



MARIPOSA

LEARNING CENTER INC.

*a bilingual child care center*

Parent Handbook

## **MARIPOSA'S PHILOSOPHY AND OBJECTIVES**

Mariposa Learning Center, Inc. (MLC) is a bilingual child care center that believes that children are our most important resource. We understand that early childhood experiences are instrumental in the development of a child's future. MLC strives to create high-quality early childhood experiences. Our objectives are:

- To provide a safe, nurturing environment where children can develop
- To provide a *home-away-from-home* environment
- A stimulating setting where children can play and *work*
- To teach each child so he/she may experience challenges and successes
- To encourage each student to develop self-responsibility
- To stimulate each student to think, reason, and problem solve
- To prepare students for living, with emphasis on development of independent living skills
- To provide opportunity and activities for development of physical skills.

*"Education means more than the pursuit of a specific course of study. It has to do with the whole being. It is the harmonious development of the physical, mental, social, and spiritual powers."*

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Policy Effective Date: 06/15/2020

## **GENERAL INFORMATION**

Mariposa Learning Center Inc. (MLC) is a bilingual child care center that believes in the positive impact that language can have on a child's life. We understand that early childhood experiences are instrumental in the development of a child's future. MLC strives to create high-quality early childhood experiences by providing a structured, yet flexible environment.

MLC is licensed by the State of Wisconsin, Department of Health and Family Services and is nationally accredited by National Accreditation Commission (NAC). MLC has been in existence since 2005 under the same owner and is local to the area.

MLC is licensed to care for no more than 175 children at any one time. Hours of operation are 6:30am to 5:30pm. MLC is inspected regularly to ensure that we are meeting licensing standards.

At the entrance, there will be the following items for your review: license certificate, results of the last monitoring visit, accreditation certificate, parental notices, Child Care Center regulations, record of meals served, administrative structure and a copy of the center policies.

MLC is covered by liability insurance for the premises and/or for operations by Steinfeld Insurance Agency LLC dba Cream City Insurance.

## **Communication and Parental Involvement**

It is essential to understand the importance that the role and influence of the parents and teachers both and its impact to the education and well-being of the child in our care. It is important that we communicate daily concerning the needs and interests of your child so that they have a positive and growing experience here at MLC. To foster communication on a regular basis, MLC will host scheduled conferences twice a year, correspond with families via email (as necessary), social media, publish newsletters, use of software BrightWheel and other information on the website and post relevant information on the parent bulletin board.

We also encourage parents to share their culture, foods, heritage, skills and talents with the children throughout the year. Exposing children to these differences help encourage tolerance and acceptance of those different from us. Please talk to your teacher or Director to schedule a time to come in.

There are special events throughout the year that parents are all invited to attend including, Christmas, Día de los Reyes, Día de la Candelaria, Mother's Day, Father's Day, Summer Art Show and your child's birthday. Parents are encouraged to attend any field trip that the children attend. There are also get-together's that are organized by parents and all families are encouraged to attend.

MLC has an Art Program Committee that helps with the preparations and fundraisers for the summer. Parents are welcome to attend, especially if they have a special artistic skill/flair or organizational abilities. Notifications for volunteering for this is sent out early spring. Please see Parent Board in Hallway for these as well as emails.

If there are issues or concerns that need to be discussed, please work with your child's teacher to arrange a convenient time to discuss your concerns and we can give the issue the attention it deserves.

Parents are welcome to visit the program at any time during the hours of operation unless prohibited by a court order. If so, we will need a copy of the order. MLC will not become involved in any disputes regarding custody.

In case of concerns in classroom, please discuss issues with your child's teacher first. If concerns are not resolved, or in the event that there are additional needs, please notify the Director in person or via email. A meeting will be scheduled to assist you with these issues.

### **Child Drop off and Pick Up**

As a reminder, please refer to your contract for your contracted hours. We schedule staff around what you state on your contract. Any time before or after your contracted hours must be notified at least a day before to director so that we plan accordingly with staffing.

Upon arrival to MLC, parents will sign their child in via electronic device. Children ages zero to one year arriving between 6:30am-7:45am will be dropped off in the infant classroom. Aranitas opens at 7am and takes students ages 1.5 and older there. All other classrooms open at 7:30am.

Please notify your child's teacher if your child has any injuries we should know about and/or how their morning is going.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, MLC needs to be notified in writing or by a telephone call in advance. The person picking the child up should be prepared to show a driver's license or other picture ID at the time of pick up.

If the parent 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. While we cannot legally withhold a child from the legal guardian, MLC will not hesitate to call the local authorities if we feel the child is in danger.

If parents do not have appropriate seating arrangement for child in vehicle transporting, we will suggest that parent go purchase one or borrow one before transporting child. If behavior of parents undermines the importance of vehicle safety, we will suggest the person not take the child. If suggestion is not followed, MLC will be forced to contact the local child welfare office.

In order to help maintain a healthy environment, please assist your child/ren to wash their hands upon arrival. This will help in preventing the spread of viruses and illnesses.

### **Child Absence**

If your child will **not** attend on a regularly scheduled day, please inform us by 8 A.M by phone or BrightWheel. Otherwise, we will contact you if we don't hear from you by 9am. Children must be ready and present for school activities by 9am daily.

If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 15 min of the specified time on the written agreement signed by the parent, parent(s) will be contacted to inform them that child has not arrived.

### **Confidentiality**

To protect each family's confidentiality, MLC will not share information about a child or a child's family with anyone who is not authorized to receive this information. Parents, upon request, can attend

conferences, observations, have access to all records and reports maintained on his or her child (in classroom) unless restricted by court order. 250.04(7)(b)2.

Our staff has been trained to recognize the signs and symptoms of abuse and neglect. The law requires us to report all suspected cases of abuse or neglect. Parents may ask the Director for a confidential referral for outside interventions and suggested resources for prevention and assistance in dealing with this sensitive matter.

It is the right of the state licensing agency, as well as Child Protective Services, Social Services or Children and Family Services to perform their duties as follows:

- Privately interview children and/or staff without prior notice or parental consent.
- Inspect, audit, and copy child and staff record without prior notice or parental consent.
- Observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement and/or determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

Staff will be trained before employment begins in a procedure for sharing information related to child's special health care needs and how they are met, including any physical emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day.

### **Photos and Confidentiality**

As stated above, MLC will protect each family's confidentiality. Children's names will not be printed or shared in any shape, way or form, unless with given permission to MLC. We will ask parents for a written consent form for images of their child to be captured via standard/ or via digital photography and videography, to be used solely for the purpose of children's portfolios, MLC website, publications and promotional materials in print or electronically.

### **Days of Operation and Closing Information**

Childcare services will be provided between the hours of 6:30 A.M. and 5:30 P.M., Monday through Friday, January through December. No child will be allowed to be cared for more than 9.5 hours per day.

No service will be provided on:

New Year's Day observed, Memorial Day, Independence Day observed, Labor Day, Thanksgiving and Day after, Christmas Eve and Christmas Day, Good Friday (Spring Holiday), And Two Professional Development Days; Friday after Art Show in August and Friday of WI Child Care Conference in the Fall.

In the case that a holiday falls on a Saturday, we will close Friday. If it falls on a Sunday, we will close on Monday.

All regular fees will be charged for these holidays and days.

### **Emergency Closing and Inclement Weather Information**

It is our intention to be open and provide child care services every weekday of the year, excluding holidays. However, situations out of our control such as inclement weather, natural /national disasters, or major building issues may disrupt service from time to time. We may close when Oregon or Madison School Districts close for inclement weather. Please check the school website, [www.mariposalearning.com](http://www.mariposalearning.com) and BrightWheel app and your email. Director will notify parents via email and/or emergency text message via our software.

All regular fees will be charged for these closings.

## **Admission**

### **ENROLLMENT**

While you visit the center, we will email you enrollment forms to fill out completely. A visit with your child prior to enrollment is encouraged and suggested to assist in the transition. Key fob will be given to families upon enrollment. A key fob will always be necessary to enter the school.

MLC will provide care for children between the ages of 4 weeks and 9 years 11 months years of age. MLC will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation in accordance of provisions by the American Disabilities Act (ADA).

MLC uses a software to assist in making logging in and logging out easier using an electronic device in each classroom. Parents must log their child into their classroom immediately upon arrival. Wisconsin State Licensing always requires that all children be logged in and out or the center will be disciplined. Upon parent arrival, parent must sign student out on the electronic device. Your child will be your responsibility once you arrive at the school. Additionally, MLC expects for parents to enforce the school rules when they are still inside the building, i.e. walking inside the building, using inside voices, using respectful language, respecting school property, etc.

MLC also uses software to log observations of your child's activities and developmental goals so that parents are aware of their activities and needs being met as well as for Child Portfolios. Daily sheets are emailed daily to parents. Emergency text messages are sent out in case of an unexpected event or emergency.

All children will be enrolled for a trial period of 2 weeks. During the trial period, either the parent may terminate childcare without advance notice. The registration fee will be reimbursed if childcare is terminated anytime during the two-week trial period.

Parents must meet with director to discuss their child's specific needs and to review program policies. The following items must be completed and returned to the center by the first day of attendance.

- Form CFS-62, "Childcare Enrollment"
- Form CFS-2344, "Health History and Emergency Care Plan"
- Form CFS-104, "Childcare School-Age Agreement" (if applicable)
- Form CFS-56, "Childcare Center Transportation Permission" (if applicable)
- Form CFS-61, "Childcare Intake for Child Under 2 Years" (if applicable)
- First week's tuition and registration fee (paid in advance of enrollment to secure spot)
- Parent/Provider agreement (contract)
- Initialed copy of Parent Handbook policies
- Photo Release Form

MLC will inform you of any updates that are needed and give you 30 days to submit the updated forms.

The following items must be completed and returned within 30 days after your child starts attending.

- Form CFS-60, "Child Health Report"

### **Items to be provided by Parent**

Parent will supply diapers, baby wipes, lotions, bottles, formula for infants, one pair of inside shoes, two changes of clothing to stay at center (in a Ziploc bag) and clothing appropriate for outdoor play for each season.

Please dress your child in play clothing, "dress for mess". Dressing your child in outfits that cannot get dirty or stained are not feasible to keep clean.

### **Transitions from Classrooms**

Most transitions will occur at the beginning of the school year in end of August beginning or of September and some during the year depending on the development of the student. This will maintain a sense of normalcy when staying with students she/he already knows. If we do feel that a transition is not the best for a child based on age or development, we will assess and meet with families to determine what is best for the child.

### **Withdrawal or Discharge**

If you decide to withdraw your child from our care, you are required to give us a three-week written notice. Verbal notices will not be accepted. If notification is not provided, you will still be responsible for all tuition and fees for the three weeks, whether your child is in attendance or not. MLC copy of policies will be available at entrance for accessibility in case you have lost your electronic version.

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well-being of everyone at the school. Communication between family and school is critical in the evaluation of every child's success. Every effort will be made to correct a situation before a final decision is made (i.e. behavioral plan, conferences with parents, community resources, outside agency involvement, moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along, or other interventions). Documentation will be kept regarding all interventions. The Director will make the ultimate decision based on documentation, needs and circumstances.

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

- Lack of parental cooperation
- Inability of childcare program to meet the needs of the child. MLC will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at scheduled time.
- Failure to complete and return required forms.
- Behavior that may pose threatening and or threats to do physical harm (Grounds for immediate termination)
- Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)

MLC will give a two-week written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them) unless it is not in the best interest of the child and/or other children. Should parent remove the child during a notice period MLC initiates, fees will not be charged for remaining unused days.

If you feel like you and/or your child is being discriminated against, please contact the center Director for a time to meet and discuss concerns.

### **COMPLAINTS AND GRIEVANCES**

If you have any questions or concerns about any situation, please notify Director. Director will respond as soon as possible to address your concerns and grievances. In the case that the Director is not available, the Assistant Director will be able to help you.

## **FEE PAYMENT AND REFUNDS**

A one-time family Registration fee is required upon enrollment and first weeks tuition.

Fees are to be paid in advance every Friday for the following week's services.

If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Co-payments are also due Fridays as noted above. Parents will be responsible for any specified co-payments or unpaid amounts. MLC has direct deposit as primary source of payment.

No refunds will be given for days when children do not attend for illness or other reasons.

MLC will establish a regular rate based on your child's age. Fees appear on the tuition sheet.

Field trips fees may be requested.

There will be an extra fee assessed for late payment or late pick up of a child.

There will be 10% sibling discount for oldest child enrolled. Discount is for full-time enrolled students.

**One week** (5 consecutive days) of vacation is allowed per calendar year without payment. The Director must be notified in writing at least two prior to the planned vacation dates. This time is available to take **after** 3 months enrollment. Limited to **two** children, per family, per year on the oldest children.

If parents have any questions or concerns regarding fees or forms, they will have access to their child's file for viewing upon their request.

## **HEALTH**

### **Maintaining a Clean and Healthy Environment**

Our commitment to a clean and healthy environment compels us to take precautionary steps to prevent the spread of communicable diseases. Our school is designed to be easily cleaned and maintained at high standards of sanitation. We implement and post daily cleaning and disinfecting schedules in our classrooms. Toys in the infant and toddler rooms are sanitized, as they are mouthed by children. Tabletops are regularly disinfected, including before and after meal and snack times.

We promote cleanliness and good hygiene with children on a regular basis. Frequent hand washing is practiced by staff and children, and is always required before eating, after toileting, and after outdoor play. Hand washing procedures are posted near all sinks. Parents are asked to have their child wash their hands upon arrival to the center.

The uses of gloves are used per Universal Precautions regulations when in contact with any bodily secretions after diaper changes. Dirty Diapers are disposed of in hands free, covered and lined garbage cans. Wet and soiled clothing will be put into plastic bags for parents to take that day to launder at home.

Dishes used for eating are washed in a commercial style dishwasher. All foods that have been left over will be removed from their original packaging and placed in airtight containers/bags labeled with date, expiration and what the item is. Left over meals will also be placed in airtight containers and must be thrown out within 36 hours if not consumed. Food stored in refrigerator or freezer will be stored at Department required temperatures. Thermometers are stored in each compartment for review.

Tables for eating and counter space is cleansed thoroughly with soap and water solution followed by a bleach and water mixture and let to air dry.



Due to health reasons, smoking or smoking devices (such as electric cigarettes) are not permitted on the premises.

### **Immunization Requirements**

All children must be up to date on their immunizations before being admitted to our school. This applies to children in early care from birth through school-age. Acceptable documentation for records of immunizations must be validated by a physician or other health-care professional with a signature or rubber stamp, and include your child's name and birth date, the number of doses and vaccine type, and the month, day, and year the child received each vaccination. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots. If child is on alternative immunizations schedule, MLC should be notified immediately. If any state licensing regulations exist that exceed these requirements, the state licensing regulations will be adhered to by the school. Failure to abide by the immunization requirement may impact your child's enrollment. We suggest scheduling **immunization appointments in the afternoon** as to avoid your child being uncomfortable or develop a fever while at school. Printouts of any immunization should be given to your child's teacher or director immediately after receiving them.

### **Child Illness**

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

- A temperature of 100°F or higher (without medication)
- Vomiting or diarrhea
- A contagious disease such as chicken pox
- Strep throat
- Pink eye
- Streptococcal pharyngitis (i.e. strep throat)
- Head lice or nits
- An unidentified rash
- Scabies
- Pertussis (i.e. whooping cough) (we will follow the direction of the local health department)
- Measles, Mumps, Rubella (we will follow the direction of the local health department)
- Hepatitis A virus infection (we will follow the direction of the local health department)
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge
- Children who have had immunizations administered that day should **not** be brought to center afterward. Please have the child stay home until they show no signs of fever or allergic reactions.

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to childcare. MLC will follow procedures on personal cleanliness and communicable diseases with licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

MLC will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be sent to the nurse's office where they can be isolated within sight or sound and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. An incident report form will be completed and given to parent/guardian at pick up time. Verbal reports will also be used for communication. Incidents will also be recorded in a Medical Logbook.

### **Emergency Medical Procedures**

If your child becomes ill or incurs an injury that requires more than first aid on premises or off premises, you will be contacted and asked to pick up your child and transport them to a medical facility for treatment.

If there is a need for emergency for severe injuries medical treatment, we may act under the authority of the signed Authorization for Medical Treatment of a Minor form in the enrollment registration packet and take the emergency measures deemed necessary for the injury. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. Meriter Hospital is the closest local hospital and your child will be transported there.

Parent or guardian will be responsible for incurred medical bills.

If a staff is injured, OSHA universal precautions will be followed for minor injuries in order to prevent any contamination and exposure to children.

Emergency numbers are posted in each classroom. MLC will not share information about a child or a child's family with anyone who is not authorized to receive this information.

### **Allergies**

Please notify us immediately when you learn that your child has allergies. If a child requires medication for life-threatening allergic reaction (i.e. sting bees), the child's prescription may be kept at the school and administered when necessary.

Any of the above occurrences will be logged into the medical logbook.

### **Pets**

MLC may have some aquarium pets on premises. MLC will notify in writing prior to the addition of new pets to the center.

### **Medications**

Medication may be provided to your child while in our care in accordance with our policies, as well as state regulations.

You must:

Have given the first dose of prescribed medication at home.

Personally, hand over all medication teacher/staff in the classroom.

Complete a Prescription or non-Prescription instructions, consent, and waiver form, whichever is applicable, which will be kept in a locked drawer/cabinet.

Any Medication brought by you for your child must be:

In original container.

Labeled with the child's first and last name.

Labeled with the date (if prescription medication).

Include directions to administer the medication.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. All Medical Logbooks are kept in child's classroom.

If prescribed, include the name of the physician prescribing the medication. Prescription must be current, not expired.

Lead Teacher or management team will record the following information:

Name of the child to whom the medicine was given.

Name of the medication.

Date, time, and amount of medication given.

Name of lead teacher staff administering the medication (no initials).

All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of our care will be entered into the center's Medical logbook.

In case of medication administration error, parent will be notified immediately and ask for them to contact their physician. Lead Teacher or Management will document the error in Medical logbook.

#### **Medications delivered by device:**

The child's Health and History form DCF-F (CFS-2345) (R. 03/2009) will include all signs and symptoms that the medication is needed.

Teacher or Management trained in administering of the medication by device must be trained by parent or health professional. The training shall be documented on the child's medication form with date and staff in attendance and trained by whom.

Any special care after administering medication shall also be provided during the training and updated yearly or as needed.

Medication will only be given to child by trained staff and documented in medical logbook and child log form.

In case of medication administration error, parent will be notified immediately and ask for them to contact their physician. Teacher or Management will document the error in Medical logbook.

#### **Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS, MLC will do the following with any child.

All infants will be placed to sleep on their backs, unless the child's physicians authorize another position in writing. Blankets will be removed from the crib. An alternative to blankets would be a sleep sack. Sheets will be tight fitting. If a child falls asleep in a swing or car seat they will be moved to their crib. We will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").

MLC trains all staff members, substitutes, and volunteers on these procedures before they begin working with children.

#### **NUTRITION**

MLC will offer breakfast, morning snack, lunch (provided by parent) and an afternoon snack to all children (infant to school age) in attendance at the times identified in the daily schedule. Children picked up closer to dinner time, will be given another snack.

What makes MLC different from other child care programs is the variety of food choices we explore. We are always trying new fruits and vegetables, not only from local producers, but varieties from around the world as well. We use our garden to gain appreciation for the foods we eat and the care that is needed to produce it. When possible, we will have the children help with meal preparation activities. Participation with food preparation helps them to develop fine motor skills and cultivates a healthy interest in the food they're eating.

MLC encourages a "Family Dining" experience while a child eats their lunch. In "Family Dining" teachers are encouraged to assist children with setting the table, sitting together and cleaning together. This process also provides positive socialization opportunities.

We'll encourage children to sample new foods and to taste what is being served; however, we cannot require children to eat or in any way punish them if they choose not to eat all foods served. Age appropriate meals will be served.

Food items are purchased locally from nearby grocery stores and markets.

Breakfast is served from 8am-8:30am. If child arrives after 8:25am, parents will be expected to have their child eat breakfast before arriving to school.

Daily records of meals and snacks are available for your review. They will be posted in entrance hallway.

Parents will be providing their own children's lunches. They will be informed verbally and written of the USDA nutritional requirements in enrollment packet. They are asked to bring cold or hot lunches that follow the USDA nutritional guidelines. Please do not send sugary treats such as chocolate, cookies, etc. On special occasions, MLC does provide some of these types of treats and my ask parents to provide some as well. We just don't encourage it on a daily basis. Please keep in mind that we are a peanut free facility.

All children eat in the comfort of their own classroom.

MLC has a commercial kitchen in which all equipment and refrigeration is of high quality and follows all requirements set by Department of Human Services and Department of Child and Family Services. All kitchen staff will be trained in on USDA requirements and OSHA regulations such as proper hand washing, proper storage of food, food delivery, and cleanliness.

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. Breast milk will not be served for any child over 12 months without a note.

In addition, children at any age, especially infants, will not be limited on food unless a medical condition is on file. Withholding food for any reason will not be allowed even if parents request for child not to be fed because of a feeding schedule they have set for their infant. For example, parent wants infant to be fed every 3 hours but infant shows distress at 2 hours because of hunger. Child will be fed. Failure to supply formula or breastmilk or food to force teachers to not feed outside of imposed schedule, may result in termination of care.

If your child has special dietary needs or has food allergies parents must notify the center in writing. We will work with your child's dietary needs. These must be in writing. Any special foods must be provided by parents.

### **Birthday Treats**

Special treats brought in for birthdays or holidays must be purchased and not homemade as to prevent any allergic reactions if children with allergies are exposed. We are a Peanut free and all items brought into the school must be made in a peanut-free facility.

### **CURRICULUM/PROGRAM: DAILY ACTIVITIES AND EDUCATION**

MLC provides a curriculum aligned with Wisconsin Model Early Learning Standards (WMELS). The Wisconsin Model Early Learning Standards specify developmental expectations for children from birth through entrance to first grade. The standards reflect attention to all the domains of a child's learning and development. The domains include: Health & Physical Development; Social and Emotional Development; Language Development and Communication; Approaches to Learning; Cognition and General Knowledge. The center is designed as to promote different learning and reflect the WMELS

domains. Parents and staff will communicate daily and during scheduled conferences a minimum of twice per year.

MLC plans and provides activities for children with a variety of experiences. Some of the activities will include:

Language development: Books, music, story time, fingerplays, flannel board stories

Large muscle skills: Balls, hula hoops, bean bags, outdoor play and walks

Small muscle skills: Art and crafts activities, stringing beads, Legos, puzzles, blocks

Creative expression: Dramatic play, puppets, music and musical instruments, art activities

Self-help skills: Assist with mealtime food preparation, dress self for outdoor activities, help with jobs in the center

Teachers appointed to each classroom will have set planned time and will have access to many different curriculums to develop their monthly calendar. MLC provides theme-based curriculum, but not exclusively.

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, manipulative's and housekeeping equipment.

All children will go outdoors daily when weather permits. The children over two years of age will be kept indoors if the temperature is below 0 degrees including wind chill: raining or storming. Children under two years will be kept inside below 20 degrees including wind chill.

For children over two years of age, some structured and unstructured learning time will be included in the daily activities.

Very seldom, electronic media may be used for educational purposes in the preschool classroom. During this time, alternative activities will be available for the child to choose from.

Tentative schedule:

<b>Time</b>	<b>Activity</b>
8:00-8:30	Breakfast
8:30-9:00	Free play
9:00-10:00	Story time, arts and crafts, calendar, manipulatives, water/sand play, etc.
10:00-10:30	Snack
10:30-11:15	Outside play
11:15-12:00	Music, free play
12:00-12:30	Lunch
12:30-1:00	Cool down, prepare for nap time
1:00-3:00	Nap time
3:00-3:15	Wake up time
3:15-4:00	Snack
4:00-4:30	Story time, group play (outside)
4:30-5:30	Pick-up routines

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. MLC will communicate with parents regarding their home schedule and school schedule so that we can better serve the student. Students will be given individual attention including lots of time for talking. We will try to coordinate the school schedule with home schedules to make transitions less stressful. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Parents must bring a small blanket for their child to keep at school and to sleep with.

A crib is provided for each child under one year of age. Children over the age of one year will sleep in a cot. MLC will provide all linen and sheets for the cots and launder linen every five uses.

### **Art Enrichment including Summer Art Program**

The Spanish Summer Art Program starts in June and runs until the end of August. This program is for all children enrolled. Children will learn, grow and extend their vocabulary with bilingual teachers and curriculum. Activities for the program revolve around a chosen theme.

Children will frequently have the opportunity to experience different art mediums as they draw, paint, sculpt, design, imagine and explore at MLC. Children will also learn about artists and artists' styles, demonstrate art techniques, explore creative art materials and design original artwork.

Children are encouraged to express themselves freely through art. They are taught to translate their experiences in their physical world into abstract and symbolic forms.

At the end of the summer, an Art Show is held. The children will display the artwork they've created and are given the opportunity to share with friends and families. Details about the show are given to parents in early summer.

### **After School Program**

The main building cares for students 0-12 years of age and in Forest Edge Elementary School, we service a cohort of afterschool students. We have two cohorts that are located at Mariposa's main building. There is a rotation schedule so that students have different activities and opportunities that each space offers.

Cohort1 (Colibri): Small motor activities/recreation room

Cohort2 (Frida): Art and music

Cohort3 (Forest Edge cafeteria): Large motor activities, indoor and outdoor games

Class Routine:

3pm-3:15pm snack provided

3:15-3:45 Homework

3:45- Activities of choice or pre-planned

4:45- 5:30pm Closing activities: cleaning, putting things away, etc.

Mariposa will provide full care when school is out during Professional Development days for Oregon School District, early release days and other school closures. These spots are first come basis.

### **Music Enrichment**

Mariposa is a partner with Academy of Sound. Children will have the opportunity to engage in private music lessons on-site during school hours. Students that participate will be 4 years of age and older including after school students. Lessons are 30 minutes. Enrollment is directly through Academy of Sound website [www.academyofsound.org/mariposa](http://www.academyofsound.org/mariposa) click on Mariposa Learning Center tab and complete enrollment.

### **Toilet Training**

MLC will work with families on a plan regarding toilet training and that both parties cooperate and are consistent once the plan has started. Training takes devotion, time and patience. Toilet training can last 6 months -1 year or more. Children at 18 months will be introduced to the toilet for the purpose of having them accustomed to that environment. Books will be read; songs will be sung and finger plays will be used to provide that comfort that can assist in successful training. Children will then be taken to the toilet 30-45min after every meal and after naps in order to set them up for success. Only

positive reinforcement and incentives will be used to encourage training. Children will never be punished for lapses in training.

### **Classrooms**

MLC has ten classrooms; Las Orugas-caterpillar (Infant Room), Capullos-Chrysalis (Infant Room), Hormiguitas-ants (One year old), Las Arañitas - little spiders (One year old), Saltamontes-Grasshoppers (Two year old), Jardin (2.5 year old) and Monarcas-Monarchs (preschool), Abejas-Bees (4 year Kindergarten), Colibrí-Hummingbirds (4K and School agers) and the Frida Studio (multi-age art studio). Please note, classroom age groups are approximate and can vary slightly depending on the development of each child.

Children will be placed in their corresponding age group and will follow school calendar schedule, (i.e. if a child turns 2 before September 1<sup>st</sup>, child will be placed in the two year old classroom), if infant turns one year old by September 1<sup>st</sup>, child will be placed in the one year old classroom.

Children by age 3 must be toilet trained before starting care or transitioning into the 3-year-old class.

### **Cultural Diversity**

MLC encourages diversity and we do this in many ways. In the classroom there are dolls of different ethnicities, books and musical instruments from around the world. We also explore diversity through food, music and most importantly, language. Mariposa strives to maintain a primarily Spanish speaking staff to immerse the students in the language and offer them the developmental benefits of bilingualism. Parents are encouraged to share their culture and heritage with children therefore, reinforcing acceptance and respect for other differences.

### **GUIDANCE / DISCIPLINE**

Children's behavior will be guided by setting clear limits and rules for children. Teachers will talk with children about expected behaviors and model those behaviors consistently for them. They will state positively what children can do, using specific terms, e.g. "please walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

We use "Thinking time" to deal with unacceptable behavior for children ages two and up. A "Thinking time" may be used when other techniques have not been successful. Thinking time will be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. Thinking time is child directed and may not be used with children under two years of age. Child directed means that child will indicate how long they want to "Think". When used, the Thinking time will immediately follow the behavior. Child will be directed to an area to "cool off" away from the other children. When child indicates that they are cooled off, staff and child will talk about what behavior was unacceptable, and what else he/she might have done or said instead. The child will be helped to rejoin the group.

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

We understand that there will be times when a child will become distraught, fussy or won't quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, staff will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. MLC will look at the environment to discourage negative behaviors. However,

there also may be times when we need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

### **Transitions**

Some inappropriate behaviors are sometimes seen during transition times. In order to avoid this behavior, staff will provide several things to do while waiting to transition from activity to activity, (i.e. verbal cues, and visual cues, jobs, quiet activities or materials).

In accordance with "Wisconsin Rules for Group Child Care" actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. These forms of punishment will never be used, even at a parent's request.

### **Biting**

Biting is a typical behavior of children 13 months to 3 years of age. Common reasons cited for biting are need for autonomy and control, exploration, teething, attention getting, frustrations (due to lack of language or unmet needs), anxiety, mimicking, self-defense, and lack of experience interacting with children in a group. At the first sign of biting, we evaluate the environment and activities at the time of bite. If warranted, adjustments in the environment, routines, or the transitions in the classroom may be made. If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an incident report for the bitten child.

The child who has bitten will be removed from the immediate area and will be closely supervised for a period of time after the incident. We will complete an incident report for the child who has bitten and discuss the incident with child's parents. If needed, more intervention will be planned by meeting with parents and creating a behavior plan. Staff cannot disclose with either parent the identity of the other child involved in the incident. It is important to remember that biting is a developmentally appropriate behavior.

### **TRANSPORTATION**

MLC does not provide transportation at this time but OSD does provide transportation to Forest Edge Elementary for Mariposa's after school program. Mariposa will on occasion do field trips that would require us to rent a bus or shuttle or use parent volunteers. We also do neighborhood walks. Parents will be given written consent forms to complete before allowing any child go on a field trip or walk.

Staff will carry a checklist with the names of all the children in care. All children will be checked off as the child is put into the stroller or visually looked at and checked off to make sure all the children are accounted for. Emergency contact forms for each child will also be brought along. The same check off procedure will be followed when they return.

### **RELIGIOUS PRACTICE**

We do not include religious instruction or practices in our daily activities, although we do a modified celebration for "Día de Reyes" around January 6<sup>th</sup> (Day of the three Kings) and "Día de la Candelaria" (Candlemas) around February 2<sup>nd</sup>.

We celebrate the following occasions: Christmas, Easter, Halloween, Valentines, St. Patrick's Day, Fourth of July, each child's birthday and Cinco de Mayo among others.

### **EMERGENCY PROCEDURES**

Fire and Tornado evacuation plans will be practiced monthly. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the success of fire and



emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of the school but must wait until the drill is complete and children have returned to the building. Parents can wait with their child's class in the designated safe zone outside of the building until the drill is complete.

In case of a real emergency that would require an evacuation, the Director will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children from school property, children will be located at Forest Edge Elementary school next door. The attendance form, child records, and list of phone numbers for parents and emergency contacts will be taken out to assure that all children are accounted for and all families notified. Evacuation route is wheelchair safe and accessible. Children or Staff with special mental or physical disabilities will be guided and helped by other staff and/or Director.

In the event of a tornado warning, the children will be taken to the Frida Studio (basement art room). Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter at all times. The attendance form and emergency contact information will be brought along. Same procedure will be implemented regarding who can pick up and proper identification will be required.

### **Lost Child**

In the event of a lost child, we will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified. Emergency numbers are posted in every classroom. MLC will notify Dept. of Family and Child services and submit appropriate documentation within 24 hours.

### **Loss of Utilities**

If the center should lose the use of heat, water or electricity before the center opens; the Director will call parents by 6am and ask them not to bring their student that day. If utilities are lost during the work day, parents will be asked to pick up their child within 1 hour.

### **Emergency Back Up**

There will always be two staff present during work hours in case there is an emergency so that a second adult is present to assist. If only one staff is present an emergency contact that is only 5 minutes away will be contacted.

### **Motor Vehicle**

In case of an emergency where a motor vehicle is needed, a vehicle will available at all times during work hours on the premises.

### **FIREARMS**

All firearms and archery weapons (including conceal and carry weapons) are prohibited on the premises. Police officers and other law enforcement persons who carry weapons in the act of performing their duties are allowed to carry weapons on the premises.

### **Questions/Concerns**

If parents have any questions or concerns regarding fees or forms, they will have access to their child's file for viewing upon their request.



## Frequently Asked Questions

**1. What time can I drop my child off?**

Our center is open Monday through Friday from 6:30 a.m. until 6:00. Your child is assigned their schedule at registration. If any changes occur, please inform us right away.

**2. What is the latest time that I can pick up my child?**

Late pick up fees apply after 6:00pm or after 10 hours in care.

**3. Are meals provided?**

All nutritious breakfast and all snacks are provided but at this time, MLC does not provide lunches.

**4. Will my child go on field trips outside the facility?**

MLC does go on neighborhood walks and or rent a school bus when a field trip is scheduled.

**5. Can I visit the facility without an appointment?**

At Mariposa Learning Center, we have an open-door policy. We welcome parents to our center at any time with proof of vaccination for covid.

**6. Is there a safety plan in place in case of an emergency?**

We practice these drills monthly with the children. Safety plans are posted in each classroom and hallway.

**7. What is your sick policy?**

Our sick policy is written with the best interest of all children – sick and healthy. We ask that children with a fever of 100 Fahrenheit or higher stay at home until the fever is gone for 24 hours (48 hours during pandemic) without medication. We also request that children stay home if they have vomited or diarrhea. If these illnesses occur during the school day, we will call the parent to pick up the child. During the pandemic, we may ask for a negative Covid test be done before returning to school.

**8. What do I do if my child becomes sick at daycare?**

If a child becomes ill at school, we will make him or her as comfortable in the nurse's office as much as we can until the parent is contacted and is able to pick up the child.

**9. Are there restrictions on who may pick up my child?**

We ask that parents list individuals other than themselves who are able to pick up their child on our enrollment form. If you know in advance that you are unable to pick up your child and will be sending someone else, we ask that you send a written notification of who will pick up your child and on what day. If an emergency occurs, please call the center to let them know who will be picking up your child. In either case, a picture I.D. will be required for the person to pick up your child.

**10. How long has your facility been providing daycare?**

From 2005 to present. MLC started as an in-home daycare facility. MLC opened at its Stoughton location in February 2014 until June 2020. Fitchburg site from June 2020.

**11. How do I register my child?**

Once both parties have toured and decided that Mariposa Learning Center as the childcare center that best fits your needs and the needs of your child or children, you simply need to complete our enrollment forms and a link form Brightwheel will be sent upon acceptance. You may also submit the registration fee and first week tuition through the link.

**12. If I go on vacation, do I still pay for that time?**

A maximum of **one week** (5 days consecutive) vacation per year is allowed without payment **with** a two week written notification. This time is available to take **after** 3 months enrollment.