

Children of the Lord Christian Daycare & Preschool Parent Handbook

Children are a blessing and a gift from the Lord. (Psalm 127:3)

MISSION STATEMENT

To care for your children in a loving, caring, and educational environment.

GOAL

It is our goal to care for your children in the best environment possible, outside of the home. We endeavor to make sure they are well cared for with excellence, knowing that they are a blessing from the Lord.

PROGRAM OPERATIONS

Children of the Lord Christian Daycare and Preschool (COTL) is located on the premises of Living Word Christian Church, 2015 Ward Avenue, La Crosse, Wisconsin, and is owned and operated by the church.

Revised: 1/2021

Daycare Center Hours and Calendar

The Daycare Center is open from 6:30am - 6:00pm, Monday through Friday, throughout the calendar year, except on the holidays listed below. Parents are welcome to call or visit anytime during normal hours of operation.

- New Year's Day
- Church Event
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Should a holiday fall on a weekend, COTL will close on either the Friday before or the Monday after the holiday. Parents are notified concerning this change through the Parent Information Board.

After the first day of enrollment, each family whose child attends COTL Daycare on a full time basis, will have a credit equivalent to your child's daily rate applied to your account for the holidays listed above.

Capacity

Capacity in the Daycare is determined by state-mandated student/teacher ratios. The center is licensed for up to 50 children, ranging in age from six weeks through 10 years. Currently, the capacities are as listed below:

<u>Daycare Center</u>	
0-2 years old	16
2 year olds	12
3-5 years old	22

Eligibility

Children of the Lord Christian Daycare and Preschool is open to all children regardless of race, color, religion, sex, nationality, ethnic origin or disability.

Enrollment Procedure

To ensure a child's enrollment, the following steps need to be completed:

1. A non-refundable fee of \$25 and the reservation fee, which is one week of tuition,

are required at the time of registration. The \$25 fee does not apply toward tuition, but the one week of tuition will be used for the child's first full week.

2. Once a child is enrolled in the Daycare, tuition is due on the first day the child attends for that current week.
3. On or before the first day of attendance, the following forms must be completed and submitted to COTL:
 - Child Care Enrollment
 - Health History and Emergency Care Plan
 - Intake for Child Under 2 Years
 - Picture consent form

All of these required forms are kept in the office in a locked file cabinet. Each teacher is given a copy of the child care enrollment form, health history and emergency care plan, and the intake for children under 2 years. These will be kept in his/her classroom for communication and teaching purposes. Each member of our staff understands that the information provided is confidential and is never discussed with anyone other than those directly involved with the child.

4. The child's immunization record must be completed and is due no later than 30 days after the child's first day of attendance.
5. Children under 2 years of age shall have an initial health examination not more than 6 months prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 6 months after admission. Except for a school-age child, each child 2 years of age or older shall have an initial examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up examination at least once every 2 years after admission.

Tuition

Tuition is paid weekly on the first day of attendance for that week. Methods of payment include check, money order, cash, or credit card. A \$35 fee will be charged for checks that are returned due to insufficient funds. Checks or money orders should be made payable to "Children of the Lord." Tuition should be placed in the payment box and the sheet next to it should be signed. When paying with cash, use a COTL envelope provided on the front of the tuition box. Please write your name on the front of the envelope before placing it in the tuition box. If payment is not received on the first day of the child's attendance for that week, a late fee of \$10.00 will be added. By the third day, if payment is not yet received, the child will not be able to attend Children of the Lord Daycare until payment, along with the late fee is submitted.

Daycare Tuition Schedule

Infants 0-1 year	\$220 weekly
Two year olds	\$190 weekly
3-5 year olds	\$180 weekly <i>*(Fully potty trained – no accidents for 10 consecutive days while in care)</i>
Full-time school-age	\$160 weekly

We offer a \$20.00 discount for a full-time second child.

Withdrawal

If it is necessary to withdraw a child, COTL requires a two-weeks' notice. A refund of the balance of any tuition that has been paid past the two-weeks' notice will be given. Payment for Daycare will be in full weeks only, so the balance of the current week will not be refunded. Refunds will not be made for time missed before a withdrawal has been made.

Dismissal

Every effort is made to ensure the success of every child enrolled at COTL. However, despite repeated efforts to work with a child and his/her parents, it may be necessary for the staff at COTL to request the withdrawal of a child from the Daycare for these or other reasons:

- Physical and/or verbal abuse of a staff or children by a parent or child.
- The special needs of a child cannot be met after a trial period and working with parents or guardians.
- Medical or immunization records are not current or have been falsified.
- A child is unable to make the adjustment to the Daycare or Preschool and is a detriment to the other children or to the program.
- Failure to pay tuition fees.
- Picking up the child consistently after the 6:00pm closing.

The refund policy for dismissal is the same as for withdraw.

Drop-off and Pick-up Procedure

The Daycare entrance is located in the rear of Living Word Christian Church. Enter by the driveway that is west of the building and drive to the back of the building. Use the main entrance under the covered drop-off area. There is a security system on our main daycare doors by the playground. With this system, the building is secure and requires the use of a key or a security swipe card to enter. All daycare families are issued one card per parent and, upon request, will be issued another card for an authorized person on the Child Care Enrollment Form.

To use the card, simply walk through the exterior set of double doors by the playground (these doors will be unlocked). The second set of doors will be locked. To unlock the door, use your security card and position it in front of the black box on the right side of the doors.

When activated, the light will change to green, and you will be able to enter. (The card only needs to be held close to the black box to enter.)

In the event that your card is lost, please notify the daycare immediately. Cards can be replaced for an additional \$10.00 fee. Also, if your child will no longer be attending the daycare, please return all cards or there will be a charge of \$10.00 per card.

After entering the building, the sign-in table is to the left. Each child needs to be signed in on the sign-in sheet, including the arrival time. The departure time is written on this sheet when the child is picked up.

After signing in each child, the parent is to take the child to his/her teacher. The parent discusses any necessary information or instructions for the day with the teacher. The head teacher in each classroom has an attendance sheet kept on a clipboard with all the children assigned to that classroom. This clipboard is accessible to all staff members.

During the registration process, parents authorize who may pick up their child at the end of the day, or in the case of an emergency. COTL requires that people authorized to pick up a child present a picture ID. Only the parents and the pre-designated adults will be allowed to pick up a child.

Due to staffing issues, children need to be picked up within 10 hours after being dropped off. If your child needs to be here longer than 10 hours in one day, a fee of \$10 per child will be added each day this occurs.

If you arrive at the daycare after 6:00pm to pick up your child, you will be charged a late fee. Our centers operation hours are from 6:30am to 6:00pm and therefore we have to abide by these hours according to state regulations.

If you are here between 6:01pm to 6:05pm, the fee will be \$5.00. Every 5 minutes after 6:05pm, another \$10.00 will be added. This fee is very steep to discourage parents from being late.

Absences

Please let us know if your child will be absent for the day. Parents can call the daycare before 6:30am and leave a message or can call after this time and speak to a staff member. If a child does not arrive when expected and the COTL staff have not been informed of an absence, parents will be contacted to be sure the child is accounted for.

If a child is scheduled to arrive at the center by bus and does not come, we will immediately contact the parents to determine the child's whereabouts.

Visiting

Parents are always welcome at COTL. There is no limitation to visiting during normal business hours, except in the case of a court order that denies a parent access to his/her child. In such a case, we require written permission from the court stating that the parent is allowed in the center.

Dogs

Two dogs, at times, are on the church premises. They do not interact with the children and are kept out of the classrooms. There are current rabies vaccinations kept on file in the office.

Emergency Closing

In the event that COTL would need to close midday due to an emergency, the Director or Administrator will notify the following radio stations.

Mid-West Family Broadcasting

WIZM (1410 AM, 92.3 FM), Z93 (93.3), Classic Hits 94.7, 95.7 The Rock, KQ98
107.7,
WKTY 580 AM

La Crosse Radio Group

Magic 105 (104.9), Eagle 102.7 KQEG, WKBH 100.1, Kicks 106.3 WQCC

In addition, a COTL staff member will call parents individually to notify them of our closing so that the children can be picked up as quickly as possible. The staff will maintain all state-regulated ratios and group sizes until all of the children in our care have been safely picked up from the center.

Health Policy and Procedures

Each child must have a Health History and Emergency Care Plan form which has been signed by a parent or guardian on file at the time of enrollment.

Children should not come to the Daycare if they are ill. When the children arrive, the teachers will pay attention to any symptoms of illness or contagious conditions. If a COTL staff person feels a child has a condition that warrants him/her not attending for the day, the parent will be asked to take the child home.

If a child becomes ill while at COTL, the parent will be notified and asked to pick up the child within 30 minutes. The child is removed from other children and allowed to rest on a cot in a quiet, comfortable area, while waiting to be picked up. The child can play with toys while waiting to be picked up that are disinfected after use.

COTL staff is responsible to post the illness once a child has been sent home ill, or the parents have notified us of a child's illness. The report includes the following information:

- Nature of illness
- Age of the affected child
- Date of diagnosis

We ask that parents notify COTL immediately if their child has been diagnosed with any communicable disease. All parents will be informed when their child has been exposed to a contagious disease. Reportable diseases will be reported to the public health department, the child care licensing department, and entered into the medical log book.

For safety of the other children and staff members, we require that any child or staff member with one or more of the conditions listed below be taken home and remain there until she/he is no longer contagious.

FEVER: Above 100.5°F. We do add a degree because we take the temperature under the arm and it is not accurate. The child should remain home for 24 hours, without medication, after the fever has subsided. If the child is diagnosed with an ear infection, the child may return if a physician states that the child can be at the daycare, as long as they are comfortable.

CONJUNCTIVITIS (Pink Eye): Inflammation of the mucous membrane lining of the eyelids and covering the front of the eyeball, commonly called Pink Eye - The child should be seen by a doctor and treated for 24 hours before returning. The child may return to daycare if the physician states that the child does not have conjunctivitis (pink eye).

STREP: A streptococcal infection marked by fever, sore throat, headache - If a physician does a throat culture on the child, she/he may not return to COTL until results of the culture are known. If the culture is positive, the child must be on antibiotics for 24 hours before returning to school.

IMPETIGO: Contagious multiple skin lesions, usually on face, around lips and nose, fingers, elbows, legs, and knees - The child needs to stay home, usually 3-5 days, until a physician authorizes the child's return.

CHICKEN POX: A viral infection of childhood, often with sudden onset, marked by fever and itchy eruptions which become small blisters in a few hours - The incubation period is usually 13-17 days. The child should be at home until the last crop has crusted and is dry.

HEAD LICE: Any of various small, wingless parasitic insects that inhabit hair - The child may not return until treated and free of nits (eggs.)

VOMITING: In the morning, a child should not be sent to daycare if he/she has vomited within the past 24 hours. The child may return to daycare when free of vomiting for 24 hours. Parents will be called to come for their child if he/she vomits at the center.

DIARRHEA: Parents will be called to come for their child if he/she has had diarrhea three times in 24 hours. While there is a lot of variation in a child's bowel movements, diarrhea will be considered anything that is abnormal for that child. The child should not return until free from diarrhea for 24 hours. A child should not be sent to daycare if he/she has diarrhea in the morning.

RASHES: Children with contagious rashes will not be allowed to attend COTL. Any rash that cannot be explained or is questionable will need to be seen by the child's physician and a note will be required, verifying that the rash is not contagious before the child may return to the center.

TICKS: If a COTL staff has found a tick on any child, they will call the Director or Administrator. The Director or Administrator will try to brush off the tick. If it cannot be brushed off, they will cover it with a band aid and call the parent immediately. COTL staff will not try to pull the tick out in case it is imbedded.

Children of the Lord Immunization Policy

All children in attendance at COTL are required to be fully immunized, with immunization records available upon request. Although we respect parental choices and decisions, all children enrolled in COTL must be completely up to date on all immunizations. There are no exceptions to this rule.

Hand Washing

Hand washing is the first line of defense against germs and bacteria and the best way to prevent the spread of disease and infection. All COTL employees wash their hands with soap and warm running water before handling food, after assisting with toileting or diapering, and after wiping any bodily secretions from a child.

Children's hands are washed with soap and warm running water before eating and after toileting.

Sanitizing & Disinfecting in the Daycare Setting

All toys and equipment are sanitized on a daily basis and washed at least once a week, as well as when soiled. The toys are placed on a clean surface and allowed to air dry for a period of no less than two minutes. This procedure is not done when a child is trying to

play with the toy.

Any time a child is sent home with any type of communicable illness, the teacher of that room will wash and sanitize all of the toys and equipment in the room, as well as any other toys or equipment the child may have come in contact with.

The changing table is washed and disinfected after each use.

Medical Emergencies

All COTL staff is trained in first aid, as well as infant and child CPR. They will administer the needed first aid for minor injuries. If necessary, emergency services will be called.

Medical facilities that are available to COTL are Gundersen Health System and Mayo Clinic Health System. COTL shows no preference for any medical facility. Whenever possible, COTL staff will attempt to have the child sent to the medical facility of the parent's choice. However, despite our best efforts, we cannot guarantee which facility will be utilized. Parents are financially responsible for these emergency services, including ambulance and emergency room costs.

All health information provided from the parents is brought along with the COTL staff member accompanying the child. All accidents are recorded in the medical log book as well as filling out an accident report form if necessary (CFS-55).

Special Health Needs/Medications

If a child has special health needs, those needs are communicated to all of the COTL staff who works with the child. The information is kept with the daily attendance sheet so it is available in case of an emergency. Only staff members have access to this. All efforts are made to ensure the families' right to privacy, and confidentiality is protected.

Medications will only be administered if the parents submit a signed consent form. Medications must be in the original containers and labeled with the child's name. Non-prescription medication will not be given longer than the specified time on the original medication container. COTL's policy is no longer than 3 consecutive days for pain as they are not allowed to be at daycare with a fever.

Once medication has been administered to a child, it will be logged in one of the medical log books. The medical log books are kept on top of the refrigerator in the kitchen, and in each classroom. All entries in the medical log book will include:

- Child's name
- Medicine
- Dosage
- Date and time administered

Initials of person who administered medicine

Medicines are stored in a labeled, covered container and kept out of reach of children. Medications that require refrigeration are stored in a labeled, covered container that is kept in the refrigerator located in the kitchen or in the infant room. Once an authorization form for medication has expired, the medication will be given back to the parent or another authorization form will need to be signed.

Clothing

Children should be dressed in clothes that are comfortable and appropriate for the weather. Especially in winter, parents should be certain that the child has appropriate outerwear (Ex. coat, cap, mittens, and boots).

Please note that at times children may get their clothes soiled either by playing, during art, or other activities.

Biting

Biting is a behavior that needs to be discussed specifically, as there are many reasons why a child would bite. There are several stages to development in children and unfortunately, in almost all children, biting is one of them. If a child is found to be biting excessively, our first step is to try to help all of the children involved. Studies have shown that toddlers don't realize that they are inflicting pain to another individual while biting. To them, the pressure on their gums feels soothing when they are teething. Although this does not excuse the behavior, it may help us better understand it in some instances.

The first time a child bites he/she is told not to bite again or that biting hurts. The child is then redirected to a quiet activity or a toy, while attending to the child that was bitten. The teacher comforts the child. If necessary, the area is washed with soap and warm water, and the child is given lots of tender loving care. The staff member also completes an incident report and sends it home for both children's parents to review. If the same child bites again, the staff will compare the situations. If the staff discovers a pattern, they will do their best to avoid similar situations.

Preschoolers often bite when they encounter situations where they feel they have no power. COTL staff is trained to be aware of potential situations where this may occur and assist children in problem solving. Staff will also confer with parents to address the problem behavior. Due to health concerns, biting cannot be tolerated. Repeated biting offenses may result in dismissal. If a child bites three times that break the skin, this may also result in dismissal.

Parent Communication

Communication between home and COTL is essential for a positive and profitable experience for every child. COTL staff has several ways through which they communicate with parents.

- The Director issues a newsletter every month to keep parents informed of upcoming events and share special moments from the past month. It includes curriculum highlights, upcoming field trip information, topics for show and tell, and other classroom activities. It may also include articles on teaching and raising children.
- Parent/Teacher Conferences are held in the Spring and Fall. This is a time for parents to sit down with their children's teacher and discuss how the child is doing in their class. This gives parents time to see how their child is progressing and address any concerns or questions they may have.
- COTL has a website that is available to keep parents informed.
- COTL wishes to request and honor the family traditions and culture of all the enrolled children, as well as to introduce them, through books, music, and activities, to other cultures as well. Families are encouraged to share special customs and traditions with their child's class.
- Teachers send notes, letters, or permission slips home in the child's mailbox or diaper bag. Parents should be alert to them by emptying the child's mail box after each day.
- COTL has a Parent Information Board, located in the main entrance. The following items are always posted on this board:
 1. The license issued to COTL by the State of Wisconsin.
 2. Copies of non-compliance issues as they relate to COTL.
 3. A copy of the current newsletter and calendar.
 4. A copy of the current month's menu.
 5. Any health/illness notices.
- Also located in the main entrance hallway is a copy of our Policy and Procedure Manual and a copy of the State Licensing Rules and Regulations.

Outdoor Activities

There are many fun outdoor activities possible on the property of COTL. A few of the activities include games, riding bikes, sidewalk chalk, playground equipment, sandbox, parachute activities, summer wading pool, and winter snow activities.

All children have opportunity to play outdoors at least once each day, weather

permitting. Children will not play outside if any of the conditions below are occurring:

- Temperature above 90 degrees F
- Temperature below 20 degrees F for infants and toddlers
- Temperature below 0 degrees F for ages 2 and older
- Rain

The playground at COTL is a good size and is equipped with a variety of toys designed for outdoor play to allow children from the toddler years to early school age to have fun. All toys are age appropriate.

Inclement Weather

Children of the Lord Daycare does not follow any school districts closing schedule. We do our very best to stay open no matter what.

However, there are rare times when the daycare will close due to inclement weather. If this does happen, the Director will have a voice message on the phone system and notify the following stations by 5 am:

- **Mid-West Family Broadcasting** which includes the following:
WIZM (1410 AM, 92.3 FM), Z93 (93.3), Classic Hits 94.7, 95.7 The Rock, KQ98 107.7, WKTY 580 AM
- **La Crosse Radio Group** which includes the following:
Magic 105 (104.9), Eagle 102.7 KQEG, WKBH 100.1, Kicks 106.3 WQCC
- **WXOW Channel 19**
- **WKBT News 8000**

Please check the above listed stations during any inclement weather.

Indoor Activities

Indoor activities include, but are not limited to: painting, crafts, games, puzzles, blocks, books, dress up, and play with a large assortment of toys. We also have a large motor room that is used during inclement weather as well as throughout the day.

Curriculum

We include Christian based instruction and practices in our daily activities. We offer prayers before meals and snacks, we read Bible stories, and sing Bible based songs.

We celebrate the following Christian holidays: Christmas and Easter and is part of the curriculum.

COTL uses many sources to develop the daily lesson plans for the Preschool program. In the toddler and two's room, we have a list of activities each day that are picked from five

developmental categories: sensory, social/emotional, gross motor, fine motor, and cognitive development. We gather a lot of our information from internet early childhood curriculum sites. The curriculum is divided into weekly themes. Some examples are:

- All About Me
- Shapes
- Safety
- Colors
- Space
- Animals

The teachers are given curriculum lesson plans each week with calendar time, songs to sing, and activities to do each day for the toddlers, two's, 3's and 4-5's. Along with these sheets, the teachers also receive activity sheets to do with the children on letter recognition and phonics. The teachers can then add other activities, approved by the Director that would go along with the theme.

Activities are planned according to the age and developmental level of each child in care, and children are provided with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

- Language development: books, story time, finger plays, songs, and I Spy
- Small muscle skills: arts/crafts, puzzles, tracing letters/numbers, playdough, cutting skills
- Creative expression: dramatic play, music/instruments, sensory play, building/constructing
- Self-help skills: dress self for outdoors, potty training, washing hands correctly, cleaning up
- Literacy skills: books, alphabet and writing games, number and color recognition

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. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given 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.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities.

Meals and Snacks

COTL serves breakfast, lunch, and snack every day. All meals and snacks that are served are prepared at the center and according to the State of Wisconsin guidelines as set forth in the Licensing Rules for Group Day Care Centers.

All menus are posted on the Parent Information Board, located in the main entrance. The menus are planned at least two weeks in advance and include a variety of foods that meet with the USDA minimum daily requirements.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider.”

Any changes made to the menu will be recorded, kept on file, and posted on the Parent Information Board.

We do our best to substitute for children limited to specialty diets (Ex. vegetarian, kosher, food allergies). It is the responsibility of the parents to inform the Director of any foods their child cannot eat. All food allergies are posted in the kitchen and appropriate classrooms where all employees can easily see them.

When infants start to eat table food, the teacher will send home a sheet with everything that we eat at the daycare. The parents can then check off anything they would like their child to eat. This sheet will be sent home periodically for any updates on foods that have been introduced to their diet.

All meals and snacks are planned so that children will never go without food for a period of longer than three hours. Children who arrive at the center at or before 8:30am are served breakfast. Breakfast begins at 8:30am. Lunch is served at approximately 11:15am. Afternoon snack is served at approximately 2:15pm, with an additional snack at 5:15pm.

Toilet Training

COTL will work with parents to make toilet training as effortless as possible. Experiences in toilet training have shown that children around two years of age are the most willing and able to learn, and are anxious to do what their peers are doing.

We at COTL do not start toilet training. We ask that the parents communicate with the 2-year-old teacher once the child has started to go “potty” at home on a consistent basis. At that point we can keep going with the training while the child is at daycare. During this process, if the child has been consistently dry in their diaper at daycare, the parent and 2-year-old teacher will talk about switching to underwear. Therefore, be prepared, accidents and soiled clothing will happen. We ask that parents provide the teacher with multiple sets of extra clothing and any soiled or wet clothes will be placed in plastic bags labeled with that child’s name and sent home.

Tuition does not change when the child turns 3 unless they are fully potty trained. Fully potty trained means no accidents for 10 consecutive days while in care. The reason for this being they need to stay in the 2-year-old room until fully potty trained as there is not a toilet in the 3-year-old room.

INFANTS 6 WEEKS – 1 YEAR

Nutrition

Infants are fed on demand, in accordance with each child’s schedule. Infants are held when bottle-fed, if the infant cannot hold the bottle him/herself. We provide infant formula, cereal, and baby food, should parents decide to use it. Parents should bring empty bottles each day and we will rinse and return them every day to the parents. If parents choose to provide their own formula or food, please mark all bottles and jars of baby food with the child’s initials. This helps avoid confusion in preparing bottles and storing unused portions

of food in the refrigerator.

If parents choose to use their own formula, an unopened can must be left at the center as a backup. We suggest that each child be brought in with a minimum of four bottles per day. It is the responsibility of the staff to notify the parents if and when the can of back-up formula has been opened and used.

When infants start to eat table food, the teacher will send home a sheet with all foods served at the daycare. The parents can then check off anything their child has already tried and is able to eat. This sheet will be sent home periodically for any update.

Supplies

Parents/Guardians need to provide the following items (labeled):

- Diapers
- Baby food/Cereal (if providing own)
- Two changes of clothing (weather appropriate)
- Formula or Breast milk (if providing own)
- 4 empty bottles a day
- Sunscreen, swimsuit, and towel in the summer months.
- Mittens, hat, snow pants, and boots in the winter months.

Sleep

Infants and Toddlers sleep when they want to sleep. They are allowed to follow their own schedule.

SIDS Education/Awareness

Sudden Infant Death Syndrome (SIDS) is the sudden and unexplained death of a child under the age of 12 months. SIDS cannot be explained by an autopsy, a thorough investigation of the scene of death, or by reviewing family and infant medical records.

It is important that we share the knowledge of SIDS with the families of COTL. There are several common factors that put infants at higher risk of SIDS, but cannot be referred to as actual causes. Smoking during pregnancy, poor prenatal care, use of drugs or alcohol during pregnancy, low birth weight babies, premature babies and babies that sleep on their stomachs will carry a greater risk of SIDS. In addition, babies that are exposed to second hand smoke, babies that sleep with their parents, and babies who sleep on soft surfaces are also put at a higher risk for SIDS.

To reduce the risk of SIDS COTL does the following:

- **Children under one year of age:**
 - Child will be placed to sleep on his or her back in a crib or playpen.

- Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- **Children under two years of age:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib or playpen.
- Some children sleep better when they are swaddled, because of this we do swaddle some children up to their chest. Once the child can roll over, we no longer swaddle them.
- The Infant Room staff provides tummy time every day for each non-mobile child while awake.
- All parents that enroll infants at COTL are given information on SIDS risk reduction.

ONE YEAR OLDS

Nutrition/Meals and Snacks

At the age of one year, toddlers eat table food and drink whole milk. In the event that our menu items are not appropriate for toddlers, a substitution is made within the same food group.

Nap Schedule

Each infant and toddler shall be allowed to form and follow his or her own pattern of sleeping and waking. However, we find toddlers routinely nap from 12 pm to 2:30 pm. A morning nap will be given if the child needs it, until they adapt to the toddler schedule.

Supplies

Parents/Guardians need to provide the following items (labeled):

- Diapers
- Fitted sheet, lightweight blanket, and pillowcase. They will be sent home weekly for laundering.
- Change of clothes that are season appropriate, including socks.
- Sunscreen, swimsuit, and towel in the summer months.
- Mittens, hat, snow pants, and boots in the winter months.

TWO YEAR OLDS

Schedule

The following schedule is an approximate schedule of activities. COTL staff reserve the right to make changes to the schedule and activities without notice, on any day.

6:30-8:15am	Free play
8:15-8:30am	Diapers/Bathroom Break/Wash Hands
8:30-9:00am	Breakfast
9:00-9:15am	Diapers/ Bathroom Break/Wash Hands
9:15-10:00am	Calendar/Curriculum/Art Project
10:00-10:30am	Outside Play
10:30-10:45am	Free Play
10:45-11:00am	Diapers/ Bathroom Break/Wash Hands
11:15-11:45am	Lunch
11:45-12:00am	Diapers/Bathroom Break/Wash Hands
12:00-2:00pm	Nap
2:00-2:15pm	Diapers/Bathroom Break/Wash Hands
2:15-2:30pm	Snack
2:30-3:00pm	Free Play
3:00-3:15pm	Diapers/Bathroom Break/Wash Hands
3:15-3:30pm	Special Activity
3:15-4:00pm	Free Play/Outside Play
4:00-4:15pm	Diapers/Bathroom Break/Wash Hands
4:15-4:30pm	Snack
4:30-6:00pm	Free Play

Supplies

Parents/Guardians need to provide the following items (labeled):

- Change of clothes that are season appropriate, including socks.
- Fitted sheet, lightweight blanket and pillowcase. They will be sent home weekly for laundering.
- Sunscreen, swimsuit, and towel in the summer months.
- Mittens, hat, snow pants, and boots in the winter months.

THREE YEAR OLDS

Schedule

6:30-8:15am	Free Play
8:15-8:30am	Bathroom Break/Wash Hands
8:30-9:00am	Breakfast
9:00-9:15am	Wash Hands/Clean Up

9:15-9:30am	Circle Time
9:30-9:35am	Song/Rhyme
9:35-10:00am	Art Project
10:00-10:15am	Bathroom Break/Wash Hands
10:15-10:30am	Letter/Number/Learning Time
10:30-11:00am	Outside Play
11:00-11:15am	Wash Hands
11:15-11:45am	Lunch
11:45-12:00pm	Bathroom Break/Wash Hands
12:00-2:00pm	Nap
2:00-2:15pm	Bathroom Break/Wash Hands
2:15-2:30pm	Snack
2:30-3:00pm	Free Play
3:00-3:15pm	Special Activity
3:15-4:00pm	Free Play/Outside Play
4:00-4:15pm	Bathroom Break/Wash Hands
4:15-4:30pm	Snack
4:30-6:00pm	Free Play

Supplies

Parents/Guardians need to provide the following items (labeled):

- Change of clothes that are season appropriate, including socks.
- Fitted sheet, lightweight blanket and pillowcase. They will be sent home weekly for laundering.
- Sunscreen, swimsuit, and towel in the summer months.
- Mittens, hat, snow pants, and boots in the winter months.

FOUR AND FIVE YEAR OLDS

Schedule

6:30-8:15am	Free Play
8:15-8:30am	Bathroom Break/Wash Hands
8:30-9:00am	Breakfast
9:00-9:15am	Wash Hands/Clean Up
9:15-9:30am	Circle Time
9:30-9:35am	Song/Rhyme
9:35-10:00am	Art Project
10:00-10:15am	Bathroom Break/Wash Hands
10:15-10:30am	Letter/Number/Learning Time
10:30-11:00am	Outside Play

11:00-11:15am	Bathroom Break/Wash Hands
11:15-11:45am	Lunch
11:45-12:00pm	Wash Hands
12:00-2:00pm	Nap
2:00-2:15pm	Bathroom Break/Wash Hands
2:15-2:30pm	Snack
2:30-3:00pm	Free Play
3:00-3:15pm	Special Activity
3:15-4:00pm	Free Play/Outside Play
4:00-4:15pm	Bathroom Break/Wash Hands
4:15-4:30pm	Snack
4:30-6:00pm	Free Play

Supplies

Parents/Guardians need to provide the following items (labeled):

- Change of clothes that are season appropriate, including socks.
- Fitted sheet, lightweight blanket and pillowcase. They will be sent home weekly for laundering.
- Sunscreen, swimsuit, and towel in the summer months.

Mittens, hat, snow pants, and boots in the winter months.

SCHOOL-AGE CHILDREN

Supplies

Parents/Guardians need to provide the following items (labeled):

- Change of clothes that are season appropriate, including socks.
- Sunscreen, swimsuit, and towel in the summer months.
- Mittens, hat, snow pants, and boots in the winter months.
- 1 paint shirt.

Activities

The activity schedule for school-age children is dependent on the number and ages of school-age children present on any given day. The children are involved in varied activities, both independent and group activities. They have the opportunity to plan and choose their own activities. School-age children follow the snack and meal schedule of the preschool children. COTL guarantees that all state-mandated student/staff ratios are always met, even with the presence of school-age children.

Field Trips and Special Events

Below are examples of some of the special events happening at the daycare throughout the year:

- October - Harvest Celebration
- December - Christmas Celebration
- February - Valentine's Day
- March/April - Easter Celebration

The exact dates, times, and details for special events are given in the monthly newsletter, a note from the teachers, or on the Parent Information Board, closer to the time of each event.

Below are possible field trips taken during the year. The exact dates, times, locations, fees and details of the trips are determined and communicated through the newsletter and through a permission slip, closer to the trip.

- Fire Station
- Pumpkin Patch
- Marcus Cinema
- Park

Transportation to and from field trips is provided by a chartered bus or by walking. If transported by bus, it is verified that the bus has a vehicle safety alarm in operating condition when reserved as well as when the bus arrives for pick up.

The staff at COTL has a first-aid kit available on every field trip, and will administer minor first aid. The lead teacher also has all necessary information to contact parents or other adults, should a more serious situation arise, as well as any specific medications that need to be administered to specific children during the time period of the field trip. When on the field trip, the teachers make sure that all children are accounted for and are not left on the bus by counting each child and making eye contact when getting on and off the bus and while on the field trip, and comparing that to the attendance reports. Besides performing a head count and eye check, a walk through the bus is made to make sure no child is left.