

Learning Wagon Preschool and Childcare LLC Family Handbook



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Welcome to Learning Wagon Preschool and Childcare LLC

We are so excited to welcome you and your child to Learning Wagon Preschool and Childcare LLC. 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 Preschool and Childcare LLC, 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 Preschool and Childcare LLC, and we look forward to building lasting relationships with you and your family.

Josie Wermager
Owner

Introduction:

I am a stay-at-home mom with a 7-year-old and a 5-year-old. I enjoy doing anything outdoors and doing hands-on activities. I believe that children of all ages learn best through hands-on activities and by using their problem-solving skills. I have my associate's degree in early childhood education from Southeast Tech in Winona, MN. I also attended Winona State University for my bachelor's degree in early childhood education from birth to 3rd Grade.

I believe that childcare should be a safe, caring place where children are free to speak their minds and grow. I believe in creating an enriched environment for children that will benefit their social, emotional, physical, and cognitive development. I also want to create an environment that includes the parents' involvement and feelings. I will use strategies to ensure children help with morning meetings, classroom jobs, and problem-solving skills. I expect children to move at their own pace, and if they need help, I will be there to support and guide them. Children love to feel independent. By encouraging children to develop self-help skills, they will also develop self-esteem as they accomplish these skills. I will encourage children to dress themselves, use the bathroom, wash their hands the correct way, clean up after themselves, and even ask them to carry their plates to the table. Spills will happen! That is part of the learning process. I love to encourage them to try it first, and if they can't get it we will work together to get the job done! It is highly encouraged that you help support your child at home as well. Things as simple as letting them explore their closets, choose their clothes, and dress themselves will help promote those skills! Their clothes don't have to match to come to childcare! They will be so proud of themselves.

About Us

Philosophy

Our philosophy at Learning Wagon Preschool and Childcare 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 in our program and believe families are the child's primary caregiver. We are truly a partner in your child's development. We do a monthly family project each month and be brought back the following week.

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 relationships.

Terms of License

Learning Wagon Preschool and Childcare 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 8 children at a time. August 1st, 2026, we will be licensed to care for no more than 12 children. We are inspected regularly to ensure that we meet Licensing Standards.

Learning Wagon Preschool and Childcare will care for children aged 6 weeks through 13.

Childcare services will be provided between 6:30 a.m. to 5:30 p.m. Monday through Friday.

Learning Wagon Preschool and Childcare will post the following items for public review on the bulletin board by the front door, 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
- Monthly calendar
- Signup sheets for special events
- Your guide to regulated care

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>

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 the center policies. Learning Wagon Preschool and Childcare reserves the right to modify the family handbook as needed. Families will receive all the changes in writing.

Non-discrimination Statement

Learning Wagon Preschool and Childcare 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 Preschool and Childcare 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 Americans with Disabilities Act:

- Learning Wagon Preschool and Childcare 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 Preschool and Childcare 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 and Independence Day
- Labor Day
- Halloween
- Thanksgiving and the following day
- Christmas 12/23 through 01/01

All regular fees will be charged for the above dates. 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.

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 Effective until 7-31-26

All children are always supervised by an educator; however there are some exceptions, such as while playing outside as long as the staff can hear or see the children playing.

We maintain the following standards for child to teacher ratio:

Table DCF 250.055 Maximum Number of Children in Family Child Care per Provider			
Children Under 2 Years of Age	Children 2 Years of Age and Older	Maximum Number of Additional School-age Children in Care for Fewer Than 3 Hours a Day	Maximum Number of Children Permitted at One Time
0	8	0	8
1	7	0	8
2	5	1	8
3	2	3	8
4	0	2	6

Teacher to Child Ratios Effective 8-1-26

All children are always supervised by an educator; however, there are some exceptions, such as while playing outside, as long as the staff can hear or see the children playing.

We maintain the following standards for the child-to-teacher ratio:

Table DCF 250.055 Maximum Numerical Weight of 1.2 for One Provider Age of Children Numerical Weight for Age Group

Birth to 17 months **.25**

18 months to 1 year **.187**

2 years to 4 years **.125**

5 years and older **.056**

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 Preschool and Childcare LLC 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 Preschool and Childcare LLC. We are exempt from any liability in these circumstances.

Confidentiality

To protect each family's confidentiality, Learning Wagon Preschool and Childcare 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 Preschool and Childcare LLC 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 Preschool and Childcare LLC compliance with the DCF 250 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.

Personal Belongings

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. Learning Wagon Preschool and Childcare is not responsible for lost or damaged items brought in from home. I limit children to one stuffed animal that they can sleep with during naptime. If the stuffed animal becomes a distraction, your child will be asked to put it in their cubby. Please note that children under the age of 1 are not allowed to have anything with them in their pack-and-play. It is important to remember that we care for infants, and **NO small pieces or personal toys are not allowed to be brought from home.** Please check your child's pockets and backpacks as children like to bring things from home.

No technology items are allowed in the program for students unless there is a movie day for a holiday; otherwise, children do not get any screen time.

The bedding will be washed by the provider after every five uses or sooner if needed.

Supplies needed

Parents are responsible for bringing supplies for the children to be kept here. Two sets of full outfits, water bottle (no attachments), diapers, wipes, diaper cream, and sunscreen.

Registration and Enrollment

Tours

All families will be required to tour Learning Wagon Preschool and Childcare 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 Preschool and Childcare, but **we provide full-time care only** because children do best with consistency. If you want to do something with fewer hours in a day, that is fine as well, but that doesn't change rates. If the child doesn't adjust to the inconsistent schedule change we may need to go back to the original schedule or talk about different options. Please know that we are typically full with a waiting list to join our program.

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. Drop-off and pick up times indicated on the enrollment form needs to be followed due to staffing scheduling. If the indicated times are not followed or addressed with the director of the program it will lead to late fees. 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.

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 Preschool and Childcare, you will need to do the following: turn in the registration form, sign a childcare contract, 50% of tuition for the time needed to hold a spot and all registration fees paid in full. No space will be saved for students if the above is not completed.

All children will be enrolled and will have a trial period of 2 weeks. During the trial period, either the provider or parent may terminate childcare without advance notice. If your child is discharged during the trial period, tuition will be waived for days not attended.

Before enrolling your child in my program, it is important for us to meet in person to discuss your child's specific needs and review program policies and procedures. I will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act.

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
- All about my child project

- Photo Release Form
- Parent / Provider Agreement
- Under 2 Intake 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 to a month in advance.

Discharge/Termination of a child:

A child may be discharged from the center for reasons including, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- The childcare program is unable to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. If I have concerns about your child, we will work together to help your child. Community resources will be provided if needed.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the childcare agreement.

I will give 2 weeks' written notice of my intent to discharge a child. In the unlikely event that a child poses a risk to the children, staff, or myself, I will terminate care immediately or when the discharge is due to the parent's failure to keep current with fees owed. Parents must give two weeks' written notice of their intent to withdraw from the child(ren) and will be required to pay for those two weeks whether the children continue to attend. All fees for the two-week waiting period must be paid when you give notice of termination, or care will not be provided until the fees are paid. Full tuition is due for two weeks at the time of termination. A **10% interest fee** will be applied if the bill is unpaid within two weeks of a non-notice termination.

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 Preschool and Childcare charges a yearly annual one-time in June, nonrefundable registration fee of \$100 single family and \$150 for family. 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 Preschool and Childcare 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. Tuition pays for their spot not attendance.

Payment

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

For any families joining Learning Wagon Preschool and Childcare, the first week's tuition and Registration fee 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 \$15 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. There is a **\$10 per ten-minute** charge per child when picked up after the **scheduled time** and is **due with the following week's tuition**. Staff are scheduled based off children's scheduled time to maintain staff to child ratio.

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.

Pick up

Children will **not be allowed** to be picked up during the hours of nap time unless it is for a medical appointment. Nap time starts at 11:45 am and ends at 2pm.

Late Pick Up Fee

Since Learning Wagon Preschool and Childcare 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 5:30 pm. 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 not offer a sibling discount at Learning Wagon Preschool and Childcare.

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. Vacation discounts kick in once you have been with the program for a full year. The vacation discount rate is 25% off 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 (June to June). To use vacation days, email, text or a

written 2-week notice is to be given to the director before their absence. Vacation days may be denied if the written 2-week notice is not given or is late.

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 \$50 fee and will only be possible if space is available.

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 Preschool and Childcare will give you a 10% 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 Preschool and Childcare 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).

Absence

If your child needs to be absent from care for any reason, it is your responsibility to contact Learning Wagon Preschool and Childcare at 608-633-8562. You are welcome to send me a text letting me know about your child's absence.

If we have not been contacted by their normal drop-off, we will attempt to message the parents 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 Josie Wermager as soon as possible. If you are utilizing vacation days, please do the required way to get vacation discount: text, email or written paper request 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 Preschool and Childcare 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
- The 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 the 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 Preschool and Childcare 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 Preschool and Childcare, 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 Preschool and Childcare 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 a 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.

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. We encourage all students to be able to put on their own shoes and coats (we will help with zipping), walk into the house once they are 2 years old (helps with the transition into childcare), and carry their plates at meal time.

Curricula & Assessment

We plan our weeks based on our students interests, otherwise known as emergent curriculum. School-aged children are encouraged to help with the planning and work 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 Preschool and Childcare, we change our schedule based on our students' interests. While we keep a regular schedule, times are an estimate

Begin Time	End Time	Activity
6:30 a.m.	to 8:00 a.m.	Arrival/Free Play
8:00 a.m.	to 8:15 a.m.	Breakfast
8:15 a.m.	to 9:00 a.m.	Project time
9:00 a.m.	to 10:45 a.m.	Outside or Free Play (depending on weather)
Or		
10:25 a.m.	to 10:55 a.m.	Outside or Physical Activity one colder days (later in the day to let it warm up)
11:00 a.m.	to 11:30 a.m.	Lunch
11:45 a.m.	to 2:00 p.m.	Nap/Rest This is where there's a 30-minute block to change diapers and bathroom breaks and read a book. - Potty-trained kids are free to go whenever.
2:00 p.m.	to 2:15 p.m.	Snack
2:15 p.m.	to 3:45 p.m.	This time will be spent doing child-led activities either indoors or outdoors.
3:45 p.m.	to 4:00 p.m.	
4:00 p.m.	to 5:00 p.m.	
5:00 p.m.	to 5:30 p.m.	

Religious instruction/education:

I do not include religious instruction or practices in my daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum. We do celebrate the following occasions: Valentine's Day, Easter, Fourth of July, Veteran's Day, Halloween, Thanksgiving, Christmas, and a peek into other holidays around the world.

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

- Language development: books, fingerplay, music, Storytime, word games
- Large muscle skills: bean bags, hopscotch, dancing, balls, obstacle course, outdoor play
- Small muscle skills: string beads, finger painting, stringing letters and shapes, writing or coloring
- Creative expression: dramatic play, puppets,
- Self-help skills: class jobs, learning proper hygiene skills
- Literacy skills: books, show and tell, writing, I spy books, rhyming
- Social and Emotional skills

PLAY is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulatives and dramatic play materials. Learning Wagon Preschool and Childcare LLC participates in a play-based learning environment that allows children to learn through discovery and experimentation. Play-based learning is a type of early childhood education based on child-led and open-ended play. The play itself is a voluntary, enjoyable activity with no purpose or end goal. Activities like this lay the foundation for a child to

become a curious and excited learner later in life. Play-based learning helps children develop social skills, motivation to learn, and even language and numeracy skills.

Infants

Infant goals focus on foundational, milestone-driven development through play rather than academics. These goals span four core domains: social-emotional bonding, cognitive (thinking) skills, language development, and physical (motor) coordination. The primary objective is to create a secure, trusting environment that encourages exploration and learning. We promote infants to learn independent learning skills on building sensory exploration, motor control, and cause-and-effect understanding. These milestones are designed to encourage babies to initiate play, regulate their focus, and engage with their environment safely without constant adult intervention. Staff are always in sight and sound of infants and spend time with them to work on their milestones but we also encourage independent self-soothing and emotional regulating.

School-age children

School-aged children will have a quiet place to study or relax, access to appropriate materials and activities, and will have time for large muscle activities and to participate in food preparation. They will also get to participate in any holiday parties, after-school crafts and activities.

Children, including infants and toddlers, will go outdoors daily. Please ensure that your child is dressed appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Raining
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children aged 18 months and above
- Wind chills of 20 degrees F. or below for children under age 18 months and above

Outdoor play space:

Learning Wagon Preschool and Childcare, LLC has a LARGE outdoor play space on the premises of the center. We will try to get outside for at least **30 minutes** of outdoor play if the weather is in the right condition. My main goal to be outside as much as possible and even bring crafts and activities inside to the outdoors.

Swimming pools:

I DO NOT HAVE A SWIMMING POOL ON THE PREMISES.

Rest or naptime:

All Children under 5 years of age in care for more than 4 consecutive hours are required by state regulation to have a nap or rest period. Children who do not sleep after 30 minutes and children who wake up early to get up and show them something to play with during quiet time. Drop off and pick up, even for appointments, must be made **before or after naptime unless its for an appointment and told in advance.**

- The bedding will be washed by the provider after every five uses or sooner if needed.

I will not allow children to watch G-rated television or videos. **Children may not bring mobile devices such as tablets or phones from home.**

Field trips:

We occasionally take field trips and other off-premises activities, including walks around the neighborhood, walks to the park, and trips to the fire station or post office. Emergency information for each child will be taken whenever the children leave the premises. I will notify parents before we take a walk to the park.

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 Preschool and Childcare

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. Also see *Tips and Tricks for Transitioning to Childcare*. We do the "drop and go" method. Linger around makes things worse and hard to sooth children.

Transition to elementary school

Our school-age kids will be able to join the School Program once they are the age 4 and fully potty trained. The school program consists of summer care and before and after-school care.

Promoting Positive Behavior

At Learning Wagon Preschool and Childcare, 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.

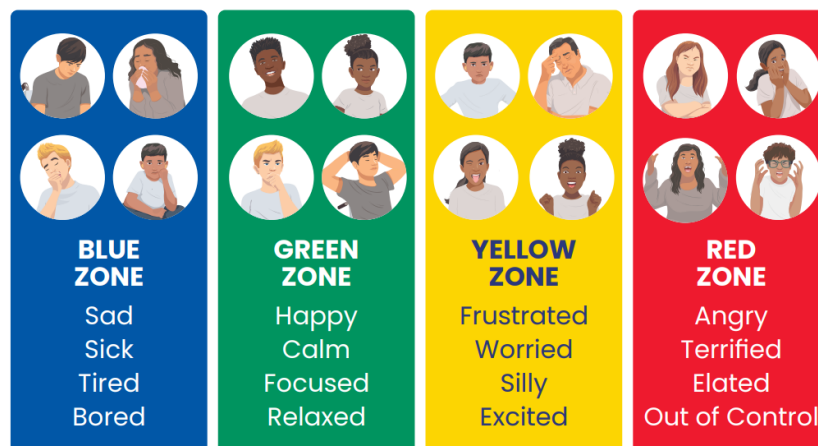
Classroom arrangement, materials, and programming are scaled to the developmental level, size, and ability of children, which will contribute to providing clear guidelines and promoting positive behavior.

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.

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 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,' (age 3 and older) 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 Preschool and Childcare 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

Anti-bullying

The Learning Wagon Preschool and Childcare LLC takes bullying seriously and it will not be tolerated. Information on bullying has been included with your enrollment packet. An acknowledgment form must be signed by the parents stating that you understand the steps that are needed to ensure the safety of all students.

<https://www.stopbullying.gov/prevention/how-to-prevent-bullying>

Biting

Biting is often a typical behavior in children. I know this can be very stressful for all of us, but please understand that it can and does happen in a childcare setting. The child who is biting is often frustrated or teething. I will work with children and families to discourage this behavior by giving the child alternatives such as teething rings. I will closely monitor the child who is biting to find a cause and help them learn better strategies. Often it is as easy as helping the child communicate their needs via language or sign language. For more information, please see the information included in your enrollment packet or the link below.

http://csefel.vanderbilt.edu/documents/biting-parenting_tool.pdf

Potty Training

When your child **shows signs** that they are **developmentally ready**, we will assist your child with potty training, as long as you have started and established a potty-training routine at home first. Information and an acknowledgment form will be provided during this time. Parents must sign and return this form that acknowledges their understanding of what I will do to make this transition as stress-free as possible for your child.

Pull-ups must be provided by parents for nap time (even if they "don't nap").

<https://www.healthychildren.org/English/ages-stages/toddler/toilet-training/pages/psychological-Readiness-and-Motor-Skills-Needed-for-Toilet-Training.aspx>

Drop-Off and Pick Up

General Procedure

We expect families to drop off and pick up their child in the front entryway by their cubbies. They will be signed in and out through a paper sign-in/out sheet when they come and go. An alternate arrival/release agreement will need to be on file for each student riding the school bus. Drop-offs are best done quickly, drop and go. Children struggle more with parents who linger in the morning, making drop-off more difficult. Children must be **dropped off no later than 8:30 AM**. It is easier for children to transition when they have time to adjust and unwind before starting their day. Your child will be able to choose activities of their choice upon arrival to help them settle in without being rushed. I understand that things do come up so if your child won't be able to arrive by 8:30 AM, please let me know at least one hour in advance or as soon as possible thereafter.

Arrival and Dismissal

During arrival and dismissal, you will use the side door (what we refer to as the front door). The door code will be given to parents once they are. The door is locked after 8:30 am and unlocked at 3:00 pm. Parents must notify us before the scheduled drop-off time when a child will be absent.

If we have not been contacted, we will attempt to call the family to determine the child's whereabouts.

Please be mindful of drop-off and pick-up times. Sometimes this can be a sad time where some or all kids are upset, crying while they are being dropped off or see others being picked up. This is very short-lived and not how our days are spent. Crying for most kiddos lasts maybe 3 to 5 minutes and get distracted easily and are happy the rest of the day.

There is no transportation to or from the Learning Wagon Preschool and Childcare to a child's home. Families are responsible for picking up their child by 5:30 pm each day.



**Not my photo. Rights to Little Ladybugs Daycare*

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 Preschool and Childcare 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 that results in a conflict of the above agreements and/or threats to the safety of the building and its occupants, the center staff will contact local law enforcement.

Please ensure we have all copies of the 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 educators' primary focus at arrival and dismissal is supervision of children. 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 them.

Nutrition

I will follow USDA Child and Adult Care Food Program (CACFP) guidelines when planning meals and snack menus. Parents providing their own children's meals and snacks will be informed verbally and in written form to ensure they follow the CACFP nutritional requirements. No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast	8 AM
Lunch	11 AM
Afternoon Snack	2 PM
Evening Snack	5 PM

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.

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 them 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 children'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 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 Preschool and Childcare 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
- 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.

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

Health

Illness

The State of Wisconsin does not authorize Learning Wagon Preschool and Childcare 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 Preschool and Childcare if they display any of the following symptoms or other symptoms of sickness not listed.

- Fever of 100.4 or above
- Diarrhea (3 or more poops)
- Vomiting
- Any unexplained and/or contagious rash
- Any discharge from the eyes or ears
- Thick drainage from the 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 Preschool and Childcare reserves the right to make the final readmittance decision to the program, regardless of a physician's note.

Please contact Learning Wagon Preschool and Childcare 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 Preschool and Childcare 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.

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 always be 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 Preschool and Childcare will be cleaned daily to help ensure germs don't spread.

Wet or Soiled Personal Items

While potty training accidents are going to 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 Preschool and Childcare. Please ensure your child has an extra set of clothing available to them while at Learning Wagon Preschool and Childcare.

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

Learning Wagon Preschool and Childcare has 2 female cats on the premises. Pets will not be accessible to children during the hours of operation. The cat's food and water and the litter box are out of reach of the children. All pets for which there is an effective vaccine against rabies have been vaccinated. Before adding pets to the center, I will notify parents in writing.

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

There will be a parent awareness form stating you understand there are pets on the premises to be signed and returned. This will be included in your enrollment packet.

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 a non-smoking area, which 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.

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 custody rights. 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 Preschool and Childcare 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 Preschool and Childcare does not provide transportation in vehicles owned by the center, the licensee, or the employees.

Liability Insurance on Premises:

Learning Wagon Preschool and Childcare LLC is covered by liability insurance for the premises.

Liability Insurance on Business Operations:

Learning Wagon Preschool and Childcare LLC is covered by liability insurance for business operations.

Provider Absences

Vacation

I will take 2 weeks (10 days) of paid vacation each year (not including Christmas break). I will notify you in writing at least 30 days in advance so you and your family can make alternate arrangements. The 2 weeks will be paid at full-time rates. I give a calendar with dates I know I will be closed for example, Christmas break, Easter, etc. Then I change or add I will update and send the updated calendar dates home.

Illness in the providers' household

If I or a household member becomes ill, I will notify the parents of all regularly scheduled children by text message no later than 5:30/6 am (I try to message as soon as possible) that the center will be closed. A discount of \$30 off the following week's payment if illness in the household causes the daycare to be closed for more than 3 days in a row (on day 3, the discount will be applied). It's your responsibility to have backup childcare (can be friends or family or a babysitter) in the event I have to close due to myself or my kids being sick. My focus is to make sure no one else gets sick and to stop the spread of the sickness, the best that I can.

Unplanned absence:

In case of an emergency that requires my immediate attention, Thomas Wermager will be my emergency backup person. Thomas has been trained in Shaken Baby Syndrome / Abusive Head Trauma prevention. He will care for the children during my absence. Parents will be notified via Daily Connect that I am leaving, and Thomas will be caring for the children. I will provide my emergency backup person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

- The names and ages of all the children in care.
- Arrival and departure information for each child, including the names of people authorized to pick up the child.
- The location of children's files, including emergency contact information and consent for emergency medical treatment.
- Information on any children with special health care needs.
- Procedures to reduce the risk of sudden infant death syndrome.

Emergency Absence:

Full tuition will be due for the first two emergency days per calendar year. If my emergency days extend beyond two days, Tuition will be credited at the rate of \$15 per day the following week. This credit is only if I'm closed due to emergencies, not sickness. (see sickness of the provider)

Death of Family Member:

In the event of a death in my family, I will take up to **5 full days** for the loss and funeral. Full tuition will be charged during this time.

Emergencies

The staff and students at Learning Wagon Preschool and Childcare 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 who 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 in the emergency binder.

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 backup plan will be to meet at the neighbor's fire hydrant across the street.

Emergency Procedures

In Case of a Fire

If a fire or a fire drill goes off, Josie or the 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. Josie or the 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 house, we will sit in the car to stay warm.

In Case of a Tornado

In the event of a tornado warning, all available staff members will take the children to the basement. The staff 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

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 Preschool and Childcare will stay open as long as we can ensure safety and proper sanitization procedures.

If the house 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 house 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.

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 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

COVID-19/Sickness

I acknowledge that I have read and understood the information about COVID-19 and other sicknesses. I know I need to communicate whenever my child is sick and keep them at home when necessary; if you do not abide by the contract, the licensor has the right to terminate the contract.

Parent/Guardian Attestation and Signature for Policy Book

By my signature below, I, the parent/guardian, and student(s) attest that I have received and read a copy of Learning Wagon Preschool and Childcare LLC policies that are effective as of 06/01/2026. I further attest that I have read and understood these policies, and I agree to abide by them; if you have any questions, please ask.

Weekly Tuition and Fees

Full-Time: Monday-Friday, \$210 Under 2 Years Old

Full-Time: Monday-Friday, \$175 Over 2 Years Old

Before/Busing school care: \$30 (if not attending the school program for after-school care)

Holding fee 50% of each week's tuition is needed to hold the spot (non-refundable)

Yearly Dues (registration fee): Single \$100 or Family \$150 (once a year paid in June)

***Learning Wagon Preschool and Childcare does not offer part-time care or a childcare discount.**

Family Handbook and Policy Acknowledgement Contract

I acknowledge that I have read, understood, and will abide by the placement and fee contract, all necessary enrollment forms, and all state and center rules. I agree to pay the fees due to Learning Wagon Preschool and Childcare LLC promptly each week (either Thursday or Friday the week before service); **failure to do so will result in late fees and could involve the termination of my contract.**

This contract can be re-negotiated by the Director at any time.

Annual Registration Fee: \$ _____

Hours
Drop off: _____ am

Tuition agreement: \$ _____

Pick up: _____ pm

Photographs or Video Permission

Learning Wagon Preschool and Childcare LLC will take photographs or videos of students or use photographs or videos that already exist of the students enrolled in the program. I understand that the photographs, digital images, or video segments may be used in print or electronic media and that the photographs may be displayed on the program's website or social media pages. I give Learning Wagon Preschool and Childcare permission to publish, exhibit, and distribute these materials

We, the parents/guardians of _____, GIVE permission.

We, the parents/guardians of _____, DO NOT GIVE permission.

Field Trips and Visitors

I give _____ permission to participate in all the special activities and field trips that involve going to the park, post office visits, and other businesses/visitors that come to Learning Wagon Preschool and Childcare LLC to teach and show (animals/exotic food, equipment, ETC.) the children what they do in their line of work. Learning Wagon Preschool and Childcare LLC will give notice ahead of time before anything takes place. I understand that Learning Wagon Preschool and Childcare LLC is not responsible for any injuries or damaged clothing. Learning Wagon Preschool and Childcare LLC is dedicated to children's health and safety and loves having them participate in these special days and events throughout the year.

Child Name & DOB: _____

Parent / Guardian Signature

Date

Provider Signature

Date