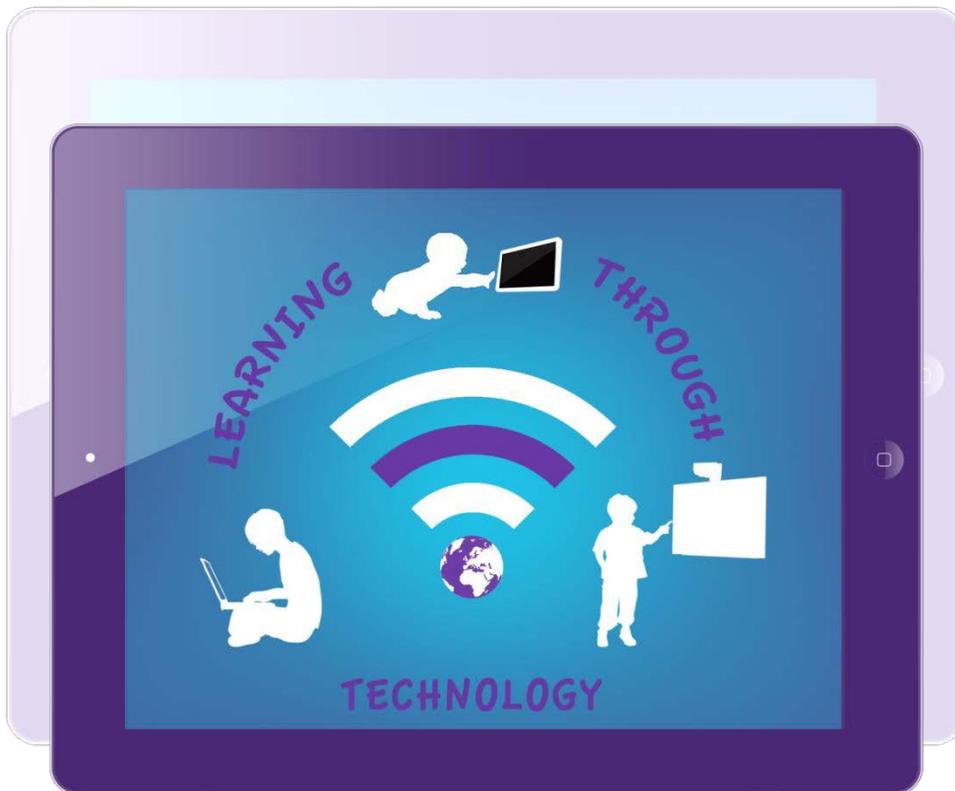


# *Learning Through Technology Childcare Academy*



***Parent Handbook V3.1  
7633 W Fond Du Lac Ave  
Milwaukee, WI 53218  
Provider #1000586221***

*Dear Parents,*

*We would like to welcome you to Learning Through Technology Childcare Academy (LTTCA). We would love for LTTCA to be the place children and families consider their second home. A place where they are accepted and loved, where laughter and play are cherished, and where children's rhythms are caught and given a warm response.*

*Our first and utmost concern is to provide a safe, warm, and loving environment for all children while they are away from home, to help them grow, develop a positive self-image, and a healthy attitude towards learning. Within this framework of a safe and loving environment, each child should be allowed to progress at their own personal pace, by taking time to experiment, discover, and learn. By learning how to experiment and problem solve on their own, they will feel comfortable in a variety of situations.*

*We offer a play based curriculum, designed to develop the child as a confident and well-rounded person. Our program has a balance of structured and unstructured time, divided amongst the various activities. The program focuses on language arts, number concepts, music, science, art, large and fine motor skills, dramatic play, songs and story time.*

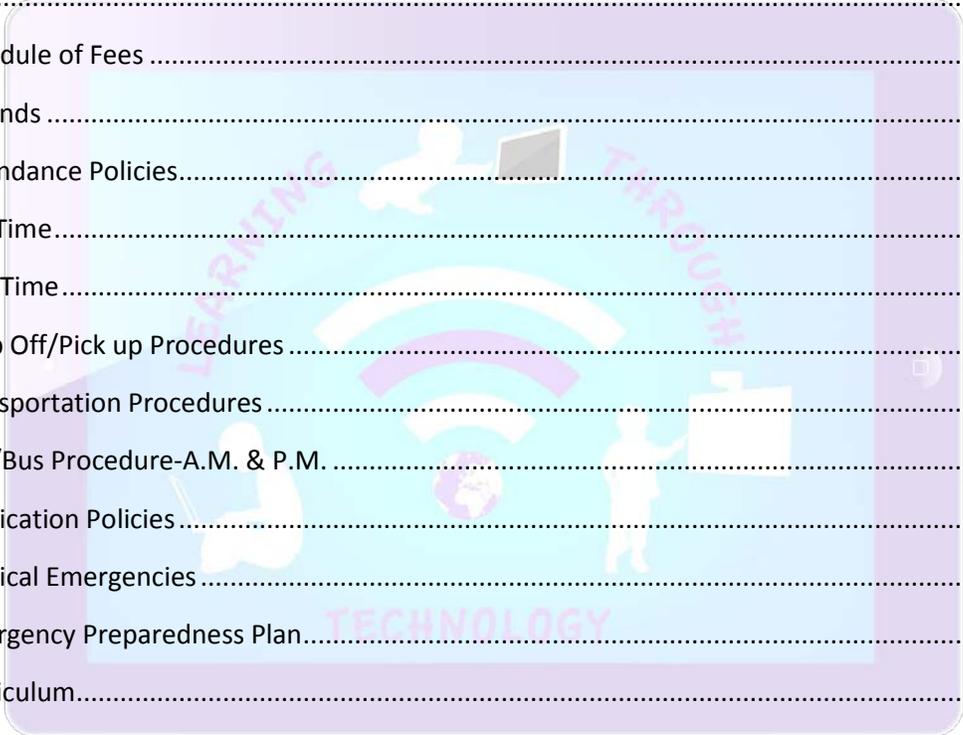
*Our play based curriculum is the most important part of our program. Through joyful, healthy play, children develop a love of learning, and prepare for life itself. According to Dr. Rhonda Clements, the president of the American Association for the Child's Right to Play, and professor at Hofstra University, Dr. Rhonda Clements says, "It is important to maintain a healthy sense of play throughout childhood and into adulthood. Our complex society requires clear thinkers, playful attitudes, humor and creativity for complex problem solving." Not only does play help children grow and develop, as well as begin a lifelong love of learning, but the healthy play that you support today helps prepare children for the world that they will work, play, and learn in as adults.*

*Sincerely,*

*Omar & Angie*

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## **Our Mission Statement**

*The mission of Learning Through Technology Childcare Academy is to recognize that each child is an individual; that all children are creative; and that all children need to succeed. Therefore, LTTCA respects the individual needs of children; fosters a caring and creative environment, and emphasizes the social emotional, physical, intellectual development of each child.*

## **Our Philosophy**

*LTTCA believes, as educators, that all children have the right to high quality childcare in a warm, loving, healthy, and safe environment. We provide opportunities for intellectual growth, physical activities and social interaction in a developmentally appropriate environment. Music, singing, dancing, and laughing are an integral part of our program.*

## **Our Goals**

*LTTCA's goals are to provide high quality, early childhood education, for all children who are part of our family, regardless of race, religion, gender or creed. We will provide quality educational programming for children ages six (6) weeks to twelve years old.*



### **Admission Policies**

We accept children 6 weeks to 13 years of age. We are open Monday Through Friday, starting at 5:00 a.m. year round. Admission priority will be given to full time children, full day, and 5 day per week attendance of 32 or more hours. We will accept part time, half day and drop in children based on space and staff availability. Admission to LTTCA will be accepted regardless of race, color, creed, gender, political persuasion, national origin or disability. LTTCA does not discriminate against children with disabilities, if LTTCA can make reasonable accommodations, without undue hardship, in accordance with the Americans with Disabilities Act, we will accept children with disabilities.

### **Enrollment Process**

Parents must contact LTTCA's Enrollment Specialist to enroll in the program. The Enrollment Specialist will schedule a tour with the family through entering their personal information and the child/children into the CRM (Childcare Management) system. Parents will receive a tour reminder to their e-mail or cell phone, that is generated from the CRM system. Parents who are walk-ins, can be added at that time, after they have completed their tour or while waiting in the lobby for the tour to begin. Once the tour has been completed, the family will decide whether or not they will enroll their child/children. If they decide to enroll their child/children, an enrollment packet will be given for each child enrolling, and the enrollment specialist will explain the packet thoroughly.

LTTCA follows state guidelines concerning the child ratios. Parents are required to complete the Child Schedule calendar; in which they are required to follow when bringing their child/children to the center. If at any time the parents schedule change, it is their responsibility to submit an updated schedule to the Receptionist at the front desk. Changes must take place within 10 days prior to the requested change; unless otherwise approved by the owner. *We ask that parents be aware there could be a possibility that the schedule change may not be accommodated.* Families may be put on a waiting list if there is no space available.

If the Enrollment Specialist does not hear from a family within 1 month, after attempting to reach them, they will be removed from the waiting list. State policy handbooks and LTTCA's Policy Handbook are located in the lobby, and state visitation results are all hanging by the parent bulletin board in the main hallway.

***All required forms MUST be submitted in advance and completed before any child will be able to start, and must also be authorized at our center. We ask the parents to allow us time to process the enrollment applications. Children will not be able to start in the middle of the week.***

### **Communication**

We welcome and encourage open communication between parents and staff. It is critical that every parent keep the center updated with new addresses and phone numbers. We want every parent to feel comfortable with calling the Center with questions, comments, or concerns. Parent Surveys are located in the front lobby to be completed. Any feedback and input about our program is welcome. A newsletter is printed monthly and distributed to keep parents informed of prior and current events.

If for some reason a teacher on staff is concerned about a child's general development, parents may be asked to come in periodically to have a conference with the teacher. It is essential that the parents and teachers work together to find a solution to assist the children with their development process.

In the event parents would like to speak with their child's teacher, an appointment must be setup to arrange a conference time; however newly enrolled families have the option to receive a conference with their child's teacher one (1) month after enrollment.

There is always new enrollment or hiring, so LTTCA has developed an annual family night to allow parents and staff to become better acquainted.

Please remember to advise the center when:

- A child/children will be picked up by persons other than their parents or picked up earlier than usual.
- Have observed unusual behavior in the child/children.
- The child/children has been given medication in the past 24 hours.
- Family schedules have been changed, i.e., visitors or absence of family members (including pets that are important to the child).
- The child/children will be absent from the center.
- The child/children has any special needs
- There is a change in the family (separation of parents, death in the family, etc.) as these events will impact the child.

### **Items Parents need to provide**

Parents need to bring in a complete change of clothing, disposable diapers, plastic bottles – 2, child size utensils if needed, two plastic/cloth bibs, and appropriate clothing for outdoor play in inclement weather (i.e. coat, hat, snow pants, boots, and mittens), and a diaper bag or book bag for all ages. The center will provide baby wipes.

Parents may bring a soft stuffed toy for the child's naptime. (Infants will not be able to sleep with their toy.) All other toys should be left at home. LTTCA supplies plenty of toys for the children to play with, which will eliminate potential problems, such as: crying or fighting because someone has his/her toy, another child cannot play with the toy, or the toy may be accidentally broken or lost.

### **Holiday Closings**

LTTCA will be closed on the following Holidays; parents are not responsible for payments on these days:

New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day. There may be additional days; families will get a complete list of Holiday Closings in January of each New Year.

We are also closed for one full week during the year; families will receive a two-month notice in advance of this closure.

### Snow Day Closings

Should there be a snow storm, please check WISN Channel 12 for LTTCA closing information. LTTCA will also email parents of any closing or transportation issues. If the Milwaukee Public School System closes, we will be closed.

### Pets

Fish and small amphibians will be allowed at LTTCA. These pets will be behind a solid barrier.

### Schedule of Fees

LTTCA accepts the State Subsidy W2 Childcare and private pay payments.

Our staffing is based on the children's scheduled drop off and pick up times, attendance is kept in each classroom. Parents must log in and out on the computer in the front lobby or key pad to ensure accurate attendance hours. Families that fail to clock their kids in/out will be charged a \$5.00 weekly admin fee. Families must stick to their agreed upon schedule, if a child is dropped off earlier, or picked up later than agreed upon, we will charge a \$1 per minute fee; \$5/minute if after 8 pm Friday. The reason we need strict adherence for start and end times is that we must stay in compliance with the State of Wisconsin Ratio and group size guidelines and requirements. Parents must call the center 2 hours in advance if they are picking their children up late, a late fee still will apply. **Center closes Friday at 8 p.m. Late pick ups will be assessed \$5/minute and must be paid before child can return.**

Children who received W2 and are enrollment based must cover at least 32 hours of LTTCA's rate to be considered full time. The child's W2 issuance divided by LTTCA's rate, will give the parent their hours.

Example: *John is 3 years old, the W2 program issues LTTCA \$4.25 per hour for John. If John only attends the center for 15 hours during the week, LTTCA will only be issued (\$4.25 x 15) \$63.75 for the week. The rate for a 3-year-old is a minimum of \$160 per week for 32 hours. The parent is responsible for the difference of (\$96.25)*

Example 2: *Mary is 10 years old. The W2 program issues LTTCA \$4.00 per hour for Mary. If Mary only attends the center for 10 hours during the week, LTTCA will only be issued (\$4.00 x 10) \$40 for the week. The parent will be responsible for the remainder of the balance depending if they are full or part time.*

LTTCA will review the issuance for each child on the W2 program and inform each parent how many hours they have to use (Enrollment Base), or how many they need to use (Attendance Based).

### **School-Age Co-pay:**

There is a \$100 per week fee for children from the ages of 6-13 during the school year. \$125 per week during the child's summer vacation months. If parents have a copayment from this amount they must pay the difference prior to the week that it is due or childcare will be suspended that Monday. For example, if the state pays \$65 towards the \$100 fee then the parent will have to pay the remainder \$35 as the co-payment.

LTTCA is strict on following Federal Guidelines; therefore, any parent who receives W2, has a minimum weekly co-payment amount. This amount is based on Family size and income. If this amount is being paid through tuition you will not be charged again. The only parents who are exempt from this rule are Foster parents, Kinship care, LearnFare or Food Stamp Employment and training. Parents will need to provide this information to the center ASAP. (This information will be included in your enrollment package).

**Children who attend over 12 hours in one day will be removed from the program unless a work excuse is given to the center along with your child(s) schedule.**

LTTCA provides transportation for children and reserves the right to charge families for this service.

Any family receiving the W2 Childcare Subsidy must be authorized before attendance; this means the child/children are listed on LTTCA's W2 Authorized list. Once authorization has been verified through the owner/director, the family will be able to return to the center.

When the child's authorization is ending, LTTCA may notify the family in advance. LTTCA is not responsible for notification of un-authorization. In the event LTTCA does not inform the family of being unauthorized, the parent is still responsible for keeping track of their child/children authorization to avoid childcare interruption. If the child/children childcare has been interrupted, the parent has an option to either keep the child out of childcare until authorization has been updated, or pay the co-pay with cash, credit card, or money order to continue child care until the authorization is updated. LTTCA will refund the entire amount paid, if authorization goes through within 5 business days. Co-payment has to be paid upfront before a child can attend the center unauthorized.

All co-payment/balance due amounts will show up when parents/guardians sign their child/children in or out of the computer based system. It is the parent's responsibility to read this balance due information in order to be aware of amount they are responsible for. An invoice will be emailed or hand delivered to each family, and given 2 weeks to make a full payment. If no payment is made, a \$20 late charge will be issued weekly until payment is made. If thereafter, no payment is made within a reasonable time, LTTCA has a right to suspend care until a payment is made in full.

Late fees are due that Friday of the week the fee is applied. **Example:** *Shawn is charged a \$20 late fee on Monday. The fee must be paid in full before that Friday for childcare services to continue the following week.*

### **Damaged Property**

Parents will be responsible for reimbursement for damaged center property. Also, parents will be responsible if their child damages property (this includes stolen items) of another child that attends the center. The responsible/liable party has **two weeks** after the incident occurred to remit payment in full for the damaged property or they can set up a written payment plan that denotes when and how payments will be made. This written payment plan/statement must be signed by both parties during the two weeks' time span, if payment is not received after the two weeks in full then the responsible party childcare enrollment will be suspended until payment is made in full. If the parties decided to settle the dispute by a written payment plan that is signed by both parties and payment is not received at the designated time the responsible party childcare will be suspended until payment is made in full.

### **Refunds**

If a parent believes their bill is incorrect, we ask that it is brought to the Director's attention **immediately**. The bill will be reviewed. If a refund is found to be in order, we will apply a credit to the parents next tuition week.

### **Attendance Policies**

Per State of Wisconsin Licensed Childcare Regulations, parents must contact the center if their child will be absent. If a Parent/Guardian does not follow the guidelines, the child/children childcare could possibly be discontinued if they miss 3 consecutive days within one (1) years' time.

If a child has a doctor's appointment, it is the parents' responsibility to notify the center twenty-four (24) hours before an appointment. Before the child is accepted to return to the center, a doctor's excuse must be received. If the child is going to be absent for the day, a two (2) hour notice must be given prior to the day the child will be absent.

LTTCA will only hold a child's spot if they are not in attendance for longer than one (1) week per calendar year. Parents are responsible for notifying LTTCA staff in advance if their child/children are going to be out of attendance for an extended time.

Cut off Times:

It is pertinent that parents adhere to the cut off times (meaning the child has to be in the building prior to the specified time), in order for the center to meet staff-child ratios.

**1st shift Cut-Off Time:**

Earliest Child can enter the building at: **5am**

Cut-Off Time: **8:30am** (no child can enter the building after this time).

**2<sup>nd</sup> Shift Cut-off Time**

Earliest Child can Come into the building: **12pm**

Cut-Off Time: **5:00** (no child can enter the building after this time).

**Full Time**

Children attending 32 hours or more per week will be considered full time, any children attending less than 32 hours per week are considered part time. Full time care is provided starting at 5:00am and all first shift children must be in attendance by 8:30 am.

First shift starts at 5:00 am, and all first shift children must be in attendance by 8:30 am, unless the parent has made prior arrangements with the director, at least a week in advance. Second shift starts at 12:00 pm, all children must be in attendance in by 5:00 pm. Children will not be allowed after those times. All children who are in school ½ a day and arrive at the center between 8:30 am and 12:00 will be allowed childcare service.

We must have regular attendance for our staffing to remain within State required ratios of children to teachers. LTTCA needs to know how many children will be attending each day, each shift, to properly plan for meals, activities and staff.

**Part Time**

School Aged are based upon a minimum of 25-26 hours per week and these children may attend both morning and evening. Part Time children are only allowed morning or evening, not both.

First shift starts at 5:00 am, and all first shift children must be in attendance by 8:30 am, **No Exceptions** unless prior arrangements were made with the director, at least a week in advance. Second shift starts at 12:00 pm, all children must be in attendance in by 5:00 pm. Children will not be allowed after those times. All children who are in school ½ a day and arrive at the center between 8:30 am and 12:00 will be allowed childcare service.

Children must be in attendance regularly in order for LTTCA to comply within State requirements of child to teacher ratio. We need to know how many children will be attending each day, for each shift, to properly plan for meals, activities and staff.

### **Schedules**

All school-aged and half day students must have a copy of their school calendar on file to verify school closings. Prior to the academic year parents are responsible for submitting a school calendar to the center's Receptionist at the front desk.

Parents are allowed to make changes to their child's schedule by requesting a "child calendar" form from the Receptionist, or by bringing in a copy of their schedule from their employer.

We request parents to adhere to their child's schedule in a consistent manner. If for some reason the schedule is going to be compromised for any reason, we ask that a call is made to the center. In the event the schedule is not followed, and the proper steps were not taken to inform the center of any changes, the parents will incur a fee per hour the child is in the centers care, up to the scheduled hour.

### **Drop Off/Pick up Procedures**

#### ***Parental Drop off/Pick up:***

It is mandatory that all parents/guardians, sign their child/children in or out, using the keypad located near the north and south doors in the lobby area, when dropping them off or picking them up. When dropping off the child/children, it is mandatory that the parent walk them to their classroom(s), and acknowledge the teacher of their attendance. When picking up the child at the end of the day, the parent must physically go into the classroom to receive the child, and then sign them out of the computer system.

We strongly advise all parents to be aware that if this policy is not followed, the daycare has a right to charge a fee of \$5.00 for every week. Failure to pay will result in the child being unauthorized to return until the fee is paid.

### **Authorized Pick Up Other Than Parent:**

Any adult who will be picking up a child, must be listed on the Enrollment form as an alternate authorized pick up person. First time authorized pickups will be asked for their identification card to verify their identity before the child is released (this applies to anyone picking up the child/children). The same applies to an adult receiving a child/children from the van/bus. For example, a child will not be released from the van/bus to the house, without an authorized adult present, whose listed on the Enrollment packet, to receive the child. If a picture is not on file, the child will not be released.

### **Transportation Procedures**

LTTCA transports children to and from the center, to and from home, school and field trips. If a child is in need of transportation, LTTCA will review the pick-up and drop off locations, and times before transportation can be approved. This process may take as long as 2 weeks.

### **Safety Rules for Children**

Children are supervised at all times. After transporting a child to the center, an adult shall accompany the child into the building. A staff member will also accompany a child/children to the vehicle when departing the center.

Children are instructed to sit in the seat the driver has required them to sit in, for the duration of the trip. Running, eating, loud talking, and electronic devices are not permitted on the vehicle.

Infants will be placed in a rear facing car seat. Each child between the ages of 1 and 4 years old, will be placed in a front facing car seat. Children between the ages of 5 and 12 years old, will be placed in a lap/shoulder belt. Passenger doors of the vehicle shall be locked at all times, when the vehicle is in motion. Smoking is prohibited in the vehicle.

Each driver is required to conduct a vehicle safety walkthrough before starting their route.

### **Pick up Procedures**

When arriving at a parent's place of residence, the child must be walked to the vehicle and signed into care. The child is not in LTTCA's care until the child reaches the inside of the vehicle.

### **Drop off Procedures**

When arriving at a parent's place of residence, the parent or authorized person from the transportation permission slip must come to the vehicle to receive the child/children. The parent or authorized person must show their photo ID upon the 1<sup>st</sup> drop off, at that location. The parent or authorized person must sign the child/children off the vehicle. Children are not allowed to leave the vehicle without the parent or authorized person.

### **Procedures for Emergencies**

Emergency information is carried on each vehicle for children transported. The driver or center will call the parents or contacts in case of an emergency. If our vehicle need emergency assistance from the Police or Fire Rescue, the child's information will be given to emergency personal. Please make sure you check "yes" on the transportation permission slip, if you give consent for emergency medical care, or treatment to be used in the event you cannot be reached immediately. If LTTCA's vehicles have an emergency that does not need emergency personnel; LTTCA will send another vehicle to the location to pick up the children in care. LTTCA will contact the parents as soon as the emergency is reported.

All vehicles have first aid kits along with emergency kits inside. All drivers will have a working cell phone. Transportation Permission Slips, with emergency contacts and procedures to follow, if the parent isn't at home, are located on every vehicle. Transportation Route Sheets with phone numbers and addresses are also located on all vehicles.

All van/bus drivers must have a valid driver's license and a DMV record check on file at the center, and should be updated annually.

### **Accountability for children at all times**

Children are logged on the transportation attendance sheet upon arriving and departing the vehicle. The vehicle is inspected by the driver and another staff member when returning to the center to insure no child is left unattended. The child is then logged into the centers software program and walked into the classroom. Each bus/van also has a vehicle safety reminder located in the rear.

When a child is leaving the center, the driver will sign them out on the centers software program. Then, the driver will walk the child to the vehicle and sign the child into the transportation log. The parent or authorized person, will sign the child out of LTTCA's care when arriving at the child destination.

### **Field Trips**

When regularly scheduled transportation/field trips are provided by LTTCA, we shall maintain the following information in writing at the center and in the transportation vehicle.

- Sign in/out sheets
- Emergency kit (first aid, fire extinguisher)
- Cell Phone
- A copy of the signed permission slip by a parent/guardian
- Emergency Contacts

Parents will be notified of any field trips in advance. Only LTTCA's vehicles will be used for field trips. Parents can transport their own children. If a parent provides transportation for their child, the child will not be in LTTCA's care.

If the parents/guardians do not want their child/children to go on the field trip, they are responsible for finding alternate arrangements for the duration of the outing. If there is available space in a different room, the child/children will be moved to that room to accommodate the family during the field trip. There may be a fee associated with some of the field trips.

### **3 Strike Policy & Wait Time**

When the driver arrives at a location to pick up or drop off a child, the parent or authorized person has three (3) minutes to arrive at the vehicle. After the first minute, the driver will make one (1) attempt to call the parent or authorized person. After three (3) minutes, the driver will go to the next scheduled stop.

If a driver has three (3) unsuccessful trips to a location, transportation will be terminated. The child will still be able to attend the center.

Parents must notify the center within one (1) hour of the scheduled pick-up/drop-off time, if transportation is not needed.

If a child is running on the bus, eating, loud talking, using electronic devices, taking off their seat belt, or any disruptive behavior; a warning will be sent to the parent or guardian. After the warning, if the problem still continues, a one (1) day suspension from the vehicle will occur. Then, followed by a three (3) day suspension from the vehicle, and finally, termination from transportation.

### **Transportation Cancelled or Service Delayed**

LTTCA understands the importance of our transportation services. In case of inclement weather there is a possibility that services will be canceled. The parent will then be responsible for dropping off or picking up their child/children.

In the extreme case of a driver calling in, LTTCA will try its best to re-route, to ensure we are able to pick-up or drop-off your child/children. In doing so, there is a possibility that our pick-up or drop-off time will be later or earlier.

If transportation is cancelled or delayed, LTTCA staff will give parents a call in advance to inform them. If weather conditions are bad, please watch WISN Channel

### **Transportation Changes to Schedule:**

Parents must notify the center about any changes in transportation addresses or drop offs within a twenty-four (24) time frame. If we do not receive prior notice in regards to changes in transportation or drop offs, parents will be responsible for picking their children up.

### **Van/Bus Procedure-A.M. & P.M.**

1. Van/Bus drivers are responsible for completing their transportation logs daily.
2. Daily safety check of the van/bus is required. The safety check includes both inside and outside of the van/bus.
3. The driver will follow the written driving directions given for scheduled pick-ups or drop offs. The transportation schedule is located in the van/bus
4. or at the Receptionist desk, at the center.
5. When arriving at the destination for dropping off (the center, or school) the co-driver will unbuckle the child and will ensure the child has made it safely to their destination with an authorized adult (teacher/parent/administrator).
6. The driver is responsible for ensuring all children exit the van/bus upon arriving at their location.
7. When picking up at a school, the driver or co-driver will sign the child into the van/bus log.
8. After all the children have exited the van/bus, the driver and Receptionist, will check each row of the van/bus and the floor to be sure no children are still on the van/bus, and make sure it's clean (free of debris and any harmful items). At that time, the driver will turn off the child safety alarm in the back of the van/bus. The driver will then sign and date the child safety check list located at the rear of the vehicle.

### **Illness Policies**

We ask that all ill children stay home to prevent the spread of infection to the other children and staff at the center. If a child is absent due to illness, the parent/guardian must notify the center immediately; and describe the details & extent of the illness. It is essential that the parent/guardian follow this procedure as LTTCA is required by law to inform other families about any contagious/communicable illnesses.

Staff members are required to do a daily health check on each child for any symptoms of illness, or any visible injuries the child had before entering in the center.

Children exhibiting the following symptoms will be sent home; fever of 101 or more, sore throat, eye drainage, head lice, rash, vomiting or diarrhea (2). Children will also be excluded for any contagious illnesses.

LTTCA will keep ill children comfortable, in the Administration office, away from other children, while they are waiting for their parents to pick them up.

***If a child has been sent home for any type of illness, they must return symptom free, without a fever or fever reducing medications, for 24 hours, and must have a written doctor statement, releasing the child back to the center, free of any contagious illnesses.***

*For communicable diseases, the center will post information in the lobby & classrooms where the child/children had been exposed. Parents will be notified through phone calls, or letters will be sent home to all the parents whose child was within the infected classroom(s). Parents are expected to take their child/children to the doctor to verify they were/were not infected by the contagious illness, before returning the child to the center.*

*All infected classrooms, will be shut down and sanitized for a certain period of time, until the Director has been notified otherwise. Parents will be notified of the length of time for the closure, to allow time to seek temporary care for their child/children. We ask all parents to watch for signs of the illness, even after the doctor's visit, whether exposed or un-exposed, to make sure the illness does not return to the center after being sanitized.*

### **Medication Policies**

1. LTTCA does not administer any medications unless it is for a chronic illness, i.e., Asthma or Diabetes.
2. Children that are prescribed medications are required to complete an Authorization to Administer medication form, which provides the medications name, instructions, dosage, dates and times to be administered.
3. Parents are required to be consistent with the instructions on the labeling of the medication or Physicians notes.
4. All medicine must remain in its original container with the full name of the child that its prescribed.
5. Attached to the Authorization to Administer Medication form is a Medication log in which Teachers/Administration is required to complete in full (medication name, time, dosage, and who administered the medication). This information is also required to be documented in the Medical log book. Medication and all log information is to be returned to the Receptionist for proper storage and filing.
6. Staff members are trained annually or as needed on the use and care of devices used to deliver medication. Only designated trained staff is allowed to administer medications.
7. All medications are stored out of the reach of children, behind the front lobby receptionist desk, in a locked box. Medications requiring refrigeration will be kept in the childcare refrigerator, in a covered container, clearly labeled "Medications", and cannot be expired.
8. If a child has a chronic illness such as asthma and/or diabetes, a new Authorization form must be filled out by the parent every six months. These forms can be obtained from the receptionist in the front lobby, or requested to be sent home with the child.

9. Medications delivered by a device must have written documentation, as well as written demonstration on its use by a parent or physician, which include signs and symptoms, that prove the medication is needed. Delivered by staff at the childcare center only.

*\*Authorized teachers are responsible for bringing the child to the Receptionist desk, in the front lobby, to retrieve and administer medications, as well as complete an Authorization to Administer Medication form, and Medical log book. All medications and documents must be returned to the Receptionist who locks the medications into a lockbox behind the desk and file documentation.*

### **Medical Emergencies**

If there is a medical emergency involving a child at LTTCA, the parents will be notified of the 911 situation/call. A staff member will provide T.L.C. to the child during the trip to the Hospital. LTTCA transports all children, by ambulance, to Children's Hospital, located at 9000 West Wisconsin Avenue, Milwaukee, WI 53226, (414) 266-2000, or to the hospital of the parents choosing, if that is a viable option. In order for the child to receive emergency medical treatment, there must be a written permission form on file (Childcare Enrollment form).

### **Emergency Preparedness Plan**

#### ***Emergency & Attendance Sheets***

Teachers are responsible for making sure the attendance sheets are properly completed, with every child that is in their care, at the time of the emergency. In the event of an emergency evacuation, internal/external, it is essential that all teachers take along with them the attendance binder. The child/children emergency contact information is located behind the receptionist desk, in a locked file cabinet.

#### ***Fire/Tornado Drills***

Practice Fire Drills are performed each month, at different times of the day. Tornado drills are practiced once per month; for the months of April through October. All staff member are mandated to participate. Staff is also, trained and ready to use fire extinguishers if necessary.

#### ***Evacuation/Non Relocation Evacuation***

In the event the entire building has to be evacuated, all children will be transported to the Mill Road Public Library, located at 6431 North 76th Street, Milwaukee, WI, 53223, at the contact number: (414) 286-3000, where all parents will be notified to pick up their child/children. Evacuation maps are posted in all classrooms near the entrance doors. The map outlines where the staff and children are to go in the event of an emergency evacuation.

If the Mill Road Library is closed the children will be transported to the 4<sup>th</sup> District Police station located at 6929 W. Silver Spring Drive, Milwaukee, WI (414)935-7243.

Emergencies that do not warrant evacuation (natural disasters), LTTCA will move to a designated shelter area – in place.

### ***Emergency Lighting/Power Outages***

Flashlights are to be used in the event of a power outage and the exit lights installed will remain illuminated.

### ***Emergency Supply Kit***

An emergency supply kit is kept at the Receptionist desk, and is accessible at all times, and is checked monthly to ensure it is ready for use. The following items are within the kit:

- Blankets
- Flashlights
- Battery Operated Radio
- Extra Batteries
- Wet Wipes/Tissue
- Hand Sanitizer
- First Aid Kit
- Whistle
- Non-perishable snacks (cookies, crackers, raisins etc.)

### **Curriculum**

LTTCA uses Creative Curriculum which focuses on every ability of the child/children. Our curriculum is designed to develop the children's confidence and well-rounded persons. Our program has a balance of structured and unstructured time, which is divided amongst various activities. The program concentrations are on language arts, number concepts, music, science, art, large and fine motor skills, dramatic play, social emotional development, songs, and story time. Each classroom has a prepared weekly lesson plan, detailing these activities; the lesson plan is available for parents to review each week.

LTTCA integrates technology into the children's learning and lesson plans. We believe technology is a key component to children's learning and it enhances learning in a most impactful way that has never been available.

### **Guidance/Discipline Policies**

LTTCA's guidance and behavior policy is based on positive reinforcement and guidance. If a child is misbehaving, the teacher will redirect him to another activity. Teachers will problem solve with children age 2 and older. "How can we help our friend?",

“That hurt your friend, can you make them feel better?” Teachers will also look at the classroom set up and schedule to see if there are problems inherent to the actual environment.

Positive discipline techniques encourage a child to grow emotional and socially, helping them to problem-solve their own conflicts and issues.

LTTCA sets fair rules and reasonable limits; which helps children feel secure, and teaches them what is expected. Children become confused and may misbehave when limits are not consistent or rules are not clear.

### **Child Abuse and Neglect Policy**

LTTCA’s staff are mandated reporters, under State of Wisconsin Regulation 251.04(8) “A Licensee, employer or volunteer at a childcare center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.02 (1), Stats., shall immediately contact the county department of social services or a local law enforcement agency, as required by s. 48.981, Stats. LTTCA staffs have a legal requirement to report any suspected abuse or neglect.

### **The Importance of Parents at Our Center**

Parents are key to providing quality early childhood education, and are our partners in educating and caring for the children enrolled at LTTCA. LTTCA has an open door policy and parents are welcome to visit at any time. We encourage parents to observe and participate with their children, in the learning environment, as their schedule permits. Please remember that visitors have an impact on the child’s behavior and they may behave differently while parents are visiting.

We encourage parents to do follow up activities at home to reinforce lessons being taught at the Center and to enhance the teachers’ lessons plans. Parents may bring in supporting materials from home to enrich the curriculum, and to strengthen the bond between home and school.

We would love parents to take the initiative to share their skills with the children! If parents play any instruments, do craft, build things, draw or paint, fluently speak in a different language, or just want to share their family’s culture, we would receive your services with open arms at our center.

### **Parent/Teacher Conferences**

LTTCA assess children bi-annually, and share the information with parents at the Parent and Teacher Conference. It is important to assess the children to ensure they are meeting their developmental milestones. We encourage parents to bring any concerns they may have about their child’s developmental progress to the teacher at any time during the child’s enrollment.

LTTCa uses a developmental assessment tool that is based on observations, work samples and anecdotes of children's activities. There is no formal testing of the child and all assessments are based on informal assessments, because we believe it is not developmentally appropriate to do formal tests on young children.

### **Complaint Procedure**

If a Parent has a complaint about anything regarding the childcare center, whether it is in regards to fees, child, staff or policies, contact the Director immediately. The Director will schedule an appropriate time to meet with the parent, to discuss the problem, and to determine a valid solution to solve the problem or complaint.

### **Meals**

Lttca serves breakfast, lunch, afternoon snack, dinner, and evening snack. Menus are posted on the bulletin board, near the receptionist desk. The center participates in the CACFP (Child & Adult Food Care Program) food services program. Teachers and food service staff are trained on how to assure children received the proper portion size. Enough food is made available for seconds on vegetables and fruit. Meals are served in the classroom family style, where the teachers join the children at the table. Children serve their self during meal time.

Solid foods will be chopped or mashed to meet the individual's needs. Food shall be served at flexible intervals, however, no child is allowed to go without nourishment for longer than 3 hours. Each meal and snack served shall meet the U.S. department of agriculture child care food program minimum meal requirements.

Meals shall:

- Be posted in the kitchen and in a conspicuous place accessible to parents.
- Planned one month in advance, and be available for review.
- Include diverse types of foods.
- Show on the menu any changes on the planned menu, be recorded on the copies of the menu kept on file, and posted for parents to observe.
- Meals and snacks will only be served in the center; each child must eat center provided food at the center during meal times. *The exception to lunches are school agers will be served until 12:45p.m. to accommodate school schedules.\**

### **Meal Schedule:**

**Breakfast: 6 a.m-9 a.m.      \* Lunch: 11 a.m. - 12:00 p.m.      Snack: 2:00 p.m. – 4:00 p.m.**

**Dinner: 5:00 p.m. – 6:00 p.m.      Snack: 7:00 p.m. – 8:00 p.m.**

## **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### **Allergies**

There will be an allergy list of every child posted in each classroom, and in the kitchen to prevent any allergic reactions. The parent/guardian is given a Health History and Emergency Care Plan form to fill out in their enrollment packet, where they can indicate if their child has any allergic reactions to specific types of food. It is the parent's responsibility to indicate the severity of the allergic reaction, and clarify specific steps to take if the child is accidentally given the food he or she is allergic to. An allergies list is confidentially posted in each classroom and is also placed in the back of the tracking binder for the teacher's access and to prevent this from taking place.

The cook is responsible for making accommodations on the menu in place of the food that the child is allergic to every month for dietary restrictions. The cook will also make

accommodations on the menu to accommodate any dietary restrictions for a particular child if possible..

### **Clothing**

Comfortable, **washable** play clothing is best for the children to wear. Remember, children spill a lot, and spend time on their knees, in the sand, water, dirt, paint, etc.

We would like the children to wear tennis shoes or sandals that have a rubber sole. No open toed sandals or flip flops at any time.

Children should be adequately dressed for outdoor play during **all** seasons of the year. We **will** be going outside if the temperature is 20 and above (including the wind chill factor) on a daily basis.

**Remember – if your child is too ill to go outside, he/she is too ill to be at the Child Care Center.**

Please clearly label all of your child's belongings with his/her name. Clothing that is simple for the children to put on and take off by themselves is recommended.

**The Center is not responsible for lost or damaged articles of clothing or personal belongings.**

All children should have at least 1 change of clothes to be left at the Center including: pants or dress, shirt, socks, and underpants. (If your child is an infant or toilet training we recommend 2 – 3 changes of clothing including an extra pair of shoes.)

### **Withdrawal/Dismissal Procedure**

If a family chooses to end their enrollment at LTTCA, they must notify the Director, in writing, 2 weeks in advance of their date of termination. If we do not receive a two week notice, the parent will still be responsible for the last two (2) week payment.

LTTCA reserves the right to terminate enrollment for the following reasons:

1. Failure to pay tuition
2. Failure to follow LTTCA and the State of Wisconsin policies and procedures.
3. Failure to observe the policies relating to arrival and departure times.
4. Failure to submit required health information.

5. LTTCA is unable to meet the needs of the child.
6. LTTCA and the parents mutually agree the placement is inappropriate for the child.
7. Any reason LTTCA deems necessary.

**Confidentiality**

According to state law, no information concerning a particular child can be released without a parent’s written permission. Children’s records are confidential and available to parents upon request.

**Policy and Procedures**

LTTCA reserves the right to change, adjust or revise any policy at any time.

**Learning Through Technology Childcare Academy**

Infant: 6 weeks until 1 year and 11 months	\$250.00 per week \$5.55 per hr	45 hrs
2 years through 3 years and 11 months	\$225.00 per week \$5.00 per hr	45 hrs
4 years through 5 years and 11 months	\$190.00 per week \$4.22 per hr	45 hrs
6 years old to 13 years’ old	\$175.00 per week \$3.88 per hr	45 hrs
Before and/or After School: 6 years to 13 years	\$100.00 min/ week	26 hrs
In School 4-5 years old	\$105.50 min/ week	25 hrs
In School 3 year old	\$125.00 min/ week	25 hrs

*Rates subject to change*

*Please read, sign and date the attached form and return to the Director at time of enrollment*

***Learning Through Technology Child Care Academy Parent Orientation***

\_\_\_ **Tour of the facility**

\_\_\_ **Introduced to teaching staff**

\_\_\_ **Visited with the classroom teacher**

\_\_\_ **Expectations of my family and the needs of my child**

\_\_\_ **I am aware of family support resources and activities**

\_\_\_ **I have been offered the opportunity to visit in the classroom so both my child and I are comfortable in the new surroundings**

\_\_\_ **I am aware that LTTCA has an open door policy and I may visit at any time**

\_\_\_ **I have read and understand the LTTCA's Parent Handbook**

\_\_\_ **Signed release form for photos and social media**

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**Parent Name (Print)**

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**Parent Signature and Date**

## LTTCA PARENT/GUARDIAN AUTHORIZATION AND RELEASE

I hereby grant Learning Through Technology Childcare Academy the right to use recordings of my child's name, statement, voice, photographs and video taped images ("Materials") on the LTTCA web site and in LTTCA's advertising on social media and other media for a period of two (2) years from the date of this Authorization and Release for any lawful private, public or commercial purpose, including the right to alter or modify my Materials. This authorization will automatically renew for one-year periods until it is revoked by my written request or LTTCA discontinues its use.

I hereby release, defend and hold harmless LTTCA from any claims, damages or liability arising from or related to the use of my Materials, and I waive any right that I may have to inspect or approve of the way in which my Materials are used.

I have read the above Authorization and Release before signing below, and fully understand its content. I am eighteen (18) years of age or older, and am competent to contract in my own name.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Printed Name \_\_\_\_\_

LTTCA Rep Signature \_\_\_\_\_ Date \_\_\_\_\_

I choose not to allow LTTCA the right to use recordings of my name, statement, voice, photographs and video taped images.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Printed Name \_\_\_\_\_