



**1190 Western Drive, Hartford, WI 53027**

**[www.dreamcenterwi.com](http://www.dreamcenterwi.com)**

**262-673-3154**

# **PARENT HANDBOOK**

**Updated 8/28/17**

## **Mission Statement**

The Dream Center, LLC staff is committed to providing a developmentally appropriate curriculum that focuses on the whole child. Physical, social, intellectual, and emotional development is emphasized in a safe and nurturing environment. Our goal is to support each family by developing a partnership with parents, communicating daily to build mutual understanding, while ensuring the welfare and optimal development of each child.

## **Philosophy**

The Dream Center, LLC staff believes that learning should be a fun, enriching and positive experience. We believe that children learn through all five senses and we will provide opportunities for children to experience learning in multiple disciplines. We provide a safe, caring, educational and fun atmosphere where your child is our highest priority. The Dream Center is a non-denominational learning center. Therefore, religious training is not a part of our program. In addition to the monthly themes, the center will also explore various cultures. Toys and dolls will promote cultural diversity. Guest speakers may also visit the center to help the children appreciate these differences. Our Early Childhood Program is a center promoting student success through parent involvement, professional development and a collaborative environment committed to the well being of students.

## **General Information**

The Dream Center prides itself in our open door policy. We welcome you to visit our center and observe our teachers in action. Our hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday, September through June with closings reserved for major holidays. We reserve the right to open 10 minutes before the first child is scheduled to arrive and to close 10 minutes after the last child leaves each day. The Dream Center is licensed in the State of Wisconsin to care for up to 50 children. We do not discriminate on the basis of race, gender, disability, political persuasion, religious beliefs, ancestry or economic status in regards to admission privilege of enrollment or discharge. All students must be toilet trained to enroll in our programing. Please feel free to contact us in person, by phone or by email. The Hartford Jt1 School District rents additional classroom space from 8:00 AM-11:00 AM. During these hours, the Dream Center does not operate licensed day care activities in that classroom.

## **Table of Contents**

Mission Statement/Philosophy	Page 2	General Information	Page 2
Curriculum	Page 3	Admission/Enrollment	Page 4
Forms/Arrival/Departure	Page 5	Attendance/Referrals//Tuition	Page 6
Holidays/Inclement Weather	Page 7	Behavior Management	Page 7
Time-Out/Discharge Policy	Page 8	Items Provided by Parents	Page 8
Clothing//Toys/Pets	Page 9	Birthdays/Illness Policy	Page 9
Illness Policy Continued/Medication	Page 10	Health/Abuse/Injuries	Page 11
Communication/Contingency Plans	Page 12-13	Emergency Info/Equal Opp.	Page 14
Sanitation/Precaution/Field Trips	Page 14-15	Calendar/Acknowledgments	Page 15-16

## **The Dream Center Offers:**

- Experienced, licensed teachers in Elementary, Early Childhood, & Special Education
- Every staff member is CPR & First-aid certified
- Energetic & enthusiastic teachers
- A clean, safe environment with a sprinkler system
- Secure facility with 24 hour video surveillance
- Building with a comfortable temperature, which will not be less than 67°F and will not exceed 78°F
- Outdoor play area
- Structured, age appropriate activities and free play
- Smoke-free environment
- Additional monthly events at the center
- State of the art dance facility for additional instructional opportunities

## **Program and Education Policy**

The program at the Dream Center will include activities that allow the children to:

- Be successful and feel good about themselves
- Develop pre-kindergarten skills
- Use and develop language skills
- Develop large and small motor skills
- Use materials and take part in activities that encourage creativity
- Learn new ideas and skills
- Participate in imaginative play
- Learn about their own culture and other's cultures and learn respect for people of different ages, races, cultures and abilities

## **Curriculum**

Weekly activities will be planned according to the age and development level of the children. Transitions will be used from one activity to the next so that students will not be waiting in line for a long period of time. These transitions include the use of songs, finger plays and "body basics" techniques. Staff will use a whole language approach with emphasis on phonics and pre-reading strategies. Staff will complete a weekly plan according to the established theme. Curriculum will include a flexible balance of classroom & gymnasium activities and individual and group activities.

## **Admission**

Our Center is licensed for up to 50 children. We will accept six to thirteen children per class, depending on the age of the children and student to staff ratio. Children must be toilet trained before he/she can enroll in our program. Our program services children between the ages of 2 years and 9 years of age. Other programs include seasonal holiday classes. Class offerings are

available Monday through Friday. The center will be open for day care services September 5<sup>th</sup> - June 6<sup>th</sup>. Additional summer programs will be available. Parents are welcome to visit anytime.

## **Enrollment**

Flexibility is what makes the Dream Center unique! Choose from hourly options. Hourly fees are \$5.00 per hour. Options include full-time, part-time and before and after school child care plans. A minimum of 2 half days per week is required for Pre-K. A registration fee of \$40.00 is due at time of enrollment and will be used to reserve your child's enrollment. The registration fee is non-refundable. The state limits the number of attendance hours per day and requires a strict staff to child ratio. Students in the wrap around care program will need to submit a monthly schedule one month prior to attendance. Students must meet the 5 hour per day minimum if he/she is not enrolled in a Pre-K, 4K or School age program. When available, we will honor daily requests.

<b>3K &amp; 4K</b>	<b>SHOOTING STARS</b>	<b>OPTION #1– Five Days per week</b>
DAYS:	Monday through Friday	
TIME:	8:15-11:00 AM	
TUITION:	\$225.00 per month per AM or PM session	
AGE:	3-5 years	

<b>3K &amp; 4K</b>	<b>SHOOTING STARS</b>	<b>OPTION #2– Three Days per week</b>
DAYS:	Tuesday, Thursday, Friday	
TIME:	8:15-11:00 AM	
TUITION:	\$135.00 per month per AM or PM session	
AGE:	3-5 years	

<b>3K &amp; 4K</b>	<b>SHOOTING STARS</b>	<b>OPTION #3– Two Days per week</b>
DAYS:	Tuesday, Thursday	
TIME:	8:15-11:00 AM	
TUITION:	\$90.00 per month per AM or PM session	
AGE:	3-5 years	

<b>2K</b>	<b>RISING STARS</b>	<b>OPTION #1– Two Days per week</b>
DAYS:	Monday, Wednesdays	
TIME:	8:15-11:00 AM	
TUITION:	\$90.00 per month	
AGE:	2-3 years	

### **DAY CARE OPTIONS:**

- Full Time - 5 days per week
- Part Time - less than 5 days per week
- Hourly Before/After School Options

For safety reasons, all enrollment forms and the Welcome Handbook acknowledgement form must be returned, prior to the first day of admission. Your records will remain confidential and will only be used to provide care for your child. We periodically send out personal information forms for updates. However, to ensure that you can be reached quickly in an emergency situation, keeping your child's personal information updated is essential. The teachers will sign children in & out each day of attendance for 4K if applicable; parents are responsible for delivering their children to the classroom and communicating to a teacher that they have arrived, signing in the attendance book and relaying any other pertinent information. Students must be enrolled for a minimum of 5 hours per week.

## **Forms**

The following forms must be completed for your child's file:

- Field trip and other activity form
- Child health report signed by a physician
- Enrollment form
- Health history and emergency care plan
- Immunization record
- Tuition agreement form
- Authorized persons for child pick-up form

All forms are due on or before the first day of attendance with the exception of the child health report and the immunization record. Those two forms are due within ten (10) days of the child's first day of attendance. A copy of the Dream Center license and recent licensing inspections will be posted on the bulletin board outside the classroom. A copy of the center policies will also be available at the sign-in table at all times.

## **Arrival and Departure**

All children must be accompanied to their classroom. Under no circumstances should your child be allowed to find his/her way into the center. The child must be signed in and out on the daily attendance sheet and Kinderlime program. Parents must list, in writing, the names of people authorized to pick up a child from the center. Your child can be released only to adults (18 years and older). The children will remain in the preschool room and staff will be instructed to take a head count every twenty minutes. Staff will have immediate access to all names and numbers of the children in the class. In the event of a missing child, staff would direct another adult to do an immediate search of the building inside and out. Parents would be contacted and local police would be called if necessary. In the event that an adult other than the parent picks the child up, the designated person would need to be identified by the parent in written format and verified with a photo ID. In the event that there are custody issues, a written plan will be established and followed. No child will be released to a person who appears to be impaired by drugs or alcohol. No child will be released at any time to an unauthorized person.

## **Attendance and Absences**

Attendance will be recorded through signing in and out on the attendance log. Your child's place is reserved on the days for which they are scheduled. Therefore, no credit for absence will be given. We follow Wisconsin state licensing rules on the number of children per teacher. We cannot allow children to switch days or to make up for absences. Please notify the center within 15 minutes of the start time if your child will be absent. In the event that a child is absent without notice, the Director will make three attempts to contact parent and document in the attendance log. Hourly students will be billed at a minimum of 5 hours per week.

## **Referrals**

If a family enrolls and tells us they heard about us via a current family, the referring family will receive a free tuition day (\$35.00 value) once the newly enrolled family completes 6 months of attendance at The Dream Center, LLC.

## **Tuition**

Tuition is due on the first of the month online via Jack Rabbit. The first two months of tuition will be due on September 1<sup>st</sup> by midnight. Payments not received at this time will incur a \$10 late fee. When payments fall greater than 2 weeks behind, the child shall be un-enrolled. Payment methods include debit, credit card and financial assistance. Before/After school fees also apply to late start and early dismissal situations for this age group. Students using wrap around care will need to begin the school year with a balance of \$100.00 for wrap around care. Full time day care and hourly care will be billed on processed on Fridays or the final day of the school week.

**TUITION RATES:** (Day Care rates include Pre-K programs for no additional charge)

### **DAY CARE/WRAP AROUND**

Hourly Care	\$5.00 per hour (minimum of 5 hours per week if enrolled in a Pre-K program, 4K or School Age. 5 hours per day if in hourly care only)
Weekly Care	\$180.00 per week

### **PRE-K ONLY**

5 Days/Week	\$225.00 per month
3 Days/Week	\$135.00 per month
2 Days/Week	\$90.00 per month

## **Miscellaneous Fees/Registration Fee**

Payments that are not posted on the 1<sup>st</sup> of the month by midnight will be assessed a \$10.00 late fee. Late fees are not intended to be a form of punishment, but rather to compensate for the extra paperwork we incur. Since there are afternoon sessions, children must be picked up on time. In the event that you are late, you will be billed an hourly rate of \$5.00 for care. An annual (non-refundable) registration fee of \$40.00 per family, per calendar year is due at the time of registration.

## **Holidays**

The Dream Center will be closed for the following nationally recognized and/or observed holidays: New Years Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christas Eve and Christmas Day. The Dream Center is closed for Inservices and during Worlds Conference (refer to calendar) In addition, The Dream Center follows the Hartford Jt.1 School District Calendar and will be closed on all dates listed on the [school calendar](#). Wrap around/day care is availabe on these days if there is enough interst. We reserve the right to close early on any day in which enrollment is extremely low. You will be notified two weeks in advance of such closing. The Dream Center may offer care on Holiday breaks, inservices or other scheduled days off if there is enough interest.

## **Inclement Weather**

The Dream Center may be closed due to inclement weather. Announcements regarding a closure will be made on WTKM, WTJM (Channel 4) and its affiliated radio stations. If the Hartford Jt1 School District is closed, the Dream Center will be closed as well. We reserve the right to close early in a weather emergency. During such an emergency, you will be contacted by phone to pick up your child(ren), as soon as possible. The designated emergency contact will be called.

## **Behavior Management**

Our staff regularly provides positive reinforcement and verbal praise for appropriate behavior of all children. We believe in positive reinforcement and redirecting at the Dream Center. These methods help build self-esteem and self-control in children. We use praise and role modeling which sets clear limits and promotes consistency. We also believe that it is important to let children know what they should do instead of what they shouldn't do. We do not permit nor tolerate corporal or physical punishment (spanking, slapping, shaking, etc.) or any type of embarrassment or humiliation of the children. The Dream Center staff is trained in Shaken Baby Syndrome. We understand that there will be times when a child will become distraught, fussy or won't quit crying. The first action in these situations 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 will have times when they cannot stop crying. 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 staff may need parental advice or assistance, and we will contact you if it is necessary. In situations where a child exhibits inappropriate behavior or language, we offer verbal reminders and suggestions for acceptable behavior and/or redirection. The child's parents will be included to strategize for behavior plans and updates regarding progress will be made regularly. To ensure a safe environment for all children and staff, inappropriate behavior such as, but not limited to, hitting, biting, pushing, kicking, scratching or hair pulling will not be tolerated. If efforts to correct the situation prove to be unsuccessful, the Dream Center reserves the right to terminate the child's attendance.

## **Time-Out**

The following describes those behaviors that would result in a time out:

- Any behavior that would cause that child or another person harm
- Behavior that is distracting or upsetting to the group
- Behavior that is humiliating to another person (name calling, derogatory remarks or racial slurs)

Time outs will only be used on children three years of age or older. When a time out is given, it will consist of one minute per year or age, not to exceed five minutes. A time out will consist of removing the child from the situation, to an area away from the situation, but within sight and sound of the other children in the group. The child and the person giving the time out will be seated, face-to-face, and discuss what the problem is and the length of time the child will need to

be removed from the situation. The person giving the time out will also discuss what the child can do instead of telling the child what they cannot do. Staff is trained in child guidance and positive behavior modification.

## **Discharge Policy**

If you choose to terminate your child's attendance, an advance two-week notice is required in writing. If you fail to notify the Dream Center of a change in your child (ren)'s enrollment, fees will continue as usual until written notice is received, notifying the Dream Center of the 2 weeks until termination. The Dream Center reserves the right to terminate a child's attendance for any of the following reasons:

- Failure to pay fees
- Failure to submit required forms
- Failure to follow rules and policies
- Slander, inappropriate statements about staff or facility
- Unclean or unsanitary children
- Chronic late pick-up
- Solicitation by parent or representative of staff for personal gain during employee's working hours
- If efforts are made to accommodate the needs of any child or parent prove unsuccessful

Parents will be notified verbally and/or in writing, followed by termination. All fees must be paid in full, prior to the last day of attendance or the Dream Center will take appropriate and necessary actions needed to collect.

## **Items Provided by Parents**

All children should have a change of clothes that is clearly labeled with their name that will stay at the Dream Center. Parents are also asked to provide school supplies, which is listed online at [dreamcenterwi.com](http://dreamcenterwi.com). Parents are to provide a healthy snack throughout the year for the entire class; these dates will be assigned by staff at the beginning of the year. Snack must include items from at least two different food groups and must be 100% juice if providing juice. Parents are responsible for providing lunch if the child will be attending the wrap around program. An appropriate lunch includes at least three items from the five food groups. A guideline is posted outside the classroom. In the event that a child has an allergy and cannot eat the provided snack, the Dream Center will provide an alternative snack. The parent of the child with the allergy is also responsible for keeping a supply of approved snacks for his/her child in the event that a snack is brought in that is not acceptable for the child. Children with allergies will be provided with an alternative "allergy free" area if applicable. Children who participate in more than 4 hours of care, will need to provide a sleeping bag for his/her child during rest time.

## **Clothing**

Please dress your child in durable play clothes each day. We intend to play outside every day, year round (weather permitting). Clothing for the appropriate weather conditions should be at the center every day of attendance. At least one extra change of clothing (including socks and underwear) is required. Check periodically that the clothes are in your child's current size and appropriate for the season. All clothing should be labeled; the Dream Center is not responsible for lost items.



## **Toys/Pets**

Toys (other than for rest time) are limited to show and tell directed by your child's individual class teacher. Under no circumstances will toys of a violent nature (guns, swords, lasers – real or pretend) be allowed in the center. The Dream Center is not responsible for lost or damaged items. Pets are not allowed at the Dream Center other than for medical purposes.

## **Birthdays and Celebrations**

When your child has a birthday, you are welcome to bring in a "treat", but please be sure to bring enough for each child in your child's classroom. The treat must meet the state guidelines. Please be sure to arrange the day and time with your child's teacher.

## **Illness Policy**

The Dream Center is not licensed to provide care for sick children. Therefore, we are unable to care for a child exhibiting the following symptoms:

- \*chicken pox
- \*constant hacking cough
- \*diarrhea
- \*fever greater than 101° F
- \*infectious hepatitis
- \*inflammation of the eyes
- \*measles
- \*meningitis
- \*mumps
- \*rash
- \*ringworm
- \*scarlet fever
- \*sore throat
- \*vomiting
- \*any other condition that has the potential to affect the health of others

Children who exhibit these symptoms will not be admitted for the day, as required by Wisconsin state guidelines. Should these symptoms develop during the day, we are required to separate the child (from the other children) and give them their sleeping bag to rest. At that point, a parent or emergency contact will be notified to pick up within an hour.

## **Illness Policy – continued**

Once a child is sent home ill, they should not return to the Dream Center until the following conditions are met: once the child awakens the next day, they should be observed for the above listed symptoms that do not occur for at least 2 hours WITHOUT Tylenol, fever reducer, cough suppressant, or other medications. The child should be able to eat without subsequent abdominal pain, vomiting, or diarrhea. They should feel well enough to participate in their usual classroom activities and not want to lie down or be held constantly. This policy not only prevents spread of illness to other children, but allows ill children to avoid the business of our daily schedule when they just don't feel good. We strongly recommend establishing a backup childcare plan in advance, for such situations. For the safety of children and staff, please notify The Dream

Center, LLC if your child has been exposed to or has contracted any of the communicable diseases listed above. If contracted, a statement from your child's physician that the condition is no longer contagious is required, for reinstatement to Dream Center. Reinstatement will also be granted if your child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the health department. For example, if the longest incubation period for chicken pox is 10 days, the child can return after 10 calendar days and all pox scabs are scabbed over, if no doctor's note is provided. As required by the state of Wisconsin, notification of exposure to a child with a communicable disease is posted at the entrance of each center. Sick days are charged at the usual daily tuition rate.

## **Medication**

The Dream Center, LLC can administer prescription and non-prescription medication to your child, once an Authorization to Administer Medication Form is submitted. The state of Wisconsin requires that medication is provided in the original container and labeled with your child's name, dosage, and directions for administration. The state prohibits us from administering non-prescription (over-the-counter, OTC) medications, if the exact dosage is not listed on the label (example: "under 2 years of age, ask your doctor for dose"). In these cases, an authenticated note from your child's doctor regarding the specific dosage or a chart of weight guided dosages, signed by a doctor, is required for us to administer the OTC medication. It would be a good idea to ask for such a chart at any doctor's visit, before it's needed (example, Tylenol®) to keep on file. Self-medicating ointments such as lip balm, diaper cream, and lotion require filling out a Medication/ Ointment form. The items are kept safely out of reach and can be used according to the parent's direction. State regulation prohibits The Dream Center, LLC from administering fever reducing medication, such as Tylenol®, solely for the purpose of "keeping a fever down." The cause of the fever needs to be determined in order to avoid masking an infection that could be spread to other children. Your child's' doctor will help you determine the cause of the fever. Administering a single medication to more than one child is also prohibited by the State. If two children from the same family need to receive medication from the same bottle or eye dropper, we need a note from their doctor indicating that it is O.K. to administer it to both children from the same bottle. Most of these requests are state determined, over which we have no control. Thank you in advance for not asking The Dream Center, LLC to bend these strict guidelines.

## **Health & Abuse**

The State of Wisconsin prohibits The Dream Center, LLC staff from releasing a child to an adult who shows signs of drug or alcohol abuse. If such a situation occurs, the emergency contact (from the registration form) will be notified to pick up the child. We are also required by law to report all signs of neglect or abuse of children in our care. The Dream Center, LLC is liable for this responsibility and can be fined or have our license revoked for failure to comply. Wisconsin state law prohibits The Dream Center, LLC staff from knowingly releasing a child to a vehicle without an appropriate car seat or restraint. A licensee, employee or volunteer at a day care center who is aware or who has reasonable cause to suspect that a child has been abuse or neglected must immediately contact the county department of social services or human services or a local law enforcement agency to report such incidence or suspected incidence of child abuse or neglect. The licensee must ensure that all employees and volunteers who are in contact with children at the center has received training every two years in child abuse and neglect law, ways of identifying children who have abuse or neglected, and the procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Any providers of child care who know or have reasonable cause to suspect that a child has been abused or neglected shall immediately contact the Washington County Social Services and/or local law enforcement agency. The Dream Center requires completion of the form "Suspected Child Abuse / Neglect Report" at the time abuse or neglect is suspected. Form is to be filled out by the person(s) suspecting the abuse/neglect. The completed form will be kept in the child's file. Staff will receive training in reporting child abuse as part of the orientation program upon hire.

## **Injury**

If your child has had a minor accident during the day, you will be notified upon pickup with a detailed report of the event. In the event of a medical emergency, we will quickly contact you or your emergency contact. If the parent or emergency contacts are not available, a staff member will take your child to the emergency department of:

**Aurora Medical Center of Hartford**  
**1032 E. Sumner Street (Hwy 60)**  
**Hartford, WI**  
**Phone: 262-670-4000**

If a medical emergency arises while a child is under our care but not on center property (i.e. field trips), an attempt will be made to quickly contact you or your emergency contact. If neither can be reached, a staff member will take the child to the emergency department of the closest area hospital. The Dream Center, LLC reserves the right to initiate the emergency medical system by calling 911 if a situation warrants it.

## **Medical Log/Responsibilities/Entries**

Teacher or assistants that witness an injury on the premises will document the occurrence in the appropriate medication and injury log book. The book shall be kept in the classroom. Injuries will be presented to the parent on the day of the occurrence. The parent shall then sign and date the entry. All entries are confidential. The name of the child injured will be documented in the entry; however, other children involved in an incident but not injured shall be entered as "another child". If your child becomes ill at the center, you will be notified by the teacher and required to arrange pick-up within ½ hour. Incident and/or accident reports will be completed if your child falls, gets a bump, bruise or scrape or is injured in any other way. Any incidents or accidents that occur at the center will be recorded in your child's individual classroom medical logbook.

Minor injuries will be washed with antibacterial soap and warm running water. A bandage may be applied as needed. Parents will be notified of minor injuries at the time of pick-up. Serious injuries will be treated by your child's physician or local emergency room. You will be contacted by telephone as soon as possible by the Director or your child's teacher. An accident report (CFS-55) will be completed at the center. One copy will remain in the child's file and one copy will be submitted to the Center's Licensing Specialist.

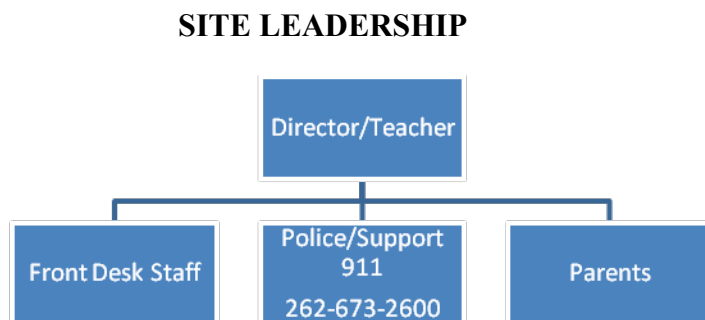
## **Communication with Parents**

The rules, license and violations will be posted on the board outside the classroom. Parental notices, handouts and information will be posted on this bulletin board as well. All children will

receive a weekly newsletter that will include: name, date, theme of the week, the stories read, the art projects done, the songs learned, information to work on at home, snack reminder and teacher's comments for the week. All staff completes biannual evaluations on all children. Parent-teacher conferences are offered biannually in November and February. November conferences are by request. Daily discussions between parents and their child's teacher are encouraged and can be done through the child's daily journal. In the event that there is a behavior issue staff will communicate via the journal or discuss possible joint alternatives/solutions with the parent.

## **Contingency Plans**

The facility floor plan with evacuation routes, shelter areas, fire alarms, fire extinguishers, and contact information will be posted in the classroom. In the event of an emergency, all paper work will be completed and sent to the proper departments and agencies within 24 hours of the emergency.



All staff will maintain certification in CPR, First Aid for infant, child and adult.

### **Written plan for responding to a fire:**

The Dream Center evacuation plan is posted. Students will proceed to the mailbox outside the center with staff direction. All fire exits will be clearly marked, smoke detectors will be checked monthly and students will participate in monthly fire drills.

### **Written plan for responding to a tornado:**

A Tornado Watch means that a tornado is likely over a large area. A Tornado Warning means that a Tornado has been sighted. The Director will monitor the warnings. Staff will direct students to the women's bathroom in the center and bring the telephone to the shelter area. Staff should report any injuries and/or damage.

### **Written plan for responding to a missing child:**

Prompt notification to the police department will be made once the initial search of the facility has been made or attempts to confirm the location such as confirmed pick up by family member, etc. Conduct search of all areas of the facility and surrounding area. Notify the police department so a perimeter can be established for the search. Staff will do a head count of all children on a continual basis.

### **Written plan for responding to other emergencies:**

In the event of an emergency situation that requires an evacuation of the Dream Center, 1190 Western Drive, 262-673-3154, one of the following plans will be implemented. In all situations, the teacher in charge shall take:

- An accurate attendance list and account for all children and staff.
- Bring any necessary medications/supplies and emergency records.
- A cellular phone

If the emergency is confined to the immediate area of the Dream Center, fire, or hazardous materials release and the children cannot remain on the premises, the children will be relocated to Motion Controls 1174 Western Drive by walking as a group to the facility. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified and arrangements are made to either transport home or arrangements are made for the remainder of the day. All other emergencies should be reported to the Director or necessary agencies immediately. Staff is trained in CPR and First Aid.

### **Emergency Contact Information**

An additional contact person has also been confirmed; Virginia Allar will be available by calling 414-659-8185. A complete list with all children's emergency information is posted on the classroom wall. A list of emergency numbers is posted on the wall by the phone in the classroom. The Dream Center will keep a first aid kit in the classroom, lobby and Director's vehicle. The Director will have a vehicle at the Center at all times.

### **Equal Opportunity Provider**

The Dream Center is an equal opportunity provider. Applications for enrollment are accepted without regard to age, race, color, religion, sex, handicap, national origin or political beliefs. Childcare services provided by the Dream Center comply with ADA policies and the interactions with the children, parents, guardians, and potential customers that it serves.

### **Sanitation**

Toys and equipment will be sanitized weekly with a bleach/water solution (1 tbsp bleach to 1 quart water) and air dry.

### **Universal Precautions**

All staff is required to use universal precautions when handling blood or blood-containing bodily fluids. Single-use vinyl gloves are to be used during any clean-up incident of blood, emesis or other bodily fluids. When single-use gloves are removed, they will be discarded in a plastic bag.

### **Handwashing**

Hand washing at the Dream Center is defined as washing the hands with antibacterial soap and warm running water for at least 20 seconds. Staff must wash their hands (as above) after using

the restroom, after all wiping of bodily secretions with a disposable tissue, and before and after handling food. Children are required to wash their hands (as above) after using the restroom and before any snacks. All staff will be instructed to keep the center clean and orderly.

## **Transportation**

The Dream Center does not provide transportation in company vehicles. In the event of a field trip, transportation will be provided by Wittenberger Bus Company. The center shall verify that the bus is equipped with the following:

- A fully charged fire extinguisher which shall be located at the front and securely mounted to the right of the driver in such a way that it will not pose as an obstruction or hazard to the passengers
- A removable first-aid kit in an accessible place within the vehicle
- Forward-facing seats. Each seat exit must be free of obstructions.
- A vehicle safety alarm.

The Dream Center will also verify that the person who will be driving the vehicle is properly licensed as to the type of vehicle that he/she will be driving. The center shall maintain on file a record of each child transported together with the name and address of the bus company. The contact name at Wittenberger Bus Company is Dawn. Company phone number is 262-673-3777. The Dream Center will keep a letter documenting that all buses providing transportation will be equipped with the vehicle safety alarm.

The following vehicle-related safety practices must be observed at all times:

- Children must not be left unattended in a vehicle.
- Children must be accepted and discharged from the curbside of the vehicle.
- The interior and exterior of the vehicle must be maintained in clean and safe condition.
- The driver must ensure that at the end of each run, the vehicle is checked to see to it that no child has been left on the vehicle. This will be verified by the teacher as well. The teacher is required to do a walk through of the bus and complete the check out form for the class. Parents will also be required to check his/her child out on the attendance sheet.
- Smoking is not allowed in all vehicles occupied by children.

## **Field Trips**

The Dream Center will participate in optional field trips. Parents will be notified via email as well as a permission slip for each event. Parents will be given the date, time and destination of any field trip. While on the field trip, teachers will take regular attendance of the children as well as partner the children with parent volunteers. Emergency information will be carried at all times. Parents will be encouraged to attend the trip. A nominal fee may apply. Children will be transported to all field trips via the bus. Only the registered children of the Dream Center and their parents are allowed to ride the bus.

## **Acknowledgement**

Parents are required to review and sign the last page of the Handbook in acknowledgment of the rules, regulations and policies of the The Dream Center, LLC Handbook. (For families with

separate households, please have all responsible parties sign and date this acknowledgment. Separate acknowledgments are available upon request).

## **2017-2018 CALENDAR**

### **PLEASE REMEMBER THIS IS TENTATIVE**

August 28	Open House @ 6:00 PM
September 5	Classes begin
October 5	Pumpkin Farm Field Trip
October 9	No School-Inservice (Wrap Around/Day Care Available)
October 27	No School-Inservice (Wrap Around/Day Care Available)
November 16	Grandparents Day/Thanksgiving Feast at the Dream Center
November 22-25	No School-Thanksgiving Break
December 22-Jan 1	No School-Winter Break
January 2	Classes Resume
February 6	Parent Teacher Conferences
February 19	No School-Inservice (Wrap Around/Day Care Available)
March 12	No School-Inservice (Wrap Around/Day Care Available)
March 26-30	No School-Spring Break (Wrap Around/Day Care Available)
April 2	No School-Holiday Break
April 3	Classes Resume
April 26-May 4	No School – Worlds Conference
May 19	Glacier Rock Farm Field Trip
May 24	Last Day/Graduation Ceremony-Students transitioning to 4K or 5K
May 25-26	Wrap Around/Day Care Available
May 28	No School – Holiday
May 30-June 6	Wrap Around/Day Care Available

## PARENT ACKNOWLEDGMENT FORM/TUITION AGREEMENT

I acknowledge that I have read the parent handbook from the Dream Center and I am fully aware of its contents. I have read and understand the fee arrangements and conditions detailed in the parent handbook. I am in agreement with these conditions and abide by the same. I agree to pay on the first of each month or I may choose to pay the tuition in full.

My choice of payment is:      weekly      monthly      yearly

(Circle your method of payment)

Child's Name: \_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

### **COMPLETED BY OFFICE STAFF:**

Registration forms completed:      yes      no

Registration fee received:      yes      no

September tuition received:      yes      no

October tuition received:      yes      no