

Introduction

Welcome to the Animal Crackers, Inc. Childcare, Preschool and After School Center, we are delighted that you have chosen to enroll your child with us. We pledge to provide your child with a warm, nurturing and educational environment where they can grow and thrive.

Animal Crackers, Inc. was established in February of 1987 as a private non-profit, non-sectarian family orientated Childcare and Preschool Center. The Center was created and is currently overseen by a volunteer Parent Board of Directors. The Parent Board of Directors, the teaching staff and the Administration are jointly responsible for the overall operational management of the Center.

The Teaching Staff at Animal Crackers, Inc. are carefully selected and trained in the field of Early Education and Childcare. All the teaching staff has successfully completed educational classes, conferences, and in-services in Early Childhood Development and have had previous experience in the field of Early Childhood Education.

Animal Crackers, Inc. utilizes a child-centered approach to its curriculum, where hands on/active learning is encouraged and supported. Our educational curriculum emphasizes the importance of developmentally appropriate classroom environments and materials which are reflective of the children's interests and presents them with a wealth of educational opportunities and choices.

Animal Crackers, Inc. is licensed by the State of Wisconsin -Department of Health and Human Services. Periodic visits are conducted by the state licensing agent who involve inspections of the facility, as well as the overall childcare provided. The Center is licensed by the State of Wisconsin Licensing Bureau for 85 children. The Animal Crackers, Inc. Parent Board of Directors, the Teachers and the Administration feel strongly that high quality childcare and education can only be provided if low child to staff ratios are maintained. (See our ratio comparison for further information). The Center is also Accredited by the City of Madison through the Child Care Unit of the Office Community Services. Child Care Specialists conduct annual reaccreditation visits, in order to monitor program content, physical environments, materials, child/ staff-parent/ staff interactions and the overall operational management of the agency. Animal Crackers, Inc. has been City Accredited since 1989 and NAEYC Accredited since 2004.

The Animal Crackers, Inc. Childcare, Preschool and After School program provides quality childcare and education for children of every race, color, sex, national origin, creed, ability and ancestry. The Center advertises through the public media in order to make openings known to the public.

Please feel free to ask or discuss any of the Handbooks with the Executive Director. We are very happy to welcome you and your child to our program.

Educational Philosophy

Animal Crackers Child Care and Preschool Center offers your child an educationally and emotionally balanced program in a safe, child-centered environment of warmth and friendliness. The program gives your child opportunities for exploring, experimenting and questioning through hands-on activities. These discoveries will encourage curiosity and self-expression. All children are individuals. We believe in developing the whole child -- emotionally, cognitively, physically and socially -- in accordance with his/her own needs and learning style.

Our goals for your child include:

- Fostering positive self-esteem
- Building strong and effective communication skills through expression of feelings and thoughts
- Modeling problem-solving skills
- Teaching non-violent conflict resolution
- Providing a physically and emotionally safe environment
- Demonstrating support for various family structures
- Helping children appreciate diversity and multiculturalism
- Encouraging appropriate decision-making
- Teaching Kindergarten readiness skills

Parent/Guardian Involvement

At the Animal Crackers, Inc. Center, we strive to build strong and meaningful partnerships with families. We strongly encourage parent/guardian participation in our childcare and preschool program. Parental/Guardian involvement plays a vital role in ensuring that our center maintains its high quality of care, education and future viability. Parents/Guardians are welcome and encouraged to stop by during the day to visit their children. We also welcome parents/guardians to join us for lunch or snack.

Parents/Guardians are encouraged to become involved with our Parent Board of Directors. Our Parent Board meet monthly to discuss current events, update policies, plan fundraising activities and lend support to all the parents, the Administration and the Teachers. We also have several ongoing committees addressing areas such as special events, building projects, marketing strategies, and finance. All parents/guardians are encouraged to participate in any of these areas and share their talents and expertise. We are always interested in parents/guardian's ideas, concerns, and general information. Your involvement and commitment play a crucial role in our program.

Fundraising activities are ongoing at Animal Crackers, Inc. The money earned from fundraising is ear marked for special projects, educational supplies and materials. In general, the money is used to improve the environment and its materials in which your child lives, plays and learns. All parents/guardians are expected to participate in fundraising activities or through contributions of money which are tax deductible.

Confidentiality

At Animal Crackers, Inc. we respect the privacy and confidentiality of all families. Matters concerning a child and/or their family are discussed with that family only. All information concerning children are kept confidential.

Child Abuse and Neglect Policy

It is the legal obligation of all childcare teachers to report suspected or known cases of abuse or neglect to Child Protective Services. Due to the fact that indicators are not always clear, the decision to make a child abuse report is not an easy responsibility but is one required by the law surrounding mandated reporters.

Grievance Procedure

Parents/Guardians who have concerns about classroom activities or personnel, should attempt to resolve the problem directly with the person that is involved. In the event that the situation isn't rectified and both parties are aware of this, the situation should be brought to the attention of the Executive Director. The Executive Director shall respond to the grievance within one week of the issue being brought to their attention. If the issue is still not resolved satisfactorily and both parties are aware of this, a letter outlining the concerns should be written by the parent/guardian and forwarded to the Chairperson of the Board of Directors, with a copy given to the Executive Director.

It is important that during this grievance procedure that the parent/guardian makes the teacher and/or Executive Director aware of the fact that they are not satisfied with the end result prior to taking the next step. It is only in this awareness that the process can be supportive to those involved. Copies of the Grievance policy and procedure are available in the office.

Parents/Guardians should feel free to address issues with teachers on an ongoing basis. For a more in-depth review of how your child is doing, there are parent-teacher conferences scheduled bi-annually. Additional conferences can be scheduled upon parent request.

Center Events

The center holds various family and staff socials throughout the year. These include but are not limited to a Spring and Fall clean-up, potlucks, art auctions, open house night as well as the Parent Board of Directors Annual Meeting. The Annual Meeting is usually held in September and is the forum for which new Board members are elected and voted upon. You will be informed via parent notes as to the dates of the upcoming events.

Program/Curriculum

Animal Crackers, Inc. uses a hands on/ active learning approach to support a child centered curriculum. This teaching approach provides children with an environment which fosters growth in all areas of their development. Children are presented with a tremendous variety of opportunities to learn and explore their environment. Activities are carefully planned to provide stimulation and guidance in all major areas of child development. This curriculum addresses the needs of the children to learn, play, and interact socially with others. Lesson plans are developed to give children a variety of opportunities to experience interpersonal relationships, sensory exploration of natural and physical surroundings, intellectual stimulation, large and small motor development as well as many opportunities to explore language arts. Special emphasis is placed on integrating diversity into every day activities while supporting family units of all types.

Each classroom has a daily schedule and activity calendar posted on their Parent /Guardian Information Board.

Behavioral Guidance Policy

At Animal Crackers, Inc. the purpose of behavior guidance and management is to provide, for every child in our care, an environment in which children play together, respect one another, learn and grow as individuals. In order for this to happen successfully, young children need to be given developmentally appropriate guidance by responsible and caring adults. Teachers model appropriate pro-social behaviors and encourage children to work through conflicts and problems in appropriate ways. As young children develop their own sense of identity, they will no doubt have occasional difficulty with their problem solving abilities. When these situations occur, the teachers view them as “teachable moments” where positive behavioral guidance is used to teach the skills needed for problem solving and non-violent conflict resolution.

Behavioral guidance contributes to children's growth and development by teaching her/him how to effectively handle difficult situations and make positive choices. It is the adult's right and responsibility to provide positive behavioral guidance strategies that encourage and support children's positive social and behavioral skills.

Positive behavioral guidance enables teachers to assist children develop positive self-esteem, self-control, and respect for the rights of others. The guidance used is fair, consistent, objective, and respectful. Children's behavior will be redirected when appropriate. Teachers will intervene in order to prevent a situation from becoming a crisis. Parents/Guardians will be notified of aggressive and offensive behavior, and their help in eliminating the behavior will be requested. If the aggressive/offensive behavior continues, the child's enrollment may be terminated.

The use of physical punishment or verbal punishment that is humiliating or frightening is prohibited.

Probation Policy

All children enrolled in Animal Crackers, Inc. shall be subject to a probationary period of six months. The purpose of this period is to observe the child's transition into the child care Center. If concerns regarding the transition arise, the child's teacher, as well as the Executive Director will discuss concerns with the parents/guardians. Animal Crackers reserves the right to terminate enrollment during the probationary period.

The Center reserves the right to terminate a child's enrollment immediately, if the child's behavior is uncontrollable and places other children or staff at risk of harm. At the parent's/guardian's request, efforts will be made to help in obtaining alternative placement for their child.

Infant and Toddler Program

Animal Crackers, Inc. individualizes the program of care for each infant and toddler. Infants and toddlers receive individual contact and attention, as well as opportunities for language development and learning experiences. Sensory-motor and cognitive activities are provided daily to complement play and routine care. A report of each child's activities is provided to the parents on a daily basis. Parents and teachers work together on supporting developmental milestones such as transition from bottles to cups, self-feeding, moving from cribs to cots, toilet training and classroom transitions.

Children are encouraged to form attachment groupings, especially with children age three or younger. This is where children are placed in interactive play groups which help them form bonds with each other, as well as, with their teacher. We try to maintain these attachment groups as the children transition from one classroom to another.

Preschool Program

Programming for preschool aged children is based on the principles of developmentally appropriate practices promoted by the National Association for the Education of Young Children. Teachers plan developmentally appropriate, hands on activities involving children's interests in the areas of, arts and crafts, math and science exploration, dramatic play, small and large motor development, enrichment programs involving music, language, literacy and movement and age appropriate fieldtrips. Teachers also work with the children on kindergarten readiness skills, support problem solving and support children in their development of strong communication skills.

After School and Summer Camp Programs

Animal Crackers, Inc. offers an After School Program for school age children. This program offers developmentally appropriate activities for school aged children such as science and math exploration, language and literacy, arts and crafts, storytelling, dramatic play and quiet homework areas.

In the summer, Animal Crackers, Inc. sponsors a Summer Camp for school aged children involving arts and crafts, science and math activities, book clubs, journaling, theme weeks and fieldtrips. Fieldtrips are planned in advance and include/but are not limited to such places as the Capitol, the zoo, area parks, Olbrich Gardens, activities at the Monona Terrace, mini golfing, reading programs at the library, movies, Cave of the Mounds, local museums, ice cream shoppes, etc. We also have water and bikes days when weather permits.

Food Program

The center provides your child with nutritious, well-balanced breakfasts, lunches, and snacks. Animal Crackers, Inc. participates in the USDA Federal Child Care Food Program sponsored by the State Department of Public Instruction. You will receive a form when you enroll and annually thereafter. This form provides Animal Crackers, Inc. with the necessary family information required by the Department of Public Instruction. Menus follow the guidelines established by the State of Wisconsin to ensure balanced nutritional content in each meal and snack we serve.

Menus are posted weekly, giving parents the opportunity to keep track of what their children are eating.

Infant Formula is provided by the Center until the child's first birthday. In the event your child is on a special formula that is not readily accessible to the Center or authorized by a doctor's prescription, the parents are asked to provide the formula. Baby food is also provided by the center. Parents of infants will be given their child's feeding schedule daily. Nursing mothers are welcome.

The Child Care Food Program is operated in accordance with USDA policy, which does not permit discrimination because of race, color, national origin, ancestry, creed, religion, sex, political persuasion, age, or ability. If you believe that your child has been treated unfairly in receiving food services for any of these reasons, write immediately to :

Community Nutrition Programs
Wisconsin Department of Public Instruction
PO Box 7841
Madison, WI 53707-7841

Field Trips

All children are routinely provided with educational and recreational experiences outside the center. The children may take short walks near the center or travel to predetermined community locations for a variety of fun activities. Children are transported on field trips by school or city buses.

Parents are notified in advance of the field trips. Notices are posted in the classrooms. It is the parents responsibility to read all Center notices, arrange for their child to be at the Center prior to departure time and inform the staff if their child will not be able to participate. If, for any reason, a parent doesn't want their child to participate in the scheduled fieldtrip activity, the Center will attempt to find another classroom for your child to join. In the event that there is no room in any classroom for your child, it is the parent's responsibility to make other childcare arrangements for their child outside the Center. All daily tuition fees remain the same in the aforementioned event.

Children's Dress and Supplies

The children are given the freedom to explore and create through a variety of mediums. They explore and learn by using glue, painting, cooking, playing in water and sand etc. Although smocks are provided, dress your child in clothes that may be damaged by these activities.

The children go outdoors daily. Please dress them according to the weather. In winter, provide a warm coat, snow pants, hat, mittens, and boots. Tennis shoes or shoes that tie or buckle are good for summer. Flip-flops and jellies are dangerous when running, jumping, and climbing and therefore are not allowed. During the summer, a swimsuit and towel are good to have on hand for outdoor water fun.

The center will not be responsible for toys or other belongings brought to the center. We ask that you use discretion in assisting your child to choose the appropriate toy if toys are brought to school. We ask that your child not be allowed to bring violent toys to the center (i.e. toy guns, knives, or weapons). Also, please check with your child's teacher about specific toy policies for each classroom. Any toy brought to the center should have your child's name clearly marked on it. Toys brought to the center are the responsibility of the children.

We request that each parent provide the following items for their children:

Please label all items brought to the center with your child's name clearly marked.

INFANTS AND TODDLERS

- 2 crib sheets
- One blanket
- Several changes of clothes
- Favorite toy/blanket/pacifier
- 3 labeled plastic bottles
- Weekly supply of diapers
- Large container of wipes

WINTER CLOTHES

- Snow suit / Snow pants
- Winter Jacket
- Boots
- Gloves and Hat

SUMMER

- Swim Pants / Towel
- Sun Hat
- Sun Screen
- Insect Repellent

PRE-SCHOOLERS

- | | | |
|---|---------------------------|-----------------------|
| • Sheet and blanket for cot (crib size) | • Snow suit or Snow Pants | • Swim Suit / Towel |
| • Change of clothes | • Winter Jacket | • Sun Screen |
| • Toothbrush | • Boots | • Insect Repellent |
| | • Gloves and Hat | • Sun Glasses and Hat |

You must complete an Authorization to administer medication form for both sunscreen and insect repellent.

Enrollment Policy

Enrollment in each age group is limited and is based on a first come-first serve basis according to age and classroom. Once a classroom is full, a waiting list will be maintained to inform interested parties of any vacancies.

The ratios of children to teachers are:

	<u>AC Ratios</u>	<u>State Ratios</u>	<u>Group Size</u>
Children 6 weeks - 15 months	3:1	4:1	maximum group size of 9
Children 15 months - 2 years	4:1	4:1	maximum group size of 8
Children 2 - 3 years	6:1	6:1	maximum group size of 12
Children 3 - 4 years	8:1	10:1	maximum group size of 15
Children 4 and 5 years	10:1	13:1	maximum group size of 17
Children ages 6 to 12	13:1	18:1	maximum group size of 13

All enrollment forms need to be thoroughly completed and must be returned on or before the child's first day at the center. A child is considered enrolled at Animal Crackers, Inc. when all tuition and fee requirements have been paid and the required paper work is completed and returned to the office. Once your child is enrolled at the Center, we must receive any changes in address, telephone numbers, or health information immediately. It is very important for us to know how and where to reach you at all times when your child is at the Center.

We strongly urge you to bring your child to the Center for a pre-enrollment visit. This will help in making your child's transition to the Center a positive experience.

Termination of Enrollment

Animal Crackers, Inc. reserves the right to refuse care for any child that puts an intolerable strain on the classroom. Before a child's enrollment is terminated, every effort will be made to try and remedy the situation with teachers and parent involvement as well as other professional recommendations. In the event that a child's behavior becomes uncontrollable and may place other children at risk or harm, termination may be immediate. (See Behavior Guidance Policy and the Probationary Policy)

Enrollment at Animal Crackers, Inc. may be terminated for persistent and/or chronic behavioral or emotional activity including but not limited to the following: hitting, biting kicking, improper throwing of objects, verbal abuse, swearing, excessive withdrawal, and anti-social behavior, inability to form relationships, inappropriate sexual behavior or exhibitionism. The activity of the child needs to be observed by more than one employee of Animal Crackers, Inc and shall be documented in the child's file. Animal Crackers, Inc. reserves the right to utilize the services of outside agencies to assist in making a determination regarding the continued enrollment of the child.

Enrollment may also be terminated for any of the following reasons:

1. Non - payment of fees
2. Failure to submit required forms and / or paperwork
3. Failure to observe the rules and regulations of the Center
4. Needs of the individual child can not be met by the Center

When parents/guardians decide to withdraw their child from the Center, a **two weeks written notification** is required. Enrollment is considered terminated two weeks after written notice is received. If a child stops coming without written notice, enrollment will be terminated two weeks after the last day of attendance. Parents/Guardians are still responsible for paying for the 2 weeks after the last day of attendance and all other outstanding/and or accrued fees issued by the Center.

Tuition and Other Fees

Tuition fees are to be paid prior to care provided. Tuition bills are issued five days in advance and are due on the 1st of each month. You will receive a monthly bill as the amount due may vary depending on whether the month is a four or five week billing month. Your child's enrollment may be terminated if tuition payment is 30 days late. If parents/guardians would like a payment plan, they should make an appointment with the Executive Director to create a payment schedule. The Center will pursue collection of all unpaid tuition through Small Claims Court.

If your check is returned by the bank due to non-sufficient funds, Animal Crackers, Inc. then reserves the right to request that future payments be made by cashier's check.

Weekly fee payments remain the same when a child is not in attendance due to illness or any other personal reason.

Children enrolled at Animal Crackers, Inc. are entitled to one week (i.e. five consecutive business days) of vacation per calendar year. No tuition is assessed for this vacation week and your child's slot will stay reserved for that week. Two weeks written notice of the upcoming vacation is required so the Center can be staffed accordingly.

Animal Crackers, Inc.'s budget and fee schedules are reviewed monthly by the Finance Committee and the Parent Board of Directors. Fee increases may occur with advance notice at the beginning of the calendar year. Parents/Guardians will be given a 30 day notice of all increases.

Late Tuition Policy and Fees

Regardless of your payment type, the Late Tuition Fee Policy stands firm for all families. If tuition payment has not been paid by ten days (on the 10th) after the due date you will be charged a \$10.00 late fee along with your original balance owed.

If tuition again has not been paid by the 25th day of the month, you will be charged an additional \$15.00 late fee along with your original balance owed. These late fee charges will total \$25.00 for the month. If tuition payment still has not been received by the 30th day of the month, this will result in termination of enrollment at Animal Crackers, Inc. and we will turn your case over to collections to retain the unpaid balance.

Late Pick up Policy and Fees

Our Center's operational hours are from 7:00AM to 6:00PM. It is very important that you be on time to pick up your child everyday. If you find yourself unable to make the 6:00PM pick up time, it is the parent's/guardian's responsibility to make other arrangements for their child. Late pick ups put an unfair burden on the teachers and the Center. In the event you are late in picking up your child, there will be a late fee assessed to you (to see assessed fee amounts, see late slips located in the office).

Every clock is different. We operate by the digital clock located in the office. We suggest that you give yourself plenty of time to pick up your child since you need to be out of the center by 6:00PM.

In the event you are running late, please call the center to let us know what is happening so teachers can make the necessary arrangements for the comfort of your child.

Drop off and Pick Up Procedures

Animal Crackers, Inc. opens at 7:00 a.m. and closes at 6:00 p.m. Normally, your drop-off and pick-up time should be limited to a few minutes in the classroom to lessen the emotional strain on our child, create a comfortable transition and establish a consistent routine. An adult must accompany the child to his/her classroom, sign the child in, and make the teacher aware of the child's arrival. An adult must pick up the child, sign them out, and make the teacher aware of the child's departure.

Each child must be picked up by an adult who is authorized to do so on the enrollment form. If there is a change of who is permitted to pick up your child, you need to inform the teacher and the office in writing.

Pick up is limited to adults 18 years or older. If you wish to request an exemption to this policy, present your written request to the Executive Director. Exceptions may be granted on an individual basis.

We understand that young children cry when their parents leave during the first days of enrollment and at various times while at the center. Try to manage the separation "matter-of-factly". Your calmness will show your child that you feel he/she has the ability to handle the situation. When it is time to leave, please do so. Prolonged departures with lots of physical contact may make the situation more difficult. The teacher is there to assist you and your child through this transition time.

Under no circumstances should your vehicle be left running and unattended while you drop-off or pick-up your child-even in cold weather. This is extremely dangerous. Your vehicle should be parked in a designated parking space in the parking lot on the north side of the building. **Parking along the playground area is not**

permitted. Parents who violate these policies will receive one warning from the Executive Director. **Parents who repeatedly violate the policy, may be dismissed from the Center.**

Center Closings For Holidays and Worthy Wage Day

The Center will be closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day as well as the Friday after Thanksgiving, Christmas Eve and Christmas Day. If the 4th of July, Christmas Eve or Christmas Day falls on a weekend, the Center will be closed the weekday(s) closest to the Holiday. The Center will also be closed on Worthy Wage Day (May 1). Weekly fees will remain the same regardless of holiday closings.

Closing Due to Unusual Conditions

If the Madison Public Schools are closed due to bad weather and/or poor road conditions, the center will also be closed. In the event that threatening weather appears during the day and/or when the public school is closed due to winter break, etc, the Executive Director will consult with the Parent Board Chair and may decide to close. Parents will be notified by phone or upon arrival. The Center will contact the radio or television stations if necessary. Please note that when the center needs to be closed due to unusual conditions, you will still be assessed the regular tuition rate.

Medical Policy

Each child must have a physical examination by a licensed physician not more than six months prior or three months after the first day at the center. Each child must have subsequent examinations as advised by the medical practitioner. Parents of children under the age of 2 are required to submit to the Center, physical examination forms every 6 months in accordance with the State Licensing Regulations until their child turns 2. Medical Records, as well as shot records kept at the center must be kept up to date by the parent or guardian.

Health/Wellness Policy

A child showing any signs of illness should not be brought to the center. A sick child can spread his/her illness to other children and staff placing an unfair burden on the classroom. Parents should call the office to inform us that their child will not be in attendance.

When a child becomes ill at the center, a teacher or the director will notify the parents/guardians. It is important that parents/guardians pick up their child within a reasonable amount of time after receiving the call, preferably within one hour.

Keep your child home if:

- The child has a temperature of 100 degrees or more under the arm. The child may return to school after being fever free, without the aide of medication, for 24 hours. In the event medication is used to lower the fever, check the label and note the time between doses. After the last dose, that amount of time must be added to the 24 hours to be truly “fever free”. Two exceptions exist: if your child has a temperature that is due to teething alone and that is verified in writing by the child’s physician, the child may return to school. The second exception is if your child is on antibiotics due to an ear infection and has no other illness, the child may return to school (given the child is well enough to participate in normal activities).
- The child is vomiting, has diarrhea, or severe nausea. The child should be able to tolerate a normal diet the night before and the morning he/she returns to the center.
- The child has an infectious disease (strep throat, pink eye, impetigo, chicken pox, etc.). Follow your doctor’s advice. A child needs to be on antibiotics for a full 24 hours. The child should be free of fever and feel well enough to participate in regular activities when he/she returns.
- The child has an unexplained rash or lesion. Ask your physician if the rash is contagious and wait until treatment is in progress or the rash has cleared up before allowing the child to return to the center. In the event that the rash is not contagious, you will need a doctor’s note stating the rash is not contagious for your child to be cleared to return to childcare.
- The child is unable to play outdoors

If a child has been ill with a bacterial diarrhea infection, infectious hepatitis, infectious mononucleosis, tuberculosis, strep or staph infections, unexplained rash, he/she must have a doctor’s written permission to return to the center.

If a child is exposed to a communicable disease at the center, the parents will be informed by the staff. We ask that parents notify us of any exposures outside the Center.

MEDICATION: Medication will be stored out of reach of children. Medication will only be given upon the written permission of the parent. When you bring medication to the Center, ask the teacher for the “Authorization to Administer Medication” form. Medication must always be in the original container bearing the child’s name and prescribed dosage. Please send a medicine spoon or syringe with liquid medication.

According to State Licensing, medication may only be administered for the time frame listed on the container, whether prescription or non-prescription. To administer medication beyond the advised time frame, ask your physician for a prescription and/or written note describing the dose and length of time it should be given. The center is not allowed to store medication at the center once the time frame for its use expires, therefore, take all medications home after the expiration date.

When sending in “over the counter medication“ with your child, please check the label for instructions. If the label reads “See physician for dose” for the age of your child, we need a doctor’s note stating your child’s name, describing the dose, and how often we can administer the medication, and over how many days the medication should be given. This doctor’s note needs to state the type of medication-with the brand name of medication being used. We will not administer any over the counter medication to children under the recommended age without a doctor note.

ACCIDENTS: Any time a child is hurt or injured at the center, an accident report is to be completed by the staff member/s witnessing the event. Parents will be notified immediately if a serious accident occurs. Parents will be notified by telephone or on the daily written report of other injuries. If the injury requires medical attention and parents are not reached, Animal Crackers, Inc. reserves the right to seek emergency medical care and treatment as needed.

HYGIENE: Special care is taken to insure that toys and equipment are kept clean and germfree. Infant toys are cleaned and sanitized daily. Our changing areas are cleaned and sanitized after each diapering. Staff thoroughly washes their hands before and after diapering to inhibit the spread of germs. Parents are encouraged to wash their hands and their child’s hands upon entering and departing from rooms. Our staff follows OSHA’s Universal Precautions when dealing with illnesses and injuries in the program.

Sudden Infant Death Syndrome (SIDS) Health Policy

Animal Crackers, inc. has a vested interest in all children’s safety, therefore we have written a SIDS Policy for the safety of your child. The State of Wisconsin Regulation and Licensing Bureau has passed a law that requires childcare centers that care for infants less than one year of age to train employees in prevention techniques to reduce the risk of SIDS. Thus, all infants 12 months and younger will be placed on their backs to sleep.

