodate all preferences.

Special Treats, Birthdays and Holidays

Birthday and holiday treats brought in by families are allowed, but please be mindful of food allergies. Please try to provide nutritious choices whenever possible. No items with nuts or peanuts can be brought into the building.

For any holiday celebration, we will incorporate a sign-up sheet to allow families to sign up for choices that fit their preferences. No family is ever required to provide food for these special days.

Nut Free Policy

Although we recognize that being nut-free cannot be guaranteed, Learning Wagon Adventures still aims to be a Nut-Free facility. We take every precaution to reduce the risk to those who may suffer an anaphylactic reaction if exposed to nuts.

Our "Nut-Free Policy" means that the following items should not be brought into our program at any time:

- Packs of nuts
- Peanut butter sandwiches
- Trail mix with nuts
- Fruit, granola and cereal bars that contain nuts

- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

We have a policy of not using nuts in any of our food prepared on site. While we serve nut free products, we cannot guarantee food is free of nut traces in grocery stores or transportation from our food supplier.

Food Safety Procedures

Food service personnel will participate in our center's orientation and complete at least 4 hours of annual training in kitchen sanitation, food handling and/or nutrition.

Food will be stored off the floor and in airtight containers after opening. All containers will be labeled and dated. Eating Surfaces will be washed and sanitized before and after meals and snacks. Staff and children will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations. All cleaning products will be kept in a separate cabinet apart from all food and food items.

Health

Illness

The State of Wisconsin does not authorize Learning Wagon Adventures to provide care for ill children. We understand that it is difficult for a family member to leave or miss work, but to protect other children; you must not bring a sick child to our program. We reserve the right to refuse a child who appears ill. These policies have been established to keep illness down in our facility and are for the benefit of everyone.

Your child cannot attend Learning Wagon Adventures if they display any of the following symptoms

- Fever of 100.4 or above
- Diarrhea
- Vomiting
- Any unexplained and/or contagious rash
- Any discharge from eyes or ears
- Thick drainage from nose
- Persistent coughing and/or difficulty breathing
- Head lice or nits are present

If your child is observed to have any of these symptoms while at the center, a family member will be called to pick the child up. A family member or another authorized person will need to pick up your child within 45 minutes of being notified. The ill child will be isolated or separated from the space used by other children while also being supervised by a staff member.

Sick children are prohibited from attending programming until they are cleared to be healthy.

Children can return when:

- They are free of vomiting and diarrhea for 24 hours
- They are fever free for at least 24 hours, without the use of a fever or pain reducer (ex. Tylenol)
- They have been treated with antibiotics for 24 hours
- They can participate comfortably in all usual activities
- They are free of open, oozing skin conditions and drooling unless all the relevant conditions are met:
 - The child's physician signs a note stating that the child's condition is not contagious.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to school is required.

Learning Wagon Adventures reserves the right to make the final readmittance decision to the program, regardless of a physician's note.

Please contact Learning Wagon Adventures immediately if your child has been diagnosed with a contagious illness so that we can post a note to other families regarding an exposure risk. There will be no confidential information included in these notes. Some common contagious illnesses are pink eye, COVID, strep throat, cold sores, influenza, pertussis, RSV, hand-foot-mouth, lice, ringworm, and varicella. This is not an exhaustive list, so please inform a member of management of any illness your child is diagnosed with.

Some communicable diseases are considered reportable and required by Department of Children and Families and Department of Health Services to be reported to our local health department. For a communicable disease that requires a child to be excused for childcare, we typically follow the Department of Health Services communicable chart. The chart can be accessed here:

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>

Return-to-Care requirements for some common communicable illnesses

- Chicken Pox - 7 to 10 days after onset of disease.
- Ringworm - after adequate treatment controls the spread of the disease (minimum 48 hours).
- Impetigo - after adequate treatment controls the spread of the disease (minimum 48 hours).
- Pink eye - 24 hours after medication is administered AND discharge stops.
- Strep throat - 24 hours after the start of antibiotic treatment.
- Fifth disease - until fever is no longer present (minimum 48 hours).
- Hand, Foot and Mouth-after the blisters have dried up, fever free for 24 hours and any rash has disappeared.

Public Health Emergency

In cases of a notable health crisis we will follow all required policies put in place on a Federal, State, or local level. Our hours of operation, capacity or classroom structure may need to change based on these policies. We will attempt to give as much notice as law provides during these situations.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care.

Medications

Please bring any medication for your child directly to your child's teacher. Children are not allowed to carry medications; this includes over the counter medication.

Medication Authorizations

Medications will only be given when ordered by the child's health provider and with the written consent of a parent/guardian. An *Authorization to Administer Medication Form* must be completed for all prescription and over-the counter medications. All information on the authorization form must be completed before administering the medication. Blanket authorizations that exceed the time specified on the label are prohibited. If a medication authorization from the parent/guardian contradicts the label instructions, the label instructions take precedence unless written authorization from the physician indicates a different dose or timeframe.

Medication Administration and Storage

Any prescription or over-the-counter medication brought to the center must be specific to the child who is to receive the medication and labeled with the following information:

- Prescription medication must be in its original container labeled with the child's first and last name, name of health care provider, name and expiration date of medication, prescription date, time of day, dosage, frequency, and, if applicable, special instructions.
- Over-the-counter medications must have the child's full name on the container, the manufacturer's original label with dosage, frequency, and any special instructions for administration and storage, and the expiration date clearly visible.

All medications must be stored and inaccessible to children; medication requiring refrigeration shall be kept in a refrigerator in a separate container clearly labeled "medication."

Medical Log Responsibilities, Entries, and Review

Learning Wagon Adventures maintains a medical logbook that records information about the following:

- Any evidence of unusual injuries to the child's body (bruises, cuts, etc.)
- Any injuries a child received while at the center, entries need to include the child's name, date and time of injury, and a brief, objective description of the situation
- Any medication dispensed to a child and the date the medication is dispensed, with all entries including the child's name, date and time the medication was given, type of medication, dosage of medication, and the signature of the person administering the medication
- Any incident or accident that occurs when a child is in the care of the center and the child requires professional medical attention

Medical logbooks must have stitched bindings with lined and numbered pages. Pages may not be removed from the medical logbook. The logbook is kept in the storage closet. The program director will review the logbook every 6 months to ensure proper health and safety measures are being taken.

Safety

To reduce the risk of exposure to infectious diseases and promote a safe and healthy environment for both children and staff, proper hygiene, sanitization, and safety procedures will be used. Including but not limited to disposable gloves used when managing bodily fluid, disinfecting, and sanitizing surfaces touched by bodily fluids and any materials used to treat an injury will be wrapped in an airtight plastic bag and disposed of immediately.

Hand Hygiene

Staff and children will wash their hands with soap and running water after:

- Managing bodily fluids, including:
 - Blowing or wiping a nose,
 - Coughing,
 - Toileting or diapering, and
 - Touching any mucus or blood
- Handling any materials such as sand/dirt,
- Touching surfaces that might be contaminated by contact with animals,
- Cleaning up vomit
- Handling pets or other animals

Hands are also washed before and after meals and after coming in from outside. Children will be directed to wash their faces after meals, if needed.

Handwashing Procedure

1. Moisten hands with water and use liquid soap.
2. Rub hands together away from the flow of water for 20 seconds.
3. Rinse hands free of soap under running water.
4. Dry hands with a clean, disposable paper towel or air dry with a blower.
5. Turn off faucet using paper towel.
6. Throw the used paper towel into a hands-free trashcan

Glove Usage and Disposal

Single use disposable gloves will be worn by all that encounter any bodily secretions (blood, feces, vomit, etc.) to cut down on the risk of transmission of disease. When the situation at hand is effectively dealt with, the area in which the situation occurred will be disinfected, the gloves will be thrown away and the staff member will thoroughly wash their hands with soap and running water.

Cleanliness and Sanitation

Cleanliness will be always maintained. Tables will be washed and sanitized before and after meals and snacks. Floors will be cleaned and disinfected as needed, but at least daily.

As school age students, we expect students to pick up after themselves and help keep the school neat and tidy. Any toys and equipment that are used and the property of Learning Wagon Adventures will be cleaned daily to help ensure germs don't spread. We are responsible for any space within Bangor Elementary that we use.

Wet or Soiled Personal Items

While toileting accidents are not typical with elementary age children, it does happen. We train our teaching staff to help students bag wet or soiled clothing to be sent home with families at the end of

the day. We are unable to launder personal items at Learning Wagon Adventure. Please ensure your child has a extra set of clothing available to them while at Learning Wagon Adventure.

Injuries

First aid will be administered by a trained educator if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and the course of action taken. Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately.

Any injury to the head will lead to a call to the parent or guardian. Each classroom is equipped with a first aid kit meeting the state regulations. Any injury is logged into the medical/injury logbook. Children requiring critical medical care will be transported via EMS to the nearest medical facility. Parents/Guardians will be notified after we call 911.

If an injury occurs off site, which requires immediate medical attention 911 will be called. The teacher will call the director, and the director will call the family.

If possible, we will take the child to the emergency medical facility that is designated on your child's enrollment form, however EMS will ultimately make the decision. Parents/Guardians will be responsible for any costs.

Insurance Coverage

The center has insurance which covers injury to children only if the center staff is found to have been negligent in some manner which directly resulted in an injury sustained by a child. When most injuries occur, they are simply accidents which all children experience at one time or another. Medical claims for such injuries should be submitted to the individual family's health insurance provider. If you feel that your child received an injury at the center due to our negligence, please report it directly to the Program Director.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our students and families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Pets

Currently, our center does not have any live pets, however should a pet be added, all parents will be notified in writing prior to the addition to the program.

Smoking

The poisons in secondhand smoke are especially harmful to children's developing bodies, therefore the indoor and outdoor center environment, including the parking lot and vehicles used by the center are always non-smoking areas, this includes cigarettes, e-cigarettes, and vaping pens. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse or Neglect

All employees at Learning Wagon Adventures are mandated reporters, which means we are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Transportation

Learning Wagon Adventures does not provide transportation in vehicles owned by the center, the licensee, or the employees.

Emergencies

The staff and students at Learning Wagon Adventures are required to participate in monthly fire drills throughout the year. Tornado drills occur from the month of April through the month of October. If there are children enrolled that need special considerations during evacuation during emergencies, these plans will be shared with each teacher involved. Depending on the developmental level of the student in care, we will involve them in the planning process as well.

Emergency phone numbers are listed on the storage door that stores the after-school program supplies.

There is a public rescue or emergency vehicle within 10 minutes of our center. However, we will always have a vehicle on site for emergency situations. Typically, we do not transport children in our personal vehicles.

If we need to evacuate the building, our back-up plan will be to meet at Bangor Middle School

Emergency Procedures

In Case of a Fire

If a fire or a fire drill goes off, the director or person in charge will contact the local fire authorities/911, and all available staff will evacuate children through the nearest exit. The attendance form and list of phone numbers for parents/guardians and emergency contacts will be taken out by the staff member designated in our Chain of Command to ensure all children are accounted for, and all families can be notified. The director or person in charge will check classrooms, bathrooms, and staff areas to ensure all people are evacuated.

The local fire authority will call all clear to re-enter the building once it is safe. If we cannot return to the building following an evacuation, the children will be taken outside across the street until parents/guardians, or another authorized adult are contacted to arrange pick-up. If it's during the winter and we can't re-enter the school, we will go to the middle/high school until parents/guardians can pick up.

In Case of a Tornado

In the event of a tornado warning, all available staff members will take the children to the nearest bathrooms or a hall with no windows. The staff member designated in our Chain of Command will bring attendance and emergency contact information. The director or person in charge will check classrooms, bathrooms, and staff areas to ensure all people are in the shelter area. Staff will engage the children in quiet activities until the authorities inform us that the danger has passed.

In Case of a Missing Child

Staff will immediately report a missing child to the director. The director or staff will check all areas of the school, indoors and outside. If the child cannot be found, the child's parents/guardians and/or emergency contact and the police will be notified immediately. The director will notify the Department of Children and Families within 24 hours after the occurrence. If a staff member is alone on the premises, they will contact the emergency backup person.

In Case of Other Weather Emergencies

In the event of earthquakes, floods, landslides, mudslides, lightning, wildfires, or winter weather, we look for guidance at <https://www.cdc.gov/disasters/index.html>

In Case of Loss of Building Supports

For any short-term issues, Learning Wagon Adventures will stay open as long as we can ensure safety and proper sanitization procedures.

If the building loses heat, water, electricity, and/or telephone services before programming opens for the day, we notify families as soon as possible that our program is closed.

If the center should lose heat, water, electricity, and/or telephone during the hours of operation, parents/guardians will be notified that the center will be closing. The parent/guardian will be responsible for picking up their child/ren within one hour after the call. If the parent/guardian cannot be reached, we will call the emergency backup person to pick up the child/ren.

In Case of a Threat

Depending on the emergency, if possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is impossible to evacuate the building, each classroom will take cover in a secure area. The main door will be closed and locked; all other doors will be closed and locked as much as possible. 911 will be called. The teacher will keep the children calm and in one area of the room until the threat has passed or the police or fire department has arrived. Law enforcement and parents/guardians will be immediately contacted to advise them of the threat.

Children's Records During Emergencies

Children's records and attendance will be kept in a binder that staff always keep within reach. The binder will also have copies of their emergency contacts, phone numbers, and any medical information needed. Any child with limited ability to respond in an emergency will be identified at the time of enrollment. Staff will be aware of any special evacuation needs the child may have, and accommodation will be made to ensure their safe evacuation from the building.

Allergic Reactions

Each child with an allergy will have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector or "epi-pen"). The care plan will include specific symptoms indicating the need to administer medication. Center staff will review allergic reaction protocols at least twice yearly to ensure each child's safety and well-being.

If a child has an allergic reaction that does not appear to be life-threatening, has a suspected allergic reaction, or has contact with/ingestion of an allergen, staff will review the emergency care plan to determine the steps that need to be taken to ensure the child's health and well-being. The staff will follow the steps in the emergency care plan, which are as follows:

- The staff will notify emergency medical personnel if epinephrine has been given and follow any additional guidelines given by medical personnel.
- The director will notify parents/guardians immediately after medical personnel have been notified of any allergic reaction or possible contact with food that may cause an allergic reaction.

- If needed, the child will be transported to Gunderson or Mayo Hospital for care. The director will stay with the child until the parent/guardian arrives.
- The incident will be documented in the medical logbook.

All staff have training in infant and child CPR, AED, and first aid techniques

Emergency Contact Person

If there is only one staff person on site with eight or fewer children, we will ensure that an emergency is available to arrive at the center within five minutes.

Emergency Supplies

First aid equipment will be stored in the storage closet in a container labeled "First Aid." The container will always contain a hand crank radio and flashlight, extra batteries, a first aid kit, water, and non-perishable snacks for easy grab and go.

Reports to DCF

The center will report any situation pertaining to statute 251.04(3)(a-n) DCF 251 *Licensing Rules for Group Child Care Centers* to the Department of Children and Families within 24 hours after the incident. These situations include:

- Any incident or injury to a child while at the center that results in a professional medical evaluation
- A death of a child in care
- Any injury to a child caused by an animal
- Any damage to the premises that may affect licensing compliance or any incident at the premises that results in the loss of utility services
- Unexpected closures lasting more than 2 weeks, within 24 hours after the center has been closed for a 2-week period
- Any known convictions, pending charges, or other offenses of the licensee, group childcare center employees, or other person subject to a childcare background check that could potentially relate to the care of children at the center or activities of the center
- Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center
- Any suspected abuse or neglect of a child by an employee or volunteer that was reported, including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, while in care
- Any incident involving law enforcement within 24 hours after the occurrence that involves a licensee, a household resident, or an employee of the center in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the center or involves any traffic-related incident where a person responsible for the violation transports children in the care of the center
- Any confirmed case of a communicable disease reportable under [Chapter DHS 145](#) in a child enrolled at the center or a person in contact with children at the center within 24 hours after the center is notified of the diagnosis, noting that the licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time to time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Learning Wagon Family Handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the handbook that I do not understand.

Child Name & DOB: _____

Parent / Guardian Signature

Date

Center Staff Signature

Date