



# Parent Handbook

- Generations Site:** 414-220-8494  
2330 N Prospect Ave  
Milwaukee, WI 53211  
Email: [nurturingnookgen@gmail.com](mailto:nurturingnookgen@gmail.com)
- Glendale Site:** 414-961-1482  
4425 N Port Washington Rd  
Glendale, WI 53212  
Email: [nurturingnookgd@gmail.com](mailto:nurturingnookgd@gmail.com)
- River Point Site:** 414-352-6115  
8647 N Port Washington Rd  
Fox Point, WI 53217  
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[www.thenurturingnook.com](http://www.thenurturingnook.com)



# Welcome to The Nurturing Nook, Inc!

We are happy that you have chosen The Nurturing Nook to provide your family with high quality child care!

## **PURPOSE/ MISSION**

THE NURTURING NOOK was created to provide a small, warm, inviting and safe home-like atmosphere for children. We offer an educationally enriching and developmentally appropriate environment for your child to grow and develop to his or her potential.

## **PHILOSOPHY**

Our teaching staff is responsible for creating an environment that encourages your child to achieve his/her full potential in terms of physical, cognitive and social emotional growth. Our teaching staff provides safety and security, stimulation and encouragement, and reasonable expectations and limits. We believe children need both emotional support and structure as they meet each developmental challenge.

## **OUR GOALS**

- Provide a safe atmosphere for all children
- Provide a variety of developmentally appropriate activities to meet the individual needs of all children
- Provide parents with daily communication about their child's activities
- Provide a balance of healthy and nutritious foods where children have opportunities to make good food choices

## **GENERAL INFORMATION**

The Nurturing Nook has three centers with secured entrances which are licensed by the State of Wisconsin Department of Children and Families (DCF), participate in the Young Star Quality Rating System and are accredited by the National Association for the Education of Young Children (NAEYC). Licensing regulations and accreditation criteria ensure best practices are followed and quality programming achieved.

All three locations operate Monday through Friday on a year-round basis with the exception of seven holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

### **GENERATIONS LOCATION**

**Hours of Operation: 6:30a.m.-5:30p.m.**

The Generations location is licensed to care for children ages 6 weeks to 6 years. Generations also provides before/after school care for school-age children. The Generations site is unique in offering an intergenerational program with the Milwaukee Catholic Home.

### **GLENDALE LOCATION**

**Hours of Operation: 6:30a.m.-5:30p.m.**

The Glendale location is licensed to care for children ages 6 weeks to 6 years. Glendale also provides before/after school care for school-age children.

### **RIVERPOINT LOCATION**

**Hours of Operations: 7:00a.m.-5:30p.m.**

The River Point location is licensed to care for children ages 6 weeks to 6 years. River Point also provides before/after school care for school age children.

The Nurturing Nook State of Wisconsin DCF license as well as the compliance/non-compliance statement from the most recent licensing visit, correction plans, exceptions and exemptions are posted in the Family Resource Area near the front entrance at each center. The DCF Licensing Rules for Group Child Care Centers are available upon request. Parent notices and other information are also posted near the main entryway.

The delegation of authority is posted in each center's main office.

## **PRIVACY and CONFIDENTIALITY**

Confidentiality of information about children and families will be maintained. Please share with us any information that will help us care for your child. The information you share with us will only be shared with your child's teachers on a need-to-know basis. Enrollment forms and all other information concerning your child and family will be accessible to you, the custodial parent/s and/or guardian/s, center staff, and our licensing specialist. Information concerning your child will not be made available to anyone else without specific written permission from the parent/s or guardian/s.

## **APPLICATION & ENROLLMENT PROCESS**

The Nurturing Nook does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, national origin, or ancestry. The Nurturing Nook will provide the necessary architectural, communication, and education strategies necessary to meet the special needs of the disabled per the Americans with Disability Act of 1991 (ADA) as long as they can be served with reasonable accommodations.

We will make every effort to carry out IEP's and IFSP's, as well as to collaborate with therapists or consultants regarding the individual needs of the child.

The Nurturing Nook accepts enrollments at any time during the year, provided there is an opening. Children may be enrolled on a full or part time basis. Drop-in care or additional days/hours are available with prior Center Director approval to ensure availability.

The Center Director will collaborate with teaching staff to orient and enroll new families. The process is as follows:

- Set up an appointment with the director to tour the center.
- Receive an information packet: Registration Agreement, Family/Child Application, Classroom Curriculum Flyer, Enrollment & Tuition Policy, and Guide to Licensed Childcare.
- Tour the center to learn about classroom curriculum and routines, as well as administrative, scheduling, and payment procedures.
- Complete Registration Agreement and Family/Child Application forms and return with the **non-refundable** Registration Fee and the **non-refundable FIRST** week of tuition.
- Upon registration, a 2<sup>nd</sup> set of forms consisting of the Child Enrollment Form, Health History, Intake Form, Child Health Report, Immunization Record, COVID-19 Parent Agreement, Emergency Card,

Authorization Form, and Child Schedule Form will need to be received at least one week prior to starting.

## **SCHEDULES & ATTENDANCE**

### **SCHEDULING**

A schedule (full-time or part-time), which is based on a 10 hour day, is due prior to the first week of care.

### **ADDITIONAL DAYS/HOURS**

Children enrolled less than five full days per week may also attend extra days/hours, provided the center has room to accommodate them. Any additional days/ hours will need prior director approval.

### **ATTENDANCE OF CHILDREN**

Parents are expected to sign and initial their child in and out each day on the sign-in sheet. The center is responsible for your child from the time the parent or authorized person signs them in until the parent or authorized person signs them out. To ensure the safety of each child we encourage face to face communication between the parent or authorized person and the teaching staff at both arrival and departure.

The Nurturing Nook takes steps to ensure that all children are accounted for each day. If your child will be absent for a day due to illness, or for any other reason, please call within one hour of your child's regular arrival time or we will call you to verify their attendance for the day.

### **SCHOOL AGE BUS TRANSPORTATION:**

School age children may depart from or return to our program through a contracted service arranged by the child's school as well as their parents. Parents are required to complete The Alternate Arrival/Release Agreement for children bused to or from The Nurturing Nook Inc. This form must be received prior to each school year and will be kept on file at the center. If a child does not arrive at our program at their scheduled time, staff will call the child's parent, school, and/or bus company until the child is located.

# **BILLING & FEES**

## **REGISTRATION**

A **non-refundable** registration fee per child is due upon enrollment, along with the **non-refundable** first week of tuition to secure your spot at The Nurturing Nook. An **Enrollment & Tuition Policy** is distributed annually.

## **TUITION**

Tuition fees are due on Monday according to your center's payment schedule. If payment is not received on Monday, your account will be assessed a late payment fee. If payment is not received by the next billing cycle, childcare services will end until your account is current.

A returned check fee is charged for NSF checks. Two returned checks will require fees paid in cash, cashier's check, or credit card.

## **PAYMENTS**

Payments can be made by cash or check at the center. Credit card payments can be made via the payment portal located on the Nurturing Nook's website. A convenience fee is charged for all credit card payments. We prefer that tuition payments be made no more than two weeks ahead, as no refund will be issued if you disenroll with a credit balance.

Unpaid fees thirty days past due will be referred to a collection agency.

## **DISCOUNTS**

A 10% multiple child discount is provided for the oldest child in a family.

## **REFERRAL CREDIT**

Current families may receive a \$75 tuition credit for referring another family who attends one of The Nurturing Nook centers. The tuition credit will be applied to your current account balance, after the referred family's first week of attendance.

## **FIELD TRIP CHARGES**

Parents will be expected to cover the charges for field trips and other activities. Parent chaperones will be required to pay the field trip charge for their child and any admission charge for themselves.

## **LATE CHARGES**

A late fee per 15 minutes or portion thereof will be applied per child in attendance after the center closing time.

## **VACATIONS**

You will be charged according to your regular scheduled rate.

## **LEAVE OF ABSENCE**

If your child will be absent from the center for over 31 days, you may withdraw from the center. Payment of the **non-refundable** registration fee, as well as the **non-refundable** first week of tuition, will be required at the time of withdrawal to hold a spot for your child's return to the center. A return date must also accompany your payment.

## **HOLIDAYS**

The Nurturing Nook Inc. is closed seven holidays during the year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. If the holiday falls on a Saturday, the centers will be closed on Friday. If the holiday falls on a Sunday, the centers will be closed on Monday. When Christmas falls on a weekday, the centers will close at 12:00 pm on Christmas Eve. The Nurturing Nook will open at 7:00 am on the day after Christmas. You will be charged according to your regular scheduled rate during holiday weeks.

## **STATE AND/OR LOCAL CLOSURES DUE TO:**

### **SNOW DAYS/SEVERE WEATHER/POWER OUTAGES/OTHER EMERGENCIES**

The Nurturing Nook Inc. generally remains open. However, if severe weather or other emergencies require the center to close, an official announcement will be made on local area television and radio stations. In addition, there will be an announcement on The Nurturing Nook website home page and/or contact made via email or phone. In the event of an emergency or severe weather that would require us to close, we notify Fox6, TMJ4, CBS58, and WISN12 TV stations of closings and they are posted on their respective websites. Please listen to the local radio and TV stations for lists of closings.

Tuition credits will not be issued if the center is closed due to a snow day, severe weather, power outage, or any other emergency situations.

## **PUBLIC HEALTH QUARANTINE**

If a classroom is quarantined, based on a recommendation from the local health department, due to a health issue, a 50% credit will be issued to those children affected by the quarantine.



# **CANCELLATION OF CHILD CARE SERVICES**

## **PARENTAL CANCELLATION FROM PROGRAM**

Parents are required to submit a written notice two weeks in advance regarding their decision to withdraw their child from the center. No refund will be issued if you disenroll with a credit balance.

## **CENTER CANCELLATION OF CHILD CARE SERVICES**

The Nurturing Nook reserves the right to cancel the enrollment of a child based on the following:

- Non-payment or excessive late payment of fees
- Non-compliance with the written policies and procedures of The Nurturing Nook
- Failure to submit required paperwork including health information after ample notification has been given by the center
- Child has special needs which cannot be met with reasonable accommodations
- Child behavior which compromises the health and safety of themselves or others

# **PROGRAMMING**

## **CURRICULUM**

The Nurturing Nook utilizes The Creative Curriculum which aligns with the Wisconsin Model Early Learning Standards as the framework for the program curriculum.

Children need a relaxed, loving and calm atmosphere where self-concept is enhanced, independence and choices are encouraged and self-discipline is gained in an environment where the child knows the expectations and limits. The Nurturing Nook utilizes a play-based curriculum where children are allowed to discover and explore. Independence is enhanced by teaching “how” and “where” to find solutions. Appropriate curriculum planning is based on teachers' observations, each child's special interests and developmental progress.

Classrooms are set up with age-appropriate interest areas such as dramatic play, blocks and creative arts. Structure is achieved through the classroom arrangement, non-toxic developmentally appropriate materials and daily routines, as well as child and teacher-initiated activities.

**Overall goals and objectives:** The Nurturing Nook curriculum will focus on all of the domains of a child's learning and development including the following:

- **Social Emotional Development:** Learning how to understand their own and other's feelings, regulate and express their emotions appropriately, build relationships with others and interact in groups.
- **Physical Development & Health and Safety:** includes gross and fine motor skills, balance, coordination, locomotion and traveling are part of gross motor development. Fine motor skills involve grasping and releasing objects using fingers and hands as well as both hands together and often coordinating these movements with their eyes.
- **Language Development:** Is the principal tool for establishing and maintaining relationships with others. Learning to understand and use words, learning about the structure and sequence of speech sounds, vocabulary, grammar, and the rules for engaging in appropriate and effective conversation.
- **Cognitive Development:** also called intellectual development, affects the way the child thinks and influences the child's information processing, and includes memory classification, problem solving language acquisition, and reading and mathematics learning.
- **Literacy:** Literacy begins at birth. During the early year's children engage in emergent reading and writing behaviors that form the foundation for conventional literacy.
- **Mathematics:** Children slowly construct informal mathematical knowledge, beginning in the first few months of life and provides the foundation for the concepts and skills that they later learn formally in school.
- **Science & Technology:** Focuses on living things, the physical properties of materials and objects, and earths' environment and how we care for it through hands-on child centered inquiry.
- **Social Studies:** is the study of people and the ways they relate to others
- **The Arts:** Children express themselves creatively through the visual arts, music, dance and movement and drama. In addition, they also develop an awareness and appreciation for the arts of others.
- **English Language Acquisition:** specifically, for second language learners in which English is the second language the child is learning.

The Nurturing Nook teaching staff utilize the teaching cycle which begins with the collection of facts gathered through observing the child during play and documenting the observed behaviors. This information is then reviewed and summarized on an ongoing basis and utilized to help develop goals for the children. These goals are then used in planning daily activities for the children that will help to further the development of each individual child as well as the group. Activities will be designed using the curriculum framework to enable children to achieve developmental goals. Knowing the children's developmental level allows the teaching staff the opportunity to adapt and modify the curriculum to ensure success for all children. Lesson plans are available for parents and posted on the parent information boards.

Individual schedules for children under the age of 2 are supported, with a goal of maintaining a consistent routine between home and school. Classroom activities are planned and implemented around these daily schedules.

### **CHILD SCREENING & ASSESSMENT**

The Nurturing Nook Inc. utilizes the Ages and Stages Questionnaire (ASQ) as their chosen diagnostic screening tool as it is simple, reliable, valid and involves families in the screening process. This tool aligns with the Creative Curriculum, Wisconsin Model Early Learning Standards (WMELS) and the National Association for the Education of Young Children (NAEYC).

Families are asked to complete the ASQ within 30 days of their start date at the Nurturing Nook program as well as prior to Parent Teacher conferences which are offered twice a year. Teaching staff score the ASQ and share the results at Parent Teacher conferences, providing families with a summary of the results. We value being able to partner with parents to develop future learning opportunities that will help their child grow and develop. Teaching staff collaborate with parents, utilizing the results from the ASQ to identify targeted goals and objectives for their child that will become the focus both at home and school to ensure consistency in their child's learning plan.

The teaching cycle along with the assessment process will enable teaching staff to identify children with potential developmental delays. The teaching staff will observe and document concerns and share observations and resources with the center director and family. The center director, teaching staff and family members work collaboratively to determine how best to meet the child's needs. This process is handled in a sensitive and confidential manner.

The Nurturing Nook teaching staff also will work collaboratively with the family and child therapists and encourage therapy sessions to occur at the center where teaching staff can be a part of the process. The Nurturing Nook welcomes the opportunity to be a part of the Individualized Education Planning (IEP) process for children in their care. Families are responsible for sharing therapy techniques and strategies that they would like teaching staff to implement.

### **CHILDREN'S PORTFOLIOS**

Teaching staff will observe with curriculum objectives in mind and will document what they see through written observation, photographs and samples of children's work which are placed in the children's individual portfolio. Teaching staff also gain information regarding a child's developmental level through intake forms as well as communications with family members.

This evidence of children's development is organized by developmental domain in the individual portfolios. This collection of facts is analyzed and evaluated within three months of enrollment by the teaching staff to determine the child's level of development using the Creative Curriculum Child Assessment Portfolio. This information is reviewed and summarized on an ongoing basis and then utilized in developing goals for the children that will promote their development.

These goals are then utilized in planning daily activities for children that help to further the development of individual children as well as the group of children. Knowing the children's developmental level allows the teaching staff the opportunity to adapt and modify the curriculum to ensure access to the curriculum for all children.

The children's individual portfolios are shared with their family at conferences at least twice a year. At this time teaching staff and family members collaboratively determine goals that will be the focus for future activity planning. Families are welcome to look at their child's portfolio throughout the year as well as to add information to their child's portfolio to help provide a more complete picture of their child.

### **DIVERSITY: MULTICULTURAL APPROACH & HOLIDAY CELEBRATIONS**

The Nurturing Nook includes activities which will give the children knowledge of cultural, ethnic and gender differences.

The Nurturing Nook shares a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects

the lives of our children, families, staff and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive child care by recognizing human differences. We seek to recognize and respect the uniqueness of each child in our program.

Each child will be exposed to a variety of cultures through the daily program. Children will have experiences exploring similarities and differences and will be encouraged to respect the uniqueness of each person. The staff will encourage children to live cooperatively in a diverse world.

Cultural diversities of the children will be reflected in the program through the incorporation of appropriate language, food, celebrations and lifestyle. Expressions in music, art and literature in the children's culture will be encouraged. Equipment and materials will be included that reflect cultural diversity and individual differences.

The Nurturing Nook encourages families and staff members to fully participate in the program and encourages families to help us enrich the lives of the children by introducing and exposing them to a variety of ethnic backgrounds and traditions. We also encourage families to volunteer and share the customs and traditions from their family heritage that are important to them and their family.

### **FAMILY ENGAGEMENT**

The Nurturing Nook strives to partner with families for children's success. We encourage families to be involved in classroom and center activities. Opportunities may include but not be limited to sharing your hobby with your child's class, making suggestions for special activities or thematic learning units, or sharing your resources with the teaching staff.

### **INTERGENERATIONAL PROGRAM**

The Nurturing Nook Generations site is located inside The Milwaukee Catholic Home. They offer an intergenerational program in which children participate in activities such as sharing stories, singing and baking to unite them with the residents of The Milwaukee Catholic Home on a daily basis. Intergenerational programs foster socialization learning and mutual respect for children and adults alike.

## **CLASSROOM ROUTINES & PROCEDURES**

In order to prepare you and your child for their Nurturing Nook experience we recommend that you bring your child to visit their classroom prior to their first day. This helps both you and your child to become acquainted

with their teachers and classroom environment as well as to gain an understanding of the classroom routines and procedures. Feel free to bring supplies in during your visit prior to your child's first day of attendance.

### **CHILDREN'S SUPPLIES**

A partial list of necessary supplies for your child include the following:

- Diapers & wipes
- Necessary ointments (must be accompanied by an Authorization to Administer Medication Form)
- Extra pacifier (if used)
- Bottles (non-glass), Formula or Breastmilk as well as baby food
- Swaddle blanket or sleep sack in lieu of blanket for crib use
- Blanket for cot (optional)
- 2 complete sets of extra clothes appropriate for the season
- Outdoor clothing appropriate for the season: coat/jacket, hat, mittens, boots

Please ensure that all of your child's belongings are labeled with your child's name, as the Nurturing Nook is not responsible for missing items.

### **MEALS**

As good nutrition is an important part of the development of a child, The Nurturing Nook strives to provide well-balanced, nutritious meals and snacks for the children. The Nurturing Nook menu is based on USDA guidelines and Wisconsin DCF licensing regulations.

DCF licensing regulations require that both center and parent provided meals contain foods in each of the following categories:

- Protein source, such as meat, poultry, fish, eggs, cooked dried peas or beans, yogurt or cheese.
- Two servings of vegetable(s), or one vegetable and one fruit, or two servings of fruit(s);
- Cereal or whole-grain or enriched bread products;
- Grade A vitamin D milk for children between 1-2 years of age who are not on formula or breast milk, 1% milk for children over 2 years of age, unless the parent requests whole milk. (The Center provides both types of milk.) If your child is unable to drink cow's milk, you must supply an alternative milk (e.g., soy milk, lactose-free milk) and written authorization from your child's physician.

The Nurturing Nook provides breakfast, lunch, and snacks for all children who are able to eat table food. Serving times at Glendale are 8:00-8:30a.m.

11:00-11:30a.m. and 2:30-3:00p.m. Serving times at Generations and River Point are 8:30-9:00 a.m. 11:30 a.m.-12:00 p.m. and 3:00-3:30 p.m. Food is served family style in individual classrooms where teachers ensure food is age appropriate. Children are encouraged to try all food items provided. All fresh fruits and vegetables are washed prior to eating.

Infants will be fed on their own feeding schedule which will be provided and updated regularly on the Intake Form. The center will provide snacks and meals when they transition to table food.

Menus are posted in each classroom, on the parent bulletin board, and in the kitchen, as well as on The Nurturing Nook website. Additional copies are available to parents in the Family Resource Area. Menu changes are recorded and posted.

School-agers are offered meals and/or snacks upon return to the center.

### **SPECIAL MEDICAL MANAGEMENT PROCEDURES (ALLERGIES & ASTHMA)**

Parents are asked to provide information regarding any special medical management procedures such as allergies, food preferences or asthma. If a child requires a special medical management procedure an Action Plan, available from the center director, must be completed and kept on file for the child. The Action Plan includes details about how the medical issue should be managed including plan of action and steps to take to administer any medication necessary to counter the medical condition.

NOTE: For children with food allergies, families are encouraged to bring in substitute food items when the center provided meals or snacks do not meet the health needs of the child.

### **CELEBRATION (BIRTHDAY) TREATS**

The Nurturing Nook supports the celebrations of special events and birthdays. While healthy treats such as fruits and vegetables are encouraged, The Nurturing Nook recognizes that food is often a very important part of families' culture and traditions.

Foods that are brought in from home must be commercially prepared and in factory sealed containers with the ingredients listed on the container.

As the Nurturing Nook is a nut-free program, please refrain from sending in any food items that contain nuts which includes peanut butter.

## **DIAPERING & TOILETING**

Nurturing Nook families have the option of choosing either disposable or cloth diapers for their children.

- Cloth diapers must have an absorbent inner lining completely contained with an outer covering. Both the diaper and the outer covering are changed as a unit and disposed of in a foot activated diaper pail provided by the family.
- All clothing and cloth diapers soiled by urine or feces are immediately placed in a plastic bag and sent home daily for laundering.

## **POTTY LEARNING**

The Nurturing Nook teaching staff and parents collaboratively choose when to begin the potty learning process to ensure consistency between home and school. Children will be taken to the bathroom more frequently as they begin the potty learning process. This process is handled with sensitivity, patience and encouragement. Your suggestions for this process are welcome as we strive to ensure your child's success.

(WI DCF regulations do not allow us to begin this process until the child is 18 months of age or older.)

## **NAP/REST PERIODS**

A supervised nap or rest period is part of each classroom's daily schedule. Children no longer napping in a crib will be provided with a cot or mat. Bedding is provided by The Nurturing Nook and washed weekly. Your child over the age of twelve months is welcome to bring a blanket from home, labeled with their name. Wisconsin DCF licensing regulations require that all children under the age of five years shall have a nap or rest period.

## **TEETHBRUSHING**

It is the intent of The Nurturing Nook to promote the habit of good oral hygiene. Teaching staff provide children one year of age and older with the opportunity to brush their teeth and/or gums on a daily basis.

## **TRANSITIONING FROM ROOM TO ROOM OR A NEW PROGRAM**

The Nurturing Nook teaching staff will provide families with advance notice prior to transitioning children into a new classroom. Families will be provided with a class schedule and overview of the classroom. You and your child will have opportunities to visit the new classroom and spend time with the children and teaching staff.

When your child is ready to move on to a new program or school, we are happy to help, and provide support and resources on enrollment



procedures, timing of enrolling in a new program and any other assistance requested.

### **SUDDEN INFANT DEATH SYNDROME (SIDS) REDUCTION**

In an effort to minimize the risk factors for SIDS The Nurturing Nook will follow these guidelines regarding infant sleep position and surroundings as recommended by the American Academy of Pediatrics, The National Association for the Education of Young Children Accreditation standards and WI DCF regulations:

- All staff that work at The Nurturing Nook will be trained in SIDS Reduction prior to working with children
- Infants under 12 months of age shall be placed to sleep on their backs in a crib with a firm tight fitting mattress.
- Infants who can roll over will continue to be placed on their backs to sleep but allowed to adopt whatever position they prefer for sleep.
- Doctor authorization is needed if a child 12 months of age or younger is going to be placed to sleep in a position other than on their back as well as when using a wedge in the infants' crib.
- If a blanket must be used, it must be large enough to tuck in securely around the sides and bottom of the mattress and must be kept below the child's shoulders. Sleep sacks are recommended in lieu of a blanket.
- When a family prefers that their infant be swaddled for sleep The Nurturing Nook requires written parental permission, a parent provided swaddling blanket and written authorization from their physician with an appropriate end date for the swaddling.

### **OUTDOOR PLAY**

Wisconsin DCF Licensing regulations require all children participate in outdoor activities on a daily basis except in inclement weather. Inclement weather is defined as stormy or severe weather, heavy rains, wind chills below 20 degrees for children age 2 and above, 32 degrees for 1 year old children, or 40 degrees for infants under age 1, or temperatures above 90 degrees for all ages.

All children in attendance will participate in outdoor activities with their class. Staff to child ratios do not accommodate having individual children staying indoors.

The Wisconsin Department of Natural Resources notifies Wisconsin residents about unhealthy air quality using the Air Quality Advisory system. The system includes two main pollutants – ozone and particle pollution. Air Quality Advisories are issued as being in the “Yellow”, “Orange”, or “Red” zones.

**YELLOW:** When the Air Quality index is in the YELLOW zone, outdoor activity will not be limited unless it is requested in writing by the child's health practitioner.

**ORANGE:** Unhealthy for sensitive groups. When Air Quality Index is in the ORANGE zone, outdoor activity will not be limited unless it is requested in writing by the child's health practitioner. If your child has a health condition that requires them to stay indoors or have limited outdoor time such as asthma or allergies to pollutants, please bring in a statement from your child's health practitioner requesting that they stay indoors when the air quality is in the designated orange zone. Staff will be observing all children and bringing them inside if there are problems.

**RED:** Unhealthy for everyone. When Air Quality index is in the RED zone, all children will play inside.

## **FIELDTRIPS**

The Nurturing Nook believes that field trips are an important extension and enrichment of a child's learning experiences presented in their classrooms. We utilize family chaperones to reduce the ratio of children to adults and ensure the safety of all participants.

Fieldtrips can be an enjoyable experience to share with your child and we encourage all families to participate in this experience throughout the year.

The Nurturing Nook contracts with a chartered school bus to transport children to the fieldtrip location.

Parents will be required to complete a permission slip allowing their child to attend the trip.

Walking field trips may be taken within the vicinity of the center. Parents authorize their child's participation in these trips on the Child Enrollment Form. These walking trips are incorporated into the classroom curriculum, weather permitting.

## **CHILD GUIDANCE**

The Nurturing Nook teaching staff strive to develop a positive self- concept in all children. The following rules and expectations will apply in the center:

To promote positive behaviors in children, the teaching staff will:

- Trust children and show them respect as well as encouraging respect for other classmates and staff
- Model appropriate behavior
- Provide opportunities for success and allow for failure
- Arrange the classroom environment and daily routines to enhance the learning of behaviors that are acceptable
- Provide opportunities for productive and creative activity to keep children engaged throughout the day
- Use songs, music, games, etc. to minimize waiting during transition times
- Give children appropriate praise and encouragement when appropriate behavior is occurring
- Set realistic expectations and appropriate limits for children which are followed on a consistent basis
- Provide activities to increase the child's self-awareness and expression

Teachers will facilitate the development of self-control in children by treating them with dignity and using the following child guidance techniques:

- Set clear, consistent, fair limits for classroom behavior
- Value mistakes as learning opportunities
- Listen when children talk about their feelings and frustrations and help children to express their feelings
- Guide children to resolve conflicts and model skills that help children to solve their problems
- Patiently remind children of rules and their rationale
- Redirect children to more acceptable behaviors or activities
- Distract children to change the focus of the activity or behavior
- Take a Break (For Children Over the Age of Three Years) will be used for aggressive behaviors such as hitting, kicking and biting. Take a Breaks are time away from the group. Separation from the group is used only when less intrusive methods have been tried or the behavior of the child is dangerous to himself or the other children. In the event that time out is used, the child will be removed from the situation in a non-humiliating manner and placed in a teacher designated location in order to interrupt the child's unacceptable behavior. The child will be separated from the group a maximum of one minute per year of age not to exceed five minutes and will remain in sight and hearing of the staff.

- Take a Breaks are not utilized for children under the age of three years. Some children under age three, as part of their developmental stage, go through a stage of pushing and biting. We try to anticipate these behaviors and work to prevent them as we teach the child that these behaviors are inappropriate.

This program believes that parents and teachers must work together to deal with behavioral issues such as biting, or unusual or dangerous aggression to self or others.

The assessment process will enable teaching staff to identify children with potential developmental delays. The teaching staff will observe and document concerns or problematic behaviors and assess the function of the behavior. Teaching staff will gather information that will help to understand what the behavior accomplishes for the child. They will then meet with the director to discuss next steps, utilizing positive behavior strategies to better meet the child's needs and reduce the problematic behavior. When necessary, the center director will observe the child using the same assessment tool used by the teaching staff. A meeting with the family will be set up to share observations and resources as the center director, teaching staff and family members collaboratively work to determine how best to meet the child's needs. This process is handled in a sensitive and confidential manner.

The Nurturing Nook will work collaboratively with the family and child therapists as well as to encourage therapy sessions to occur at the center where teaching staff can be a part of the process. The Nurturing Nook welcomes the opportunity to be a part of the Individualized Education Planning (IEP) process for children in their care. Families are responsible for sharing therapy techniques and strategies that they would like teaching staff to implement.

While it is the goal of The Nurturing Nook to limit the use of suspension or expulsion practices, they reserve the right to utilize them in the following cases:

- Non-compliance with the written policies of and procedures of The Nurturing Nook
- A child in the program has special needs that cannot be met with reasonable accommodations
- Child exhibits behavior which compromises the health and safety of themselves or others

Prior to cancellation of child care services, Nurturing Nook staff will document problem behavior, address concerns with parents at conference time and throughout the year, and consult an outside agency when necessary. A final conference will be held with parents, center director and teaching staff or outside consultant. A written notice will be provided at the time of the conference.

If exclusionary measures are utilized, The Nurturing Nook will offer assistance to the family by making recommendations for alternative placement.

The Nurturing Nook ensures these practices will comply with the federal and civil rights laws.

### **DEVELOPING A POSITIVE SELF-CONCEPT**

The Nurturing Nook teaching staff facilitate the development of self-esteem by respecting, accepting and comforting children regardless of the child's behavior. An important source of young children's self-esteem is the continuity of relationships with nurturing adults. The Nurturing Nook strives to develop positive self-concept in children by:

- Providing opportunities for success and allowing for failure
- Setting realistic expectations for children
- Trusting children and showing them respect
- Giving children appropriate praise and encouragement
- Building positive home/center relationships
- Planning opportunities for productive and creative activities
- Providing activities to increase the child's self-awareness and expression

## **HEALTH & SAFETY**

### **HEALTH EXAMINATION AND HISTORY**

Each child under 2 years of age shall have an initial health examination, not more than 6 months prior to or no later than 3 months after being admitted to the center, and a follow-up health examination at least once every 6 months after admission, but preferably after each wellness examination.

Each child 2 years of age and older shall have an initial health examination not more than one year prior to or no later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years after admission, but preferably after each wellness examination.

The health examination shall be documented on the CHILD HEALTH REPORT (available at the center and on the website) and shall be signed and dated by a physician, physician assistant or Health Check provider.

#### **HEALTH DOCUMENTATION:**

- An updated Immunization Record must be provided after each time the child receives immunizations. The record can be accessed through the Wisconsin Immunization Registry (WIR):  
<https://www.dhs.wisconsin.gov/immunization/wir.htm>
- Allergies must be indicated on the HEALTH HISTORY AND EMERGENCY CARE PLAN and documented on the FOOD ALLERGY ACTION PLAN which must be signed by the parents and physician.

#### **HEALTH PRACTICES**

Protection of children, their families, employees, and visitors from exposure to communicable diseases is a primary concern of The Nurturing Nook. The following precautions and/or routines are in place within the program to minimize the spread of illness.

- The Nurturing Nook contracts with a cleaning service to clean and disinfect the center according to the NAEYC Cleaning and Sanitation Table as well as Wisconsin DCF regulations.
- Upon arrival teaching staff observe children for signs of illness
- Upon arrival at the Nurturing Nook, children's hands are washed with the support of their parents and Nurturing Nook teaching staff.
- Children's hands are washed with soap and water throughout the day and:
  - Upon arrival at the center (with parent)
  - When Entering a Classroom
  - Before & After Eating
  - After Diapering & Toileting
  - After Wiping Their Nose
  - After Touching A Child Who May Be Sick
  - After Handling Soiled Items
  - After Outside Play & Walks
  - Before & After Art
  - Before & After Playdough Play
  - Before & After Playing in Water That is Used by More Than One Person
  - After Playing in Areas with Sand, Dirt, or Shared Moist Materials (Dirt, Sand)

## **SYMPTOMS FOR EXCLUSION FROM CARE**

- **VACCINE-PREVENTABLE DISEASE THREAT:**

In the event that a vaccine-preventable disease occurs in the program, all under-immunized children will be excluded from care until the threat of this illness no longer exists.

- **FEVER:**

Temperature of 100.4° F or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

- **RESPIRATORY:**

Any difficulty breathing including labored or rapid breathing.  
Coughing: uncontrolled coughing; a cough followed by a high-pitched croup sound; coughing where the child is unable to lie comfortably due to a continuous cough.

- **DIARRHEA:**

Three or more episodes of abnormally loose stools while at the center or within the previous 24 hours.

- **VOMITING:**

Any vomiting while at the center or within the previous 24 hours.

- **NOSE DRAINAGE:**

Thick mucus draining from the nose or an uncontrolled runny nose.

- **EYE DRAINAGE:**

Drainage from or pooling of discharge in the eye.

- **SORE THROAT:**

Sore throat, especially when fever or swollen glands in the neck are present.

- **SKIN PROBLEMS:**

Rash: skin rashes, undiagnosed or contagious. Infected sores; sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

- **APPEARANCE/BEHAVIOR:**

Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken.

- **UNUSUAL COLOR:**

Eyes or skin: yellow (jaundice); Stool: grey or white; Urine: dark, tea colored.

Children may return to the center when they have been symptom-free for a minimum of 24 hours.

### **ADMINISTERING MEDICATIONS**

The Nurturing Nook prefers that medication be administered at home whenever possible. When necessary, The Nurturing Nook teaching staff are authorized to administer prescription and non-prescription medications to children with a completed and signed Wisconsin DCF Authorization to Administer Medication form.

- Nurturing Nook teaching staff may administer prescription or nonprescription medication, such as pain relievers or cough medicine, to a child only when a written authorization that includes the child's name and birth date, name of medication, administration instructions, medication intervals, length of the authorization, dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited. Medication will not be administered if a child is running a fever so as not to mask symptoms.
- The Nurturing Nook accepts only original current non-prescription and prescription bottles or containers, labeled with the child's name, dosage, and directions for administration. The medication is stored in a bin with a locking lid, labeled MEDICATION and kept out of children's reach.
- The Nurturing Nook teaching staff administering medications will follow the instructions on the medication container and the parent instructions on the medication authorization form.
- No medication that is intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent. After completing the medication, the bottle or container is returned to the parent and the medication form is put in the child's file.

The Nurturing Nook teaching staff may administer the following types of medication: oral liquid, chewable tablets, sprays, eye drops, ear drops and ointments.



## **FIRE AND TORNADO DRILLS**

In an effort to provide a safe environment, fire evacuation drills are practiced monthly; tornado drills are practiced monthly (April-October) according to procedures and evacuation routes posted in each classroom.

## **EMERGENCY CARE**

The Nurturing Nook uses Ascension Columbia St. Mary's Hospital (or a hospital of your choosing) for emergency care when a parent cannot be reached.

## **IDLING VEHICLES**

The Nurturing Nook discourages idling vehicles in all parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

## **MANDATED REPORTER**

By law, it is required that suspected cases of child abuse or neglect be reported immediately to Child Protective Services Unit, the County Sheriff, or City Police Department, by all child care professionals. A report is required when there is a reasonable good faith basis to suspect that a child seen in the course of professional duties has been physically/sexually abused, neglected, or is suffering from emotional damage, or when there is a reasonable good faith basis to believe that a child "has been threatened with an injury and that abuse will occur."

Nurturing Nook employees and volunteers are expected to guide children using positive and nurturing interactions. Inappropriate interactions will be investigated and The Nurturing Nook Employee Disciplinary Process will be followed. Substantiated cases will result in the termination of the employee. This process protects both the rights of the staff and the children in the program.

## **INAPPROPRIATE CHILD INTERACTIONS INVOLVING AN EMPLOYEE OR VOLUNTEER**

Nurturing Nook employees and volunteers are expected to guide children using positive and nurturing interactions. Inappropriate interactions and suspicion of abuse or neglect will not be tolerated and will be investigated in the following manner and The Nurturing Nook Employee Disciplinary Process will be followed. Substantiated cases will result in the termination of the employee. This process protects both the rights of the staff and the children in the program.

## **PETS**

The Nurturing Nook allows and encourages classroom pets in the child areas of the center, following the sanitation standards set forth by NAEYC and Wisconsin DCF.

If pets are present at the program, parents are informed at the time of enrollment. As pets are added to the program, parents are notified in writing prior to the pets' addition to the center. Names and types of classroom pets are posted on the parent communication board near the front entrance of the center.

Pets shall be kept and handled in a manner which protects the well-being of both children and pets. All contact between pets and children are under the close supervision of a classroom teacher.

Pets and their cages are kept outside of the food preparation area and pets are kept in their cages while children are eating in their classroom.

## **VISION SCREENING**

The Nurturing Nook offers an annual vision screening through Prevent Blindness-Wisconsin for children 3-5 years old.

# **FAMILY INVOLVEMENT**

## **FAMILY VISITS**

The Nurturing Nook invites and encourages parents to visit and observe classrooms. Classroom involvement opportunities may include reading a story; sharing a special talent or information about your occupation, culture or family tradition; or participate in a classroom activity.

Advance appointments are not required, but we suggest that parents let the staff know when they are coming to ensure that we are on the school premises.

## **COMMUNICATION**

The Nurturing Nook offers the following avenues of communication to ensure that you are involved in your child's care.

- **Daily Communication**

Families and staff are encouraged to communicate regarding their child's schedule, activities and individual needs to ensure coordination between home and school through daily conversations, phone calls and emails.

- **Classroom Family Board**

Classroom specific information, such as the classroom schedule, lesson plans, menu, field trip notices and other upcoming events, is communicated through the classroom family board.

- **Newsletter**

The newsletter contains a variety of information such as a monthly calendar of events, special activities, room highlights, reminders, finger plays, and songs. Monthly newsletters are available on the Nurturing Nook website: [www.thenurturingnook.com](http://www.thenurturingnook.com)

- **Family Feedback**

The Nurturing Nook strives to create and maintain open lines of communication and values feedback from families. It is important that you share your concerns with the appropriate person(s) so that they can help to resolve the situation as quickly as possible. Many times, issues can be resolved through communication with your child's teacher. If the issue remains unresolved, families are encouraged to reach out to the Assistant Center Director and Center Director.

The Nurturing Nook Administrative Team is also available for consultation to help in providing a solution. It is the goal of The Nurturing Nook to meet the needs of our families and we appreciate hearing your thoughts and feedback.

## **CONFERENCES**

Family Teacher conferences are scheduled twice annually. This is an opportunity to share observations regarding each child's growth and development as well as for families to offer observations. It is also an opportunity for families and teachers to develop goals for the children collaboratively.

## **FAMILY RESOURCE CENTER**

Family resources, such as information on community events, adult education, and safety recall notices, are posted on or near the family bulletin board located near the front entrance. Informational articles, referral contacts, and support services for families are also available in each center's Family Resource Area.

Nurturing Nook materials can be made available to families in their native language upon request.