



Little Forest School Inc.

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Childcare Policy

Mission: To provide safe, quality, and affordable childcare for the families in our community, fostering growth through play-based learning and nature exploration.

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ADMISSION

Terms of License

Little Forest School is licensed by the State of Wisconsin, Department of Children and Families (DCF, www.dcf.wisconsin.gov). We are licensed to care for no more than 36 children at any one time. We are inspected regularly to ensure that our center meets licensing rules.

Little Forest School will provide care for children aged 3 months through 12 years. Children ages 4 to 12 may enroll in our before/after-school and summer programs.

Childcare services will be provided between the hours of 6:30 am and 5:30 pm., Monday, Tuesday, Wednesday, Thursday, and Friday with early closing at 3:00 on Wednesdays during the school year.

Enrollment Limitations

There are no limitations for enrollment at Little Forest School. All children will be enrolled for a trial period of 30 days. During the trial period, either the provider or parent/guardian may terminate childcare without advance notice.

Days Closed

No service will be provided on

- Easter Monday
- Memorial Day
- July 4th
- Fleazaar: Closed the third week of July and the Thursday & Friday prior
- Labor Day
- Thanksgiving
- Friday After Thanksgiving
- Christmas Eve through New Year's Day

All regular fees will be charged for these holidays except for the Fleazaar closing in July. There will be no charges for the Fleazaar closing. If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we will be closed the following Monday.

Emergency Closing Procedure

There may be times when an emergency arises which requires the childcare center to close. If this occurs, we will send an email and/or text parents/call and/or send a message through the Brightwheel parent portal to parents or guardians to let them know. Little Forest School will not follow the local school system regarding closures due to weather. Decisions on weather closings will be made by the director after assessing the situation for each occurrence. In the event that schools are closed and Little Forest School remains open, parents of school-aged children must contact the director to ensure space and staffing is available for the school-aged children to attend. If the children are already at the center and the center needs to close, the staff will make every effort to contact parents or emergency contacts and will remain with the child until the responsible adult picks up.

Licensing Information

Little Forest School will post the following items for the public's review on the parent/guardian bulletin board located on the left when you come down the stairs:

- License certificate
- Results of most recent licensing inspection
- Notice of enforcement actions, stipulations, conditions, exceptions, or exemptions
- Center policies
- Parent handbook
- Weekly snack menus
- Monthly newsletter
- Parent/guardian notices

Note: Parents/Guardians can find the DCF Licensing rules located near the entrance to the childcare center.

Absent Child Without Prior Notification

Parents/guardians are responsible for the schedules they provide us with. We expect children to be in attendance on those days at those times. If a child who is scheduled to arrive at the center does not arrive within 2 hours of the specified time on the written agreement signed by the parent/guardian, and we have not been informed of the child's absence, we will attempt to contact the parent/guardian at least twice to determine the child's whereabouts. All attempted contacts will be documented.

If parents/guardians wish to allow a school-aged child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104,

Alternate Arrival/Release Agreement. School-aged children who leave the center unescorted must be traveling to home, school, or another activity where adult supervision is present. Little Forest School staff will escort school-aged children, who provide the completed form, to the Lakeland Area Bus stop at the center for transportation to and from school.

If a child is transported to the center and does not arrive and we have not been informed they will not be attending that day, we will attempt to contact the facility from which they were transported to determine their whereabouts. We will also attempt to contact the parent/guardian at least twice. All attempted contacts will be documented.

Attendance

Children may be enrolled full-time 4-5 days per week or part-time 1-3 days per week. No child will be enrolled for over 55 hours per week. By licensing rule, no child can be in care for more than 14 hours per day. Our program limits children's enrollment to 11 hours per day.

Preference will be given to full-time children. Part-time children will be accepted into the program with that understanding. Parents of children attending part-time will be encouraged to coordinate with other part-time families to fill a full-time position thereby protecting their placement. Families with children enrolled part-time will have the opportunity to enroll full-time rather than lose their place at Little Forest School, if the situation arises in which the center has a new family ready to enroll full-time to fill that position.

Families of school-aged children need to communicate regularly with the director regarding their child's enrollment days. In the case of school closing days, (teacher in-service, holidays, spring, or winter break) it is the parent's responsibility to contact the director to register their child for the day if they wish to have their child attend Little Forest School. If a child is registered but doesn't attend, fees will still be charged for that day.

Confidentiality

To protect each family's confidentiality, Little Forest School will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those people or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or their family. At the family's request, and with written consent from the family, we will transfer any child's record to a new setting. We will provide, and keep on file, the DCF-F-369-E Confidential Information Release Authorization form as needed.

Child Abuse and Neglect Reporting

All childcare providers are mandated reporters of suspected child abuse and neglect. If a childcare provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement agency: Vilas County Social Service, 330 Court Street, Eagle River Wi 54521, 715-479-3668. Each childcare provider and substitute will receive training at least every two years in child abuse and neglect laws, how to identify children who may have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. If an employee or volunteer is suspected of mistreating a child, that person will be subject to immediate suspension pending the CPS or law enforcement investigation's outcome. The incident must be reported to the Department of Children and Families within 24 hours of the occurrence.

Administrative Structure

The administrative structure at Little Forest School is as follows:

- Board of Directors
- Executive Committee
- Childcare Director
- Childcare Assistant Director
- Childcare Teacher
- Childcare Assistant

Enrollment Information

The following forms must be completed and returned to the center by the first day of the child's attendance:

- Form DCF-62, Child Care Enrollment
- Form DCF-44, Health History and Emergency Care Plan
- Form DCF-104, Alternate Arrival/Release Agreement (if applicable)
- Form DCF-56, Child Care Center Transportation Permission (if applicable)
- Form DCF-61, Child Care Intake for Child Under 2 Years (if applicable)
- Form DPH-419, Child Care Immunization Record (or an electronic record of your child's immunizations) - due within 15 days of child's first day of attendance.
- Form DCF-60, Child Health Report signed by a medical professional (or an electronic printout from a medical professional from the last well child visit) due within 90-days of enrollment.
- Family Intake Form

- Photo & Video consent Form

We will provide copies of these documents to fill out or use Brightwheel to collect all required admission and enrollment documents.

The director will inform parents/guardians when updated forms are needed. This will occur at least 30 days in advance.

Method of Enrollment

Parents/guardians interested in enrolling their children at Little Forest School must meet with the director in person or virtually to discuss their child's specific needs and to review program policies before the child is enrolled. We understand family culture is important, and the more we can learn about yours, the better we can provide in-tune care for your child. Little Forest School encourages you to provide as much information about your child as possible at enrollment. It is important that your child's transition to our center is as comfortable as possible.

Little Forest School encourages you and your child to visit the center before their first day of attendance.

Items Parents/Guardians Provide and Those Provided by Center

The chart below indicates which items parents/guardians are required to supply and which items Little Forest School will provide.

ITEMS TO BE PROVIDED

Parent/ Guardian	Center	Items
X		Disposable diapers
X		Baby wipes
X		Baby formula
X		Lotions
	X	Cot sheets
X		Blanket for children over 12 months
X		Bottle for water, formula, and/or milk

X		Full change of clothing, including underwear and socks
X		Sunscreen
X		Insect repellent
X		Clothing suitable for outdoor play for each season
	X	Crib or playpen
X		Car seat or booster seat
X		Packed lunches

Parent/Guardian Access to Center

Little Forest School has an open-door policy. Parents/guardians are welcome to visit the childcare program at any time during the hours of operation, if acting in a caregiver capacity parent/guardian will be required to obtain a background check. If parental access is prohibited or restricted, we will need a copy of the order. Please understand that we cannot legally limit access to a parent/guardian if there is not a copy of a court order on file at the center. If possible, please try to restrict visits during naptime, which happens 12:00-2:30 as this can be disruptive to the children's day.

Pets

Little Forest School does not have pets on the premises. Prior to adding pets to the center, the director will notify parents/guardians in writing.

If your child has pet allergies, please inform the director verbally and be sure to provide written information on the Health History and Emergency Care Plan under the non-food allergies section.

Children's Records

Each child will have a separate file kept in a secure location in the director's office that only the director and the lead teachers will have access to.

Medical Logbook Procedure

All medication administered, accidents or injuries occurring on-site, marked changes in a child's behavior or appearance, or any observation of injuries to a child's body received outside of

center care will be entered in the center's medical logbook. The director will review the medical logbook with staff every six months and document this procedure.

Center Philosophy

At Little Forest School, we believe in fostering growth through nature, play, and community. By connecting children to the outdoors and supporting their curiosity, we cultivate resilience, creativity, and social skills. We offer play-based, self-initiated play through planned learning centers and small group activities. These activities promote social, emotional, physical, cognitive, and creative growth. Our inclusive, child-led environment nurtures every child's unique development, with nature at the heart of it all.

Non-discrimination Statement

The corporation shall not discriminate based on race, age, color, sex, disability, sexual orientation, religion, and national and ethnic origin in administration of its purpose as set forth in these bylaws. This policy applies to all aspects of our program, including enrollment, employment, and provisions of service.

Americans with Disabilities Act

Little Forest School will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>.

Access to Children's Records

Parents/guardians have full access to review their child's records. If you would like to see your child's records, please call or email us in advance to make a request. All parents or guardians will have access to their child's records unless restricted by court order.

A Department of Children and Families Licensing Representative may visit and inspect Little Forest School at any time during licensed hours of operation. A licensing representative shall have unrestricted access to the premises identified on the license, including access to children served and staff records and any other materials or other individuals having information concerning Little Forest School's compliance with the DCF 251 rules.

A representative from the Bureau of Child Care Subsidy Administration may also access children's files, including any Provider/Parent Written Payment Agreement.

Use of Children's Photos

Little Forest School may take photos and/or videos of children from time to time. These images may be used in children's portfolios, hung on walls within the center, used in the center's newsletter, etc. The center may also use the photos and/or videos in our marketing materials. Photos of you or your child/children will never be used without a signed and dated Photography and Video Consent Form.

Availability of Rules and Policies

Rules and policies are given to parents/guardians upon enrollment and are available to parents/guardians at any time upon request

Little Forest School has a designated space where staff and families can meet within the center for conferences, private conversations, etc. This space is a room adjacent to the infant/toddler classroom.

DISCHARGE OF ENROLLED CHILDREN

Circumstances and Procedures for Termination of Enrollment

Parent/Guardian Initiated

A parent/guardian may decide to terminate childcare enrollment at the center at any time. Parents/guardians must give two weeks' notice in writing to the director. Fees will still be collected for the two weeks, even if the child is not present.

Mutually Initiated

There may be a time when both the director and parent/guardian decide that termination of enrollment is best for the child and/or program. Two weeks' notice is required in writing to the director, and all fees will be collected for the two weeks, even if the child is no longer attending unless there is an agreement otherwise.

Center Initiated/Behavior Related

Little Forest School will regularly advise parents/guardians of their child's progress. If a situation arises where a child is having problems adjusting to the daily schedule, following classroom rules, and/or there are safety concerns, the following steps will be taken:

1. Teacher and parent/guardian communication in the form of an incident report via Brightwheel, a short conversation at pick up/drop off, or a phone call (verbal notice).
2. If, after two weeks, the situation has not worked itself out, a formal meeting will be scheduled with the parents/guardians, director, and teacher to discuss and develop a behavior plan to support the child. The plan will be documented and kept in the child's file (written notice).
3. If, after 30 days, there is no change, another in-person conference will be set up to either revise the action plan, refer the child to other services, and/or terminate care.

Steps Prior to Discharge and Documentation of the Process

All efforts will be made to work out a plan for behavior management between staff and the parents/guardians to see if challenging behaviors can be managed and/or corrected. The teacher will ask for a parent/guardian/teacher conference to discuss the behaviors in detail. Input from the parent/guardian on behavior management is vital. If, after two weeks, the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate care and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

Termination is not taken lightly. Little Forest School understands the impact of expulsion on young children. More information on expulsion can be found here:

<https://wisconsinwatch.org/2023/08/wisconsin-preschoolers-expelled-k-12-students/>.

Outside Agency Involvement

Before any child is terminated, efforts may be made to seek additional services from other service agencies to address the problem. For example, children may be referred to a physician for a vision or hearing screening, Birth to 3 and speech and language screenings are some of the outside services that could be utilized. Should the child need additional services not available directly through Little Forest School, an outside agency may be contacted to meet those needs. Staff will consult with parents/guardians before contacting any outside agency. Prior to any referral being scheduled at Little Forest School, parents or guardians would need to complete and sign authorization to have any agency screen their child while in care. The authorization form for this is DCF-F-CFS0057 Informed Consent for Observations Or Testing By An Outside Agency Licensed Child Care Centers.

Discrimination Issues

If you feel your child/family has been discharged due to discrimination, please bring these concerns to the director or a Little Forest School board member for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, disability, ancestry, sexual orientation, or any other state or Federal protected class.

Appeal Process

Should you disagree with the termination of your child for any reason, please discuss your concerns with the director and the executive will make the final decision.

Discharge of Childcare Reasons

Discharge of childcare could result for any of the following reasons:

1. Non-payment of tuition and/or fees (grounds for immediate termination, without notice)
2. Lack of parent/guardian cooperation
3. Inability of Little Forest School to meet the needs of the child. The director will consult with the parent/guardian concerning how any problems might be solved before ending childcare services (see center initiated/behavior related above with steps)
4. Repeated failure to pick up the child at the scheduled time
5. Failure to complete and return required forms by their due date
6. Any family member or representative treating center staff with disrespect, abusive language, violence, or threat of violence (grounds for immediate termination, without notice)

FEE PAYMENTS AND REFUNDS

All policies regarding fee payments and refunds are included in the policy handbook, which is made available to parents/guardians on demand and is also located on the parent board upon entering the infant/toddler classroom. For current fees, refer to the tuition agreement included in the admission packet.

All fees are due on Friday preceding next week's service and can be paid by any of the following methods:

- WI Shares EBT card
- Cash (payee will be provided with a receipt)
- Cashier's check (payee will be provided with a receipt)
- Money order (payee will be provided with a receipt)
- Personal check
- Debit/credit card on childcare management system (Brightwheel)

If there is a third-party payment, such as from an employer or the County, a special payment schedule will be arranged and detailed in your contract. Parents/guardians will be responsible for any specified co-payments or amounts not covered in full by the third party.

Late Payments

A payment is considered late if received after the end of business day, the Monday following when tuition was due. Little Forest School will refuse care until the late payment is paid in full. Late payments will incur a fee of \$45.00. The fee will be automatically added to the next tuition payment.

Late Pick Up

There is an extra fee assessed for late pick up of a child. That fee is \$5.00 per minute. This fee must be paid before the child can return to care. A late pickup is one where the child is picked up after the daily closing time of 5:30pm.

NSF Checks

If a check is returned as "non-sufficient funds," a fee of \$25.00 will be charged to cover the insufficient check. This fee, plus original bank fees the program charges, must be paid before the child can return to care.

Absences Due to Illness

If a child is absent due to illness, fees are charged for these days.

Vacations

Little Forest School does not offer family or children vacation days. Fees will be charged for all days agreed upon at enrollment whether the child attends or not.

Annual Registration/Material Fees

Little Forest School does not charge an annual registration fee.

Refunds

All fees are not refundable. All routine absences (illness, grandparents' days, etc.) will not be refunded. Closing due to inclement weather will be refunded to you in the form of a credit on future charges. In the case of extenuating circumstances, a written request for a refund must be approved by the director.

Sliding Fee Scale

Little Forest School does not offer a sliding fee scale.

Scholarships

Little Forest School offers scholarships. Scholarship forms can be requested from the director.

Discounts

Little Forest School does not provide discounts for families with multiple children attending care.

Referral Bonus

Little Forest School does not offer a bonus for referrals.

How Fees Are Calculated

Little Forest school charges fees based on a daily or weekly rate. These fees are outlined in the tuition agreement. A tuition agreement will be signed by parents/guardians consenting to the

rate per day or rate per week of the child's care. Additional fees will be assessed for additional days beyond those outlined in the parent/guardian contract.

CHILD EDUCATION

Religious Training

There is not a religious component to our program. We do not offer mealtime prayers, songs, stories, or displays of religious aspects. We do not celebrate religious holidays, although some holidays such as Easter and Christmas may be acknowledged in a secular way.

Early AM and Late PM Care

Groups of children may be combined at the beginning and at the end of any given day. Staff-to-child ratios based on the age of the youngest child in the group are always maintained. With Little Forest School being open in the early morning and late afternoon, we have a written plan for activities which meet the individual needs of the children during those time periods.

Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Children will have the opportunity to rest, eat, use materials, and engage in activities that do not duplicate activities planned for the other parts of our day.

A childcare teacher is assigned to each classroom in the center and staff-to-child ratios are always maintained. Depending on the number of children present on any given day, there may also be an assistant childcare teacher in the classroom. Each group/classroom of children will be supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm, and ensure safety.

Outdoor Play

There is a clean and organized outdoor play space on the center's premises. Age-appropriate equipment will be provided for all ages to explore, play, and learn. Teachers will supervise and interact with the children while they are outdoors.

Children, including infants and toddlers, will go outdoors daily when the weather permits. Please dress your child appropriately for the weather, including sturdy shoes or boots. Little Forest School allows open-toed shoes for children.

The children will be kept indoors during inclement weather, including any of the following:

- Heavy rain
- Temperatures above 90 degrees F
- Wind chills of 0 degrees F or below for children ages 2 and above.
- Wind chills of 20 degrees F or below for children under age 2
- Poor air quality alert days

When weather does not permit outdoor play, children will be given the opportunity to engage in physical activity indoors.

Developmentally Appropriate Programming

Infants and toddlers will have a flexible schedule that reflects the child's individual needs, including forming and following their own pattern of sleeping and waking. Childcare workers will respond promptly to a crying child's needs. Each child will be given physical contact and individual attention, including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A daily report via Brightwheel will document what and when each child ate, when they slept, and when they wet or soiled a diaper. We will use this report to share information with parents/guardians about the child's activities and disposition for each day the child is in attendance.

Preschool children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities include math, science, gross and fine Motor movement, art, literacy and exploration of the natural world.

School- aged children will have a quiet place to study or relax, access to appropriate materials and activities, and ample time for gross motor activities before and after school. During school holiday breaks, summer vacation and other off school days, a full day of care and a variety of experiences will be planned. These activities will include exploration of the natural world, quiet times, gross motor opportunities, child-led activities, creative art experiences, group projects, and cooperative play.

Night Care

Little Forest School is not licensed to provide care between 6:00 p.m. and 6:00 a.m.

Rest or Naptime

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who wake up early will be allowed to get up. A teacher will help awake children find appropriate activities.

Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep in/on a crib, a playpen or cot based on teacher assessment of child's readiness. The parent/guardian will launder the bedding/sleeping bag at least after every five uses or as soon as possible if wet or soiled. Little Forest School will launder the sheets at least after every five uses or as soon as possible if wet or soiled.

Center Schedule

Each classroom will have its own detailed daily schedule posted on the parent/guardian bulletin board and in their classroom. This schedule will list outdoor play time, mealtimes, nap/rest time, special activities, and other structured and unstructured time. A sample schedule is included below. See your child's teacher for a copy of their classroom's daily schedule.

Communication With Parents/Guardians

It is important that we communicate daily concerning a child's needs, progress and interests. However, if there are issues or concerns that need to be discussed, parents/guardians should arrange a convenient time to talk with the director.

To foster communication on a regular basis, Little Forest School provides the following:

- Parent/guardian/staff conferences
 - These will be offered two times per year and will be scheduled accordingly
- Written monthly newsletters to provide families with upcoming center and community events, reminders, and happenings around the center
- Parent/guardian bulletin board
- Face-to-face daily conversations
- Daily sheets via brightwheel app
- Text messages (if applicable)
- Emails

Coordination of Home Schedule with Programming

Little Forest School believes that it is essential to develop a plan with families regarding the coordination of a child's home schedule with our center's programming to provide continuity of care. To enhance and scaffold the child's development, center staff will work with families to generate a plan that includes coordination with the following items:

- Meals/snacks
- Types of foods that have been introduced and timetable of new foods
- Nap/rest/sleep
- Diapering/toileting
- Family traditions
- Child preferences (comfort items, likes, dislikes, additional need to know information)
- Any additional information pertinent to the child's well-being and development

Little Forest School staff will use parent/guardian input to plan activities and provide children with a variety of experiences.

Cultural Diversity

Our curriculum will provide exposure to a variety of cultures through music, stories, games, and art. We will celebrate how we are the same and how we are different from one another.

Water Activities

Little Forest School does not have a swimming pool on the premises. The center will not use wading pools for the children.

The center will not be using an off-premises pool, wading pool, water attraction, or beach for the children.

The center will offer outdoor water play using water tables and sprinklers.

Transitions

Waiting can be hard for children during routines such as toileting, eating, handwashing, and intervals between activities. Staff will work to ensure an easy transition from one activity to another by singing songs, doing finger plays, playing small games, and many other means of positive guidance to move as a group from one activity or place to another.

Walking Field Trips

We may occasionally take walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

Curriculum

Learning through play is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them.

Little Forest School uses a play-based, learning center curriculum which supports the developmental level of each child and each group of children. The program provides each child with experiences that will promote the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, literacy, and exploration of the natural world.

Staff Responsibility for Curriculum

As mentioned above, a schedule of daily activities is posted in each classroom and on the parent/guardian bulletin board. A program of activities is planned prior to the week of implementation. Staff members use various resources such as the center's resource books, web sites, and staff experiences. We are aware we can also use the services of the Wisconsin Child Care Information Center, known as CCIC (800-362-7353), and access their resources to plan activities. The activities focus on learning based on the interests of the children and lesson plans are available for parents/guardians to review.

CHILD GUIDANCE

Distraught Children

When a child is crying, fussy, or distraught, staff will work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. This may include rubbing their back, cuddling, rocking; offering a drink; acknowledging the child's fear, separation sadness, or conflict; distracting or redirecting to another activity; or talking calmly with the child about how they are feeling or what has happened. If the child is still upset, we may contact a parent/guardian to share what is occurring and inquire if this might indicate onset of an illness.

Positive Guidance

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms, e.g., "Let's talk quietly," rather than "Don't yell." Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will help children develop self-control, self-esteem, and respect for the rights of others. Opportunities for physical activity or food are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

Techniques Staff Will Use to Control Unwanted Behaviors

- Supervise the children carefully and intervene before a problem occurs
- Redirect a child to an alternative activity
- Keep routines and expectations predictable
- Set good examples and use positive reinforcement
- Discuss any concerns with parents/guardians

We are happy to provide information on children's challenging behaviors, such as biting. For example, you can find information at: <https://www.naeyc.org/our-work/families/understanding-and-responding-children-who-bite>.

Time-Out Procedures

A "timeout is a break from the large group, provided by the teacher, to support and give an opportunity for the child to calm down and regain composure. A timeout may only be given to a child who is 3 years of age or older and may not exceed 3 minutes. This must be done in a non-humiliating, non-isolating manner.

Before a timeout is given to a child, the teacher will use other techniques to calm the child. Some of these techniques may be one-on-one activities, redirection, small group activities, breathing exercises, calming exercises, conversations between the child and teacher, etc.

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

Prohibited Actions

In accordance with Wisconsin childcare rules, actions that are aversive, cruel, or humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous, or potentially injurious are prohibited. These forms of punishment will never be used, even at a parent/guardian's request.

Prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child
- Verbal abuse, threats, or derogatory remarks about the child or the child's family
- Physical restraint, binding or tying the child to restrict the child's movement, or enclosing the child in a confined space such as a closet, locked room, box, or similar cubicle
- Withholding or forcing meals, snacks, or naps
- Punishing a child for lapses in toilet training

Promoting Positive Behavior

Classroom arrangement, materials, and programming are scaled to the developmental level, size, and ability of children, which will contribute to providing clear guidelines and promoting positive behavior.

EMERGENCY PLANS

Fire Evacuation

If there is a fire or a fire drill goes off, the director or person in charge will contact the local fire authorities/911 and children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents/guardians and emergency contacts will be taken out by the staff member designated in our chain of command to ensure all children are accounted for, and all families can be notified. Infants will be evacuated by four children to a crib with emergency provisions and all children will be taken outdoors and gather at the light pole in the parking lot. The director or person in charge will check classrooms, bathrooms, and staff areas to make sure everyone is evacuated.

The local fire authority will call all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to Manitowish Waters Fire Company, until parents/guardians or another authorized adult will be contacted to arrange pickup

Fire evacuation drills are practiced once a month January through December. All drills will be documented on form DCF-F-CFS0543 Safety and Emergency Response Documentation Group Child Care Center or electronically.

Tornado Warning

In the event of a tornado warning, the children will be taken to the hallway to the left of the kitchen by all available staff members. Blankets, a portable radio, and flashlight, with extra batteries for both, are kept in the tornado shelter area. Attendance and emergency contact information will be brought along by the staff member designated in our chain of command. The director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are in the shelter area. Staff will engage the children in quiet activities until we are informed by the authorities that the danger has passed.

Tornado drills will be conducted monthly from April to October and documented on form DCF-F-CFS0543 Safety and Emergency Response Documentation Group Child Care Center or electronically.

Missing Child

Staff will immediately report a missing child to the director. Extra staff will check all areas of the center, indoors and outside. If the child cannot be found, the child's parents/guardians and/or emergency contact and the police will be notified immediately. The director will notify the Department of Children and Families within 24 hours of the occurrence. If a staff member is alone on the premises, they will contact the emergency backup person.

Other Weather Emergencies

In the event of earthquakes, floods, landslides, mudslides, lightning, wildfires, or winter weather we look for guidance at: <https://www.cdc.gov/disasters/index.html>.

Loss of Building Services

If the center should lose heat, water, electricity, and/or telephone services before the center opens, parents/guardians will be notified within 60 minutes using the methods of texts, email, Brightwheel, phone calls, and will be advised that the center is closed. The parent/guardian will be responsible for finding alternate care for their child until the situation is resolved.

If the center should lose heat, water, electricity, and/or telephone during the hours of operation, parents/guardians will be notified that the center will be closing, and the parent/guardian will be responsible for picking up their child/ren within one hour after the call. If the parent/guardian cannot be reached, we will call the emergency back-up person to come and pick up the child/ren.

Threat to the Building or Occupants

Depending on what the emergency is, if possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building, each classroom will take cover in a secure area. The secure area will be the large double classroom located near the playpens for the infants and toddlers. The preschoolers and school age children will relocate to the storage area to the left of the kitchen. The main door will be closed and locked; all other doors will be closed and locked as possible. 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed, or the police or fire department has arrived. Law enforcement and parents/guardians will be immediately contacted to advise them of the threat.

Little Forest School does not allow any firearms, ammunitions or other potentially dangerous items to be kept on the premises.

Allergic Reactions

Each child with an allergy will have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector or “epi-pen”). The care plan will include specific symptoms that would indicate the need to administer medication. Center staff will review allergic reaction protocols at least two times per year to ensure each child’s safety and well-being.

If a child has an allergic reaction that does not appear to be life-threatening, has a suspected allergic reaction, or contact with/ingestion of an allergen, staff will review the emergency care

plan to determine the steps that need to be taken to ensure the child's health and well-being. The staff will follow the steps in the emergency care plan, which are as follows:

- The staff will notify emergency medical personnel if epinephrine has been given and follow any additional guidelines given by medical personnel.
- The director will notify parents/guardians immediately after medical personnel have been notified of any allergic reaction or possible contact with food that may cause an allergic reaction.
- If needed, the child will be transported to Howard Young Medical Center, 240 Maple St, Woodruff, WI 54568 for care. The director will stay with the child until the parent/guardian arrives.
- The incident will be documented in the medical logbook.

All staff have training in infant and child CPR, AED, and first aid techniques. They will be reviewed with staff by the first aid and CPR instructor.

Emergency Medical Treatment

If there is a medical emergency with a child or adult requiring emergency medical treatment, 911 will be called. Staff will perform first aid according to their training, initial check, call, and care procedures. Children present will be taken from the area calmly by available staff for supervision and safety. If it is a life-threatening situation, with no time to consult the child's file or parent/guardian, 911 will be called. If an ambulance is needed, parents/guardians will be responsible for any medical costs incurred. Parents/guardians will be contacted as soon as possible after contacting 911. The injury will be recorded in the medical logbook upon return to the center. If an injury occurs off-site, 911 will be called, the teacher in charge will call the director, and the director will call the injured child's parents/guardians. If possible, the rest of the children will be moved to a safe area.

Superficial Injuries

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents/guardians will be told about minor injuries via app or text, if applicable, or when they pick up their child. Superficial injuries will also be entered into the medical logbook. All injuries to the child's neck and up will be reported immediately to parent/guardian and logged in the medical logbook.

Daily Attendance

Little Forest School utilizes Brightwheel a tracking system for all classroom staff to know children's locations at any time. During early AM arrival and late PM pickup teachers will be aware of the children they are responsible for, as rooms are opened for the day or combined at end of day. Parents/guardians or authorized adults are required to bring children into the building and leave them with the childcare staff who can direct them into an activity and verbally acknowledge with a childcare staff member when picking up the child at the end of the day. The childcare staff or parent/guardian will sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time).

Staff Supervision & Emergency Contact Person

There will always be two staff members or more on site at the center. At no time shall a staff member be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.

A staff member who lives within 5 minutes of the program will be determined, documented and kept on file in that employee's employee record. This person will serve as the emergency contact person in the event only one staff member is on-site with less than 8 children.

Authorized Pickup

Children will only be released to people listed on the enrollment form. If anyone other than the child's parent/guardian or someone listed on the enrollment form is to pick up a child, the director or teacher must be notified via, phone call, email, text or through the Brightwheel app. The person picking up the child will need to show a driver's license or other picture ID, even if they have picked up at a previous time.

First Aid Equipment

First aid equipment will be stored in each classroom and emergency bag/tote.

Reports to DCF

The center will report any situation as it pertains to statute 251.04(3)(a-n) DCF 251 Licensing Rules for Group Child Care Centers to the Department of Children and Families within 24 hours after the incident. These situations include:

- Any incident or injury to a child while at the center that results in a professional medical evaluation
- A death of a child in care
- Any injury to a child caused by an animal
- Any damage to the premises that may affect licensing compliance, or any incident at the premises that results in the loss of utility services
- Unexpected closures lasting more than 2 weeks, within 24 hours after the center has been closed for a 2-week period
- Any known convictions, pending charges or other offenses of the licensee, group childcare center employees or other person subject to a childcare background check that could potentially relate to the care of children at the center or activities of the center
- Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center
- Any suspected abuse or neglect of a child by an employee or volunteer that was reported, including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, while in care
- Any incident involving law enforcement within 24 hours after the occurrence that involves a licensee, a household resident or an employee of the center in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the center or involves any traffic-related incident where a person responsible for the violation transports children in the care of the center
- Any confirmed case of a communicable disease reportable under Chapter DHS 145 in a child enrolled at the center or a person in contact with children at the center, within 24 hours after the center is notified of the diagnosis, noting that the licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis.

Emergency Phone Numbers

Emergency phone numbers, the center's address, and the center's phone number will be posted in each room occupied by children, the center's office, and the kitchen.

Vehicle Availability

There is a public rescue or emergency vehicle available within ten minutes of the center.

Special Evacuation Considerations

Any child who has a limited ability to respond in an emergency will be identified at the time of enrollment. Staff will be aware of any special evacuation needs the child may have and accommodations will be made to ensure their safe evacuation from the building.

Safe Location for Children After Emergency Evacuations

If an evacuation of the center is needed, all people will go to Manitowish Waters Fire Company.

Children's Records During Emergencies

Children's records will be kept in the director's office, but a copy of their emergency contacts, along with phone numbers, will be taken with staff any time there is an emergency evacuation.

Custody Issue Disputes

A child will not be denied release and/or restricted access to a parent/legal guardian unless a copy of the custody agreement or court-issued restraining order that surrenders such rights is in the child's file at the center. The court orders will be strictly followed. In the absence of a court order, both parents/legal guardians will have equal rights and access to their child. If a situation arises which results in a conflict of the above agreements and/or threatens the safety of the building and its occupants, the center staff will contact local law enforcement.

Impairment of Pick-Up Person Due to Drugs or Alcohol

If a parent/guardian or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, our status as mandated reporters requires us to call the local authorities if we feel the child is in danger.

Unauthorized Person at Pick Up

If an unauthorized person arrives to pick up a child, we will ask that person to leave. If they choose not to leave, we will call the local police department.

HEALTH CARE

Sudden Infant Death Syndrome (SIDS)

All employees and volunteers will be oriented with information regarding SIDS and procedures for risk reduction of SIDS.

- Infants up to 12 months of age will be placed on their back for every rest period unless the infant's primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position.
- Infants will be placed for sleep in safe sleep environments, which includes a crib or playpen with a firm, tight-fitting mattress covered by a tight-fitting sheet. The crib or playpen will meet the required safety standards.
- No monitors of any kind or positioning devices will be used unless required in writing by the child's primary care provider, and no other items will be in a crib occupied by an infant except for a pacifier.
- Blankets, stuffed animals, bumper pads, or pacifiers with attached soft objects are not allowed in cribs or playpens for infants younger than 12 months.
- Infants will not nap or sleep in a car seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play yard, highchair, or any other type of furniture/equipment that is not a safety-approved crib or playpen.
- If an infant falls asleep in any place that is not a crib or playpen, staff will immediately move the infant and place them on their back in their crib or playpen.
- If an infant arrives at the program asleep in equipment not specifically designed for infant sleep (e.g., car seat or stroller), the infant will be removed and placed on their back in a crib or playpen.

Ill Child Definition, Care, Isolation, and Removal

The following procedures apply when a child with an illness or condition that has the potential to affect the health of other people, such as vomiting, diarrhea, unusual lethargy, or uncontrolled coughing, is observed in the childcare center.

- Teachers will check each child who comes into their classroom by looking at the child and noticing any signs of ill health or differences that are apparent. Throughout the day, the teachers will be aware of the development of signs of ill health or changes in status.

- The ill child will be isolated or separated from the space used by other children by a partition, screen, or other means to keep other children away. The child shall be provided with an appropriate sleep surface with a sheet, blanket, or sleeping bag and isolated with supervision until they are picked up from the center.
- If a child is ill with a fever of 100.4 or higher, diarrhea, vomiting, or an unexplained rash, please do not bring your child to the center. If your child is observed to have these symptoms while at the center, a parent/guardian will be called to pick the child up. The parent/guardian has one hour to pick up the child.
- Depending on the illness, a letter from a medical professional may be requested for the child to be readmitted to the center.
- Children may return to the center when:
 - They are free of fever, vomiting and diarrhea for 24 hours
 - They have been treated with antibiotics for 24 hours
 - They can participate comfortably in all usual activities
 - They are free of open, oozing skin conditions and drooling (not related to teething) unless all the following relevant conditions are met:
 - The child's physician signs a note stating that the child's condition is not contagious
 - The areas involved can be covered by a bandage without seepage or drainage through the bandage
 - If a child has a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required

Communicable Diseases: Exclusion and Notification to Public Health, Licensing, and Parents/Guardians of Exposed Children

If there is an exposure of a communicable disease at the center, we will notify parents/guardians. Certain communicable diseases must also be reported to the Health Department and the Department of Children and Families. For more information on Wisconsin Childhood Communicable Diseases, please refer to the following chart: <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>.

Medical Logbook Responsibilities, Entries, and Review

Little Forest School maintains a medical logbook in each classroom that records information about the following:

- Any evidence of unusual injuries to the child's body (bruises, cuts, etc.),

- Any injuries a child receives while at the center. Entries need to include the child's name, date and time of injury, and a brief, objective description of the situation.
- Any medication dispensed to a child and the date the medication is dispensed, with all entries including the child's name, date and time the medication was given, type of medication, dosage of medication, and the signature of the person administering the medication.
- Any incident or accident that occurs when a child is in the care of the center and the child requires professional medical attention.

Medical logbooks must have stitched bindings with lined and numbered pages. Pages may not be removed from medical logbooks. The logbooks are located on top of the teacher cabinets in the preschool and infant/toddler classrooms. The director reviews the logbooks every 6 months to ensure proper health and safety measures are being taken. The director signs and dates the review in the medical logbooks to demonstrate compliance.

Medication Administration and Storage

Any prescription or over-the-counter medication brought to the center must be specific to the child who is to receive the medication and labeled with the following information:

- Prescription medication must be in its original container labeled with the child's first and last name, name of health care provider, name and expiration date of medication, prescription date, time of day, dosage, frequency, and, if applicable, special instructions.
- Over-the-counter medications must have the child's full name on the container, the manufacturer's original label with dosage, frequency, and any special instructions for administration and storage. The expiration date must also be clearly visible.

All medications must be stored and inaccessible to children; medication requiring refrigeration shall be kept in a refrigerator in a separate container clearly labeled "medication."

Medication Authorizations

Over-the-counter medications and/or medications ordered by a child's health provider will be given when proper documentation is on file, including consent from the parent/guardian. An "Authorization to Administer Medication Form" must be completed for all prescription and over-the-counter medications. All information on the authorization form must be completed before the medication can be administered. Blanket authorizations that exceed the length of time specified on the label are prohibited. If a medication authorization from the parent/guardian contradicts the label instructions, the label instructions take precedence unless there is written authorization from the physician indicating a different dose or timeframe.

Missed Medicine Dosage or Other Errors in Distribution

If the center staff fails to administer the medication correctly, whether in dose or timing, the child's parent/guardian will be contacted immediately and notified of the error. The center staff will document the conversation and error or missed dose in the medical logbook.

Parent/Guardian Notification and Confidentiality

Confidentiality related to medications and their administration will be safeguarded by the center director and staff.

Cleanliness

Cleanliness will be always maintained. Tables will be washed and sanitized before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected as needed, but at least daily.

Disposal of Soiled Diapers, Wet or Soiled Clothing, and Bedding

To reduce risk of transmission of illness, staff are trained to use the following diapering procedure:

- Soiled wipes are placed into the soiled diaper and everything is folded together.
- Gloves are pulled over the soiled diaper to contain the odor and its contents.
- The diapering surface is cleaned and disinfected between the diapering of children, immediately after each use, following manufacturer's directions if a commercial product is being used or a dwell time of two minutes when disinfectant is being used.
- Wet or soiled clothing is changed and bagged for parent/guardian to take home.
- Bedding is washed once weekly at the center or more often as needed or sent home to be washed weekly.

Sanitation of Toys and Equipment

Toys in all classrooms will be cleaned and sanitized at least once per week, or more often if necessary. Any toy that has been in a child's mouth will be picked up as soon as the child lets go

of it and placed into a basket to be washed, sanitized, and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed.

Use of Universal or Standard Precautions

All staff will use disposable gloves when treating bleeding injuries. Surfaces touched by blood will be washed and disinfected. All materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

Handling Body Secretions

Staff and children will wash their hands after:

- Handling bodily fluids, including blowing or wiping a nose, coughing, toileting or diapering, and touching any mucus or blood. Touching surfaces that might be contaminated by contact with animals, cleaning up vomit, and handling pets or other animals.

Handwashing Procedure for Staff and Children

Staff and children will wash their hands with soap and running water using a disposable towel to dry. Hands are washed before and after meals, after using the bathroom, and after coming in from outside, including drop off at the center

Glove Usage and Disposal

Disposable gloves are available and will be used when needed, then disposed of in a covered trash can.

Source of Emergency Medical Care

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Howard Young Medical Center, 240 Maple St, Woodruff, WI 54568. If possible, we will take the child to the emergency medical facility that is designated on the Child Enrollment Form. Should an ambulance be needed, parents/guardians will be responsible for any costs. Parents/guardians will be contacted as soon as possible after contacting 911.

Child's Special Health Needs – Information Sharing

If a child in care has a special health need, it will be shared discreetly with staff members to ensure the safety of the child and maintain as much confidentiality as possible. All special health needs will be included in the child's physical or electronic file.

Physical Exams

Documentation of a child's most recent physical examination must be in accordance with the following schedule:

- Each child under 2 years of age shall have an initial health examination not more than 6 months prior to, nor more than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter.
- Each child who is at least 2 years of age, but who is not 5 years of age or older, shall have an initial health examination not more than one year prior to, nor later than 3 months after being admitted to a center, and a follow-up health examination at least once every 2 years thereafter.
- Children 5 years of age and older are not required to have a health exam.
- To document a health examination, use either an electronic printout from a medical professional or the department's form, Child Health Report — Child Care Centers that is signed and dated by a licensed physician, physician assistant, or other EPSDT provider (certified under DHS 105.37b (1) (a)).

Health History

If there are changes to your child's health or they develop new allergies, please update the Health History and Emergency Care Plan form.

Mildly Ill Child Care

We at Little Forest School are not authorized by the licensing agency to provide care for mildly ill children.

NUTRITION

Personnel Orientation and Training

Food service personnel will participate in the center's orientation and complete at least four hours of annual training in kitchen sanitation, food handling, and nutrition.

Mealtime Routines

Little Forest School will serve a morning and afternoon snack to all children in attendance at the times identified in the daily schedule. Children will eat family style and will be allowed to serve themselves. Packed lunches provided by the parent/guardian will be served to the children for lunch. Snacks will consist of food provided by the center. Parents/guardians will be given nutritional guidelines in accordance with CACFP to healthy lunches. As caregivers, we make sure to provide nourishing meals and understand that it is a child's role to decide whether and how much to eat.

Child Guidance and Food

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

Mealtime Socialization

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children during snacks and refraining from eating or drinking non-nutritious foods in front of children. Teachers will provide their own lunches, modeling healthy eating with the children. Our staff spend time talking with children about nutritious foods and drinks. Children will be encouraged to clean up after themselves.

Menu Requirements, Preparation and Changes, Age-Appropriate Menu, USDA Guidelines

Little Forest School does not participate in the USDA Child and Adult Food Program (CACFP), however, all snacks are prepared following the USDA guidelines, including age-appropriate

serving sizes. Any changes or substitutions in the menu will be posted with the original menu. Refer to Healthy Bites: A Wisconsin Guide to Promoting Childhood Nutrition for recommendations on specific nutrition policies related to fruits, vegetables, whole grains, meats, meat alternates, and beverages.

Infant and Toddler Feeding

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk will be disposed of immediately. Refer to Healthy Bites: A Wisconsin Guide to Improving Childhood Nutrition for more ideas on infant feeding policies.

School-Age Children

School-age children will be offered a snack upon arrival after school.

Specialty Menus

Accommodations can, in most instances, be made when specialty menus such as vegetarian and kosher are requested by the parent/guardian. Please talk with the director about any dietary needs for your child.

Food Allergies

If your child has food allergies, parent/guardian must notify the center in writing. Food allergies will be discreetly posted in the classroom and the kitchen. If the child has a milk allergy, a statement is required from a medical professional indicating an acceptable alternative.

Special Diets

If a child has special dietary needs, parents/guardians must notify the center in writing. Special dietary needs will be discreetly posted in the classroom and the kitchen. A special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instructions of a child's physician and upon request of the parent.

Menu Posting

Weekly records of meals and snacks are available for parents/guardians to review. These menus are located on the parent bulletin board to the left when coming down the stairs. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Kitchen Cleanliness, Dishwashing

Eating surfaces will be washed and sanitized before and after meals and snacks. Staff and children will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

Food storage

Food will be stored off the floor and in air-tight containers after opening. Containers will be labeled and dated.

Special Treats, Holidays, etc.

Birthday and holiday treats brought in by families are not allowed.

Kitchen Use

- Little Forest School does have a kitchen used for snack preparation with a refrigerator and microwave.
- Dishes will be washed and sanitized using the sink in the kitchen and following proper dishwashing procedures.
- Refrigerator (40 degrees F or colder) and freezer temperatures (0 degrees F or colder) will be properly maintained.
- Proper hand-washing procedures will be followed to prevent the spread of disease.
- Hand-washing procedures will be posted at all sinks.
- All cleaning products will be kept in a separate area apart from all food and food items.

TRANSPORTATION POLICY

Little Forest School does not provide transportation. Public transportation is not used for field trips.