

Center's Policies and Procedures

Philosophy and Purpose

Jump in! Lodgic Kids Camp is a flexible, play-based learning environment of discovery and exploration. Intentionally designed for today's on-the-go families who juggle priorities, Lodgic Kids Camp helps families balance what's important to them by providing flexible full-time, part-time and drop-in childcare. It is a high-quality early childhood education experience with a distinct focus on caring for others, social responsibility, and community contribution.

Experienced! Our Lodgic Kids Camp curriculum is a reimagined adaptation of our 100-year foundation and legacy, Mooseheart. Mooseheart was established in 1913 by the Loyal Order of Moose and began as a home and school in rural Illinois to care for children facing life circumstances beyond their control. Today, the Mooseheart flagship campus has grown so large it has its own ZIP Code and represents an unrivaled expertise in residential child development and building community character. We believe in and promote the promise of potential that is inside every child.

From the heart! Our six Big Moose Heart Values are the timeless pursuits that drive the Lodgic Kids Camp experience: Empathy, Caring, Respect, Kindness, Responsibility, and Service. These values are embedded into the Lodgic Kids Camp Curriculum where 26 specific social skills are modeled into the fun activities of every day.

Every moment! Our professionally trained staff focuses on being attentive to creating positive, lasting social and emotional competency. We aim to be ready for teachable moments that can happen at any time. Staff training also includes Lodgic Kids Camp curriculum, guidance strategies, state-required training, and ongoing early childhood professional development.

Nourishing! We believe in promoting healthy character and healthy bodies. We believe discovery and growth happen best with natural environments and wholesome materials. Our food is nutritious, and our play-based learning is styled to be outdoorsy, hands-on, and interactive.

Lodgic Organization

Lodgic is a brand-new concept and subsidiary of Chicago-based Moose International. The iconic Loyal Order of Moose is one of the world's oldest and largest fraternal order and community service organizations. Moose has a rich history of providing social opportunities and activities through local lodges. Now, it has designed and developed this new, innovative concept completely separate from its traditional lodges to serve a whole new audience — modern working families — in the way they live today.

The Board of Directors of Lodgic Kids Camp, Inc., acknowledges that the governing board of the childcare center is to be legally responsible to the Wisconsin Department of Children and Families for maintaining the DCF 251 Regulations set forth. The Board of Directors delegates responsibility for day to day compliance with the REGULATIONS to the CHILDCARE DIRECTOR. In the absence of the CHILDCARE DIRECTOR, THE CENTER ADMINISTRATOR AND SHIFT LEADS will be responsible for the day-to-day compliance with the Wisconsin Administrative Code, DCF 251.

Lodgic Kids Camp is located at 2801 Marshall Court, Madison, WI 53705

Liability Insurance

Lodgic Kids Camp meets the licensing standard of carrying public liability insurance in the single limit minimum amount of \$300,000 per occurrence.

Ages of Children Accepted

Lodgic Kids Camp is licensed by the Wisconsin Department of Children and Families and accepts children between 12 months and 12 years of age. There is a maximum capacity of 50 children per hour. The center maintains all the appropriate staff-to-child ratios as outlined in DCF 251.05-D. Please refer to our posted staff-to-child ratios or the Wisconsin DCF administrative Code located in the Quick Reference Guide in the front lobby.

The flexible enrollment allows for families to choose the childcare times that work with their schedules. Children can be dropped off anytime during the center's hours of operation. The maximum time allowed by the DCF license for this facility is 12 hours per day. (10 hours during COVID-19).

Childcare services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Your child's first visit

For the health and safety of your child, the Department of Children and Families requires that the center maintain a current written record obtained prior to your child's first day of attendance or subsequent re-enrollment. Upon your first visit, an enrollment form must be completed with the required DCF documentation provided on the enrollment form along with the documentation of your child's health history completed on the DCF approved form. Children under 2 will be required to fill out an additional intake form at enrollment. You will have 30 days to bring in your child/ren's immunization documentation and health examination report on the approved DCF forms. Copies of all required documentation can be obtained in a new family enrollment packet or on the Lodgic Everyday Community website at Lodgic.org. If the required medical documents are not provided to the center by the 30th day from enrollment, you will become inactive and cannot utilize the center until all licensing paperwork is on file.

Lodgic Kids Camp's procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times. Our staff conducts regularly scheduled physical roll calls throughout the day. All staff members are required to know the attendance of children along with their age and state requirements for licensing.

Release of Confidential Information

All records will remain confidential. If information is requested by outside persons or agencies, a specific written request signed by the person requesting the information shall be obtained and placed on file at the facility prior to the release of the information. Except in extreme emergency or when there is evidence of child abuse or neglect, any child 12 years of age or older must be informed of such disclosure of information. Authorized Department licensing representatives, Department child protection investigators, or other Department representatives who have the Department Director's written authorization shall have access to the childcare center's records and reports. All persons with access to records and reports shall respect their confidential nature. All legal guardians, upon request, shall have access to all records and reports maintained on his or her child.

Hours of Operation (Once Covid-19 Restrictions are lifted)

Monday-Thursday	7 a.m. – 9 p.m.	(last drop off time at 7:30pm)
Friday	7 a.m. – 10 p.m.	(last drop off time at 8:30pm)
Saturday	9 a.m. – 10 p.m.	(last drop off time at 8:30pm)
Sunday	Closed	

Child care services will be provided between the hours of 7:00 a.m. to 6:00 pm Monday through Friday during COVID-19. Evening and weekend hours will be added once COVID-19 restrictions are lifted and children can attend safely.

Parents are welcome to visit our program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

Lodgic Kids Camp is required to maintain a current, accurate written record of daily attendance for all of the children.

The center is closed for service for the following: New Year's Eve (close early), New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. A notice will be visibly posted for your convenience.

Attendance and Roll Call

Our staff conducts regularly scheduled physical roll calls throughout the day. All staff is required to know the attendance of children along with their age and state requirements for licensing.

All children must be signed in and out on the daily attendance log. A phone number must be provided where you can be reached in case of emergency. An additional emergency contact (other than parent) is also required for all children upon enrollment. All emergency contacts and persons allowed to pick up must be 18 years of age or older. If another person will be picking up your child, you will need to notify us when you drop off. The person picking up the child will need to know the "code" word selected on the family's original application and will also need to provide us with appropriate identification before the child is released. **Children will not be released without a Photo ID.**

Punctuality during the Center's closing time is greatly appreciated. Please note that once the center closes, there is a \$1 penalty for every minute you are late. Fees will be collected at that time in cash or check only. This fee cannot be taken out of package accounts. Discounted pricing is not valid after closing. **It is our policy that once the center closes, our employees physically check the entire center to ensure that no children are present.**

Active Enrollment, Withdrawal, and Termination

Your enrollment is considered active upon receiving the required DCF paperwork that is required to be updated annually. New family enrollment forms can be obtained at the center or online at Lodgic.org. You will be required to submit an up-to-date immunization and health record if your child's record becomes outdated or your child receives updated immunizations.

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation.

We reserve the right to refuse service at any time. The following situations will not be tolerated but are not limited to: abusive language or behavior toward staff, divorced-parent disputes, lack of payment, any behavior that becomes a threat to self or others, excessive tardiness or abuse of the state-mandated attendance policy for licensed childcare centers, and disregard of the center's policies. Parents also may withdraw at any time without notice.

If it is determined by the Center Director that it is in the best interest for your child to be withdrawn from enrollment, a meeting will be set up to discuss ways to reasonably accommodate the social, emotional, and physical needs of your child. The Center Director will provide supportive referrals to local agencies or facilities that are specialized to assist your child's needs. If your child has been withdrawn for behavior challenges, the Center Director will assist your family in developing a behavior plan with the goals to teach the child positive reinforcement skills that could result in a successful outcome to enroll back into Lodgic Kids Camp.

All involuntary discharges and disputes will be handled verbally when appropriate and followed up with a written notice of documentation of events mailed to the current address on file.

Enrollment and Rates

There is an annual family enrollment fee of **\$60**. Thereafter, the fee is due each year on the first day of your anniversary day. If you use the services of another Lodgic Kids Camp, the enrollment fee and new paperwork will be required at that location also.

Pay-As-You-Go Rates: (hourly rates charged by the quarter hour)

1	Child	\$12.00	2	Children	\$17.00
3	Children	\$22.00	4	Children	\$27.00

Weekly Pass: One simple price that includes hourly rates, meals, and snacks, with an option of **25 or 50 hours** of childcare per week. Passes are valid Monday through Saturday for the week purchased. Spots are guaranteed within one hour from weekly reserved time. Reservations required one week prior. **Consistent enrollment required during COVID-19.** Hours cannot be carried over between weeks.

50 hours for \$305 25 hours for \$198

School-Age Care: One simple price that includes hourly rates, meals, and snacks, with 50 hours of care per week. Passes are valid Monday through Saturday for the week purchased. Transportation arrangements required by parent.

50 hours for \$ 255

Additional Staffing: An hourly surcharge will be determined by director for children that require additional staffing outside state ratio requirements. The surcharge will be based on staffing costs for extra services.

Payment for childcare, food, and enrollment fees are due in full upon services rendered. **All payments made for enrollment, snacks, meals, weekly passes etc., are not refundable, regardless of reason or circumstance. All**

weekly passes expire at the end of the week and begins at the first of the week. Weekly passes cannot be pro-rated.

If monies are owed or a previous package shows a negative amount, a \$10.00 fee will be assessed daily starting on the day the money is owed. Method of payment accepted is cash, check, MasterCard, Visa, Discover, and American Express. If a payment is returned due to insufficient funds, a \$30 fee will be assessed, and a cash or credit card payment is due immediately.

Weekly passes expire one week from purchase and the enrollment fee is required to be renewed annually.

Chef-Prepared Meal and Snack Time

Nutritious Lodgc Kids Camp meals are always prepared fresh and delivered directly from our on-site kitchen. Adequate and appropriate food based on child's age and development will be served according to the amount of time the child spends at the center. Menus are posted a week in advance in the center's lobby for parents to review.

Your child will be served a meal or a snack if he/she is present during the scheduled meal and snack times. All meals and snack times will follow the nutrient needs based on the current recommended dietary allowances set by the U.S department of Agriculture Child Care Food program minimum meal requirements and will be at intervals of not less than 2 hours and not more than 3 hours apart, unless the child is asleep. Meals and snacks are automatically tracked and conveniently added to your hourly drop-in fees. Meals are \$5 **each**, and snacks are \$3 **each** (sales tax included). Meals and snacks are included in weekly passes.

Meals are served at 8 a.m., 12 noon, and 6 p.m. Snacks are served at 10 a.m., 3 p.m., and 8 p.m. If your child's length of stay falls outside the regularly scheduled meal and snack times, the center will provide the appropriate meal or snack, if needed. It is a licensing requirement for children to eat based on these licensing regulations and your account will be charged accordingly. If you plan on your children eating with us, please notify us via phone 15 minutes before our scheduled mealtime so that we may add you to the list and prepare their meals.

School-aged children will be offered an afternoon snack upon arrival from school.

A special diet based on food allergy may be served upon the written request of the parent. Kids Camp will make responsible accommodations for special diets and allergies. In cases that the center cannot meet a dietary need outside food will be allowed.

Outside Food

The following will be required for outside food:

1. Potentially hazardous and perishable food will be refrigerated immediately upon arrival.
2. Foods provided by parents shall be clearly labeled with the child's name, date and identity of the food, and cannot be shared by other children.
3. Food must follow the USDA requirements.
4. Lodgc Kids Camp does not allow outside food to celebrate events to be shared with other children.

Special Needs Services

If your child requires special needs assistance, please address those needs to the Center Director for the staff to accommodate those needs. The center operates in compliance with the Americans with Disabilities Act. If one-on-one care is determined necessary for your child, an increased hourly rate may need to be applied. Rates will be determined by the Director based on the child's evaluation and needs.

Children with significant needs will be required to make an appointment with the Center Director to discuss their needs, and parents will be required to request services 48 hours prior to visit. A special needs plan will be created with the Center Director, Parents and any outside referrals deemed necessary. This ensures the appropriate staffing ratios and planning is in place to provide accommodation to facilitate your child's specialized childcare services.

Our goal is to develop a team-based plan with community resources, parents, and staff to help children be successful in a group childcare setting. If we are unable to meet your child's needs, the Center Director will assist with the community resources to assist your family.

Curriculum

Lodgic Kids Camp serves to provide families with quality, play-based, multisensory, multi-cultural and multidisciplinary early childhood education on a flexible basis, when they need it most. In our clean, safe, and aesthetically alluring learning environment, children feel safe, secure, and inspired to explore and engage, having time and space to learn and grow at their own pace.

With our child-centered approach, we put children's needs and interests at the forefront and allow them to guide teachers in their lesson planning as interests emerge organically. We do this because we know that children learn best when they are fully engaged in what they are interested in — and not necessarily what might happen to be on any given teacher's agenda. Lodgic Kids Camp teachers tailor individual learning experiences to each child's individual learning style — visual, auditory, and kinesthetic — this way, no child is left behind. In each of our children's activities, teachers aspire to extend learning into multiple learning disciplines (literacy, math, science, art, music, dramatic play, and physical education). Teachers also strive to enhance all areas of development in each activity a child engages in (social, emotional, cognitive, language, and physical — both fine and gross motor). To help achieve this objective, children can freely explore various areas, or "learning centers," which serve to deliver a well-balanced learning experience across all these academic disciplines and areas of development. These centers include: Library, Writing Lab, Math & Manipulatives, Building Blocks, Music & Movement, Creative Arts Studio, Science & Discovery, Sensory Play, Dramatic Play, and the Outdoor Playground. The Flex-Time Curriculum by Mooseheart is available for parent review as requested.

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises will not be accessible to or used by children in care.

Lodgic Kids Camp does not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

We honor the celebrations of the following occasions but not limited to: Christmas, Easter, Halloween, Kwanzaa, Hanukah, Rosh Hashanah, Ramadan. Kids Camp honors diversity and welcomes families to share their culture with the Kids Camp Community.

Siblings

Lodgic Kids Camp allows for an older sibling in another room to visit a younger sibling to assist in the transition and autonomy skills by providing comfort of a familiar family member.

Quiet Time

If your child will be with us between 12:30 p.m. and 2:00 p.m., or between 8:30 p.m. to closing time, this will be the scheduled rest times. You are welcome to bring your own blanket and sheet and the center will also provide these items.

Younger children will be provided cots for resting and sleeping. Older children will be provided mats. Toddlers will be allowed to rest or sleep according to each child's individual pattern, as determined in consultation with parents. Older children will be allowed to read, color, or complete a quiet activity during this time.

Children 2 years of age and older, who are in the program during evening quiet time hours, will have the opportunity to participate in a quiet activity, rest, or watch a movie. If a movie is an option, the time will be no more than 60 minutes and will be age appropriate.

Lodgic Kids Camp practices a safe sleep environment and will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses. The cribs will have a firm mattress covered by a tight fitted sheet and will be free from mobiles, loose bedding, toys, and other soft objects. Toddlers will not be placed to sleep on any soft surfaces. Only one toddler will be placed to sleep in a crib or on a cot. Siblings, including twins and triplets, will be placed in separate sleeping cribs or cots. The crib will have NO toys, blankets, pillows, wedges or other infant positioners, pillow-like toys, bumper pads, quilts, sheepskins, loose bedding, towels, wash clothes, stuffed toys, or other objects. Nothing will be allowed to be placed with sleeping toddlers age 14 months of age or younger.

All staff will take and complete the Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS) trainings within 30 days after hire. Every three years, all childcare staff, including the center directors, will receive training on the nature of Sudden Unexpected Infant Death (SUID), SIDS, and the safe-sleep recommendations of the American Academy of Pediatrics.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS Staff will do the following:

- **Children under one year of age:**
 - Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.
 - 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.

Identifying Children

Due to the nature of flexible attendance, each child will be identified with a removable sticker displaying their name and cubby number. Per HIPPA regulations, parents will need to provide written authorization on the attendance log allowing the center to use additional identification for allergies that will be visible to teachers, other children, and families. Please notify the Center Director if you do not want your child identified by this process. The Center Director will make reasonable accommodations to provide alternative identification.

Guidance Strategies

Lodgic Kids Camp programing and curriculum will use developmentally appropriate and effective teaching strategies that reach children at their level, taking into consideration a child's learning style, needs, interest, and cultural background. Teachers will foster social and emotional competence in children and teach children the life skills to manage themselves, understand the perspective of others, interact successfully, and make appropriate choices. Teachers will recognize positive behaviors that link to the programing values of Respect, Kindness, Empathy, Caring, Responsibility, and Service. Children will be motivated by earning incentive awards that focus on positive behaviors, achievements, and successes within the learning environment.

Lodgic Kids Camp Staff will not use corporal punishment in any manner upon a child. Corporal punishment is defined as the use of physical force to the body as a discipline measure. Staff will not use any strategy that hurts, shames, or intimidates a child to comply. Food will not be used as a form of reward or punishment. Time-out will only be used for when a child needs to calm down away from the group. Time-outs will not be used as a form of discipline to gain compliance.

In accordance with DCF 251 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Children's behavior will be guided by setting clear limits or rules for children. Staff will talk with children about expected behaviors and model those behaviors consistently for them. Staff will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

Staff understands that there will be times when a child will become distraught, fussy or won't quit crying. In these situations, staff will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all children may have times when they cannot stop crying. During these times, we will stay calm and do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we will consult for parent advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

When **Positive Guidance** techniques do not work, teachers will engage in full **Positive Corrections** with the goal of teaching the child an acceptable replacement behavior and why the replacement behavior is beneficial to them.

Health and Safety

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the sick child. Children with diarrhea and those with a rash combined with fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher) will not be admitted to the childcare center while those symptoms persist, and will be removed as soon as possible should these symptoms develop while the child is in care.

Children may not attend with the following symptoms:

- Fever 100.4 degrees and higher. Children are required to be fever free for 24 hours without taking fever reducing medication. If a child receives medicine the night before, then that still means they cannot attend the center the next day.
- Children must be 24 hours free of vomiting and diarrhea.
- Children with strep throat will need to be on antibiotics for 24 hours and without fever before returning to the center.
- Children with flu, bronchitis, or pneumonia will need a doctor's note stating they have been cleared to participate in a childcare setting.
- Children with ear infections must be on antibiotics and fever free for 24 hours before returning
- Conjunctivitis/pink eye will require a doctor's note to return and children will be required to be on medication for 24 hours before returning.
- The center requests that children with head lice do not return until all nits have been removed.

Children with a common cold will be assessed on an individual basis. Factors of consideration will include the developmental level of the child in congruence with the ability to limit the spread of germs. For younger children it is more difficult to keep the spread of germs due to hand-to-face contact, mouthing of toys, nasal discharge, and uncovered sneezing/coughing.

A child should be well enough to actively participate throughout the day. In some cases of serious or unexplainable illnesses a doctor's medical clearance may be required prior to admission back to the center.

Please be courteous of all children enrolled in the program and refrain from bringing a sick child into the center. Please review Center COVID-19 plan.

If your child develops symptoms of any of the above, you will be called immediately to pick up your child and you must arrive within 30 minutes from the notification. Your child will be separated from other children in a designated sick area until you arrive. It is at the discretion of the Director to require a physician's note to re-admit a child. For the safety of all children, we follow all health department regulations for illnesses.

If your child receives a minor injury while in our care, our staff will administer basic first aid in compliance with our licensing requirements of soap, water, ice, and hugs and, if needed, bandages. In the event of serious injury, allergic reaction, or life-threatening situation, 911 will be contacted, then the appropriate guardians and emergency contacts will be notified. Serious injuries and illness will be reported to the State Licenser and Department of Health. All injuries will be recorded and kept in the child's enrollment file for record.

Lodge Kids Camp does not have a swimming pool on the premises.

Smoking is not permitted on the premises of the center during licensed childcare hours.

No person may carry weapons while on the premises of the childcare center during licensed hours unless they are a member of law enforcement.

Lodgic Kids Camp will not have pets on site.

Security

Security cameras are in place to monitor the safety and security of the children and staff. If necessary, recordings can be reviewed only by Lodgic Kids Camp management, licensing agencies, and proper authorities.

Weather

Wisconsin can face difficult winter weather. It is imperative for you to stay up-to-date on conditions during the winter months when your child is in our care. Please call the center or refer the Lodgic Kids Camp's Facebook page for updated information throughout the day for announcements regarding closures. Upon worsening snow storm conditions or blizzards, parents will be called to pick up child(ren). News reports will be monitored closely by a designated employee. The center may close early for the safety of our staff and families.

Children of all ages are encouraged to participate in daily age-appropriate outdoor time, weather permitting. In inclement weather, active play shall be encouraged and supported in indoor play areas. Please make sure your child is dressed appropriate for the weather conditions outdoors and well as indoors.

Transportation of Children

Lodgic Kids Camp does not provide transportation for children to or from the center. In the event of an emergency however, appropriate transportation will be provided. Lodgic Kids Camp does not conduct field trips or off-site excursions.

A transportation plan will be required if children are being drop off from a bus service or other means of transportation where the center staff member will need to sign in or out the child in attendance.

Visitor Policy

The center monitors all visitors entering the facility during operating hours. All visitors entering the center are required to sign the visitor log and show picture identification. Parents are welcome to visit their child at any time during the hours of operation unless parental access is prohibited or restricted by a court order. **During COVID-19 parents are limited to classrooms but are welcome to view center activities through the windows.** For the safety and privacy of other children enrolled, guardians may not take pictures of their children during their visit.

Emergency Policies

Lodgic Kids Camp is committed to the safety of its children and staff. This center meets and seeks to exceed all safety requirements and inspections required by the appropriate state agencies. These inspection reports are kept on file at each location. All staff is required to be trained in crisis management, tornado drills, and fire drills. They are required to become certified in first aid, CPR, Heimlich, and Standard Precautions trained upon employment. In the event of an emergency, children will be evacuated to a designated safety zone away from the center. Updated contact information is critical in notifying parents in the event of an emergency. At each visit, please ensure that you give us a phone number where you are immediately accessible.

Various emergency contingencies:

Fire: The staff will gather all children and lead them safely outside the building to a designated safe spot. Parents will be notified immediately and will be directed to the designated area for pick up.

Tornado: If the center is placed in tornado watch, staff will continue to monitor the weather for updated information. Once the center is placed in a warning, the staff will calmly lead the children to the designated tornado safety area.

Abandoned Child: If a child is left in our care for more than thirty minutes past closing time and we are unable to reach any of the emergency contacts the parent has provided, we will be notifying the local police.

Missing Child: The staff monitors attendance of all children upon arriving and departing the center and completes a scheduled roll call regularly throughout the day. In the event of a missing child, the police will be called, and parents will be immediately notified.

Intoxicated Parents: In the event a parent/guardian is observably intoxicated, we will recommend they make other transportation plans for their children. If the parent/guardian chooses to leave with their children, be advised that the staff member will call the local police department and social services to report their suspicion of intoxication.

Crisis: The center is equipped with a Crisis and Disaster Response Plan and Hazardous Material Removal Manual. This Manual is available upon request at the front desk. Upon hire, all staff is required to complete this training.

Staff Emergency Protocols

Fire drills will be practiced with the children monthly. In addition, tornado drills will be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented in the Center's Quick Reference Guide.

In the event of a tornado warning, the children will be taken to the bathrooms. Blankets, cell phone emergency notification app, and flashlight, with extra batteries for both, are kept in the emergency evacuation backpack at all times. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Staff and children will be assembled at Subway located in University Station or the Ronald McDonald House on Marshall Court.

If we are unable to re-enter the building after a necessary evacuation, staff will take the children to Subway at University Station or the Ronald McDonald House on Marshall Court and contact the child's guardian and/or listed emergency contacts on file.

If the center should lose the use of heat, water or electricity before the center opens, the Center Director will post on the Lodgic Kids Camp Facebook Page and call reserved families on file for the day.

If the center should lose the use of heat, water, or electricity while children are in attendance, we will contact child's listed guardians and emergency contacts to assess the situation for continued attendance or pick-up.

In the event that local schools close due to severe weather, the center may not close. Wisconsin can face difficult winter weather. It is imperative for you to stay up to date on conditions during the winter months when your child is in our care. Please call the center or refer the Lodgic Kids Camp's Facebook page for updated information throughout the day for announcements regarding closures. Upon worsening snowstorm conditions or blizzards, parents will be called to pick up their child. News reports will be monitored closely by a designated employee. The center may close early for the safety of our staff and families.

Children of all ages are encouraged to participate in daily age-appropriate outdoor time, weather permitting. In inclement weather, active play shall be encouraged and supported in indoor play areas. Please make sure your child is dressed appropriate for the weather conditions outdoors and well as indoors.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

Personal Belongings

The center is NOT responsible for lost or stolen items. We recommend that you label any belongings with your child's first and last name. Unidentified items found at the center will be placed into a lost and found container for two weeks. At the end of two weeks, items will be donated to Mooseheart Child City and School or another local charity. Our staff will do their best to ensure all items are returned to you at the end of the visit, but it is helpful for parents to double-check for all items before leaving the center.

Lodgic Kids Camp is equipped with a personal cubby for your child's personal belongings. The center has the necessary supplies and equipment needed for your child's stay. Parents are required to bring their disposable diapers, wipes, lotion, sunscreen and insect repellent. The center will charge \$2.00 per diaper if parent does not provide their own supply.

Children will be required to go outside at scheduled times, weather permitting. Please dress your children in appropriate clothing for current weather conditions. It is recommended to bring an extra set of clothes for your child's visit.

Due to the flexible enrollment of the center, all personal items will need to go home daily. Your child may bring their own drinking cup/bottle, blanket or age appropriate comfort item. It is recommended, not to bring in toys from home.

Medications

If your child requires medication, a Medication Administration Authorization must be signed by your prescriptive authority and returned to Lodgic Kids Camp before medication can be administered. This form will be required to be updated annually. You may obtain this form from the center. All medication administered will be recorded the same day with the type of medication given, dosage, time, date and the name or initials of the person administering the medication and recorded in the center medical logbook. Medication will only be accepted if it is labeled with the original prescription and not expired.

Medication will be stored in a locked box, accessible to and administered by trained delegated staff only. For the safety of younger children, school-age children are not allowed to carry and self-administer their prescribed medication. Over-the-counter medications must remain in the original container and shall be clearly labeled with the child's first and last name. Medications will be dispensed in accordance with manufacturer's instructions when provided by the parent with written permission. Home remedies, including homeopathic, will not be administered. Medication must be sent home every day. Medication not picked up within a week of a visit will be destroyed in the appropriate manner.

Toilet Training

It is requested that your child be completely toilet trained if wearing underwear. Staff will assist in toilet training and children will be required to be in a pull-up or diaper during this process. Please bring in multiple extra dry clothes.

Diapers and Diaper Changing

Children in diapers should arrive in a clean, dry diaper. Please notify the staff member by filling out a Diaper Changing Form so your child may be placed onto the diaper changing schedule. Diapers can be purchased for \$2. There is no charge if you provide your own diapers for your child. Over-the-counter ointments used for diaper rash cannot be used without written permission and cannot be administered on open wounds. Due to our flexible enrollment, diapers and supplies will go home each day.

Photo Release

Please be advised that your child may be photographed, videotaped or interviewed as part of various activities or events during their visit at Lodgic Kids Camp. This photograph/video/interview or portions thereof may be used for public view. A photo release form will be provided. Parents will have the opportunity to **accept or decline** their child's participation.

Family and Staff Communication

Lodgic Kids Camp is committed to fostering a positive environment of mutual respect and open communication between parents and staff. Staff will provide parents/guardians feedback of the child's visit which may include social and emotional interaction, dietary information, diaper/toilet training, and hygiene requirements, if necessary. If you require a more detailed report on the progress of your child, a conference can be set up with the Lodgic Kids Camp Director and classroom teacher.

The center's license is posted in the lobby as you enter Lodgic Kids Camp. At any time, parents can review all applicable licensing and health inspection reports located at the front reception area.

Lodgic Kids Camp will post the following items for your review:

- License certificate on the wall at center entrance.
- Any stipulation, condition, exemption, or exception that affects the license on the Center News and Info Board.
- Results of the latest monitoring visit (Noncompliance Statement and Correction Plan or Compliance Statement) located at the center front desk.
- Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed on the Center News and Info Board if applicable.
- Center policies located at the front desk reception and on the Lodgic Kids Camp website.

- Center weekly menu posted on the Center News and Info Board.

The News and Alerts Board located in the front lobby of the center will post the daily schedule, weekly menu, childcare rates, and current notices to parents.

The Lodgic Kids Camp Community Board will have the bios of each teacher, documentation of learning, and the current caring community activities.

Each month the center director will send out a newsletter via email to all enrolled parents. The director may send out additional emails to update parents with an important notification or upcoming promotion.

Lodgic Kids Camp welcomes parents at anytime the center is open. Sunday open houses will be scheduled through out the year to provide parents the opportunity to meet staff, participate in parent trainings, and community gatherings.

Kids Camp also uses social media for connecting with parents and the community.

Questions or concerns may be addressed to the Lodgic Kids Camp Director. If you are unable to resolve a situation with the Director, concerns may be submitted in writing to the Lodgic National Child Care Director, Melinda Sheehan, who can be reached at melinda.sheehan@lodgic.org. If you feel that your concern is not resolved, a mediation meeting may be set up at the discretion of the Lodgic National Child Care Director at a mutually agreed-upon time.

Lodgic Kids Camp is licensed by the State of Wisconsin, Department of Child and Family Services. Anyone having a complaint about a licensed childcare facility may submit that complaint to the department by telephone, letter or personal interview. A representative of the department shall investigate every complaint. If requested by the complaint, the department shall provide the complaint a written report of the investigation findings. A complaint should be sent to the appropriate Division of Children and Family Services Regional Office. This facility's Regional Office is the Southern Regional Office, 1 West Wilson Street, Room 655, P.O. Box 8947, Madison, WI 53708-8947. Gen: (608) 266-2900 Fax: (608) 261-7824

Hiring Staff Outside of Lodgic Kids Camp

It is a strictly enforced policy that currently employed Lodgic Kids Camp staff may not solicit nor accept offers for babysitting, childcare, or any other types of services from any family who is using, or has used, Lodgic Kids Camp.

Suspicion of Child Abuse Reporting

Lodgic Kids Camp Staff mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect by calling 608-261-KIDS / 608-261-5437, between 7:45 a.m. and 4:30 p.m. Monday - Friday or 608-255-6067 after 4:30 p.m. weekdays and on weekends or holidays.

Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the childcare center policies with an effective date of _____.

I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent / Guardian_____
Date Signed_____
Signature – Licensee_____
Date Signed

Note: Policies shall be provided to the parents any time the policies are updated. Updated Center Policies and Procedures are available at the front desk reception of Lodgic Kids Camp and on the Lodgic Website.

CHILD CARE ENROLLMENT

Use of form: Use of this form is mandatory for Family Child Care Centers to comply with DCF 250.04(6)(a)1. Failure to comply may result in issuance of a noncompliance statement. This form may also be used by Group Child Care Centers and Day Camps to comply with DCF 251.04(6)(a)1. and DCF 252.41(4)(a)1. respectively. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The parent / guardian shall fill out the form completely, sign it and submit it to the center prior to the child's first day of attendance. Information on this form shall be kept current. When enrolling a child under two years of age, a completed *Intake for Child Under 2 Years* form must also be on file prior to the child's first day of attendance.

CHILD INFORMATION

Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	First Day of Attendance
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PARENT OR GUARDIAN – All parents / guardians are permitted to visit during center hours and are allowed to pick up the child unless access is prohibited or restricted by a court order. Attach court order, if any. If the child resides at multiple locations, the department recommends the provider obtain and attach a schedule.

a. Name and Relationship to Child	Email Address Where Reachable While Child is in Care
Home Address (Street, City, State, Zip)	Home / Cell Phone No.
Does child reside at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Employment and Work Phone No.

b. Name and Relationship to Child	Email Address Where Reachable While Child is in Care
Home Address (Street, City, State, Zip)	Home / Cell Phone No.
Does child reside at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Employment and Work Phone No.

AUTHORIZED PERSONS – Persons other than parents / guardians who are authorized to pick up the child or accept the child if dropped off. If no one, write "None."

a. Name and Relationship to Child	Home / Cell Phone No.
Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.
b. Name and Relationship to Child	Home / Cell Phone No.
Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.

EMERGENCY CONTACT – The person to be notified in an emergency when parents / guardians cannot be reached.

<input type="checkbox"/> Yes <input type="checkbox"/> No This person is authorized to pick up the child.	
Name and Relationship to Child	Home / Cell Phone No.
Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.

PHYSICIAN OR MEDICAL FACILITY

Name

Address (Street, City, State, Zip Code)

Telephone No.

AUTHORIZATIONS

☐ Yes ☐ No I hereby give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately.

☐ Yes ☐ No I have had an opportunity to review the policies of this child care center and a summary of the Wisconsin Rules for Licensing Child Care Centers.

☐ Yes ☐ No I give permission for my child to participate in ☐ Transported ☐ Walking field trips and other activities during operating hours.

☐ Yes ☐ No I have been informed of the number of pets in the center and their degree of contact with the enrolled children. Note: If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center.

SIGNATURE – Parent or Guardian

Date Signed

HEALTH HISTORY AND EMERGENCY CARE PLAN

Use of form: This form is required for family and group child care centers and day camps to comply with DCF 250.04(6)(a)1., DCF 251.04(6)(a)6., and DCF 252.41(4)(a)6. of the Wisconsin Administrative Codes. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The parent / guardian should complete this form for placement in the child's file prior to the child's first day of attendance. Information contained on the form shall be shared with any person caring for the child. The department recommends that parents / guardians and center staff periodically review and update the information provided on this form.

CHILD INFORMATION

Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	First Day of Attendance (mm/dd/yyyy)
Home Address (Street, City, State, Zip Code)		

PARENT / GUARDIAN INFORMATION Provide information where the parent(s) / guardian(s) may be reached while the child is in care.

Name	Primary Telephone Number	Work Telephone Number	Secondary Telephone Number
Name	Primary Telephone Number	Work Telephone Number	Secondary Telephone Number

PHYSICIAN / MEDICAL FACILITY INFORMATION

Physician Name	Medical Facility Address	Telephone Number
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SUNSCREEN / INSECT REPELLENT AUTHORIZATION If provided by the parent, the sunscreen or insect repellent shall be labeled with the child's name. Per DCF 250.07(6)(h)6., Authorizations shall be reviewed periodically and updated as necessary. Per DCF 251.07(6)(g)3., authorizations shall be reviewed every 6 months and updated as necessary.

<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply sunscreen to my child.	Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply sunscreen.		
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply repellent to my child.	Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply repellent.		

HEALTH HISTORY AND EMERGENCY CARE PLAN If available, attach any health care plan information from the child's physician, therapist, etc.

1. Check any special medical condition that your child may have.

- | | | |
|-------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> No specific medical condition | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Gastrointestinal or feeding concerns, including special diet and supplements |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Epilepsy / seizure disorder | <input type="checkbox"/> Any disorder, including Cognitively Disabled, LD, ADD, ADHD, or Autism |
| <input type="checkbox"/> Cerebral palsy / motor disorder | | |
| <input type="checkbox"/> Other condition(s) requiring special care – Specify. | | |
-
- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Milk allergy. If a child is allergic to milk, attach a statement from the medical professional indicating the acceptable alternative. |
| <input type="checkbox"/> Food allergies – Specify food(s). |
| <input type="checkbox"/> Non-food allergies – Specify. |

2. Triggers that may cause problems – Specify.

3. Signs or symptoms to watch for – Specify.

4. Steps the child care provider should follow. If prescription or non-prescription medications are necessary, a copy of the form *Authorization to Administer Medication – Child Care Centers* should be attached to this form. Note: Group child care centers and day camps may use their own form.

5. Identify any child care staff to whom you have given specialized training / instructions to help treat symptoms.

a.

b.

c.

6. When to call parents regarding symptoms or failure to respond to treatment.

7. When to consider that the condition requires emergency medical care or reassessment.

8. Additional information that may be helpful to the child care provider.

SIGNATURE – Parent or Guardian

Date Signed (mm/dd/yyyy)

Review dates: _____

CHILD HEALTH REPORT – CHILD CARE CENTERS

Use of form: Use of this form is voluntary; however, completion of this form meets the requirements of DCF 202.08(4), DCF 250.04(6)(a)4. and DCF 251.04(6)(a)8. Failure to comply with these rules may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: Each child 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 thereafter. Each child 2 years of age but who is not 5 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center and a follow-up health examination at least once every 2 years thereafter. The parent / guardian shall give this form to the physician, physician assistant, or other HealthCheck provider to be completed, signed, and dated. The licensee / operator shall obtain a copy for the child's record. Note: Children are also required to have on file at the child care center documentation of immunizations; it may be helpful if the parent / guardian includes a copy of the child's immunization record when submitting this form to the child care center.

PARENT OR GUARDIAN – This section should be completed by the parent or guardian

Child's Name (Last, First, MI)

Child's Birthdate (mm/dd/yyyy)

Child's Address (Street, City, State, Zip Code)

Parent or Guardian Name (Last, First, MI)

Parent or Guardian Address (Street, City, State, Zip Code)

HEALTH PROFESSIONAL – This section should be completed by the health professional

Instructions for feeding and care of child with special health concerns – Specify: (attach information as necessary).

☐ Yes ☐ No Does the child have a milk allergy? If "Yes," identify the recommended milk substitute.

☐ Yes ☐ No Does this child have any food or non-food allergies? If "Yes," specify and include the treatment plan to be implemented in the event of an allergic reaction.

Date of child's most recent blood lead test: _____ (mm/dd/yyyy).

Note: Children on Medicaid are required to be tested at around ages 12 months and 24 months or once between the ages of 3 and 5 years if no previous test is documented. Lead testing is optional for children who are not on Medicaid.

Immunization(s) not to be administered to child due to medical reason(s) – Specify.

AUTHORIZATION

I certify that I have examined the above child on this date and that he / she is able to participate in child care activities.

Name – MD, PA, or other HealthCheck Provider (type or print)

Address (Street, City, State, Zip Code)

SIGNATURE – MD, PA, or other HealthCheck Provider

Date of Examination

CHILD CARE IMMUNIZATION RECORD

COMPLETE AND RETURN TO CHILD CARE CENTER. State law requires all children in child care centers to present evidence of immunization against certain diseases within **30 school days (6 calendar weeks) of admission to the child care center**. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the child care center. See "Waivers" below. If you have any questions about immunizations, or how to complete this form, please contact your child's child care provider or your local health department.

PERSONAL DATA

PLEASE PRINT

STEP 1	Child's Name (Last, First, Middle Initial)	Date of Birth (Month/Day/Year)	Area Code/Telephone Number
	Name of Parent/Guardian/Legal Custodian (Last, First, Middle Initial)	Address (Street, Apartment number, City, State, Zip)	

IMMUNIZATION HISTORY

STEP 2	List the MONTH, DAY AND YEAR the child received each of the following immunizations. DO NOT USE A (✓) OR (X) except to indicate whether the child has had chickenpox. If you do not have an immunization record for this child, contact your doctor or local public health department to obtain the records.					
	TYPE OF VACCINE	First Dose Month/Day/Year	Second Dose Month/Day/Year	Third Dose Month/Day/Year	Fourth Dose Month/Day/Year	Fifth Dose Month/Day/Year
	Diphtheria-Tetanus-Pertussis (Specify DTP, DTaP, or DT)					
	Polio					
	Hib (Haemophilus <i>Influenzae</i> Type B)					
	Pneumococcal Conjugate Vaccine (PCV)					
	Hepatitis B					
	Measles-Mumps-Rubella (MMR)					
	Varicella (chickenpox) vaccine Vaccine is required only if the child has not had chickenpox disease.					
	Has the child had Varicella (chickenpox) disease? Check the appropriate box and provide the year if known. <input type="checkbox"/> Yes year _____ (Vaccine is not required) <input type="checkbox"/> No or Unsure (Vaccine is required)					

REQUIREMENTS

STEP 3	The following are the minimum required immunizations for the child's age/grade at entry. All children within the range must meet these requirements at child care entrance. Children who reach a new age/grade level while attending this child care must have their records updated with dates of additional required doses.							
	AGE LEVELS	NUMBER OF DOSES						
	5 months through 15 months	2 DTP/DTaP/DT	2 Polio	2 Hib	2 PCV	2 Hep B		
	16 months through 23 months	3 DTP/DTaP/DT	2 Polio	3 Hib ¹	3 PCV ²	2 Hep B	1 MMR ³	
	2 years through 4 years	4 DTP/DTaP/DT	3 Polio	3 Hib ¹	3 PCV ²	3 Hep B	1 MMR ³	1 Varicella
At Kindergarten entrance		4 DTP/DTaP/DT ⁴	4 Polio		3 Hep B	2 MMR ³	2 Varicella	
¹ If the child began the Hib series at 12-14 months of age, only 2 doses are required. If the child received one dose of Hib at 15 months of age or after, no additional doses are required. Minimum of one dose must be received after 12 months of age (Note: a dose 4 days or less before the first birthday is also acceptable). ² If the child began the PCV series at 12-23 months of age, only 2 doses are required. If the child received the first dose of PCV at 24 months of age or after, no additional doses are required. ³ MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1 st birthday is also acceptable). ⁴ Children entering kindergarten must have received one dose after the 4 th birthday (either the 3 rd , 4 th or 5 th) to be compliant (Note: a dose 4 days or less before the 4 th birthday is also acceptable).								

COMPLIANCE DATA AND WAIVERS

STEP 4	IF THE CHILD MEETS ALL REQUIREMENTS (sign at STEP 5 and return this form to the child care center), OR	
	IF THE CHILD <u>DOES NOT</u> MEET ALL REQUIREMENTS (check the appropriate box below, sign and return this form to child care center).	
	<input type="checkbox"/> Although the child has not received all required doses of vaccine for his or her age group, at least the first dose of each vaccine has been received. I, understand that it is my responsibility to obtain the remaining required doses of vaccines for this child WITHIN ONE YEAR and to notify the child care center in writing as each dose is received.	
	NOTE: Failure to stay on schedule or report immunizations to the child care center may result in court action against the parents and a fine of up to \$25.00 per day of violation.	
	<input type="checkbox"/> For health reasons this child should not receive the following immunizations _____ (List in STEP 2 any immunizations already received) <div style="text-align: right;">_____ Physician's Signature Required</div> <input type="checkbox"/> For religious reasons this child should not be immunized. (List in STEP 2 any immunizations already received) <input type="checkbox"/> For personal conviction reasons this child should not be immunized. (List in STEP 2 any immunizations already received):	

SIGNATURE

STEP 5	To the best of my knowledge, this form is complete and accurate.	
	_____ SIGNATURE - Parent, Guardian or Legal Custodian	_____ Date Signed

INTAKE FOR CHILD UNDER 2 YEARS – CHILD CARE CENTERS

Use of form: This form is mandatory for family child care centers to comply with DCF 250.09(1)(c)1. and for certified providers to comply with 202.08(12)(g). Failure to comply may result in issuance of a noncompliance statement. This form is voluntary for group child care centers; however, it meets the requirements of DCF 251.09(1)(am). This form collects information about children under 2 years of age in order to aid child care workers in individualizing the program of care for the child in a family or group child care center. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: This form is to be completed by a parent / guardian and must be on file at the center prior to a child's first day of attendance. Regular updates can be noted. This form should be kept in the room where care is provided. If additional space is needed, attach a separate sheet.

		First Day of Attendance (mm/dd/yyyy)
PARENT / CHILD NAME AND ADDRESS		
Name – Child (Last, First, MI)	Nickname (If any)	Birthdate (mm/dd/yyyy)
Name – Parent(s) (Last, First, MI)		Telephone Number – Home
Address – Parent(s) (Street, City, State, Zip Code)		

HEALTH Note: Health conditions that may affect the care of the child must be recorded on the department's form, *Health History and Emergency Care Plan*. The form should be shared with any person who provides care for the child.

☐ Child has frequent colds, ear infections, colic, etc. – Describe.

UPDATES

MEALS

Current feeding schedule	Length of time on current schedule
Food type <input type="checkbox"/> Breast milk <input type="checkbox"/> Formula <input type="checkbox"/> Strained <input type="checkbox"/> Junior <input type="checkbox"/> Table <input type="checkbox"/> Milk type – Specify:	
New food timetable	
When eating, child is – <input type="checkbox"/> Held in lap <input type="checkbox"/> In highchair <input type="checkbox"/> Other – Specify:	
Feeds self <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", uses: <input type="checkbox"/> Spoon <input type="checkbox"/> Fork <input type="checkbox"/> Hands	
Special feeding problems <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" – Specify:	
Food allergies <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" – Specify:	
Favorite foods – Specify.	
Refused foods – Specify.	

UPDATES

SLEEP

Current sleep schedule		Length of time on current schedule
Falls asleep easily <input type="checkbox"/> Yes <input type="checkbox"/> No	Mood upon awakening – Describe.	
Takes favorite toy(s) to bed – child over age 1 year <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" – list toy(s):		
Sleep position – child under age 1 year Note: Children under age 1 year must be placed to sleep on their back unless a written statement from the child's physician is attached. <input type="checkbox"/> Back for children under age 1 year <input type="checkbox"/> Side or stomach (physician statement attached)		
Sleep position – child age 1 year and older <input type="checkbox"/> Back <input type="checkbox"/> Side or stomach		
UPDATES		

DIAPERING / TOILETING

Diaper – type <input type="checkbox"/> Cloth <input type="checkbox"/> Disposable	Diapers provided by parent <input type="checkbox"/> Yes <input type="checkbox"/> No
Plastic pants used <input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Sometimes If "Sometimes" – Specify:	
Highly sensitive skin <input type="checkbox"/> Yes <input type="checkbox"/> No	Frequent diaper rash <input type="checkbox"/> Yes <input type="checkbox"/> No
Lotions, powders, or salves used <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", product name(s) – Specify:	
Toilet training attempted <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe routine.	
Type of toilet seat used at home <input type="checkbox"/> Potty chair <input type="checkbox"/> Special toilet seat <input type="checkbox"/> Regular toilet seat	
Regular bowel movements <input type="checkbox"/> Yes <input type="checkbox"/> No How often: Time(s) of day:	
Toileting problems <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" – Describe.	

UPDATES

VERBAL COMMUNICATION

Family's spoken language. <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other If "Other" – Specify:	
Age child began talking	Child speaks in <input type="checkbox"/> Words <input type="checkbox"/> Sentences
Words used to describe special needs – Specify.	

UPDATES

COMFORTING

Does child have a fussy time?

☐ Yes ☐ No If "Yes" – Specify time.

How is fussy time handled?

Child likes to be:

☐ Held ☐ Sung to ☐ Rocked ☐ Read to ☐ Other – Specify:

Special things you say or do to comfort child.

UPDATES

SELF-EXPRESSION

What causes your child to feel angry or frustrated?

What frightens your child and how is it shown?

How does your child express feelings of happiness, enjoyment, etc.?

Additional comments

UPDATES

PHYSICAL AND SOCIAL DEVELOPMENT

Is your child able to – (Check all that apply)

☐ Sit up alone ☐ Pull up ☐ Crawl ☐ Walk holding on ☐ Walk without support

☐ Yes ☐ No Is your child used to playmates?

Comments

UPDATES

MISCELLANEOUS

Child's favorite **indoor** toys and activities – Specify.

Child's favorite **outdoor** toys and activities – Specify.

By providing complete information about your child, you will be assisting staff in creating a positive experience for him / her while in care. List any information about your child's habits, abilities, or personality that you feel will be helpful to the staff while caring for your child.

UPDATES

SIGNATURE – Parent or Guardian

Date Signed