

Parent and Family Handbook

Little Explorers Nature Center Preschool

Giving your child the best start to the adventure that is life!



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MISSION STATEMENT

“Little Explorers Preschool is a respectful, diverse, and inclusive community that has a team of nurturing and educated professionals who provide an innovative, hands-on curriculum, allowing children to build confidence through investigation and exploration of the natural world.”



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MEET THE LITTLE EXPLORERS TEAM

Owners/Administrator

Darlene has been in the childcare industry for over 15 years—previously as owner/operator of the state licensed and city accredited “Darlene’s Daycare” and currently, Little Explorers Preschool.

Darlene wanted to create a new learning environment that was much more exciting and diverse than typical childcare centers or preschools, one to which children would look forward to coming every day. The facility was built on the belief that childhood is an exciting and important time in one’s life. It is a time during which great impressions are made, and essential foundations are laid that we will build on for the rest of our lives. We understand the incredible responsibility that we have to these children and the difference that we can make in their lives.

We are absolutely committed to giving the children at Little Explorers the very best possible learning environment to grow in and the most caring, skilled and enthusiastic staff to guide them through these wonderful years.

Administrative Structure

Owners:	Darlene Davis and Bob Davis
Administrator:	Darlene Davis
Director:	Liz Hilgers
Assistant Director:	Becca Gifford
Human Resources:	Jaclyn Paddock



ENROLLMENT AND ADMISSIONS

Pre-registration and Enrollment Process

Enrollment begins with families completing a pre-registration form and returning it to the Center office personnel, along with the non-refundable registration fee. Upon receipt of the form and fee, your family's name will be placed on our waiting list. We cannot guarantee spaces or days of attendance but will do our best to meet the needs of prospective families based upon availability and classroom groupings. When space becomes available our Enrollment Specialist will reach out to offer you a space. We will save that space until the said deadline for confirmation of enrollment. Before a child's first day of attendance, families are encouraged to tour the facility, having an opportunity to familiarize themselves with the building, grounds, and school philosophy.

Little Explorers has two school-wide transitions in which children move up to the next available age classroom. Our Summer session begins in June and the Fall Session begins in September. These transitions are generally the time when new families will join our center. During these transitions and anytime a new family joins our school, teachers will receive your contact information via your enrollment forms. Teachers will reach out to families via email to introduce themselves, sending information about their classroom schedule, children's supplies needed, and what to expect from your time together.

Classroom Open House.

Along with their introductory email teachers will also include an invitation to their Classroom Open house which take place a week or two before the start of Summer and Fall sessions. Open Houses provide an opportunity for children and their families to visit a classroom and meet their new teachers. If you are unable to attend an open house an individualized time for visiting the classroom and teachers will be arranged.

Infant/Toddler and Others Intake Meeting

Before the first day of attendance, families with infants and toddlers are to complete an intake form and attend a scheduled intake meeting with their child's new teacher(s). This meeting allows for continuity of care from home to school as families and teachers create a plan to meet the individualized wants and needs of a child. The intake form will be kept on file in the infant/toddler's classroom for the caregivers' reference, as well as the child's office file. It must be updated once every three months per State Licensing requirements.

Schedule Changes and Withdrawals/Deposit

At the time of enrollment, a deposit equal to one week's tuition per child will be required. This deposit will remain as a credit on the family's account until the child leaves the Program. This deposit is used as a tuition payment for the last week of enrollment. **A Two Week written notice or email** is required for all enrollment changes or withdrawals from the Program. If a family fails to give a two-week notification when leaving the Program, the deposit will be forfeited.



Tuition/Fees

Tuition is due in advance with no deductions for child absences or planned/unplanned school closures. Yearly rates are made available from administration. Tuition is due by the first day of care and can be paid by check, cash, or weekly/monthly ACH. Checks and cash may be placed into a drop box located by the front office and ACH payment can be set up through the paperwork you receive at enrollment.

When payment is delinquent for two weeks, an email will be sent as a reminder that your account has a balance, and you will be assessed a late fee of \$20.00. The late assessment fee will be charged to your account on the second day of attendance of that week. After three weeks of having a delinquent account without any attempt to rectify, we can no longer provide care for your family until the balance is current. A space will not be reserved during this time.

A \$20.00 fee will be charged for a check/ACH return for insufficient funds. If this occurs more than once, Little Explorers will have the option to refuse any future checks. Any tuition refund granted will be at the discretion of the Owners.

Switching or Drop in Days:

Children who attend part-time may switch days or drop in for a different day only if there is an available space that day. If you are switching days due to a holiday, absence, or school closing you will not be charged any additional tuition. Any days that are switched must take place within the current week of the missed day.

If you are adding an additional day to your child's regular attendance schedule then you will be charged the additional daily rate. All changes in schedule must be approved by a member of the administration.

Child Absence From School:

Please call, text, and/or email to inform your child's teacher(s) any time your child will be late or absent from school. As a State Licensed Facility we are required to ensure the whereabouts of all children enrolled. If your child does not arrive at school by their regular day or time, we are required to call you within 1 hour to ensure that your family is safe.

Required Forms:

To ensure continuity of care and compliance with State Licensing and National Accreditation Standards there are required forms to be completed and regularly updated. These forms include family contact information, child medical records, development, and immunization history. These files will remain confidential and are maintained by office personnel. They may be accessed by governing agencies to ensure they are compliant with DCF and Accreditation requirements. Upon acceptance of enrollment and **before** the first day of enrollment, every child must have completed, and on file, the following forms by the stated timeline:

- Little Explorers' Enrollment Agreement;
- DCF Child Care Enrollment Form;
- DCF Immunization Form and Physical/Health Report signed and dated by the physician;
- Children under the age of two (2) must have an initial health exam not more than six (6) months prior to the first date of attendance at Little Explorers and have a follow up exam at least once every six (6) months while in attendance;
- Children over the age of two (2) must have an initial health exam not more than one year prior to the first date of attendance and have a follow up exam at least once every two (2) years while in attendance;
- Little Explorers' Personal Information Record;



- DCF Health History and Emergency Care Information Record;
- DCF Intake Form for **all** children under the age of two (2) years of age. Children under the age of two (2) must have an intake form completed by a Parent(s)/Legal Guardian every three months while in attendance. A copy will be kept in the child's office file and classroom file for reference;
- Little Explorers' Intake Form for children over the age of two (2); including signed child conduct agreement
- Little Explorers' Parent/Legal Guardian Handbook Signature Page;
- Little Explorers' Policies and Procedures Form;
- Little Explorers' Child Illness Policies Form; and
- Little Explorers Preschool Media Permission Slip.

Media Permission

Little Explorers staff take photos of children throughout their days using a classroom cellphone to share and document the children's activities and interests with families. These photos are included in daily newsletters, developmental portfolios, and project work documentation boards in our school's hallways. There are some instances in which Administration will share these photos with our School Community via facebook, if you would prefer that your child's face not be included in those social media posts please note that on your **Media Permission Slip** at the time of enrollment.

Transitioning to a New Classroom

Before our Summer and Fall sessions families are informed of their child's upcoming transition to the next classroom based on their child's age. As children get classroom group sizes to increase, because of this Administration takes care in how children are grouped together based on age and individual development. Classroom teachers will host an open house and provide you with information as to what to expect during your time together. We work to support children in this change with the use of social stories and visits to the classroom. If you would like time to discuss any specific needs or goals you have for your child outside of a classroom open house, an intake meeting with the teachers can be requested from administration.

Summer Off Program

Little Explorers Preschool allows families to take summers off without disenrolling a child from the Program. If you choose to take summers off, you must notify our Enrollment Specialist and Director, Liz Hilgers at lhilgers@littleexplorerspreschool.org, in writing by the end of March of each year. The specific dates of our Summer and Fall Sessions change based on the calendar year. Little Explorers Preschool will provide families calendars with these dates so everyone may plan accordingly. If you choose to not return after your summer off, then a four week notice is required in order to receive a refund of your enrollment deposit. Providing less than a four (4) week notice will result in forfeiture of the tuition deposit.

Pre-Kindergarten Enrollment

While your child is enrolled at Little Explorers, they have a guaranteed spot at the center through their preschool year in our three- to four-year-old classes. We then require families to register to secure a placement for their child in our pre-kindergarten (4k) classrooms. Registration for this placement will begin March 1st with the deadline for registration on March 31st. Upon registration a tuition deposit of \$200 will be due by March 31st to secure placement. This deposit will be applied to your account for the first week of our fall session.

Graduation

Children who are attending our Little Explorers Pre-K program and who will be entering Kindergarten in the fall, are



invited to participate in a cap and gown graduation ceremony. The dates for this ceremony can be found on the school calendar. The ceremony is a chance for families to gather and celebrate your child's success in their early learning achievements while looking towards their next steps into Kindergarten and beyond.

Grievance Procedure

At Little Explorers, we value the collaborative relationships that are created through open communication with families enrolled. The procedure for families and teachers to communicate concerns with one another is as follows:

1. The concern will be discussed with the child's primary Teacher(s). Teachers and Families are encouraged to request in-person meetings to provide time to discuss any concerns. Members of administration are available for support and may sit in on a discussion providing additional resources to find resolution.
2. If a concern has not been resolved after an initial meeting then a follow up meeting will be scheduled with administration with specific goals and timelines for resolution and/or further follow-up.
3. If necessary, the disenrollment process may be initiated by families or members of administration if a situation is unable to reach resolution after a reasonable amount of time, communication, and effort.

Family Conduct:

There are occasions in which the actions or requests of a family may warrant the need to find a more suitable setting for themselves and their child. Some examples include:

- A family failing to follow Little Explorers policies, or Wisconsin State Licensing requirements.
- A family demanding services which cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program)
- A family is physically or verbally abusive to Center Faculty, children, or anyone else at the Center
- Non-payment of services.

Hours of Operation & Late Pickup Fees

Little Explorers Preschool is Licensed to serve children 6 weeks to 6 years, Monday through Friday 7am-6pm year round. Children may be combined with another classroom during early morning drop-off and end of day pick-up times, spending the majority of the day with their primary teacher(s). Infants and toddlers will not combine with older children.

If a parent arrives after we are closed at 6:00pm a late fee will be charged at the rate of \$15.00 for the first 5 minutes and \$1.00 for each minute thereafter. The late fee will be billed to the family's account immediately. This fee is subject to change.

Safe Drop Off & Pickup Procedures

Families are welcome to drop off and pick up their children any time throughout our day. To ensure that each child is safe and supervised at all times families must accompany each child into the classroom or outside area where their teacher is located. Families are responsible for making contact with the teachers at drop off and pick up. This is a way to ensure safe and



effective supervision while also allowing teachers and families to communicate important information.

Children will only be released to their parent/ legal guardian or to individuals with authorization to pick up as noted on enrollment forms. Family members under the age of 18 are prohibited from picking up or dropping off children to the center.

Families are to inform administration and classroom teachers in advance, via email, text or note of a person not listed on the original form, who will be picking up their child. The note should have the individual's first and last name along with their phone number for emergencies. Any adult who is newly picking up a child or unknown to staff will be asked for photo I.D. Center staff cannot release a child to an unauthorized adult or someone who cannot produce I.D.

Little Explorers cannot legally deny access to the Parents or Legal Guardians unless there is an active restraining order on file or a specific schedule of Court-ordered visitation or other legal documentation that prohibits us.

If someone other than yourself will be picking your child up from the Center, please make sure the individual has an appropriate car seat for your child. We can store car seats for your convenience in the large closets in our hallways near our infant classrooms.

If we feel that an adult is intoxicated or impaired by drugs, we will make an attempt to persuade the adult to contact another person to transport themselves and the child to their destination and politely insist that the adult in question not remove the child from the Center. We do not have the legal right to detain a child from their Parent or Legal Guardian. If the Parent or Legal Guardian insists on taking their child, then Little Explorers will call the local police with the make, model, color, license plate number of the vehicle and name, home address and direction of travel of the adult driver. This incident will be documented and may be cause for disenrollment of a family and their child.

Parking Lot Safety

Parking for the Parent(s)/Legal Guardian of Little Explorers is permitted in designated areas only. Children should not be left unattended in vehicles. Unattended vehicles should not be left idling in the parking lot. If your vehicle is parked under the overhang the idling vehicles emit fumes that enter the center. If there is another adult waiting in the car the car should not be left idling.

The overhang is for quick drop-offs or pick-ups. No vehicle may be parked under the overhang for more than five (5) minutes. If you know you would like to spend more time in the building, please park to the right side of the building as you are driving up to the building or the parking lot located to the left of the building. The overhang is intended for up to four cars parked underneath. Meaning there should be only two cars in a row under the overhang. This includes not parking at the entrance to the overhang. Backing up from under the overhang is not permitted. This is a safety issue, especially at drop-off and pick-up times with teachers, parents and children trying to enter the building from the parking lot.

Parents are responsible for the supervision of their child(ren) when they are present at Little Explorers.

OUR PHILOSOPHY, PROGRAM GOALS, AND CURRICULUM STANDARDS

Little Explorers offers children learning opportunities that meet their needs as unique individuals while fostering their love of learning. Educators and caregivers support the development of the whole child with a focus on creating experiences that nurture their curiosity and understanding of the world around them.



The activities we plan, materials we present, and the experiences we lead are all in line with the Wisconsin Model Early Learning Standards (WMELS). WMELS are state-wide research-based developmental expectations for children from birth to first grade. This developmental continuum acknowledges that each child is unique in their development based on their individual interests and abilities.

We know that children learn best with hands-on activities, in welcoming environments, that are tailored for their success through play-based learning and active exploration. Teachers establish trusting relationships with all children and their families in our school. Through conversations with families, focused observations, and interactions with children, teachers create learning plans that support individual child development within the framework of WMELS.

The Wisconsin Model Early Learning Standards are divided into 5 developmental domains. Each domain is supported and represented in planned learning opportunities that nurture development in:

- Health and Physical Development*
- Social and Emotional Development*
- Language Development and Communication*
- Approaches to Learning*
- Cognition and General Knowledge*

The Importance of Nature in our Curriculum

At our school we understand the importance of nature as an essential learning environment and a never ending subject for learning. As childcare professionals we see how consistent and meaningful experiences in nature support children's physical development and sensory regulation while they build confidence and abilities in climbing, jumping, and running outside during the changing seasons.

Teachers plan outdoor activities that are high-energy encouraging the children to use large motor skills; with group games, walks through our nature trail, and visiting our mud kitchen. Teachers also plan for calming activities in nature, providing low-energy focused work; with mindfulness walks noticing colors, sounds and smells. As well as bringing out picnic blankets with puzzles, books, or paper and pencils for children to draw what they see during their time outside.

In this natural space children embrace their sense of wonder and ask questions freely while teachers support their developing cognitive skills in finding answers through active and hands-on investigations.

Project Work

Our child-centered approach is what directs teachers to watch and listen closely to their students; recording the children's questions, thoughts and ideas. Teachers then plan learning opportunities through research with non-fiction books, experiments, and activities that allow children to develop full understanding of more complex concepts. These investigations are documented on boards in our school's hall including photographs of the children's investigations, child-drawings or sample writings as record of their thoughts and ideas as well as teacher-created explanation of what the children's learning process and how it aligns with our Wisconsin Model Early Learning Standards. The use of technology in our school is extremely limited as a tool for research. Only on the rare occasion will teachers use technology with children as a tool to experience something they would not be able to otherwise see in person such as an erupting volcano or the distinct sound of an exotic animal.

Animal Care and Interactions



Our school hosts several animals in and outside of the building! In and around our barn you will find farm animals including chickens, horses, and sheep. Inside of our school almost every classroom has a pet that teachers provide care throughout our days. Per State Licensing and general safety requirements children are only allowed to participate in specific types of animal care like petting with strict teacher supervision. Children are prohibited from hand feeding any animals or handling any reptiles, amphibian, or bird species.

The Role of Families; Communication and Conferences

As early childhood professionals we understand the important role that families play as their child's primary caregivers and most important educators. Our role at Little Explorers is to support children in their individual development in direct partnership with their families. A key component to trusting relationships is effective communication. Little Explorers staff will work to communicate in-person, via phone, text and email to ensure families are informed of all school events and important information regarding their child's personal experiences and development.

Little Explorers Classroom teachers host two parent-teacher conferences per year with dates in our School Calendar. The first meeting is in the Fall and the second in the Spring. Our center is closed for childcare on parent teacher conference days. A sign up sheet for families to choose a meeting time is posted outside of the classroom.

In preparation for these meetings classroom teachers collect observations from their time with the children in their class, taking note of individual children's development and how the teachers can plan activities to support their growth. These observations along with photos collected are prepared in a digital presentation and shared with families during conferences. These conferences are an opportunity for families and their teachers to celebrate children's development and create further goals for students together as well as ask any questions or raise concerns. If more time is needed, families can reach out to administration to arrange another meeting time.

Little Explorers staff look to create opportunities for families to participate in special activities and projects in our classrooms. During project work or special holidays family members are invited to arrange time in the classroom to share their experience and expertise to support the children's learning! Any classroom observation beyond these special events can be arranged at the discretion of administration.

Child Guidance

Child Guidance is viewed as an opportunity for children to develop and acquire skills in emotional intelligence and self-regulation. Through positive guidance techniques teachers help children learn to understand and manage their emotions in safe and socially acceptable ways in order to be successful in a group setting. Educators stay informed of the ever evolving best practice of child guidance techniques with a focus on the Conscious Discipline Framework and the Pyramid Model for Social Emotional Competence

Examples of Positive Guidance Techniques include:

- Celebrating and modeling the behaviors that meet our schoolwide expectations of "Be Safe, Be Kind, Be Respectful"
- Allowing for natural and logical consequences that help children understand the significance of their actions and the choices they have throughout their day



-Setting realistic expectations for children and providing appropriate support based on their developmental level and emotional needs.

-Teacher Planned activities that fosters development in understanding their own emotions allowing them to recognize and label the feelings of others, leading to developing skills in empathy, understanding, and interpersonal conflict resolution.

These strategies also include the use of visual daily schedules and timers as well as respectful foreshadowing to allow a predictable environment for young children.

In the event that children are being disruptive in a manner that affects the safety, care, or education of themselves or others; teachers may guide children by holding their hand or lifting and carrying them to an area of the classroom that is cozy, quiet, and equipped with materials that support the children in regulating their emotions. The children will always be welcome to join their classmates in the day's activities when their body is fully regulated, this guided time and space for regulation is not a "time out".

The following methods for guiding children's behavior are never used:

- Corporal Punishment, including spanking or shaking children
- Shaming, humiliation, or verbal abuse
- Withholding food or activities that are unrelated to the situation
- Punishment for soiling, wetting, or not using the toilet
- Retaliating or doing to the child what he/she did to someone else

In instances in which a child's behavior warrants the need for more focused support, Little Explorers staff and administration will follow steps to ensure open communication and collaboration with families to create a plan for supporting the child's success while in our group childcare setting.

Examples of instances in which Behavioral Supports may be necessary include but are not limited to:

- A child exhibits dangerous behavior that puts themselves or others at risk for harm or injury
- The child's behavior is significantly disruptive to the daily programming, interrupting the care and education of the other children in the group.
- There is an increase in frequency and severity of the child's challenging behavior even after individualized positive child guidance techniques have been implemented.

In instances of progressing challenging behaviors, teachers and administration will utilize Behavioral Reports and Behavioral Intervention Plans as needed.

Behavior Report.

When children exhibit undesirable behaviors in the classroom such as causing physical pain to another person (hitting, kicking, biting, scratching), intentionally injuring themselves, or continuing to engage in non-typical developmental



behaviors despite efforts to redirect (tantrums, inappropriate language, disruptive yelling or screaming, not staying with teachers), the classroom teachers will document these behaviors on a behavior report. These reports help to document the frequency of the behavior, what was happening before the behavior, actions taken to help correct the behavior, and follow up needed. Parents/Guardians will receive this form to review and sign.

Behavior Intervention Plan. When a child has been given reinforcements within the classroom and the behavior persists teachers will begin to develop a behavior intervention plan. When a behavior intervention plan is made the parents/guardians are included by meeting in person to walk through the plan and agree upon reinforcements used at school and in their home. If the behavior persists parents/guardians may be asked to observe the behavior in the classroom setting and schedule a meeting with the teachers to further discuss the behavior. Depending on the severity or frequency of the child's behavior, they may be asked to stay at home until meeting with parents/guardians.

Behavior Report/Documentation

Child's Name: _____ Date: _____
 Staff Member's Name: _____

Description of Incident: (Please Include any details leading up to the incident that might have played a factor, if any):

Reason for Completing this Document: (Check all that apply):
 Severity of Behavior Frequency of Behavior
 To Document Behavior Other (Please Explain): _____

Questions:	Yes	No	Not Applicable
Was the child given a verbal warning?			
Was the child asked about the incident, and did they provide their point of view?			
Was the child offered an alternative option?			
Was the child's guardian contacted?			

Action Taken (Example: Strategies used/Consequences/Discussion with Child)

Follow Up (Example: Parent meeting to be scheduled/ Behavior Intervention Plan)

Staff Signature: _____
 Guardian Signature: _____
 Administrator Signature: _____ Recorded on Page _____ of _____ Log

Little Explorers Behavior Intervention Plan

Child's Name: _____ Classroom Name: _____
 Date: _____ Child's Age: _____ Teachers/Admin: _____

Problem Behavior: <i>(Inappropriate behavior(s))</i>	
Past Experiences & Recent Changes <i>Previous experiences, stressors, or changes at home or in school (if any)</i>	
Desired Behavior: <i>What is expected of the student based on age/situation/setting?</i>	

Method of Teaching Desired Behavior & By Whom:

Direct Instruction by: _____
 Modeling Behavior by: _____
 Providing Cues by: _____

Accommodations & Interventions	Method of Measuring Progress:	Additional Comments and Expectations:
<input type="checkbox"/> Clear, concise directions <input type="checkbox"/> Frequent reminders/prompts <input type="checkbox"/> Frequent breaks/vary activities <input type="checkbox"/> Review rules & expectations daily <input type="checkbox"/> Communicate regularly with parents <input type="checkbox"/> Avoid strong criticism <input type="checkbox"/> Specified calming area <input type="checkbox"/> Avoid power struggles <input type="checkbox"/> Teacher/Staff Proximity (shadowing)	<input type="checkbox"/> Direct Observations <input type="checkbox"/> Communication Log <input type="checkbox"/> Immediate Feedback (celebrate desired behavior) <input type="checkbox"/> Positive Note Home	
What can Little Explorers staff give to the student to help them succeed? _____ _____ _____ Interventions and Who is Responsible: 1. _____ 2. _____ 3. _____ Interventions Made by Parents to Assist in Reinforcing Desired Behavior: 1. _____ 2. _____ 3. _____ What can parents do outside of the school setting to help the student succeed? _____ _____ _____		
Length of Behavior Plan: <input type="checkbox"/> Two Weeks <input type="checkbox"/> One Month <input type="checkbox"/> Other: _____		

On rare occasions child's behavior may warrant the need to find a more suitable setting for care. In these cases, Little Explorers will make the determination as to the immediate disenrollment of a child, child's families or suspension of services. (See Disenrollment)

Biting.

Biting can be normal behavior during infancy and toddlerhood as children are developing an understanding of their wants and needs and how to express them appropriately. When children bite it can feel scary, frustrating or stressful for



everyone involved. When biting happens our response will be to care for and help the child who was bitten and provide the child who bit with replacement behaviors.

We will examine our environment and routines to ensure we are meeting the children's needs with a focus on finding a reason for the biting, adjusting and creating accommodations as necessary to assist in the discontinuation of the behavior of biting. Incident and Behavior reports will be written for the child who was bitten and for the biter. We will work together with families to maintain open communication, developing strategies for change together. We will make every effort to modify the behavior quickly.

Referral to Special Services, Child Conduct & Disenrollment:

As Early Childhood Professionals we understand that all children deserve individualized care and education. As children get older and caregivers support their development in a group setting, it may be noted that more focused supports from an outside therapy or educational service are necessary for a child to be successful. In these instances Little Explorers staff may request for a child assessment to best understand how to support them. This may be through a pediatrician, local school district or private therapy service provider.

Little Explorers has wonderful partnerships with many local therapy service providers as well our surrounding school districts. We know that when children receive the support they need they can truly thrive in all aspects of life!

On occasion a child's behavior may warrant the need to find a more suitable setting for care. Examples of instances include but are not limited to:

- A child appears to be in danger to themselves, other children, or Center employees.
- A family does not support the child's teacher or administrators after reasonable communications and/or requests for plan of action/request for assessment from special services
- The center cannot effectively accommodate the needs required for the child's success, their participation places an undue burden on Center resources and finances, and an alternative placement is in the best interest of the child and the Center.

After children reach two-years of age each family will be asked to sign a Child Conduct Agreement acknowledging these policies. *Little Explorers will make the determination as to the immediate disenrollment of a child or suspension of services. If suspension occurs, the family is still required to pay the Little Explorers tuition based upon the signed Enrollment Agreement.

HEALTH, SAFETY & NUTRITION

Staff Qualifications and Required Trainings

All staff undergo a thorough screening and hiring process, including background reference checks, as well as child abuse and criminal records checks. All staff who work with children maintain up-to-date training qualifications in Child, Infant and Adult CPR, Mandated Reporting of Child Abuse and Neglect, Abusive Head Trauma (SBS), Safe Infant Sleep Practices



(SIDS), Universal Precautions/Infection Control and Fire Extinguisher Trainings. Administrators also complete monthly health and safety checklists and conduct routine fire and emergency drills for staff and children.

Reporting Abuse and Neglect

Individuals working with children are mandated reporters and are required by law to report cases to the appropriate county authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. The county child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Little Explorers will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

Universal Precautions, Blood Borne Pathogens & Infection Control

All staff are trained in Universal Precautions and OSHA standards for the handling of bodily fluids and general infection control. These standards include proper hygiene practices, including hand-washing procedures, infection control through the use of disposable vinyl gloves, proper disposal of contaminated materials (sealed in a plastic bag and disposed of in an outdoor dumpster) and/or disinfecting contaminated materials with a department approved disinfectant. These precautions will be used whenever contact is made with any bodily fluids.

Little Explorers will ensure that certain equipment, items and surfaces are sanitized using soap and water followed by disinfectant on a regular schedule. The disinfectant can be either a bleach solution or a commercial disinfectant registered by the EPA.

The following duties are performed on a regular basis:

- Cribs and infant toys are washed and sanitized with a bleach solution daily, or after they have been mouthed.
- Classroom furniture and equipment is washed and sanitized daily, or more often if needed.
- Crib sheets and machine-washable fabric toys are washed on weekly basis or more often if needed.
- Blankets and washable toys that belong to children are sent home at the end of each week for washing.
- Diapering surfaces, mouthed toys or objects, bibs, thermometers and mops used for cleaning bodily fluids are washed and disinfected after each use.
- Toilets, toilet seats, flushing handles and containers/lids used to hold soiled papers will be cleaned and disinfected daily. Water tables and water play equipment, play tables and smooth nonporous floors are cleaned daily or whenever there is visible contamination. All surfaces/areas are cleaned and disinfected immediately when contaminated with bodily fluids.

Infant Feeding Guidelines/Breastfeeding & Safe Sleep

In order to meet the individual needs of children, babies will eat according to their own schedule. Families are to provide infant formula/breast milk and baby foods. Families are to provide their own labeled bottles and are encouraged to use bottles made of glass (covered with a silicone sleeve to prevent breaking), or plastic baby bottles/sippy cups that are labeled "BPA-free"



If you are a nursing mother, arrangements can be made for you to visit your infant at any time. If your infant will be receiving bottles, breast milk can be stored frozen or brought in freshly expressed. All milk must be dated and labeled with your child's name.

To reduce the risk of SIDS (Sudden infant death syndrome) Wisconsin Department of Children and Families requires that all infants be placed on their backs to sleep unless ordered otherwise by a physician.

Outdoor Conditions

Every child will have outdoor activities for at least 1 hour each day weather permitting. Administration and Teachers monitor outdoor conditions to ensure safe outdoor play. The following are examples of times in which children will stay indoors:

- Heavy rain or thunderstorms.
- Temperatures that rise above 90° F;
- Temperatures that fall below 0° F, including wind chill for children ages two (2) and above.
- Temperatures that fall below 20° F, including wind chill for infants and toddlers children under the age two (2).
- Storm or tornado warnings issued by the National Weather Service for our area.
- Air quality index of 151 or higher

Sleep/Rest Periods

Following lunch, children over 12 months will have a designated afternoon rest period. However, if your child does not wish to nap or awakens, the teacher will provide alternative quiet activities. Infants until 12 months will sleep according to their own schedule.

Toilet Learning

Little Explorers' toilet learning procedures follow the recommendations of the American Academy of Pediatrics and State regulations and work with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and the goals of your family.

The following guidelines will be followed:

- Children will be supervised during toilet learning.
- Toilet learning shall not be coerced. Individual developmental abilities of each child shall be considered. Children shall not be punished emotionally or physically for soiling, wetting or not using the toilet.
- Families will provide sufficient extra clothing for their children. If an accident occurs, the child shall be changed into clean clothes. Any extra clothes that are worn home should be replaced the next day.
- Families shall be kept informed on their child's progress on a regular basis according to family wishes.

Meals and Snacks

Our monthly menus are posted with copies available for families to take from our Parent Resource Center. Menus are planned one month in advance and comply with all State regulations in regards to nutrition. Each snack and meal will meet the U.S. Department of Agriculture child care food program minimum meal requirements. Meals and snacks will support



diversity. Any requests for special diets not required by a medical condition, such as a vegetarian or kosher diet, will be honored with the Families supplying the foods as necessary. Meals will include the following food groups:

Breakfast - bread/grain, vegetable/fruit, and milk;

Lunch - breads/grain, vegetable & fruit, meat/protein and milk

Snack - bread/grain, vegetable/fruit, meat/protein and milk.

Portions will be served as to comply with Appendix B and/or C of the DHFS 46 Licensing Rules and Regulations.

Children under the age of 2½ will not be offered foods that are considered dangerous or choking hazards.

Meal and snack times take place in each child's assigned classroom. Teachers sit with the children and encourage them to try new foods, never forcing any child to eat. Mealtimes are used as a time to encourage autonomy and include family-style dining in which the children practice serving themselves and cleaning up. Food is never used as a reward or punishment.

All meals and snacks are planned to ensure no child ever goes without food for a period of time longer than three hours. Breakfast is served from 9:00-9:30 a.m. Lunch is between 12:00-12:30 p.m., and afternoon snacks is between 3:00-3:30 p.m. Children are not rushed during meals and snacks having appropriate time for socialization during meals and snacks. All food handling, nutrition and kitchen sanitation policies will be in compliance with State regulation.

Allergy Prevention

Families are expected to notify the Center regarding children's food or environmental allergies. A list of children's allergies is posted in every classroom as well as the kitchen. Staff consult these lists to avoid the potential of exposing a child to substances to which they have known allergies. To further prevent potential allergen exposures, children with allergies' meals will be served on a labeled serving dish, even if they do not require any meal substitutions. Given that LE is a nut-free facility, children with nut allergies will not be given a separate plate.

Families with special needs will be asked to schedule a special needs intake with Management and Faculty.

Food Allergies and Preferences

Families of children with dietary restrictions must provide Little Explorers with a doctor's note outlining these restrictions in order to have our kitchen provide alternate foods. Alternative and/or milk substitutes for children with special diets due to food preferences (not food allergies), are to be provided by the family.. Exception: Little Explorers will provide oat milk on request. Parents who bring food from home must bring the food in a container that has the child's name and date on it. This container may be taken to the kitchen for refrigeration as necessary.

Nut-safe

Products containing any type of nut or any products that were manufactured in a facility that processes nuts, are prohibited. Food brought into the center for special occasions must contain the original food label showing it is compliant with this policy.

Reportable Communicable Disease

As a State Licensed Facility it is our legal responsibility to notify the local Board of Health or Department of Public Health of the diagnosis of certain reportable communicable diseases in children or staff at our center. Authorities may require further information, testing or preventive measures. Little Explorers will notify families about exposure so their child can receive preventive treatment, if available. Included among the reportable illnesses are the following:



- Bacterial Meningitis
- Botulism
- Diphtheria
- Haemophilus influenza (invasive)
- Measles (including suspect)
- Meningococcal infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella congenital and non-congenital (including suspect)
- Tetanus (including suspect)
- Any cluster/outbreak of illness

In the event that a communicable disease has been diagnosed, classroom toys and furniture will be cleaned and sanitized with an approved disinfectant to prevent the further spread of the disease.

Illness

Our child illness policy is based on information provided by the Bureau of Communicable Diseases Division of Public Health State of Wisconsin in line with Wisconsin State Licensing requirements.

Exclusion from the Center is necessary to reduce the transmission of illness. If a child is unable to participate in the program's daily activities (not eating, sleeping during play times, unable to go outside to the playground) our staff will contact you to update you on their condition. You may be asked to pick up your child to allow them to rest properly at home to ensure their health and wellbeing.

If a child is ill we ask that they are picked up within one (1) hour of the family being notified and are to be picked up from the front office, where they can rest quietly and be separate from the classroom. Children will remain home for 24 hours and be fever free without the use of fever reducing medication before returning to the Center. In the case of a (suspected) contagious illness or continuing symptoms, a doctor's note may be required before returning.

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required unless they meet the guidelines in the Department of Health Communicable Disease Chart.

The final decision whether to exclude a child from the Center will be made by the Center.

Common Childhood Illnesses and Rules for returning to school:

- **Chicken Pox:** The child should be seen by their doctor to confirm chicken pox. The child may return when all lesions are crusted over, and the child is fever free for 24 hours without medication.
- **Conjunctivitis (Pink Eye):** The child should be seen by their doctor to confirm if it is bacterial or viral pink eye. The child may return if they are fever free for 24 hours without medication and are able to avoid touching their eyes.
- **Covid:** The child should be seen by their doctor to confirm Covid. The child may return when fever free for 24 hours without medication and is able to participate in a normal routine.
- **Croup:** The child should be seen by their doctor to confirm the croup. The child may return when fever free for 24 hours without medication and are able to participate in a normal routine.



- **Diarrhea:** Stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. Children having two (2) in an hour or three (3) in one day will be sent home until they are asymptomatic for 48 hours.
- **Fever:** A temperature of 100° under the arm will require parents to pick up. The child may return when fever free for 24 hours without medication.
- **Fifth Disease:** The child should be seen by their doctor to confirm fifth disease. The child may return if fever free for 24 hours without medication.
- **Hand-Foot-Mouth:** The child should be seen by their doctor to confirm hand-foot-mouth. The child may return when fever free for 24 hours without medication. If the rash is blister-like and filled with fluid, the child needs to be excluded from care. Children need to remain home until the blisters pop and crust/dry. With blisters in a child's mouth: children from infancy to the age of three years old need to be excluded until the blisters resolve. Children the age of three to five years old may return if there is no excessive drooling and they are able to keep hands out of their mouths.
- **Hepatitis A Virus:** The child should be seen by their doctor to confirm Hepatitis A. The child may return 14 days after the onset of symptoms or 10 days after the onset of jaundice.
- **Impetigo:** The child should be seen by their doctor to confirm impetigo. The child may return 24 hours after antibiotic is started, and lesions are covered or crusted over if they cannot be covered.
- **Influenza:** The child should be seen by their doctor to confirm influenza. The child may return when fever free for 24 hours without medication and is able to participate in a normal routine.
- **Lice:** The child may return when treated for lice and removal of live lice and eggs.
- **Pertussis (whooping cough):** The child should be seen by their doctor to confirm pertussis. With appropriate antibiotic treatment the child may return after five days and is able to participate in normal routine. With no antibiotic treatment the child will need to be excluded for 21 days after onset of cough.
- **Pinworms:** The child should be seen by their doctor to confirm pinworms. The child may return when the child has been diarrhea free for 48 hours.
- **Pneumonia:** The child should be seen by their doctor to confirm pneumonia. The child may return when fever free for 24 hours and able to participate in a normal routine.
- **Rash:** The child should be seen by their doctor to determine that the rash is not contagious. Children may return when a physician has determined it is not a communicable disease or they have started treatment for the rash.
- **Ringworm:** The child should be seen by their doctor to confirm the ringworm. The child may return once treatment is initiated or lesions are covered or crusted over if they cannot be covered.
- **Roseola:** The child should be seen by their doctor to confirm roseola. The child may return when fever free for 24 hours without medication and is able to participate in a normal routine.
- **RSV:** The child should be seen by their doctor to confirm RSV. The child may return when fever free for 24 hours without medication.
- **Scabies:** The child should be seen by their doctor to confirm scabies. The child may return when treatment is complete.
- **Scarlet Fever:** The child should be seen by their doctor to confirm scarlet fever. The child may return when the appropriate antibiotic is administered, is fever free for 24 hours without medication, and is able to participate in normal routine.
- **Strep Throat:** The child should be seen by their doctor to confirm strep throat. The child may return when fever free for 24 hours without medication and 24 hours after appropriate antibiotic is administered.



- **Vomiting:** The child may return when asymptomatic for 24 hours.

Medication Administration and Authorization

All prescription and non-prescription medications are to be stored in their original packaging along with a completed DCF-Authorization to Administer Medication form in a locked drawer in the front office with the exception of the life saving Epi-Pens which are stored in classroom emergency backpacks.

All staff are trained in the administration of an Epi-Pen while Little Explorers Administration complete specialized training and are responsible for the administration of all other medications.

Prescription medication packages must have the pharmacy's label containing the child's first and last name along with dosage information per DCF Licensing Requirements.

Emergency Procedures

Emergency Contact Information

The owners' emergency numbers are as follows:

Darlene Davis	608-234-8867 (cell)
Jaclyn Paddock	608-630-7187 (cell)

In the event of an emergency that requires an evacuation or lockdown of Little Explorers Preschool, the center's emergency protocol will be followed.

If children are relocated from the school, they will remain with their teachers in a safe place. Parents should meet at the Burke Town Office, located at 5365 Reiner Road. They will receive information



from emergency personnel about the status of their children and the unfolding situation. To ensure that children remain safe and accounted for, parents will not be allowed to pick up their children until emergency personnel have deemed the school building and grounds safe and secure. Parents will then be given instructions on picking up their children in an orderly and safe manner.

Injury Prevention

Teachers for each age group are responsible for daily safety inspections of their assigned areas and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under the age two. When visiting your child's classroom, please ensure that purses and briefcases are not left within the reach of children.

In the event your child does sustain an injury (e.g., scraped knee), you will receive an accident report outlining the details of how the injury was sustained and the course of action taken by the faculty member.

For more serious injuries, you will be contacted by telephone as soon as possible. Administration will continue to call you and/or your emergency contacts until someone is reached. However, whether or not you are contacted, the child will still be taken to the hospital by ambulance in the event of a serious medical emergency.

Minor Injuries

Teachers and staff follow basic First Aid procedures for minor injuries. Examples are minor scrapes, scratches, bumps and bruises. All injuries are reported to families and recorded via accident reports signed by families. Little Explorers policy states that any injury to head or face, even minor, is reported to a parent immediately via phone.

Medical Emergencies

In the case of an on-site medical emergency, the child's family will be notified immediately following the assessment of the child's medical needs; these needs may be a result of an injury, allergic reaction or medical anomaly.

In the event that an injury, allergic reaction or other medical affliction requires immediate medical attention by a trained medical professional, 911 will be called for Madison EMS service. The family will be immediately contacted by another staff member. If possible, a member of administration will accompany the injured or ill child in an ambulance to the family preferred emergency medical care facility. The Family's preference is indicated on the child's emergency sheet located in the classroom clipboard or the office files. In the case where there is no time to reach the Family first, the child will be transported to Meriter (LE's hospital preference).

In the occurrence of an injury or allergic reaction Little Explorers staff will follow First Aid and/or CPR procedures. All injuries and other medical occurrences requiring First Aid or CPR will be documented in the Accident Log. All injuries will be reported to the Family of the injured child via incident report and/or phone call. A copy of the documentation will be kept in the child's file.

Incidents/Accidents that require professional medical attention will be reported in writing and by phone call to the DHFS Licensing Specialist for our facility within 48 hours of the incident.



Once a month, a member of administration will review and evaluate all recorded injuries to determine cause factors and the preventable measure that can be taken to avoid such injuries from occurring.

Emergency Closing

In the event of a natural or environmental emergency resulting in the temporary closing of Little Explorers, reasonable and adequate notice will be given as much as possible under any given circumstance.

The Owners will evaluate the situation and will make the decision to close and will inform the employees. Administrators will notify families through ProCare and email.

Such closings can be caused by, but not limited to, dangerous and/or hazardous weather, chemical or biological hazards, loss of heat, phone outages, water safety and electrical outages. Tuition is non-refundable for these closings.

Weather Related Policies

Snow and Extreme Cold: Little Explorers Preschool follows the Madison Metropolitan School District for determining when to close for extreme winter weather.

If Madison Schools close due to snow, Little Explorers will do the same.

If Madison Schools have a delayed start due to snow, then Little Explorers will follow the same hourly delay. If they list a specific time to open, then Little Explorers will open at that time.

If Madison Schools close because of extremely cold temperatures Little Explorers will do the same.

Fire/Tornado Evacuation and Drills

- **Fire Drills and Evacuation:** Fire drills will be carried out monthly. The fire drill will be documented by Administration.

Evacuation routes for each class are posted at the doors leading to the outside for each classroom. For all other rooms, the evacuation route will be posted at the door closest to escape. Staff will gather children calmly and safely to the appropriate exit and lead them to safety. Each Teacher will be responsible for taking the attendance sheet and emergency contact forms for their class from the building. An attendance check will be taken by the Teacher immediately (once safely away from the building at a place designated by the Administrator). Children who do not walk yet will be placed in an evacuation crib and wheeled to safety by a staff member. Evacuation procedures for children with special needs will be developed by administration and teacher(s) as the need arises. If the children and employees are unable to return to the building following an evacuation, we will move the children to the barn until the Parent(s)/Legal Guardian can be contacted and come for them.

- **Tornado Drills:** Tornado drills will be carried out monthly (April through October) when the threat of dangerous weather is highest. The evacuation procedure is posted at the inside door of each room. Staff will gather children calmly and safely to the appropriate exit and lead them to safety. Each Teacher will be responsible for taking the attendance sheet and emergency contact forms for their class from the building. An attendance check will be taken by the Teacher immediately (once safely away from the building at a place designated by the Administrator.)



Should a tornado warning extend past 6:00 p.m., care will continue until 30 minutes after the warning, at no additional charge to the Parent(s)/Legal Guardian.

Missing Child

In the event that a child becomes missing from the Center the following procedure will follow:

All available adults will make a thorough search of the classrooms, building and grounds. One adult will immediately proceed to check the parking lot. If the child is not found after a thorough search has been completed, the police and the child's Family will be notified. The DHFS Licensing Specialist will be notified within 48 hours of the incident.

Active Intruder

In the case of an active intruder staff will follow proper procedure to ensure the safety and wellbeing of each child in our care. Parents will be notified via ProCare and Email as to when the premises are safe and they are able to pick up their children from the center.



DAILY OPERATIONS: POLICIES AND PROCEDURES

Babysitting by Center Staff

Should Center Faculty Members babysit for a family of the Center, services must be outside Center premises and with the understanding that such arrangement and payment for services is solely between the Faculty Member and the child's family. Little Explorers is not liable or responsible for any private care provided outside of our facility by our staff members.

Non-Discrimination/Confidentiality

Little Explorers provides equal access to all public accommodations. Applications for enrollment and employment are acted upon without regard to race, color, creed, cultural heritage, sex, religion, marital status, age, national origin or ancestry, political beliefs, disability or special needs, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

It is our policy that any information regarding a child, a child's family, or other matters discussed with the Center Management or Faculty will be held in the strictest confidence.

Parent Resource Center

Little Explorers' Parent Resource Center is located at the front entrance of our school. This is where families can find our school's monthly menu, calendars for our scheduled enrichment activities as well as important local resources regarding child development screening and services. If you have any questions about the information available please feel free to reach out to school administration for help.

Smoking

Little Explorers is a smoke-free facility therefore smoking is not allowed in the building or on the grounds.

Substance Abuse

Employees are prohibited from working while using illegal, unauthorized or any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advises the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

Weapons in Regulated Child Care Settings

On July 8, 2011 Wisconsin Act 35 (Concealed Carry Law) was signed into law. The Department of Children and Families addresses the presence of firearms, ammunition and other dangerous items in a licensed family child care center as follows: DCF 251.06(2)(c) Firearms, ammunition or other potentially dangerous items may not be kept on the premises.

LE respects your right to carry; however, we are following the recommendations of The Department of Children and Families and adding to our policies that all firearms, ammunition and other potentially dangerous items are **prohibited inside the premises**.



Important Program Reminders

1. **Enrollment Process** – The Parent(s)/Legal Guardian is recommended to complete the enrollment process prior to starting the program. This process consists of a tour of the facility, a classroom visit with the child and if placement is available an intake with the classroom Teacher(s).
2. **Enrollment Forms** - All enrollment forms must be turned in to the office prior to the child's first day of attendance. Forms include health report, immunizations, intake forms, enrollment agreements, Parent(s)/Legal Guardian Handbook review sheet, enrollment form, health history, emergency care plan, general policies and procedures.
3. **Contact Information** - It is very important that all changes in work/cell/home phone numbers as well as emergency contacts remain updated with the office files and classroom files.
4. **Release procedures** - Children will only be released to those people indicated on the Emergency Information paperwork.
5. **Immunization Record** - Children are required by the State of Wisconsin to have an immunization record on file and a physical examination by a physician. You will receive reminders from the office when it is time to update these forms.
6. **Allergies** - Please let the office and your child's Teacher know of any allergies that your child may have.
7. **Extra Clothing** - Please provide extra sets of weather appropriate clothing clearly labeled with your child's name.
8. **Family Door Code** - You will receive a door code for your family. This code can be shared with your families approved individuals for drop off and pick up.
9. **Parent/Legal Guardian Communication** - Each classroom has a locker(or cubby) and mailbox for each child. It is important for you to check your child's locker and mail area daily.
10. **Attendance** - It is important that you notify us if your child is ill or will not be attending for other reasons.
11. **Tuition** - You will be responsible for tuition even if holidays or conference days fall on your child's regularly scheduled days of attendance. Tuition payment is due regardless of your child's attendance including vacations and illnesses.
12. **Schedule** - Please check the annual calendar and/or Parent(s)/Legal Guardian Handbook for days that Little Explorers will be closed.
13. **Outdoor Activities** - Children will participate in daily outdoor activities, weather permitting. Please send appropriate clothes for weather conditions.
14. **School Closings** - Little Explorers will close when the Madison Public Schools close for inclement weather. Tuition will remain the same.
15. **Well Child** - If your child is ill he/she must be kept home until they are fever free without the use of medication for 24 hours. If you child becomes ill while at Little Explorers Preschool, you will be asked to pick him/her up as soon as possible. In the event that you cannot be reached, one of your emergency contacts will be called.

Child Supplies Provided by Families:



Little Explorers recommends bringing the following items to school for your child. Please be sure all items are marked with the child's name. As seasons change and children grow, please be sure to check your child's supplies so they are weather appropriate and fit comfortably.

Infants and Toddlers

- Diapers, wipes, and ointments labeled with your child's name. An authorization form must be completed for ointments.
- Prepared (labeled) bottles or empty, clean (labeled) bottles, breast milk (frozen or thawed) and/or formula. Please provide enough bottles equal to the number of bottle feedings an infant will need during the timeframe spent at the facility.
- Little Explorers will provide cribs for infants during rest periods. Parents may provide swaddles or sleep sacks for infants. For children ages 12 months and up parents will need to provide a small (child-sized) cushioned sleeping bag.

All Children

- An extra change of weather appropriate clothing for your child including socks, underwear, shirt and pants. If your child is toilet training, you may want to bring in multiple sets of clothing.
- For children ages 12 months and up, the Parent(s)/Legal Guardian will need to provide a small (child-sized) cushioned sleeping bag.
- A child-sized backpack daily to take home daily paperwork and art projects.
- Waterbottle.



SAMPLE DAILY SCHEDULE

- 7:00-8:30** Arrival/Center Choices/Outside (Day 1 Climber/Day 3 Train)
- 8:30-8:45** Move to our room/Table choices (Potty, snow gear)
- 8:45-9:00** Pick Jobs/Music and Movement
- 9:00-9:30** Wash hands/Breakfast/Cleanup/Books
- 9:30-10:15** Outside
- 10:15-10:30** Morning Meeting/ Group Discussion
- 10:30-11:45** Center choices
- 11:45-12:00** Lunch Prep (Potty, Books)
- 12:00-12:30** Wash hands/Lunch/Cleanup/Books
- 12:30-3:00** Rest time
- 3:00-3:30** Wash hands/Snack/Cleanup/Books
- 3:30-3:45** Books/Flannel Boards
- 3:45-6:00** Center Choices/Outside/Closing Routine



ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received the Little Explorers' Parent(s)/Legal Guardian Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the Little Explorers' Parent(s)/Legal Guardian Handbook. In addition, I understand that this handbook reflects policies that supplement the State of Wisconsin Day Care Licensing Standards. I acknowledge that I have received copies of Little Explorers' policies and agree to abide by them.

I understand that it is my responsibility to go directly to Center Management with any questions I may have regarding the policies and procedures and information contained in the Little Explorers' Parent(s)/Legal Guardian Handbook.

Information contained in this guide may be subject to change.

Please sign this acknowledgement, detach, and return it to Center Management.

Signature

Date

You have been sent a copy of this Parent Handbook via electronic transmission. If you would like a hard copy of this Handbook, please see the front office.



Little Explorers Preschool
Established in 2007

Licensing Terms

Little Explorers
5218 Reiner Road Madison, Wisconsin 53718
608.837.6100

Owners:	Darlene and Bob Davis
Administrator:	Darlene Davis
Term of Operation:	12 months (year round)
Hours of Operation:	7:00 a.m. – 6:00 p.m. Monday - Friday
Availability:	Fulltime and/or Part-time (Based on space allocations)
Ages:	6 weeks through 6 years
Licensing Capacity:	202 children

Revised January, 2026