



DREAM CENTER

Making dreams come true one child at a time

1190 Western Drive, Hartford, WI 53027

www.dreamcenterwi.com

262-673-3154

PARENT HANDBOOK

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Table of Contents

Mission Statement.....	Page 3
Philosophy.....	Page 3
General Information/Admission/Registration Fee.....	Page 3
The Dream Center Offers.....	Page 3
Program & Education Policy.....	Page 4
Curriculum.....	Page 4
Forms.....	Page 4
Tuition.....	Page 5
Attendance/Absences.....	Page 5
Holidays.....	Page 5
Arrival/Departure.....	Page 6
Inclement Weather.....	Page 6
Behavior Management/Child Guidance.....	Page 6
Time-Out/Re-Direction.....	Page 7
Discharge Policy.....	Page 7
Communication with Parents/Items Provided by Parents.....	Page 8
Clothing.....	Page 8
Toys/Pets.....	Page 8
Photo Policy.....	Page 9
Birthdays/Celebrations/Special Treats/Holidays.....	Page 9
Illness Policy.....	Page 9
Medication.....	Page 10
Health/Abuse.....	Page 10
Injury.....	Page 10
Injury Policy Continued.....	Page 11
Medical Log/Responsibilities/Entries.....	Page 11
Contingency Plans.....	Page 11
Contingency Plans Continued.....	Page 12
Emergency Contact Information.....	Page 13
Equal Opportunity Provider.....	Page 13
Sanitation.....	Page 13
Universal Precautions/First Aid Training.....	Page 13
Handwashing.....	Page 13
Field Trips.....	Page 13
Transportation.....	Page 14
Outdoor Play Space.....	Page 14
Acknowledgement.....	Page 14
Sample Daily Schedule.....	Page 15
Dream Center Calendar.....	Page 16
Financial Policies & Contract.....	Page 17
Parent Acknowledgement Form/Tuition Agreement.....	Page 18-19

Mission Statement

The Dream Center 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 and communicating daily to build mutual understanding while ensuring the welfare and optimal development of each child.

Philosophy

The Dream Center believes that children learn through play and our staff 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 promotes student success through parent involvement, professional development, and a collaborative environment committed to the well being of students.

General Information/Admission/Registration Fee:

Our hours of operation are from 6:00 a.m. to 6:00 p.m., Monday through Friday, January through December 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 ages 2 through 12 years old. We will accept enrollment depending on the age of the children and student to staff ratio. 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 before he/she/they can enroll in our program (pull-ups are not allowed).*** Hartford Jt1 School District rents additional classroom space from 7:45 AM-11:30 AM during the school year. During these hours, the Dream Center does not operate licensed day care activities in that classroom. Parents are welcome to visit following all safety protocols.

A non-refundable registration fee of \$75.00 per student, per session, is due at the time of registration, as well as the specified deposit is required to reserve your child's enrollment. The state limits the number of attendance hours per day and requires a strict staff to child ratio. Registration is online at www.dreamcenterwi.com.

The Dream Center Offers:

- Experienced, licensed teachers in Early Childhood, Elementary, and Special Education
- Every staff member is certified and trained in CPR, First-Aid, AED, SIDS and Head Trauma
- A clean, safe, secure environment with a sprinkler system and 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 to promote cultural diversity.

Curriculum

Weekly activities will be planned according to the age and developmental level of the children using the Creative Curriculum model. 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 weekly and monthly lesson plans according to the established theme/ curriculum which will include a flexible balance of classroom and gymnasium activities with individual and group activities including water activities, sensory large & fine motor development, free choice and centers which is aligned with Young Star methods. Staff will receive planning time to work on individualized goals and assessment per child.

Forms

The following forms must be completed for your child's file. Parents will have access to these records.

- CFS 58: Field Trip and Other Activity Form
- CFS 60: Child Health Report (signed by a physician)
- CFS 62: Child Care Enrollment Form
- CFS 104: Alternate Arrival/Release Form
- CFS 2345: Health History and Emergency Care Plan
- CFS 4192: Immunization record
- Tuition Agreement Form
- Authorized Pick Up Form
- Financial Contract
- ASQ Form per age
- Special Needs/IEP forms with the procedure for sharing this information with all of those that will be responsible for care of this child.

All required state forms, tuition agreement, financial contract, and the Parent Handbook Acknowledgement Form must be signed and returned prior to the first day of attendance. Your records will remain confidential. To ensure that you can be reached quickly in an emergency situation, keeping your child's information updated is essential. 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 be available at all times online and at the sign-in table.

Tuition

Tuition for Pre-K programs is due on the first of each month via the online portal. Tuition for weekly care is billed and collected on the Monday of each week. The tuition deposit is due at the time of enrollment. Payments not received at this time will incur a \$10 late fee per day. Payment methods include debit card, credit card, and state assistance. Pre-K students will be required to pay a \$175.00 deposit due at the time of enrollment. Part-Time students will be required to pay a \$185.00 deposit. Full-time students will be required to make a \$245.00 deposit. Deposits will be returned at the conclusion of the fulfilled contract. In the event the contract is not fulfilled through May 31, 2024, the deposit will not be returned. In the event that the Dream Center has to close or isolate, virtual instruction will resume and tuition will still be due. Part time is considered 20 hours or less and on a maximum of 3 set days. Full time is considered 21 or more hours and is available 5 days per week. This policy and financial agreement is online and must be signed prior to the first day of attendance. There is a \$35.00 NSF fee for returned payments. Tuition is non-refundable. Please refer to the website for referral bonuses.

SCHOOL ONLY: (8:15-11:00am)

Pre-K (2 days per week)

\$175.00 per month

DAY CARE (*Day Care Fees Include Pre-K/4K)

Part Time (3 set days per week; up to 21 hours)

\$185.00 per week

Full Time (5 days per week; 22+ hours, 6am-6pm)

\$245.00 per week

Before/After Care (AM *or* PM Only)

\$75.00 per week

Before/After Care (AM & PM)

\$95.00 per week

Daily Rate (full day/school closings)

\$50.00 per day

Early Release (1/2 day)

\$35.00 per day

Attendance and Absences

Attendance will be recorded by signing in and out on the attendance software program. Your child's place is reserved on the days for which she/he/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 Dream Center within 15 minutes of the start time if your child will be absent. If a child is absent without notice, we will make an attempt to contact parent and document in the attendance log.

Holidays

The Dream Center will close on following nationally recognized and/or observed holidays: New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day. The Dream Center is closed for In-services and during Worlds Conference (refer to calendar). In addition, the preschool follows the Hartford Jt.1 School District Calendar. We reserve the right to close early on any day enrollment is extremely low. You will be notified two weeks in advance of such closing. The Dream Center offers care on Holiday breaks, in-services or other scheduled days off. Tuition is still billed during holiday breaks and/or no school dates even if your child does not attend. The Dream Center is non-denominational. Full time students will be given one week vacation per year.

Arrival and Departure

All children must be accompanied to their classroom. Under no circumstances should your child be allowed to find his/her/their way into the Dream Center independently. Parents of children in our pre-K program will drop off and pick up their child to Dream Center staff at the front door. Parents should wait in their cars until a Dream Center staff member comes to the front door. Parents should not drop off their child more than 5 minutes early and should pick up promptly at 11:00 AM. Parents of children in our before/after school care or day care program are responsible for escorting their children to the classroom and communicating to a teacher that they have arrived, and sign in the ProCare app on the iPad or on their own device. The teachers will sign children in or out daily for wrap around care for 4K students and before/after care bus students. Parents must list, in writing, the names of people authorized to pick up a child from the Dream Center. Your child can be released only to adults (18 years and older). The children will remain in the classroom 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.

Inclement Weather

The Dream Center may be closed due to inclement weather. If the Hartford Jt1 School District is closed, the Dream Center will be closed as well. Announcements regarding a closure will be made on WTKM, WTJM (Channel 4) and its affiliated radio stations. 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/Child Guidance

Our staff regularly provides positive reinforcement, redirecting and verbal praise for appropriate behavior of all children. We use praise and role modeling which sets clear limits and promotes consistency. We teach children the importance of self-control, respect for others and the importance of positive self-esteem. We do not permit nor tolerate corporal or physical punishment (spanking, slapping, shaking, etc.) or any type of embarrassment or humiliation of the children even at a parent(s) request. The Dream Center will seek parental feedback and involvement in solving behavior issues and there may be times when staff may need to contact you for parental advice or assistance. We promote clear guidelines through utilizing developmentally appropriate materials, cool down areas, and calming toys to help students regulate their behavior and breathing to help eliminate biting or behaviors of frustration. The Dream Center staff is trained in Shaken Baby Syndrome. We understand that there may be times when a child may become distraught, fussy, or won't stop crying. The first action in these situations will be an attempt to determine the cause of the distress. 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/Re-Direction

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, harmful, hurtful or upsetting to the group or other children
- Behavior that is humiliating to another person (such as 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 of age, not to exceed three 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 rather than telling the child what they cannot do. Staff is trained in child guidance and positive behavior modification and re-direction.

Discharge Policy

Enrollment in our Pre-K and Day Care program is a binding contract and commitment from August 28, 2023 through May 31, 2024. Our summer care program begins June 3, 2024. If you end your contract early, you will forfeit your deposit. If you choose to terminate your child's enrollment, an advance one month notice is required in writing plus you will forfeit your deposit. 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 1 month until termination. The Dream Center does not discriminate. 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 or inappropriate statements about staff or facility or other students/families
- Unclean or unsanitary behaviors
- Continuous behavior infractions
- Chronic late pick-up
- Not being potty-trained
- Solicitation by parent or representative of staff for personal gain during employee's working hours
- If efforts made to accommodate the needs of any child or parent prove unsuccessful

Parents will be notified verbally and/or in writing of termination. All fees must be paid in full, upon notification of termination or the Dream Center will take appropriate and necessary actions needed to collect. Parents will be involved in the decision making process and the Dream Center will follow the steps established including documentation prior to discharge. The appeal process can be filed if a parent is in disagreement with the discharge by requesting and completing an appeal form.

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 parents will receive a weekly email and a monthly newsletter. All staff completes biannual evaluations on all children. Parent-teacher conferences are offered in November (if needed) and again in February. Conferences may be held in person or via Zoom. 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. If there is a custody dispute, staff will work with parents to create an agreeable plan.

Items Provided by Parents and/or the Dream Center

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. Parents are to provide a healthy snack at designated times throughout the year for the entire class; these dates will be assigned by staff at the beginning of each month. Snack must include items from at least two different food groups and a drink. If providing juice, it must be 100% juice. Parents are responsible for providing lunch if the child will be attending the wrap around program or day care. An appropriate lunch includes at least three items from the five food groups. A guideline is posted outside of the classroom.

In the event that a child has an allergy and cannot eat the provided snack, the parent of the child with the allergy is responsible for keeping a supply of approved snacks for his/her/their 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.

Families of children ages 5 years and younger who participate in more than 4 hours of care, will need to provide a sleeping bag for his/her/their child during rest time. Meal time routines are posted and child guidance and socialization is encouraged during mealtime. Breakfast will be served for day care students at 7:00am. School age students will receive snacks provided by the Dream Center. Refer to the daily schedule for times of meals and snacks. There will be a storage area in the classroom for snacks and a refrigerator outside the classroom for storage.

Clothing

Please dress your child in durable play clothes each day. Clothing for the appropriate weather conditions should be at the Dream Center every day of attendance. At least one extra change of clothing (including socks, underwear, top, bottoms, and shoes) 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 (such as guns, swords, lasers – real or pretend) will be allowed in the Dream 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.

Photo Policy

The Dream Center will take photos for assessment, marketing and instructional purposes. By signing the form online, you understand and agree that the Dream Center has permission to use you/your child's likeness in a photograph, video or other digital media in any and all of its publications, including web-based publications, without payment or other consideration. Parents understand and agree that all photos will become the property of the Dream Center unless noted.

Birthdays/Celebrations/Special Treats/Holidays

When your child has a birthday, you are welcome to bring in a healthy treat and a book of his/her/their choice. 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.

Health Care/Illness Policy

The Dream Center is not licensed to provide care for sick or mildly ill 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
- head lice
- infectious hepatitis
- inflammation of the eyes
- measles
- meningitis
- mumps
- rash
- ringworm
- scarlet fever
- sore throat
- vomiting
- Covid-19
- 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. Once a child is sent home ill, they should not return to the Dream Center until the following conditions below are met. The symptoms should not occur for at least 24 hours WITHOUT Tylenol, fever reducer, cough suppressant, or other medications. Children should not attend with communicable diseases. The child should be able to eat without subsequent abdominal pain, vomiting, or diarrhea. This policy not only prevents the spread of illness to other children, but allows ill children to avoid the rigor 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 and the Public Health Department 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 or illness as specified by the health department. As required by the state of Wisconsin, notification of exposure to a child with a communicable disease is posted at the entrance of each classroom. Sick days are charged at the usual daily tuition rate. Please refer to Covid policies and guidelines.

Medication

The Dream Center 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, 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 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. Administering a single medication to more than one child is also prohibited by the State. In the event that a medication was not administered, the parent will be notified via phone or email if parent is not available.

Health & Abuse

The State of Wisconsin prohibits the Dream Center 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 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 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 abused 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 Dream Center has received training every two years in child abuse and neglect law, ways of identifying children who have been abused 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 that abuse or neglect is suspected. The 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. If an injury requires an ice pack or bandage, you will be contacted immediately. In the event of a medical emergency, we will quickly contact you or your emergency contact. 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 reserves the right to initiate the emergency medical system by calling 911 if a situation warrants it. 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

Medical Log/Responsibilities/Entries

Teacher or assistants that witness an injury on the premises will document the occurrence in the appropriate medication and injury logbook. The book shall be kept in the classroom. Injuries will be presented to the parent on the day of the occurrence. 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 a 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 Dream 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 in cases of serious injury. An accident report (CFS-55) will be completed at the Dream Center. One copy will remain in the child’s file and one copy will be submitted to the Dream Center’s Licensing Specialist.

Contingency/Emergency Plans

The facility floor plan with evacuation routes, shelter areas, fire alarms, fire extinguishers, and contact information will 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. Emergency numbers are posted. A motor vehicle will be available in the event of an emergency. Emergency supplies including flashlights, blankets, batteries and supplies will be kept in storage in the classroom. The Dream Center has special evacuation considerations for children/staff with physical/mental disabilities including illuminated signs, wheelchair accessible walks and designated areas. All staff will maintain certification in CPR and 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 Dream 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 extreme heat or cold; loss of building services, including heat, water, electricity, or telephone:

The Dream Center has three different heating/cooling systems. In the event that one is not working, students will be transported to the opposite side of the building. If the entire building has lost heat or cooling, parents will be notified of closings. In the event we have to leave prior to parent pick up, we will go to Motion Controls (1174 Western Drive, Hartford) until parents can pick up.

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 human- caused events, such as threats to the building or its occupants:

Staff will follow emergency protocol described in the emergency plan handbook. Parents will be notified. Staff will go in to lock down code if necessary.

Written plan for responding allergic reactions:

Staff will follow CPR & First Aid protocol. Parents will be notified. Emergency care will be contracted if needed.

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 of the child such as confirmed pick up by family member, etc. have been made. A search of all areas of the facility and surrounding area will be conducted. Staff will 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), 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 and a cell phone. If the emergency is confined to the immediate area of the Dream Center, such as 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. Children's records will be taken in all emergency situations.

Emergency Contact Information

Contact Sheila Trost by calling 262-339-9221. An additional emergency contact person has also been confirmed; Virginia Allar 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. There will be a vehicle at the Dream 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 and the interactions with the children, parents, guardians, and potential customers that it serves comply with ADA policies. Form: CFS 2026 must be completed prior to employment and the Staff Orientation must be completed.

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/First Aid Training

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. Disposal of soiled clothing should be placed in plastic bag and sent home with child. All staff will be certified in CPR/First Aid/AED. First aid supplies will be stored in classroom, in emergency vehicle and brought along on all field trips.

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 or meals. All staff will be instructed to keep the Dream Center clean and orderly.

Field Trips

The Dream Center will participate in optional field trips. Parents will be notified via email as well as through receiving and signing 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 or Dream Center vehicle. There may also be walking field trips. Only the registered children of the Dream Center and their parents are allowed to ride the bus. The staff will complete any applicable forms or documentation if an injury offsite occurs and must notify parents and also document in the medical log immediately once they return to the Dream Center.

Transportation

The Dream Center may provide transportation in the designated company vehicle including but not limited to; field trips, special events, after school programming. In the event of a field trip, transportation will be provided by either the Dream Center or Riteway Bus Company. The Dream Center shall verify that the van and/or bus is equipped with the following:

- A fully charged fire extinguisher in accessible place within the vehicle
- 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/they will be driving. The Dream Center shall maintain on file a record of each child transported together with the name and address of the bus company. Company phone number is 262-673-3777. The Dream Center will keep a letter documenting that all buses/vans 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 in the vehicle. This will be verified by the teacher as well. The teacher is required to do a walk through of the bus/vehicle and complete the check out form for the class. Parents will also be required to check his/her/their child out on the attendance sheet.
- Smoking is not allowed in vehicles occupied by children.
- Emergency information will be carried in the vehicle.
- Driver requirements, driver training, driver records and policy training must be completed prior to transporting children.
- Child safety restraints will be provided by both the parents and the Dream Center and will meet all safety requirements.

Outdoor Play Space

The Dream Center promotes all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. Total time allotted for moderate to vigorous physical activities includes 90 to 120 minutes per 8- hour day. Children should have appropriate shoes and clothing for outdoor play. In the summer children will also participate in water activities outside. In the winter children will be outside in the snow so please make sure appropriate clothing is kept at school. Staff will monitor the safety of all children by doing child counts and continuous active supervision.

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).

DREAM CENTER SAMPLE DAILY SCHEDULE:

6:00-8:00	Opening/Unlock Doors/Turn on lights/Open procedures Centers & Table Time-Open Free Choice of Activities
7:00	Breakfast Served Bus Friends watch for bus at 7:30/Clock out bus friends @ apx. 7:45
8:00	4K Friends Dismissal/Table Time-Free Choice
8:10-8:15	PreK Arrival/Table Time-Free Choice
8:15-8:45	Morning Meeting/Calendar/Story/Letter Review Introduction of Concept/Theme Development
8:45-9:45	Free Choice/Centers/Interest Areas
9:45-10:00	Bathroom/Hand-Washing
10:00-10:15	Snack
10:15-10:20	Clean Up/Handwashing
10:20-10:50	Out Door Play/Gymnasium/Free-Choice
10:50-10:55	4K Arrival for Wrap Around Care/Music/Movement
10:55-11:00	Pre-K Dismissal
11:00-11:30	Free Choice
11:30-11:45	Clean Up/Bathroom/Handwashing
11:45-12:15	Lunch
12:15-1:00	Out Door Play/Gymnasium/Free-Choice
1:00-1:15	Clean Up/Bathroom/Handwashing
1:15-1:45	Rest time/Table time after they wake up/Put away cots
1:45-2:45	Free Choice/Centers/Individualized Goals
2:45-3:00	Clean Up/Snack
3:00-3:30	Centers/Free Choice
3:30-3:45	Clean up
3:45-4:00	Bus Friends Arrival
4:00-4:15	Mat Time
4:15-4:30	Handwashing/Snack
4:30-6:00	Free Choice/Outdoors/Homework/Clean Up/Lock Up

2023-2024 DREAM CENTER CALENDAR

****REMEMBER THIS IS TENTATIVE- MONTHLY CALENDARS WILL BE PROVIDED****

August 23	Open House (5:30-6:30pm. Parent Meeting at 6:00pm)
August 29	First Day of School (4K, Part Time & Full Time/before/After Care)
September 1 & 4	No School – Labor Day Break (Wrap Around/Day Care Available)
September 6	First Day of 2K/3K
September 27	School Picture Day
September 29	Early Release Day (Wrap Around/Day Care Available)
October 9	No School-Inservice (Wrap Around/Day Care Available)
October 25	Pumpkin Farm Field Trip
November 10	No School-Inservice (Wrap Around/Day Care Available)
November 22-24	No School-Thanksgiving Break (Dream Center Closed)
December 11	No School-Inservice (Wrap Around/Day Care Available)
December 25-January 1	No School-Winter Break (Dream Center Closed)
January 2	Classes Resume
January 19	No School-Inservice (Wrap Around/Day Care Available)
February 19	No School-Inservice (Wrap Around/Day Care Available)
March 22-April 1	No School-Spring Break (Dream Center Closed)
April 7-10	No School – Easter Break (Dream Center Closed)
April 29-May 3	No School – Conference (Dream Center Closed)
May 15	Farm Field Trip
May 27	No School – Memorial Day (Dream Center Closed)
May 29	Last Day of Pre-K and Pre-K/4K Graduation Ceremony
May 31	Last Day of Full Time/Part Time/Before/After Care
June 3	Summer School/Care Program Begins
July 4-5	No school – 4 th of July Holiday (Dream Center Closed)
August 25	Last Day of Summer Care

2023-2024 Financial Policies & Contract

Payments: Parents/Guardians will pay monthly on the 1st of the month for Pre-K tuition with a one month deposit due at the time of enrollment. Part-Time, Full-Time, or Before/After Care tuition will be billed and collected on Monday of each week. Full-Time Care, Part-Time Care, Before/After Care and Pre-K must make a deposit at the time of registration in addition to the \$75.00 annual, per session, non-refundable registration fee per child. Full-Time Care must make a \$245.00 deposit. Part-Time Care must make a \$185.00 deposit. Before/After Care must make a \$95.00 deposit. Pre-K must make a \$175.00 deposit. Payments will be collected through the Jackrabbit portal in the format of automatic withdrawals.

Annual Registration: A \$75.00 annual, per session non-refundable fee per child is billed at the time of registration.

Full Term Contract: Enrollment in our Day Care program (Full-Time, Part-Time and Before/After Care) is a binding contract and financial commitment from August 28, 2023 through May 31, 2024. Enrollment in our Pre-K program is a binding contract and financial commitment from September 6, 2023 through May 29, 2024. Our summer care program begins June 3, 2024 and requires a new contract and registration fee. If you terminate your child's enrollment, an advance 30-day notice is required in writing, plus you will forfeit your deposit. You will be responsible for paying the full tuition rate during the 30-day notice whether your child attends or not. If you fail to notify the Dream Center in writing of a change in your child(ren)'s enrollment, fees will continue as usual until the written 30-day notice is received.

NSF: Payments made with non-sufficient funds will be charged a \$35 fee.

Holidays: The Dream Center will be closed for all legal holidays and dates listed on the school calendar which has been provided. *No credit is given; these are paid holidays for our staff. You are still billed for this time. Please refer to school calendar for Christmas Break, Spring Break, Conference Days, and other days off. Tuition is still billed during holiday breaks and/or no school dates even if your child does not attend.*

Teacher In-service Days: See Calendar

Attendance: If your child will be absent, parents/guardians are responsible to call in within 15 minutes of normal expected arrival. If we do not receive notification within 15 minutes, we will attempt to contact the parents/guardian.

Late Pick-ups: The Dream Center is licensed from 6:00 AM to 6:00 PM. Any drop-off before 6:00 AM or pick up after 6:00 PM will result in a fee. At 6:30 PM, the Hartford Police will be notified if there has been no contact from the family or guardians. \$30.00 per 30-minute increments will be charged before 6:00 AM after 6:00 PM.

FMLA Leave (Holding Fee): When a child is temporarily on leave for situations covered under FMLA, a weekly rate of 50% of the normal tuition will be required to hold the spot. The spot is reserved for a minimum of 4 consecutive weeks and a maximum of 12 consecutive weeks.

Parent Signature

Name-Printed

____/____/____
Date

Dream Center Signature

Dream Center Printed Name

____/____/____
Date

PARENT ACKNOWLEDGMENT TUITION AGREEMENT 2023-2024

Child's Name: _____

Please check which program your child is registered for:

SCHOOL ONLY: (8:15-11:00am)

_____ Pre-K (2 days per week) \$175.00 per month

DAY CARE:

_____ Part Time (3 set days per week; up to 21 hours) \$185.00 per week

_____ Full Time (5 days per week; 22+ hours, 6am-6pm) \$245.00 per week

_____ Before/After Care (AM *or* PM Only) \$75.00 per week

_____ Before/After Care (AM & PM) \$95.00 per week

_____ Daily Rate (full day/school closings) \$50.00 per day

_____ Early Release (1/2 day) \$35.00 per day

_____ 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 commitments, contract, and conditions detailed in the Parent Handbook. I am in agreement with these conditions and will abide by them. I agree to the Financial Policies and Contract, the Parent Acknowledgement Form/Tuition Agreement, and Parent Handbook policies.

_____ I understand that I am responsible for the contracted tuition amount (payments will be automatically withdrawn from my bank or credit card on file). I am responsible for the full contracted amount, even if my child does not attend, or attends fewer days than my scheduled days. One Free Week of vacation is allowed during the School Year and one Free Week is allowed in the Summer Session *for Full Time students only*. The Dream Center must be notified two weeks in advance of the vacation week. Vacation must be a Monday through a Friday and is non-transferrable. All other policies in the Dream Center Handbook (found online) do apply. Tuition is still billed during holiday breaks and/or no school dates even if your child does not attend.

_____ The Dream Center reserves the right to make tuition adjustments with proper 30 day written notice to all families.

_____ There is a \$75.00 non-refundable registration fee per child per session which must be paid in addition to the required deposit due at the time of registration.

_____ All tuition fees are paid in advance. Tuition fees are due on Monday of each week for the Full Time, Part Time and Before/After program and on the first of each month for the 2K/3K/4K program. A \$5.00 late fee per day may be assessed each day payment is late (not received by Monday). Continued or habitually late payments will result in termination from the program. If your account is delinquent your child will be unable to attend until your account is up to date.

_____ Fees are tuition based. No credit will be issued for absences, sicknesses, holidays, center closures or less than the number of scheduled hours with the exception of vacations as granted to full time enrollees under the vacation policy.

_____ Vacation policy: Full time enrollees are granted 5 consecutive days within the same week per session.

_____ The Dream Center accepts State Assistance for eligible enrollments. Due to State processing delays, new enrollments may proceed once one of the following conditions are met:

- The guardian(s) may pay full tuition in advance and will be credited the amounts when the Center receives payment from the State, or
- Enrollment is delayed, and may start once the Dream Center receives confirmation from the State and the guardian(s) has paid all co-pay and required fees.

_____ Withdrawal from the program: A 30-day written advance notice is required for any program withdrawals.

_____	_____/_____/_____
Parent Signature	Date
_____	_____/_____/_____
Dream Center Signature	Date

COMPLETED BY DREAM CENTER STAFF:

Registration forms completed:	yes	no
Registration fee received:	yes	no
Deposit fee received:	yes	no
Financial policies received:	yes	no
Parent Acknowledgement Form/Tuition Agreement	yes	no