

WILDCAT ABC PROGRAM HANDBOOK

MISSION STATEMENT: Welcome to Wildcat ABC (After and Before Care). This Carlisle United Methodist Church before and after-school childcare program is an affordable, supervised program for students in the Carlisle School District. Wildcat ABC is available for children entering Kindergarten through the summer after Fifth Grade. Our purpose is to enhance the quality of each child's life by providing him/her a safe, enjoyable place to spend his/her time with Christian leadership and guidance while parents are at work.

Goals

Children have the right to:

- Grow and develop in a wholesome atmosphere.
- Have a safe environment.
- Use all the equipment and space on an equal basis.
- Have their ideas and feelings respected.
- Have discipline that is fair, equal, and respectful of them.
- Have staff members that care about them and enjoy being with them.
- Choose from a variety of activities.

Parents have the right to:

- Know their children are in a safe environment.
- Share concerns with the staff at any time about anything they do not feel is in the best interest of the children.
- Know if their child is misbehaving and spend time talking with the staff concerning a solution.
- Know if their child does not report to the program as intended.

Responsibilities

Children are responsible for:

- Learning to accept the consequences for their own actions.
- Respecting the rules that guide them during the day; for controlling their feelings so that their actions do not harm anyone in the program.
- Remaining with the group and supervisor always.
- Returning materials and equipment to the place they found them for other children to find and use before taking out a new activity.
- Reporting immediately to childcare in the morning upon arrival and immediately after being dismissed from school.

Parents are responsible for:

- Notifying Wildcat ABC staff if their child will not attend.
- Notifying Wildcat ABC staff in writing when another authorized person is picking up the child.
- Informing staff if a child has been exposed to a contagious disease.
- Paying fees on time.
- Keeping the child's records up to date with changes in phone numbers, addresses, and emergency information.
- Picking up children on time.

Enrollment and Eligibility

Children in Kindergarten through Fifth Grade are eligible to enroll in this program. Overall enrollment is limited to 165 spaces. A waiting list will be maintained. A registration fee of \$10 per child will be assessed to cover registration costs.

Wildcat ABC cannot accept children who require one-on-one care.

Wildcat ABC does accept children who receive childcare assistance (CCA), not to exceed 20% of our total enrollment. Please see the Director for eligibility. Funding may be made available on a need basis to families not able to pay for childcare and not able to qualify for childcare assistance. Such care is limited, and families interested in scholarships for a child should contact the Director to fill out an application.

Summer care is available to all children entering kindergarten through those finishing fifth grade. Care is available through the summer to a child who has just completed fifth grade if that child has been enrolled at Wildcat ABC during the previous school year.

Hours of Operation

Morning Session - The morning session begins at 6:15 a.m. and ends when school starts. During the school year, breakfast will be provided from 7:00-7:30 a.m. During the summer, breakfast will be provided from 8:00 – 9:00 a.m.

Afternoon Session - The afternoon session begins at school dismissal and ends at 6:00 p.m. An afternoon snack will be provided from 3:30-4:00 p.m.

Holiday Closings – Wildcat ABC will be closed on the holidays noted below. If one or more of these holidays fall on a Saturday or a Sunday, Wildcat ABC will be closed on the Friday before, or the Monday after, to observe the holiday.

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve Day – close at 3 p.m.

Wildcat ABC may also be closed the day after Thanksgiving and Christmas Eve if enrollment is low. Parents will be asked ahead of time if childcare is needed on these two days. If at least 15 children need childcare, then Wildcat ABC will be open. If a parent signs up for a child to attend, that parent will be charged the no-school-day fee whether their child attends or does not attend.

School Closings – Wildcat ABC will be in operation every day of school and throughout the summer Monday through Friday.

- During school breaks, conference days, and in-service days the program will be open.
- The Center will open early in cases where school is dismissed early.
- Wildcat ABC will be open, when possible, when school closes due to inclement weather. If closing is necessary, our voicemail will be updated, a message will be sent in Brightwheel, and our Facebook page will be updated.
- There is an additional fee of \$20 for full-time students and \$40 for Wednesday-Only students in attendance on planned or unplanned no-school days during the school year.

Wildcat ABC closes at 6:00 p.m. and parents pay a fee for childcare services until that time. Parents whose children remain past 6:00 PM must pay an overtime fee as follows:

- 6:05-6:10 \$5.00 per child
- Each additional 5 minutes, \$5.00 per child, to be paid within 7 days.

Fee and Payment Policy

During the school months, fees for a family utilizing Wildcat ABC are \$100.00 per child per week. During the summer months, fees for a family utilizing Wildcat ABC are \$200.00 per child per week. Families with multiple children attending Wildcat ABC at the same time will receive a 10% reduction in weekly fees for the second, and subsequent children in the family.

Summer plans begin in the spring; we would appreciate knowing your intentions as soon as possible regarding whether your child will attend Wildcat ABC during the summer. A Summer Childcare Form will

be distributed in March to every family enrolled in full-time childcare. If your child will not attend Wildcat ABC during the summer, but will return to Wildcat ABC in the fall, there is a holding fee to guarantee an opening for your child in the fall. The holding fee is \$250 per child. Changes back and forth are not permitted as your spot will be filled by another child during this time.

Families that attend during the school year and the summer are given one vacation week each year. (Families that attend only during the school year or only during the summer do not qualify for a vacation week.) One week's notice of upcoming vacations is requested. Vacation time is allotted from September 1-August 31 and must be taken all at once (not one day at a time).

Winter and spring breaks, and any other days when school is not in session, will be assessed an additional fee of \$20.00 per child per day for full-time children that are signed up to attend Wildcat ABC on these days. The additional fee for Wednesday-Only children is \$40 per day. If your child attends for a full week of no school days, you will be charged a weekly rate of \$200 per child. If you choose not to utilize the vacation week during these breaks, and your child will not be in attendance, you will be responsible for paying the normal weekly tuition rate of \$100.00 per child. In addition, weeks wherein children return to school in the middle of the week will be calculated daily.

- The registration/insurance fee of \$10.00 is a nonrefundable fee.
- Payment is due each Monday or the first day of school for the current week, but no later than Wednesday.
- Checks should be made payable to Wildcat ABC.
- Payment in advance is required, and failure to make payment by 6:00 P.M. Wednesday will result in an additional \$5.00 fee. Habitual late payments or two consecutive missed payments will result in withdrawal of services.
- Advanced payment may be made monthly or any specified periods of time.
- Late fees accumulated in one week will be due the following Monday.
- Normal payment will be expected for holidays when the center is closed during the work week. A complete listing of these holidays may be found in the Hours of Operation Section.
- Normal payment will be expected for days when the center is closed unexpectedly. This includes but is not limited to adverse weather days.
- If a parent decides to remove their child from Wildcat ABC's care, a two-week paid notice must be provided in writing.
- Parents who need assistance with Childcare Fees may call the Center for information. Wildcat ABC is a contractual day care provider under the state of Iowa Department of Human Services programs.
- Wildcat ABC offers automatic payment processing through Brightwheel.
 - a. Automatic Recurring Bank-to-Bank Transactions (no processing fees)
 - b. One-time Credit Card Payments (processing fees are included)
 - c. Automatic Recurring Credit Card Payments (processing fees are included)

Wildcat ABC was not designed to be a drop-in childcare service. We understand that hospitalization, lay-offs, and other emergency situations do occur, if you must withdraw your child for a certain period, you need to notify the Director immediately or your billing fee will continue.

Non-Sufficient fund checks will be held in the Director's Office until a cash or money order payment is received to cover the amount of the check plus a \$25.00 service charge. The original check is then returned to you. If payment is not made promptly, childcare will be discontinued.

Signing In and Out

Wildcat ABC participants will meet in the Carlisle United Methodist Church. Children need to be escorted in and out of the center by parents (or an authorized person). **You** must **SIGN-IN** and **SIGN-OUT** in accordance with state code. A fee of \$5 per child will be assessed each time a parent or authorized adult does not escort children into the building.

Absences

It is important to notify Wildcat ABC of any absence.

- All parents are responsible for paying for time reserved, not time used. Fees are not prorated for absences. Refunds will not be made for absences. Vacation absences will be considered (if available), and payment may not be required if sufficient notice is provided.
- In the event of illness, vacation, or other absences such as scouts, music lessons, school enrichment classes, and other out-of-school activities on a regularly scheduled attendance day, Wildcat ABC must be notified.
- Please notify Wildcat ABC by 3:00 p.m. if your child will not attend the afternoon session. You can send a message through Brightwheel. You can also call Wildcat ABC at 515-989-3972.
- If the child fails to report to Wildcat ABC after school and the parent has not notified the Director, a staff member will contact the parent through Brightwheel. If the parent is not available, the emergency contact person may be notified.

Discipline and Termination of Childcare Services

Discipline is defined by Webster as "training that develops self-control, character, orderliness, and efficiency".

Wildcat ABC Goals:

- Guiding children into becoming happy, responsible, cooperative participants in this program through positive guidance and non-threatening techniques.
- Increasing children's respect for themselves, guiding them to be responsible for their own acts.
- Helping children grow in respect for the rights and feelings of other people.
- Providing for the safety and welfare of all children in childcare.

When conflicts over the rights of other people and property develop, it is our goal to work with each individual child, listening to what they have to say, and helping to resolve the conflict through positive guidance and effective communication. It is our policy to never resolve conflicts by using physical or verbal abuse. Similarly, we cannot allow others, including children, to do so within the center.

- Children are entitled to a pleasant and harmonious atmosphere. Unacceptable behavior will result in termination of childcare services. Refunds will not be made.
- Chronically disruptive behavior is defined as uncontrollable verbal or physical harassment of one or more children involved in childcare. It also includes being disrespectful to the caregivers by ignoring or disobeying the rules of the childcare program.
- If a child is chronically disruptive to the functioning of the program, his/her enrollment may be terminated. Reasonable efforts to integrate the child into the program will be made. However, upon the recommendation of the staff, and after consultation with the parents, and childcare director, services will be terminated.

The following are the guidelines for terminating a child from the program:

1. The child will be given verbal warnings and will be encouraged to make different decisions. After warnings and redirection, a time out period may be used to determine what he/she did wrong and to think about what action or behavior needs to be changed. Time out periods will be supervised yet children may be separated from the group.
2. If multiple time outs occur on the same day the parents will be informed through Brightwheel. A written behavior report may also be written by the caregiver. This report will be given to the parent/guardian to read and sign. The report then remains with the caregiver.
3. If a child receives multiple written behavior reports, a meeting will be set up between the parents, caregivers, and director of the center to try to establish an effective answer to the situation. If the situation continues, childcare services may be terminated.
4. When the severity of a problem is great enough that it could endanger the safety of your child(ren)'s welfare, or the other children in the program, termination will be effective immediately after consulting with the Director who will notify the parents.

Termination of childcare services may also be made for lack of payment, see the "Fee and Payment Policy" of this handbook for details.

Activities

- Games
- Arts/Crafts
- Study Hall
- Sports
- Special Programs
- Christian living skills and faith values

Wildcat ABC discourages children from bringing items from home. Wildcat ABC is not liable for lost, damaged, or stolen items brought to our center.

Field Trip / Transportation Policy

When we take children on field trips, an extra adult attends and emergency numbers and first aid kits are taken on each bus. School buses are used and each driver will have a valid chauffer's license and will not be under the influence of any substance.

General Requirements

To ensure the safe arrival and departure of your child, the children must be **escorted in and out** of the center. You must sign in and sign out using one of the available tablets. A fee of \$5 per child will be assessed each time a child is not escorted inside the building by a parent or authorized adult.

Children will be released only to the parents or to individuals designated in writing on the enrollment forms. Many spaces are available for designated individuals on the enrollment form so make use of these for those possible emergency pick-up times. Please notify the Director through Brightwheel in advance if there are any changes in persons authorized to pick up your child.

Only formally enrolled children will be allowed to attend.

If at any time you have a problem or helpful suggestion, please notify the Director at 515-989-3972 or through Brightwheel.

Adult visitors are welcome to observe at anytime. We do ask that you please check in with the Director when you enter.

Wildcat ABC parents shall be afforded unlimited access to their children and to the provider caring for the children during the center's hours of operation, unless parental contact is prohibited by a court order.

The center shall serve each child a full, nutritionally balanced meal or snack as defined by the USDA Child and Adult Care Food Program guidelines and shall ensure the staff provides supervision at the table during snacks and meals. Nutrition exceptions are allowed for allergies, medical conditions, or religious reasons. For these exceptions, the center needs a note from a family physician. Menus will be provided.

During the summer session, we have special activities each week. They may or may not be away from the center. If we arrange for an activity away from the center, one additional staff person over the required ratio must attend.

Parents must sign a consent form indicating they allow their child(ren) to attend field trips with Wildcat ABC. We travel by school bus, and an extra vehicle is taken in case of emergencies. In addition, emergency numbers, first aid kits, and cell phones are taken. Most staff members are trained in CPR and first aid.

When a child participates in an activity that is not sponsored by the center, parents are responsible for the child/children. Parents must make their own transportation arrangements.

Wildcat ABC does not allow children to use individual electronic devices, such as, but not limited to, cell phones, iPads, Kindles, smart watches and other gaming devices. Wildcat ABC is not responsible for any lost, stolen, or damaged items brought from home.

Any of these policies are subject to change as decided upon by the governing board and director.

Health Requirements

Health forms and an immunization record signed and dated by a physician are required at the time of enrollment. This information may be a copy of the most recent forms available. The health forms must be reviewed and signed annually. State law requires that each child at the Center must have a doctor's statement from his or her last physical on file.

If a child becomes ill during the day, the parents will be contacted, and the Director will decide if the child should go home. Parents or a designated person will be responsible for picking up the child within one hour after being contacted. We do not have proper facilities or staff to care for a sick child. Late fees will be applied if pickup time exceeds the one-hour time limit.

Parents must sign a release form for emergency medical or dental care. This form is included in the enrollment packet and is updated annually.

Wildcat ABC will administer medication with a prescription from a physician. Written documentation about the dosage and child must be obtained when medication is required. A parent must be available for a phone call when it is necessary for your child to receive medication. Medication must be brought in the original container with adequate storage information.

Parents must notify the Wildcat ABC staff whenever a child is exposed to a communicable disease.

Your child must stay home if he/she:

- Is vomiting (or has vomited within the past 24 hours)
- Has diarrhea (or has had diarrhea within the past 24 hours)
- Has a temperature of 100.4 degrees or above (or has had within the past 24 hours)
- Is under a doctor's care that requires a doctor's approval to return to school
- Has contracted a communicable disease such as, but not limited to chicken pox, measles/rubella, strep throat, ring worm, impetigo, head lice
- Parents are asked to assume the responsibility of keeping a child at home if there is any doubt about the child's health. Whenever your child has been exposed to any communicable illness, please report it to the day care office.
- Children may return to Wildcat ABC when their symptoms have been gone for 24 hours without the use of medication.

Medical Emergencies: If a medical emergency arises, the staff will first attempt to contact the parent or guardian. If emergency medical care is deemed necessary and the parent/guardian cannot be reached, the staff will follow the emergency information on the emergency form signed by the parent/guardian at the time of enrollment.

Life Threatening Emergency: In a life-threatening emergency situation arises, emergency services will be phoned first and then parents/guardians will be notified.

Biting Policy

Even in the best childcare center, occasional outbreaks of biting occur among older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: cause and effect, imitation, crowding, seeking attention, frustration, and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all exceedingly difficult for children. Biting is not something to blame on children, their parents, or their teachers. When biting breaks out, a high-quality childcare program immediately acts, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and control their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition, the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.

2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The care giver should talk to the child who bit and talk about different strategies that the child can use next time instead of biting. This should be done in a short simple way.

It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be communication deficits, transitions, hunger, or lack of sleep. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting?
2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean the wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound, as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin (both child and adult)

1. Wear gloves, clean the wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential, and the names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent, and one copy is kept in a locked file cabinet in the office.

When biting occurs, here is what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns, and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you, at a time you can attend.

- We will keep your child’s identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know-we are here to help you and your child on their journey to independence!

Unlimited Access

Parents have unlimited access to their children and to the providers caring for their children during all hours of operation, or whenever their children are in the care of the center, unless parental contact is prohibited by a court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child.

Parents will need to complete a pick-up permission form that includes the names, numbers, and relationships to the child, of all those people allowed to pick-up the child. People not listed on the pick-up form will not be allowed to visit your child.

Any volunteer who has “unrestricted access: which means that a person is alone with a child, or is personally responsible for childcare, must be at least 16 years of age. Volunteers must sign a statement indicating whether they have had a conviction of any law in any state, or any record of founded child or dependent adult abuse in any state. They must sign a statement indicating whether they have a communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the children. They must complete the DHS Criminal History Check Form B, 595-1396. They must complete the Request for Child Abuse Information Form 470-0643. They must sign a statement that they have been informed and are aware of their Mandatory Reporting responsibilities. Anyone required to have an Iowa State record check is also required to be fingerprinted (a national criminal record check).

Anyone who has had a sex offense against a minor shall not be allowed on the center property, except for the time reasonably needed to transport the offender’s own child to and from the center, unless they have the written permission of the director. Nor shall they operate, manage, or be employed by the center. The center director is not obligated to provide written permission and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the director must consult with the DHS license consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided to ensure that no child is alone with the sex offender.

Tobacco and Nicotine-Free Policy

Electronic Smoking Devices. The term “electronic smoking device” means any device that can be used to deliver an aerosolized solution that may or may not contain nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, e-hookah or other simulated smoking device.

Tobacco Product. The term “tobacco product” means any product made or derived from tobacco, such as nicotine, that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, electronic smoking devices, cigarette tobacco, roll-your-own tobacco, smokeless, and dissolvable tobacco. Tobacco product does not include nicotine products approved by the U.S. Food and Drug Administration (FDA) for tobacco cessation.

Policy

Use of tobacco and nicotine products, including electronic smoking devices, on Wildcat ABC property is always prohibited by students, visitors, and employees, including school sponsored and non-school sponsored events. This includes Wildcat ABC vehicles and personal vehicles when on company property. Wildcat ABC administration is responsible for enforcement of this policy. FDA approved nicotine cessation products are exempt from this policy.

In Case of Emergencies, the Following Plans are in Effect

Tornado Procedures

In case of severe weather and tornado warnings, all students will be taken to the lower-level educational rooms. Children shall sit on the floor with staff members until all danger has passed. This room is free of windows and secure.

Tornado drills will be practiced monthly, and all children are made aware of their importance.

Fire Drills and Fire Exit Procedures

In case a fire alarm sounds, all students and staff will exit through the nearest exit. Students and staff will proceed in a orderly fashion to the sidewalk/parking area just east of the church building where Wildcat ABC personnel will meet.

Monthly fire drills will be held, and all children and staff will practice orderly exits.

Blizzards

In extreme blizzards, conditions Wildcat ABC staff will remain with children until all children are picked up by their parents. If parents are unable to reach the center, staff will stay at the center until conditions allow parents to reach Wildcat ABC, parents will be expected to contact the center as soon as possible to advise them of their inability to pick up children.

Earthquakes

In case of earthquakes, staff and children will sit under the tables in the classrooms and place their hands on top of their heads. They will remain there until the Director or Assistant Director give all clear.

Power Failure

In case of power failure, students and staff will meet in the fellowship hall area~2-6 area~ or in the kindergarten and first grade areas where appropriate sunlight is available. In addition, emergency lighting is available in fellowship hall and classrooms.

Floods

In case of flooding in the Church vicinity, children and staff will stay together and follow the instructions of emergency authorities.

Chemical Hazards

In case of chemical emergencies, 911 will be alerted and appropriate measures will be taken as directed by emergency/rescue personnel. Children will leave the church and assemble across the street to the south in the school parking lot.

Bomb or Weapon Threat

In case of a bomb threat or weapons threat, 911 will be alerted and staff will immediately evacuate the building and proceed to the school parking lot south of the church building to await further direction from authorities.

Intruder

ABC staff will know a designated signal or code word to alert all staff of a possible intruder. The Director or Assistant Director will ask the intruder if they can be of assistance. The Director or Assistant Director will decide if the intruder alert should be given, if the intruder signal is given another staff member will contact the police. Staff will proceed as directed by the authorities. The children will be taken to a

designated secure area away from the intruder, roll will be taken, and parents will be contacted as soon as possible.

Intoxicated Parent

Should an intoxicated parent arrive at the center to pick up a child, staff will attempt to detain the parent while a second staff member contacts the other parent, or the first emergency contact if the other parent cannot be reached, to pick up the child. If the intoxicated parent refuses to stay or refuses to allow another person to pick up their child, Wildcat ABC is required to allow the child to leave with the intoxicated parent. In this event Wildcat ABC, staff will explain to the intoxicated parent that the police will be notified. The Wildcat ABC staff member involved in the situation will immediately contact the police and provide the following information:

- Parent name
- License plate number
- Vehicle description
- Parent address

Lost or Abducted Children

If a child is believed to be lost or abducted, a specified number of staff will stay with the remaining children, as required by state regulations. All remaining personnel will assist in the search for the child. If the child is not found within 30 minutes the parents will be contacted, then the police will be notified.

Wildcat ABC will provide the following information to the police:

- Description of the child
- Description of the child's clothing
- Last place the child was seen.
- How long has the child been known to be missing?

Safety Policies

- Children will be always supervised within the facility and in the playground.
- Emergency evacuation plans will be posted by all exits. Children's emergency information will be accessible by all staff at any time.
- Tornado and fire drills will be practiced monthly.
- All full-time staff will be certified in first aid, CPR, and AED.
- No smoking is allowed within the facility, on the playground, or anywhere near the children.
- First aid kits are clearly marked and available within the center, outdoor play area, and on field trips.
- The center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes, and blizzards.
- The center will provide written incident reports to parents when necessary.

Nutrition Policies

We are committed to providing healthy foods and beverages and positive mealtimes so that your child can learn good eating habits and grow up strong.

Foods and Beverages

- Children are offered fruit and/or vegetables at every meal.
- We do not serve fried foods, high fat meats, or vegetables cooked in fat.
- We offer only healthy beverages like low-fat milk and water daily.

Mealtimes

- Teachers and children eat meals together, family style, so that children can learn and practice table skills.
- Television and other screens are turned off so that teachers can talk with children about healthy habits and healthy foods, and check-in with them about hunger and fullness.
- Teachers never force or bribe children to eat any food or to clean their plates.

Celebrations & Holidays

- Celebrations and holidays are focused on healthy foods and fun non-food items. We think healthy treats can be just as fun as cookies and cake. As such, we ask that you consider providing healthy treats or non-food items to help celebrate your child's birthday.

Nutrition Education

- Children learn about food and eating through stories and activities.
- Each year, all staff and teachers participate in training on nutrition topics.

Farm to Table Policies

We are committed to providing healthy food grown nearby. Buying and teaching about local, healthy food can help children form healthy eating habits and support local farmers. Through our Farm to Table program, we will:

- Offer a variety of local fruits, vegetables, herbs, grains, dairy products, and/or protein foods throughout the year.
- Offer local fruits and vegetables 2 times per week or more during the growing season from June through August.
- Offer children education about food and where it comes from. This includes tasting and cooking activities.
- Share information with families about local foods on the menu, children's learning activities, and ways to purchase and prepare local foods at home.
- Keep a garden that supports children's learning and grows fruits and/or vegetables for meals or snacks.
- Provide gardening time for children each week. Children will help plan, plant, care for, harvest, and learn from the garden.
- Children may get dirty when gardening. Please send children to Wildcat ABC in closed-toe shoes and clothes that you don't mind getting dirty.

Confidentiality

Wildcat ABC staff members are required to pay special attention to confidentiality and discretion. Discussion of a child to anyone outside of Wildcat ABC is not allowed. Talking with parents about their child is done in a private area. All family information included in enrollment information is also considered confidential. Staff members' personal use of this information is prohibited as is sharing this information with anyone outside the Center.

Wildcat ABC Parent/Guardian Disclosure Form

I have read and understand the information in the Wildcat ABC Parent Handbook including but not limited to enrollment and eligibility, hours of operation, fee and payment policy, and emergency plans.

Parent/Guardian Signature

Date