

Eagle Nest Kids Early Learning Center

420 North Ninth Street
Park Falls, WI 54552
715-762-2474 ext. 2344

We are committed to developing children's intellectual, social, emotional, creative, and physical development through purposeful play.



Our mission is to enable students to enter the global society with the knowledge, skills, habits, and attitudes required to be contributing citizens.

July 2019

Our Administrative structure is as follows:
Chequamegon School District School board
District Administrator
CELC Administrator
Program Director
Lead Teacher
Assistant Teachers

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If English is not your primary language resources will be made available for you per your request.

PHILOSOPHY

The Eagle Nest Kids will run through the Chequamegon Early Learning Center (CELC) and will strive to meet the needs of all children. We will engage children in meaningful activities that will promote growth in the areas of personal/social, physical, emotional and intellectual skills through purposeful play.

HOURS OF OPERATION

The Eagle Nest Kids (ENK) will run through the Chequamegon Early Learning Center (CELC) and will serve children 4K enrolled children to 10 years of age and will consider children outside of these ages ranges.

Snow Closure: If the Chequamegon School District is closed due to inclement weather, the CELC will be closed also. In the event that school is canceled during the school day, the CELC will remain open under the direction of the District Administrator. School Closures can be found on the District Website. Families will be enrolled into the Districts automated telephone call.

The ENK is open Monday through Friday 3:25 PM to 5:30 PM during the school year.

The ENK will be closed on:

New Years Day, Memorial Day, Labor Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Eve, Christmas Day.

New Year's Day Guidelines:

In the event that New Year's Day falls on a Saturday, the center will be closed the Friday preceding (December 31st). In the event that New Year's Day falls on a Sunday, the center will be closed the Friday preceding (December 30th) due to the likelihood of Chequamegon Schools being open on January 2nd.

Christmas Holiday Guidelines:

In the event that Christmas Day falls on a Saturday, the center will be closed on December 23rd (Thursday) and 24th (Friday) if the Chequamegon Schools are closed on the 23rd.

If the Chequamegon school calendar has school on December 23rd, the center will instead be closed on December 24th (Friday) and 27th (Monday).

In the event that Christmas Day falls on a Sunday, the center will be closed on December 23rd (Friday) and 26th (Monday) if the Chequamegon schools are closed on the 23rd.

If the Chequamegon school calendar has school on December 23rd, the center will instead be closed on December 26th (Monday) and 27th (Tuesday).

In the event that Christmas Day falls on a Monday, the center will be closed on December 25th (Monday) and 26th (Tuesday).

The Eagle Nest Kids will run through the Chequamegon Early Learning Center and is covered by liability insurance, which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

ENROLLMENT

New enrollment is based on a 1st come 1st serve basis. Enrollment preference will be given to Chequamegon School District staff and expectant families with children currently enrolled in the CELC.

Child Absence Policy:

See CELC handbook

Enrollment procedures

Parents interested in enrolling their children in ENK must meet with the Lead Teacher to discuss their child's specific needs and to review program procedures. The following items must be completed and returned to the center prior to the first day of attendance.

- Child Care Enrollment
- Health History and Emergency Care Plan
- Alternate Arrival/Release Agreement (if applicable)
- Child Care Center Transportation Permission (if applicable)
- Child Care Intake for Child Under 2 Years (if applicable)
- Immunization Form/Waiver

The Coordinator will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms. Forms will be available from the Lead Teacher or Director .

Items provided by parents: clearly labeled with your child's name

For all children's safety, please leave toys at home. The CELC has adequate developmentally appropriate toys and activities to entertain your child throughout the day.

The Chequamegon Early Learning Center will not discriminate enrollment of a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

ATTENDANCE/SIGN IN: Drop off will be in room 121. Pick up will be noted on the sign at the entrance of the building.

Attendance will be kept in the classroom. Daily arrival/departure times will be recorded for accurate documentation for each group of children.

Parents or authorized adults are required to bring children into the building and to 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 will maintain classroom attendance records recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the children's whereabouts at all times. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in

writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing Alternate Arrival/Release Agreement. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

If the parent 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, we will not hesitate to call the local authorities if we feel the child is in danger.

Child's absence without notification procedures are as follows. If a child who is scheduled to arrive at the center does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. If a child is transported to the center and does not arrive and we have not been informed they will not be attending we will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

There will be a \$10.00 fee for not notifying the center of an absence by 8:00am.

Please call the ENK Summer Program at 715-762-2474 ext. 204

DISCHARGE OF ENROLLED CHILDREN: Parents must give a 2 week written notice of their intent to withdraw the child and will be required to pay for those 2 weeks whether or not children attend.

CHILD ILLNESS: Each child will be checked upon arrival daily for signs of illness. We are not authorized to care for children that are ill and/or may have the potential to affect the health of other children/persons.

Examples of children who are ill and cannot attend ENK:

- A temperature above 100 degrees without medication (a child must be fever free for 24 hours without medication prior to returning to the CGK Summer Program)
- Discharge from the eyes or ears
- Vomiting or diarrhea has occurred in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- On medication for a communicable disease for 24 hours
- Other symptoms of communicable diseases
- An unidentified rash with a fever
- A persistent cough
- A constant, thick colored nasal discharge
- Lice
- Ringworm of the scalp

The ENK staff are unable to provide one on one care for a child that is too ill to participate in regular daily activities including going outside. Please keep your child home if they need one on one support

during an illness. If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up WITHIN ONE HOUR, the emergency contact person on the child's enrollment form will be called. Children may return to the center when they are fever and symptom free, are not taking fever reducing medications, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

Medications: ENK staff will administer medications under the following conditions:

- Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided, with a designated time period.
- All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy.
- Medications will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. You will be notified of a missed dosage, will be documented in medical log.

SPECIAL HEALTH CARE NEEDS: The center will maintain confidentiality of child and family in regard to special health care needs. Information will only be shared with those staff that provides care to the child. Parents must meet with the center Coordinator to discuss their child's specific needs and to review program procedures. The center Coordinator will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. Such special needs, including dietary requirements, will be posted where medication and medical log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent will train staff in correct procedures.

MANDATORY REPORTING

As a childcare center, all staff is required to report any suspected abuse or neglect to Price County Human Services or law enforcement. If an employee or volunteer is suspected of having mistreated a child, that person will be subject to immediate suspension pending the outcome of an investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence. To protect each family's confidentiality, CELC will not share information about a child or a child's family with anyone who is not authorized to receive this information.

CONCEALED WEAPONS

See CELC handbook.

EMERGENCY PROCEDURES

If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to **Flambeau Hospital, Park Falls, WI**. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

- If there is a threat to the building or occupants the School District of Chequamegon's Response Plan Flip Chart will be followed.

FEES:

- \$30.00 weekly per child
- \$10.00 Drop-in per day (drop-in care requires a phone call to the ENK program no sooner than the Friday before the week care is needed; if space is available)
- Late pickup fee - \$25.00 for the first 15 minutes and \$2.00 every minute thereafter. After the first 15 minutes, the person on your emergency contact form will be contacted for pick up.
- Child's absence without notification: There will be a \$10.00 fee for not notifying the CELC of an absence by 2:00pm.

FEE PAYMENT AND REFUNDS

- The Chequamegon School District will evaluate fees on yearly basis. Rates subject to yearly increase per the Board of Education.
- If there will be a third party payment, such as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- Refunds will not be given for days when children do not attend for illness or other reasons.
- There will be no reductions for additional children from one family. We do not offer a sliding scale fee, discounts or referral bonuses at this time.
- Chequamegon Early Learning Center does not charge a registration fee.
- There will be an extra fee assessed for late payment or late pick up of a child.
- You will be charged an additional fee of \$25.00 if your check does not clear the bank.
- A late fee of \$10.00 will be charged if payment is not received by 5:30pm the Monday after bills are dispersed every other week, with an additional charge of \$5.00 per day thereafter.
- Late pickup fee - \$25.00 for the first 15 minutes and \$2.00 every minute thereafter. After the first 15 minutes the person on your emergency contact form will be contacted for pick up.
- Early drop off fee - \$10.00 charge for dropping your child off prior to your contracted drop off time.

DROP IN CARE: The ENK Program will accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available. Approval will be based on the availability of space for that day and the staff-to-child ratio. Daily Drop in rate will be \$10 per child. Weekly drop in rate will be charged the weekly rate of \$30. For drop-in care you may call the Friday prior to the week you need drop in care.

Snacks are included in the weekly fee.

Parents should review attendance sheets each week and sign them verifying days of attendance.

There will be additional fees for field trips and enrichment activities from time to time. Parents will be advised of any additional fees in writing two (2) weeks in advance.

SUMMER CARE:

Enrollment Period Feb. 15 to March 15 for the following summer

Summer care includes enrollment when the Chequamegon School District is not in session during the months of June, July, and August. Contract for summer care may not be changed during the months of June, July, and August.

GENERAL INFORMATION

The Eagle Nest Kids which is run under the Chequamegon Early Learning Center (CELC) is exempt from regulation by the Department of Children and Families under Wis Stat 120.13(14)(a).

Childcare and school-age care programs that fall into this category are operated under the supervision of the local public school board and shall meet the standards for licensed childcare centers established by the department of children and families. For more information, please contact the School District of Chequamegon District Office. An onsite Lead Teacher will manage the day-to-day operations. We will be inspected regularly to insure that we meet licensing standards to the best of our ability.

We will post the following items for parents' review at the front entrance on the parent information board: License certificate, results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action including, license revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.

We will post the following items for parents' review in the CELC office: center procedures, parental notices and any other parent information. Chequamegon School District policies are available online via the school district website.

SMOKING

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

DISCHARGE OF ENROLLED CHILDREN

See CELC Handbook

EMERGENCY PROCEDURES

See CELC Handbook.

Procedures for extreme heat or cold:

The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain or snow
- Temperatures above 90 degrees F. without a breeze
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2
- If the indoor temperature reaches 80 degrees F. airflow will be maintained with fans, open windows, or an air conditioner

Child Illness:

Each child will be checked upon arrival daily for signs of illness. We are not authorized to care for children that are ill and/or may have the potential to affect the health of other children/persons.

Examples of children who are ill and cannot attend ENK

- A temperature above 100 degrees without medication (a child must be fever free for 24 hours without medication prior to returning to the ENK)
- Discharge from the eyes or ears
- Vomiting or diarrhea has occurred in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- On medication for a communicable disease for 24 hours
- Other symptoms of communicable diseases
- An unidentified rash with a fever
- A persistent cough
- A constant, thick colored nasal discharge
- Lice
- Ringworm of the scalp

The ENK staff is unable to provide one on one care for a child that is too ill to participate in regular daily activities including going outside. Please keep your child home if they need one on one support during an illness.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up WITHIN ONE HOUR, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are fever and symptom free, are not taking fever reducing medications, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

Medications:

See CELC Handbook.

Food allergies:

If your child has food allergies parents must notify the center in writing. Food allergies will be discreetly posted in the classroom and the kitchen. In the event of extreme food allergies, parents will need to provide all food for their child, following the FDA food guidelines, which can be found in the District Food Service Plan.

PLEASE SIGN AND RETURN TO THE CELC FOR VERIFICATION OF RECEIPT OF UPDATED EAGLE NEST KIDS HANDBOOK.

Please sign and return the bottom portion of signature page to the CELC staff. I have read the CELC Handbook and understand all guidelines.

Parents name

Date