



MARIPOSA
LEARNING CENTER INC.

Parent Handbook

Policy Effective Date: 6/16/2025

Mariposa's Philosophy and Objectives

Mariposa Learning Center, Inc. (Mariposa) is a Nationally Accredited childcare center that believes that students are our most important resource while providing an environment where students are immersed in the Spanish language to promote bilingualism. We understand that early childhood experiences are instrumental in the development of a child's future. Mariposa strives to create high-quality early childhood experiences. Our objectives are:

- To provide a safe, nurturing environment where students can develop
- To provide a *home-away-from-home* environment
- A stimulating setting where students 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 opportunities 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.”



Contact Information

Main Site: 4870 Brassica Road. Fitchburg, WI, 53711, Phone: 608-299-9337

Forest Edge Elementary: 4848 Brassica Rd, Fitchburg, WI, 53711

Email: enrollment@Mariposalearning.com

General Information

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

The main location is 4870 Brassica Rd in Fitchburg. Mariposa is licensed to care for no more than 175 students at the main location. The hours of operation are 7:00 a.m. to 5:00 p.m., Monday-Friday.

The Mariposa after school program is located at Forest Edge Elementary School in Fitchburg. The location is licensed for 50 students and is open from 2:30-5:00 p.m., Monday-Friday.

At the entrance of both locations, there will be the following items for your review: license certificate, results of the last monitoring visit, accreditation certificate, parental notices, Childcare Center regulations, record of meals served, administrative structure and a copy of the center policies. You will also find a listing of community agencies and services available to families. Mariposa is inspected at both locations regularly to ensure that we are meeting licensing standards.

Mariposa 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 crucial to recognize the significance of the role and influence that both parents and teachers have in the well-being of the students under our supervision. As such, it is important that we clearly communicate the needs and interests of your students so that they have a positive and growing experience here at Mariposa. To foster communication on a regular basis, Mariposa will host scheduled conferences twice a year, correspond with families via BrightWheel (the main form of communication) and email (as necessary), post updates on social media, publish newsletters, provide updates 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 students throughout the year. Exposing students to these differences helps encourage tolerance and acceptance of those different from us. Please talk to your teacher or Director to schedule a time to come in.

To further engage families, we try to host special events throughout the year that parents are all invited to attend. These may include, but are not limited to Christmas, Día de Reyes, Día de la Candelaria, Mother's Day, Father's Day, Summer Art Show and your student's birthday. Parents are encouraged to attend any field trips. There are also get-together's that are organized by parents and all families are encouraged to attend.

At any time, if there are issues or concerns that need to be discussed, please work with your students' teacher to arrange a convenient time to set up a conference to discuss your concerns so we can give the issue the attention it deserves. If concerns are not resolved, or if there are additional needs, please notify the Director in person, via admin on BrightWheel, or via email. A meeting will be scheduled to assist you with these issues.

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. Mariposa will not become involved in any disputes regarding custody.

Technology/Social Media

Mariposa provides equipment and supplies to assist employees and other workplace participants to perform their job duties.

Mariposa supports self-expression, including expressing oneself to others via letters to the editor, postings on Internet sites or blogs, videos such as YouTube, social or photography networks such as Twitter, Instagram, social webpages such as Facebook, posting on open forums, or speaking during public events (collectively, "Social Media"). Social media includes interacting with Mariposa through Mariposa's online and/or other digital presence. Mariposa prohibits the use of student photos on personal social media platforms. Employees may not post any photos of Mariposa students.

Student Drop Off and Pick Up

Please refer to your contract for your contracted hours. We schedule staff around the drop off and pick up times you specify in your contract. If you plan to drop off or pick up any time before or after your contracted hours, we must be notified at least one day in advance so that we can plan staffing accordingly.

Upon arrival at Mariposa, parents will sign their student in via an electronic device (personal device or kiosk located at the front desk). Students will be dropped off in their assigned opening classroom. Some classes open at 7:00 a.m., others open at 7:30 a.m. and 7:45 a.m. Please refer to the sign on your student's classroom door.

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

Students will only be released to people listed on the enrollment form and BrightWheel. If anyone other than the student's parent or someone who is listed on the enrollment form is to pick up a student, Mariposa needs to be notified via the BrightWheel app. The person picking the student 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 student 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 student, including offering to call a cab, Uber or another contact person. While we cannot legally withhold a student from the legal guardian, MARIPOSA will not hesitate to call the local authorities if we feel the student is in danger.

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

To help maintain a healthy environment, please assist your students to wash their hands upon arrival. This will help to prevent the spread of viruses and illnesses.

No Idling Vehicle Policy

To support the health and safety of our children, staff, and families—and to protect our environment—we require that all vehicles be turned off while parked on or near school property. This includes drop-off and pick-up times, as well as during any waiting periods in the parking area.

Why this policy is important:

- Children are more vulnerable to air pollution. Idling vehicles emit harmful pollutants, including carbon monoxide, nitrogen oxides, and particulate matter. These toxins are especially harmful to developing lungs and can trigger asthma and other respiratory conditions.
- Improves safety and reduces distractions. A running engine can be noisy and may create unnecessary hazards in a busy school zone.
- Protects the environment. Reducing vehicle idling helps lower greenhouse gas emissions and supports our school's commitment to sustainability.
- Saves fuel and reduces engine wear. Idling wastes fuel and contributes to engine wear without any benefit.

We appreciate your cooperation in helping us create a healthier and safer environment for all. If you are waiting in your car, please turn off your engine.

Student Absence

If your student will **not** attend on a regularly scheduled day, please inform us by 8:00 a.m. via BrightWheel. We will contact you if we don't hear from you by 9:00 a.m. Students must be ready and present for school activities by 9:00 a.m. daily (unless they are in 4K, which can have different schedules).

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

Confidentiality

To protect each family's confidentiality, Mariposa will not share information about a student or a student's family with anyone who is not authorized to receive this information. Parents, upon request, can attend conferences, observe, and have access to all records and reports maintained on his or her student (in the 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 Students and Family Services to perform their duties as follows:

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

Before employment begins, staff will be trained in procedures for sharing information related to any special health care needs (e.g. physical, emotional, social, or cognitive disabilities) of students under their care.

Photos and Confidentiality

As stated above, Mariposa will protect each family's confidentiality. Student's names will not be printed or shared in any shape, way, or form, unless permission is given to Mariposa. We will ask parents for a written consent form for images of their students to be captured via photography (standard or digital) and videography for use on the Mariposa website, publications and promotional materials in print or electronically.

Days of Operation and Closing Information

Childcare services will be provided between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, January through December. No student 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)*, Good Friday (Spring Holiday), Memorial Day, Independence Day (observed), Two Professional Development Days (typically the Thursday and Friday the week after the Art Show in the month of August), Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve and Christmas Day*.

If a holiday falls on a Saturday, we will close on Friday. If it falls on a Sunday, we will close on Monday.

All regular fees will be charged for these days.

* Mariposa will close for up to 5 business days between the Christmas and New Year's holidays. During this closure, parents will not be charged tuition.

- The 5 business days may or may not include the already planned closures for the specified holidays of Christmas (typically December 24th and 25th) and New Year's (typically January 1st).

- It is understood that the holidays specified above can vary depending on the days of the week on which they fall. As such, Mariposa will provide the exact days of closure around this period once the calendar for the associated school year is set.

Emergency Closing and Inclement Weather Information

It is our intention to be open and provide childcare 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, Facebook and BrightWheel app. The Director will notify parents via email and/or emergency text message via the BrightWheel app.

All regular fees will be charged for these closings.

Admission

Enrollment

A visit with your student prior to enrollment is encouraged to assist in the transition. Enrollment forms will be emailed or printed and should be completed before starting care. Two key fobs will be given to families upon enrollment (only at the main location). A fee of \$10 will be charged for any additional fobs (e.g. extra or lost fobs).

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

Mariposa uses software (BrightWheel) to make logging your student in and out easier using an electronic device at the reception desk. Parents must log their student into their classroom immediately upon arrival. This is a requirement of Wisconsin State Licensing. Failure to log your child in and/or out will result in the center being disciplined by licensing authorities. Your student will be your responsibility once you arrive at the school. Additionally, Mariposa expects parents to enforce the school rules when they are still inside the building, (e.g. walking inside the building, using inside voices, using respectful language, respecting school property, staying within reach of parents, etc.).

Mariposa also uses the BrightWheel software to log observations of your student's activities and developmental goals. These are also used for Student Portfolios.

Emergency text messages are sent out in case of an unexpected event or emergency.

All students will be enrolled for a trial period of 2 weeks. During the trial period, the parent may terminate childcare without advance notice.

Parents must meet with the Director or Admin to discuss their student'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

Mariposa 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 the Parent

For Infants: Parents will supply diapers for one week at a time, baby wipes, lotions, glass bottles (covered with a silicone sleeve or PBA-free (labeled) plastic bottles, formula for infants, one pair of inside shoes, two changes of clothing in a Ziplock bag and clothing appropriate for outdoor play for each season.

For all other students: Please provide two changes of clothing in a Ziploc bag, indoor shoes, outdoor gear for winter, a water bottle, and a lunch with a cold pack. At the start of and during the school year, we may ask that parents provide some basic classroom supplies (tissue, glue sticks, markers, etc.).

Please dress your student in play clothing, "dress for mess". Dressing your student in outfits that cannot get dirty or stained are not feasible to keep clean. We expect complete cooperation from parents. We are not responsible for any stains on your students' clothing.

Classroom Transitions

Most transitions will occur at the beginning of the school year and some during the year depending on the development and age of the student. If we feel that a transition is not the best for a student based on age or development, we will assess and meet with families to determine what is best for the student.

Withdrawal or Discharge

If you decide to withdraw your student from our care, you are required to give us **three** weeks' 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 student is in attendance or not. A copy of Mariposa A policies will be available at the entrance for accessibility in case you have lost your electronic version.

In certain circumstances it may be necessary to discontinue a student's enrollment. This decision is based on the best interests of the students concerned, other students in the class and the well-being of everyone at the school. Communication between family and school is critical in the evaluation of every student'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 student to another class, redirecting behaviors, providing choices, separating students 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 student may be discharged from the center for reasons such as, but not limited to:

- Lack of parental cooperation, disrespectful engagement, intimidation etc.
- Inability of childcare program to meet the needs of the student. Mariposa will consult with the parents 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 student 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).

Mariposa will give a two-week written notice of our intent to discharge a student (and try to inform parents of local resources that may be of help to them). Notice may be less if it is not in the best interest of the student and/or other students (or for any of the specified reasons above). Should parents remove the student during a notice period Mariposa initiates, fees will not be charged for remaining unused days.

If you feel like you and/or your student 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 the Director. The Director will respond as soon as possible to address your concerns and grievances. If the Director is not available, the Assistant Director or Office Manager will be able to help you.

Fee Payments and Refunds

To secure your child's spot, a non-refundable deposit of one-week tuition and registration fee of \$75.00 is due upon acceptance.

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

Fees are to be paid every Monday for that week's services.

If there is a third-party payment, such as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Co-payments are also due Mondays as noted above. Parents will be responsible for any specified co-payments or unpaid amounts. Mariposa has direct deposit as the primary source of payment (transactions are processed through the BrightWheel app).

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

Field trips fees may be requested.

A late payment fee of \$15.00 may be assessed for any tuition payments that are returned. Any bank processing fees incurred because of a returned payment will also be assessed to the family.

When there is an overdue balance on an account, the parent(s) may be sent a notice indicating that arrangements need to be made to make the account current. If no effort to pay the outstanding balance is made, care may be terminated.

Mariposa's hours of operation are from 7:00 a.m. to 5:00 p.m. Children may not be dropped off until 7:00 a.m. Families should complete all pickup activities and be exiting the building by 5:00 p.m. Employees are not available to supervise children before or after business hours. Families will be charged late fees of \$30.00 for every 15-minute increment. If a family repeatedly violates the closure/pickup policy, care may be terminated.

There is a 10% sibling discount. Only students enrolled full-time are eligible to receive any available sibling discount(s). Discounts are always applied to the oldest children in a family. We offer discounts for up to two older siblings. For example, for a family of three full-time students (ages 1, 3, and 4), the sibling discount is applied to the 3- and 4-year-old students. Another example, for a family of three students (ages 1, 3 and 6) with one of the three students enrolled in the after-school program (a part-time program), the sibling discount is only applied to the 3-year-old student.

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

Three-week notice is required for student withdrawal. Notice must be in writing, via Brightwheel or email to enrollment@Mariposalearning.com

Annual tuition adjustments will occur at the start of each calendar year. These rates will be applicable January through December each year. Rate increases may occur outside of this if business needs require adjustments. Families will always receive notification prior to any rate increase (we typically try to provide notification at least 30 days prior to any changes in tuition rates).

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/disinfecting schedules in our classrooms. Toys in the infant and toddler rooms are sanitized, as they are mouthed by students. Tabletops are regularly disinfected, including before and after meal and snack times.

We promote cleanliness and good hygiene with students on a regular basis. Frequent hand washing is practiced by staff and students, 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 students wash their hands upon arrival at the center.

The use of gloves is 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. Leftover meals will also be placed in airtight containers and must be thrown out within 36 hours if not consumed. Food stored in the refrigerator or freezer will be stored at Department required temperatures. Thermometers are stored in each compartment for review.

The tables for eating and counter space are cleansed thoroughly with soap and water solution followed by a bleach and water mixture and then allowed to air dry.

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

Immunization Requirements

All students must be up to date on their immunizations before being admitted to our schools. This applies to students 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 student's name and birth date, the number of doses and vaccine type, and the month, day, and year the student received each vaccination. Validated proof of immunizations should be submitted as your student receives new immunizations or booster shots. If a student is on an alternative immunizations schedule, Mariposa 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 student's enrollment.

We suggest scheduling immunization appointments in the afternoon to avoid your student being uncomfortable or developing a fever while at school. Printouts of any immunization should be given to your student's teacher or director immediately after receiving them.

Student Illness

Students who are ill should not be taken to the center. Examples of students who are ill:

- A temperature of 100.0 °F or higher (without medication)
- Vomiting or diarrhea
- A contagious disease such as chicken pox and Hand, Foot and Mouth disease
- 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
- Students who have had immunizations administered that day should not be brought to Mariposa afterward. Please have students stay home until they show no signs of fever or allergic reactions.

Students may return to the center when they are symptom free for at least 24 hours*, have been appropriately treated, or have been given medical approval to return to childcare. Mariposa will follow procedures on personal cleanliness and communicable diseases with licensing rules and

the guidelines for exclusion of students from childcare as adapted from the Division of Public Health.

* We understand the challenges of juggling work and family when dealing with sick children. However, we kindly request that you consider the greater health and safety of our community. Children explore through touch and taste, making it impossible to prevent 100% of illnesses. Bringing a sick child to the center impacts everyone. Please apply common sense to the 24-hour rule and thank you for your understanding.

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

If a student becomes ill or seriously injured while at the center, parents will be contacted immediately. Sick students will be sent to the nurse's office where they can be isolated within sight or sound and made as comfortable as possible. Students should be picked up within 1 hour. If the student is not picked up within 1 hour, the emergency contact person on the student'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 the 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 student 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 student and transport them to a medical facility for treatment.

If there is a need for emergency medical treatment due to severe injuries, 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. If 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 student will be transported there.

Parents or guardians will be responsible for medical bills incurred.

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

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

Allergies

Please notify us immediately when you learn that your student has allergies. If a student requires medication for a life-threatening allergic reaction (i.e., sting bees), the student'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

Mariposa may have some aquarium pets on premises. Mariposa will notify in writing prior to the addition of new pets to the center. Currently we have a fish tank at the main entrance.

Medications

Medication may be provided to your student 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 to the 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 student must be:

- In the original container.
- Labeled with the student'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.
- Children are monitored post-administration of medication.
- All Medical Logbooks are kept in the student's classroom.

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

All Teachers and management team will be trained to administer and record the following information:

- Name of the student to whom the medicine was given.
- Name of the medication.
- Date, time, and amount of medication given.
- Name of teacher or management 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 student's body received outside of our care will be entered into the center's medical logbook.

In case of medication administration error, parents will be notified immediately and ask for them to contact their physician. The teacher or Management will document the error in the 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 the medication by device must be trained by a parent or health professional. The training shall be documented on the students' medication form with date and staff in attendance and trained by whom. Training will be provided annually or as needed.

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 students by trained staff and documented in medical logbook and student log form.

In case of medication administration error, parents will be notified immediately and ask for them to contact their physician. The teacher or Management will document the error in the medical logbook.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS, Mariposa will do the following with any student.

- All infants will be placed to sleep on their backs unless the student'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 student falls asleep on a swing or on the floor, they will be moved to their crib.
- We will ensure that awake, non-mobile students have time each day to spend in a prone position ("tummy time").

Mariposa trains all staff members, substitutes, and volunteers in these procedures before they begin working with students.

Nutrition

Mariposa will offer breakfast, lunch (provided by parents) and an afternoon snack to all students (infant to school age) in attendance full time at the times identified in the daily schedule.

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 students 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.

Mariposa encourages a "Family Dining" experience while a student eats their lunch. In "Family Dining" teachers are encouraged to assist students with setting the table, sitting together and cleaning together. This process also provides positive socialization opportunities. All students eat in the comfort of their own classroom.

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

Breakfast is served from 8:30-9:00 a.m. If a student arrives after 9:00 a.m., parents will be expected to have their student eat breakfast before arriving at school.

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

Parents will be providing their own students' 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, Mariposa does provide some of these types of treats and may ask parents to provide some as well. **Please keep in mind that we are a Nut-Free facility.**

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

Students younger than 12 months must be served formula or breast milk, unless written directions are on file from the student's health care professional. Breast milk will not be served to any student over 12 months without a doctor's note.

In addition, students of any age, especially infants, will not be limited to food unless a medical condition is on file. Withholding food for any reason will not be allowed, even if parents request students not to be fed because of a feeding schedule they have set for their infant. For example,

parents want an infant to be fed every 3 hours, but if the infant shows distress at 2 hours because of hunger, the infant will be fed. Failure to supply formula or breastmilk or food to force teachers to not feed outside of the imposed schedule may result in termination of care.

Parents must notify the center in writing if their student has special dietary needs or has food allergies. We will work with your students' dietary needs. These must be in writing. Any special food must be provided by parents.

Birthday Treats

If parents would like to bring in a special treat for their student, **items must be purchased and not homemade** to prevent any allergic reactions if students with allergies are exposed. **We are a Nut-Free facility.**

Curriculum/Program: Daily Activities and Education

Mariposa provides a curriculum aligned with Wisconsin Model Early Learning Standards (WMELS). The Wisconsin Model Early Learning Standards specify developmental expectations for students from birth through entrance to first grade. The standards reflect attention to all the domains of a student'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 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. Our conferences are based on the developmental screening (ASQ) information we receive from the parents and the observations that are made in the classroom. See the attached link as to the importance of health and developmental screening: <https://agesandstages.com/asq-online/>, click on the tab, Why Screening Matters.

Mariposa plans and provides activities for students 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 craft activities, stringing beads, Legos, puzzles, books
- Creative expression: Dramatic play, puppets, music, musical instruments, art activities
- Self-help skills: Assist with mealtime food preparation and clean up, 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. Mariposa provides a theme-based curriculum, but not exclusively.

PLAY is the major component of our program. Enough time, materials and space will be provided for students to actively explore the world around them. Students will have an opportunity to use a variety of art materials, manipulatives and housekeeping equipment.

All students will go outdoors daily when the weather permits. Students over two years of age will be kept indoors if the temperature is below 0 °F (including wind chill) or if it is raining/stormy outside. Students under two years will be kept inside if the temperature is below 20 °F (including wind chill).

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

Seldomly electronic media may be used for educational purposes in preschool and older classrooms. During this time, alternative activities will be available for the student to choose from. This applies to classrooms with students 3 years and older.

Tentative/sample schedule:

Time	Activity
8:30-9:00	Breakfast
9:00-9:30	Free play
9:30-10:30	Story time, arts and crafts, calendar, manipulatives, water/sand play, etc.
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
3:15-4:45	Snack
4:00-4:30	Story time, group play (outside)
4:30-5:00	Pick-up routines

Students under two years of age will have a flexible schedule, which reflects the student's individual needs. Mariposa will communicate with parents regarding their home and school schedule so that we can better serve the students. 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 students 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 students younger than five years of age who are in care for more than four consecutive hours. Mariposa provides a small blanket for every student except infants.

A crib is provided for each student under one year of age. Students over the age of one year will sleep on a cot. Mariposa will provide all linen and sheets for all cots and launder linen every five uses.

4-Year-old Kindergarten (4K) Program

Mariposa is a collaborating partner with the Oregon School District. The 4K program runs from September to June. Mariposa provides Spanish Immersion education by the Department of Public Instruction licensed early childhood teachers. Our curriculum is play-based, focuses on social emotional development and follows the Wisconsin early learning standards that prepare students for kindergarten. There is no charge for 4K. There are two sessions: a.m. and p.m. The a.m. session runs from 7:45-11:00 a.m. The p.m. session runs from 11:45 a.m.-3:00 p.m. All hours are Monday-Thursday (no 4K on Fridays). These are subject to change due to busing schedules.

Wrap care is also provided (all day care) before and after 4K and when the school district is closed at the Fitchburg site only.

Art Enrichment including Summer Art Program

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

Students will frequently experience different art mediums as they draw, paint, sculpt, design, imagine and explore at Mariposa. Students will also learn about artists and artists' styles, demonstrate art techniques, explore creative art materials, and design original artwork.

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

The Art Show is usually held in mid-August. The students will display the artwork they've created and their performances. They are given the opportunity to share with friends and families. Details about the show are given to parents in early summer.

School-Agers

Our after-school program at Forest Edge Elementary School services students from elementary schools in the Oregon School District up to 9 years and 11 months of age and runs September-June. The activities below are examples of what we offer:

- Small motor activities/recreation room
- Art and music (at Mariposa main building; field trips)
- Large motor activities, indoor and outdoor games

Class Routine:

2:45 p.m. Arrival

3:00-3:15 p.m. Snack provided

3:15-3:45 p.m. Homework

3:45-4:00 p.m. Activities of choice or pre-planned

4:00-4:30 p.m. Recess or Gym

4:45-5:00 p.m. 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 on a first-come first-served basis and are provided at the main location.

Toilet Training

Mariposa will work with families on a plan regarding toilet training. It is expected that both parties will cooperate and are consistent once the plan has started. Training takes devotion, time, and patience. Toilet training can last 6 months to 1 year or more. Students at 18 months will be introduced to the toilet for the purpose of getting them accustomed to that environment or earlier if parents agree. Books will be read; songs will be sung, and finger plays will be used to provide that comfort that can assist in successful training. Students will then be taken to the toilet 30-45min after every meal and after naps to set them up for success. Only positive reinforcement and incentives will be used to encourage training. Students will never be punished for lapses in training.

Classrooms

Classroom Name	Age Group (Years)
Orugas/Caterpillar	< 1
Hormiguitas/Ants	1
Capullos/Chrysalis	1.5
Arañitas/Little Spiders	2
Saltamontes/Grasshoppers	2
Jardin/Garden	2.5 - 3
Monarcas/Monarchs	3
Abejas/Bees	4
Colibrí/Hummingbirds	4K
Frida Studio	Multi-age art studio

Please note, classroom age groups are approximate and can vary slightly.

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

Cultural Diversity

Mariposa 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 students therefore reinforcing acceptance and respect for other differences.

Positive Guidance / Discipline

Students' behavior will be guided by setting clear limits and rules for students. Teachers will talk with students about expected behaviors and model those behaviors consistently for them. They will state positively what students can do, using specific terms, e.g., "please walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Students 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 students develop self-control, self-esteem, and respect for the rights of others.

We use "Thinking time" to deal with unacceptable behavior for students 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 student from a situation that has gotten out of control before a student could hurt himself or others. Thinking time is student directed and may not be used with students under two years of age. Student directed means that students will indicate how long they want to "Think". When used, the Thinking time will immediately follow the behavior. Student will be directed to an area to "cool off" away from the other students. When a student indicates

that they have cooled off, staff and student will talk about what behavior was unacceptable, and what else he/she might have done or said instead. The student will be helped to rejoin the group.

We recognize that no single technique will work with students every time. If a student 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 student from care. Mariposa 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.

We understand that there will be times when a student 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 student 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, the staff will stay calm and will do whatever we can to soothe your students. Sometimes this may mean just allowing the student to cry for a few minutes and then trying again.

In accordance with the "Wisconsin Rules for Group Childcare" 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. In case of a complaint, a formal investigation will be initiated upon receiving a report. The employee involved may be placed on administrative leave during the investigation. Input may be sought from witnesses, families and any relevant state agencies if necessary.

Transitions

Some inappropriate behaviors are sometimes seen during transition times. 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).

Biting

Biting is a typical behavior of students 13 months to 3 years of age. Common reasons cited for biting are a 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 students in a group. At the first sign of biting, we evaluate the environment and activities at the time of the bite incident. 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 student by comforting the student and gently cleaning the bitten area with soap and water. The student who bit will be removed from the immediate area and will be closely supervised for a period after the incident. An incident report will be sent to each parent. If needed, more intervention will be planned by meeting and creating a behavior

plan. Staff cannot disclose with either parent the identity of the other student involved in the incident. It is important to remember that biting can be developmentally appropriate behavior.

Transportation

Mariposa does not provide transportation currently, but OSD does provide transportation to Mariposa for the 4K AM session. Mariposa will sometimes do field trips requiring us to rent a bus, shuttle or use parent volunteers. We also do neighborhood walks. Parents will be given advanced notice through brightwheel when a field trip is planned. Parents will be given written consent forms to complete before allowing any student to go on a field trip or walk.

Staff will carry a checklist with the names of all the students in care. All students will be checked off as the student is put into the stroller or visually looked at and checked off to make sure all the students are accounted for. Before leaving, staff will review the safety rules all students must follow. Emergency supplies, cell phones for communication, along with contact forms for each student, will 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 celebrate Christmas, Día de Reyes around January 6th (Day of the three Kings) and Día de la Candelaria (Candlemas) around February 2nd.

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

Emergency Procedures

Fire and Tornado evacuation plans will be practiced monthly. Parents, staff, and students 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 students into or out of the school but must wait until the drill is complete and students have returned to the building. Parents can wait with their students' class in the designated safe zone outside of the building until the drill is complete.

In the case of an emergency which requires 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 students from school property, the students will be located at Forest Edge Elementary school next door or at the assigned location at Netherwood Elementary. The attendance form, student records, and list of phone numbers for parents and emergency contacts will be taken out to ensure that all students are accounted for, and all families are notified.

The evacuation route is safe and accessible for wheelchairs. Students 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 students will be taken to the Frida Studio (main location) (basement art room) or assigned location at Forest Edge and Netherwood Elementary Schools. Blankets, a portable radio and flashlight, with extra batteries for both, are always kept in the tornado shelter. The attendance form and emergency contact information will be brought along. The same procedure will be implemented regarding who can pick up and proper identification will be required.

Lost Student

In the event of a lost student, we will check all areas of the center. If the student cannot be found, the student's parents or emergency contact, and the police will be immediately notified. Emergency numbers are posted in every classroom. Mariposa will notify the Department 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 attempt to notify parents by 6:00 a.m. and ask them not to bring their student that day. If utilities are lost during the workday, parents will be asked to pick up their student 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 member of 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 be always available 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 student's file for viewing upon their request.

Frequently Asked Questions

1. What time can I drop my student off?

Our center is open Monday through Friday from 7:00 a.m. until 5:00 p.m. (main location). Your student 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 student?

Late pick up fees apply after contracted hours. If a student is contracted until 5:00pm, the time after this would be considered late and may be billed for late fees.

3. Are meals provided?

All nutritious breakfasts and a p.m. snack are provided. Mariposa does not provide lunches.

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

Mariposa does go on neighborhood walks. Mariposa will rent a school bus when a field trip is scheduled.

5. Can I visit the facility without an appointment?

At Mariposa, we have an open-door policy. We welcome parents to our center at any time.

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

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

7. What is your sick policy*?

Our sick policy is written with the best interest of all students – sick and healthy. We ask that students with a fever of 100.0 °F or higher stay at home until the fever is gone for at least 24 hours without medication. We also request that students stay home if they have vomited or have diarrhea. If these illnesses occur during the school day, we will call the parent to pick up the student.

We understand the challenges of juggling work and family when dealing with sick children. However, we kindly request that you consider the greater health and safety of our community. Children explore through touch and taste, making it impossible to prevent 100% of illnesses. Bringing a sick child to the center impacts everyone. Please apply common sense to the 24-hour rule and thank you for your understanding.

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

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

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

We ask that parents list individuals other than themselves who can pick up their student on our enrollment form. If you know in advance that you are unable to pick up your student and will be sending someone else, we ask that you send a message on BrightWheel about who will pick up your student and on what day. A picture I.D. will be required for the person to pick up your student.

10. How long has your facility been providing childcare?

From 2005 to present. Mariposa started as an in-home daycare facility until our Stoughton site opened in February 2014 and continued at that site until June 2020. The Fitchburg site opened in June 2020.

11. How do I register my student?

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 student or students, you simply need to notify us in written form of your interest and assuming we have availability, 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.