



Growing Generations Parent Handbook

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Program Goals and Philosophy

- Welcome to Growing Generations Child Care Center. We are happy you have chosen us to provide care for your child.
- Growing Generations is a place ...
 - **Where children** are valued for their sense of wonder, their genuine curiosity and need to explore, and their natural desire to learn.
 - **Where families** are valued for the support they provide their children, for the partnerships they build with the staff, for their eagerness to help and for their willingness to entrust their children into our care.
 - **Where staff** are valued for their ability to work together for the benefit of the children, for their commitment to continual evaluation of the program and its improvement, for their energy and enthusiasm, and for their ability to design and implement a well-planned curriculum.
 - **Where all** are valued for their unique abilities and ideas, for their ability to play, for their love of laughter, for the respect they give one another, and for their capacity to trust, lean on and learn from one another.

Program's Beginnings and History

- Growing Generations Child Care Center was established May 2011 with the opening of the Generations Building – Intergenerational Center in Plymouth.
- Growing Generations was formerly known as Here We Grow Child Care Center and came under new management with Sheboygan Human Rights Association Inc, in May 2011. Growing Generations is building upon the services previously offered, continuing to offer comprehensive, high quality services to children and families in Plymouth and surrounding communities.
- The center is licensed by the State of Wisconsin to care for children six weeks to 12 years old. A four-year old kindergarten classroom is located on site in collaboration with the Plymouth School District offering families the opportunity of child care and 4K in the same location.
- Being located in the Generations building provides exciting opportunities for the children and families. A minimum of four "intergenerational" activities will be offered each year. This means young children, adolescents, teen, adults, and senior citizens will interact during meaningful activities at the center – getting to know one another, learning from one another, and having fun together; one of the goals to build additional meaningful relationships among the generations.
- High quality means a commitment to recruit and maintain a staff whose knowledge base is firmly planted in sound early childhood practice. Our team is committed to young children and committed to continuing their own education to ensure best practices are always used in each classroom.

Mission Statement

- Growing Generation's mission is to provide high quality child care services to the families of Plymouth and the surrounding area. This is accomplished through quality staff/child interactions enabling children to feel good about themselves, and learning to be successful in their social relationships. We use a developmentally appropriate early childhood curriculum to foster growth in all domains of learning: social, emotional, physical, and cognitive.
- We believe that each child needs a safe environment, a variety of experiences and opportunities. We appreciate the uniqueness of each child that allows them to grow and learn in a happy, healthy, and positive way.

Hours of Operation

- Growing Generations is licensed to care for children six weeks to 12 years of age. We are open from 530a – 6p, Monday through Friday.
- The center is closed the following days:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - 4th of July
 - Labor Day
 - The first Friday in October for continuing ed opportunities for staff
 - Thanksgiving and the Friday after
 - Christmas Eve
 - Christmas Day
 - When a holiday falls on a Saturday, the center will be closed the Friday before; when it falls on a Sunday, the center will be closed the following Monday.
- Weather Related Closings are as follows:
 - Due to Snow:
 - If the Plymouth School District closes before 530a, we are also closed.
 - If the Plymouth School District closes after 530a, we remain open.
 - Due to Extreme Cold:
 - If the Plymouth School District closes due to extreme cold, we remain open.
 - If the center is closed, we will change our voicemail stating that we are closed, and we will also post on our Facebook page. If we have your cell phone carrier listed, we will send out a mass text message as well. All of our closings are posted on WTMJ – 4 news. In the event of an emergency closure, announcements will be placed on the local radio station and / or parents will be notified by phone.

Staff

- All staff at Growing Generations are professionally trained in early childhood education, and are First Aid & CPR certified. Full time teachers are required to earn 25 hours of continuing education annually. They also receive on-going monthly training in areas related to working with young children.

First Day Checklist

- All forms need to be filled out completely and returned to the center before care can be provided.
 - Parents have 60 days to return the Child Health Report (signed and dated by your child's pediatrician) and list of current immunizations.
- What to bring for your child:
 - Two sets of clothing (pants, shirt, underwear, socks – all labeled with initials or child's name)
 - Toothbrush & Toothpaste (ages 2 and up)
 - Sleeping items (12 months and up)
 - Sleeping Bag or Two Blankets
 - Pillowcase to hold items
 - One lovey/stuffed animal
 - Swimming Suit / Towel in Summer
 - Snow pants, mittens, hat, boots in Winter
 - Infants:
 - Disposable diapers, formula and / or breastmilk (we provide Parent's Choice Gentle formula), the number of bottles needed for each feeding the child needs throughout the day, diapering ointment (with completed medication administration form) and extra clothing. All items need to be marked with child's name or initials.

Arrival and Departure Procedure

- When you arrive at the center:
 - Be sure to sign your child in on the kiosk.
 - Take your child to their classroom, make sure the teacher knows they have arrived.
 - Check your child's mailbox for important information, paperwork, and art.
 - Children may not be dropped off at the door and should always be accompanied by an adult all the way to their classroom.
- When you depart with your child(ren) from the center:
 - Pick up your child, make sure the teacher knows they are leaving with you.
 - Be sure to sign your child out on the kiosk.
 - Check your child's mailbox for important information, paperwork, and art.
 - If you can, spend some time with your child talking about their day – view projects or artwork that has been worked on during the day.

- Families will be given two pick up cards at the time of enrollment, we do have additional cards available in the office. These cards should be filled out and signed by a parent or guardian, and given to the authorized person picking up.
 - NO CHILD WILL BE RELEASED UNLESS THE INDIVIDUAL PICKING UP THE CHILD HAS A PICK UP CARD THAT HAS BEEN APPROPRIATELY FILLED OUT AND HAS A MATCHING ID.
 - Please notify the office in the event someone other than the parent(s) will be picking up the child. If you fail to notify us, we will contact you to verify the pick-up person. Please let your authorized people know to not be offended when we ask for an ID, this procedure is in place for the safety of the children.
- We are required by licensing rules to follow up when children do not arrive at the center when they are scheduled. If your child is going to be absent for the day, please CALL the center (even if we are not open) and leave a message. You may also send a message through Procare letting your child's classroom know, but always let the office know via email or by leaving a voicemail. If you fail to do so, we will follow up by calling you or your emergency contacts. Absence day credits will be given if the office is given appropriate notice (see Fee & Refund Policy).
- It is a parental right to pick up their child. However, in the event the staff person on duty feels the person picking up is impaired in any way, they may recommend alternate transportation for the child. If the person refuses, authorities will be notified.

Separation

- It is quite common for a young child to feel some separation anxiety when you leave them at the center the first few times. Some children will cry and may even try to leave with you. These feelings typically disappear when the child understands that you will return and after they are comfortable with the staff and other children. This may take a few minutes, a few hours, or a few days, depending on the child. There are some things you can do to help prepare your child for their first day.
 - Tell your child ahead of time that you will be leaving them at the center. Make it clear that you cannot stay with them.
 - When the time comes that you must leave, say a simple goodbye, reassure your child that you will return, and then leave promptly. Staying when your child is upset can sometimes make things harder.
 - You are always welcome to visit your child at the center. If your child is having a hard time separating from you, you may wish to postpone visits until they are more comfortable. If you stop back, your child may have to go through the pain of separating a second time. If you are concerned about how your child is doing, please free to call at any point in the day.
 - Our staff will take good care of your child(ren) and give plenty of affection and attention while promoting involvement in an activity. Usually the sadness your child expresses ends shortly after you leave. Remember also that separation anxiety may not occur right away. Your child may attend the center for a few weeks and then go through a period of adjustment. Children sometimes are eager to attend the center because it is new and exciting, but when the newness wears off, they may wish to stay with you. If this occurs, the suggestions above will still apply. If the anxiety lasts longer than seems appropriate, we will work together to find a solution.

Curriculum & the Importance of Play

- Growing Generations uses the Creative Curriculum, which is a play based, developmentally appropriate curriculum for young children. Included in the curriculum are activities and/or concepts involving art, music, science, math, large and small motor development, early literacy, and language. Also built into the daily routine is group time where the teacher will provide some guided activities based on the theme they are following, incorporating teaching at a developmentally appropriate level. The Creative Curriculum provides the tools to do on-going assessment with the children. Growing Generations will offer family conferences twice per year, generally in fall and spring to discuss the growth and development of each child.
- Research and experience tell us that young children learn more through direct, interactive experiences, rather than just listening to someone talk. That's simply an educated way of saying that we value play! As you become familiar with our program, you may be inclined to think that all the children do here is play. At good early childhood programs, there is a lot of play, and there should be!
- Play fulfills children's natural desire to move and touch. Through play, children can be creative, test ideas, solve problems, and learn to see others points of view, use language, develop muscle coordination, explore their environment, and make discoveries.
- The children have several opportunities throughout each day, both indoors and out, to guide their own play – we call this "free choice play." As teachers, we have several roles during free choice play. First, it is our job to establish the environment. We provide a variety of toys and materials specially chosen for the children to use. These toys and tools encourage children to explore and discover, to use one's senses, to build and manipulate, and to cooperate with others. Second, is that of facilitator – to help extend the play so that it becomes more interesting and imaginative. It is not our role to control play, but to encourage and extend it.
- What we hope you see are children actively involved and exploring their surroundings. We hope you hear the sounds of laughter and the sounds of children active in play. Active learning is sometimes messy and often noisy.

On-Site 4K Program

- Growing Generations has its own on-site 4K program. It is a collaboration from the Plymouth School District and is taught by a DPI certified teacher. It is held Monday – Thursday, 8:45a – 12p and runs on the same schedule as the school district. Children who are in the 4K program can also enroll at Growing Generations to receive before and/or after school care + non-school day care. Parents are NOT charged for the time the children are in 4K. If you live outside the Plymouth School District and your respective school district has a 4K program, you can have your child attend our 4K by applying for "open enrollment" via the Plymouth School District website.

Meals and Snacks

- Growing Generations participates in the Child and Adult Care Food Program through the Department of Public Instruction, and will meet each child's nutritional needs for the part of the day that is spent at the center by providing a well-balance breakfast, lunch, and afternoon snack. This institution is an equal opportunity provider. Each family is required to fill out an income statement upon enrollment and annually each September. These statements determine the reimbursement the center receives.
- In an effort to encourage healthy eating habits, we try to serve a variety of nutritious foods. Menus are posted in the hallway and emailed each month to each parent whose email we have on file. Meal times are meant to be a time for tasting new foods, nourishing our body, and socializing with friends. Please do not bring any foods from home. We have several children in the center with allergies. If your child has any dietary restrictions and/or allergies, please discuss with the center director at orientation. We will need a doctor's note on file regarding the restrictions and/or allergy.
- Participation in the Food Program also includes providing formula (Parent's Choice Gentle), rice and oatmeal cereal, and pureed fruits and vegetables. An intake form should be filled out for each child outlining eating habits/times/amounts and updated every three months. Parents will need to provide a bottle for each feeding the child will need throughout the day – we can only use each bottle once.

Families as Visitors

- Parents and other family members are welcome to participate in our program in several ways. We enjoy having parents join us for lunch, snack, special days and field trips. Parents are encouraged to share a hobby or interest with the children and an invitation always stands to read books at story time. Please remember that our center has an "open door policy" and that you are welcome to be here at any time during the day.

Communication and Newsletters

- We feel that communication between teachers and parents is essential in making the children feel comfortable and secure at the center. We encourage parents to express any concerns to teachers or one of the directors.
- Parents are encouraged to participate in center activities. You will receive an email invite through Procare, which is our daily reporting system. You can download the free app to your phone. There you will have the ability to have a live messaging function to get in touch directly with the teachers – you may also call at any point in the day to speak with them over the phone. Many classrooms have a bulletin board as another source of communication.
- A monthly newsletter, calendar, and menus will be emailed from the office to all parents whose email addresses we have on file. Reading the entire newsletter will keep you informed of changes and upcoming events. The calendar will include dates that we are closed, dates other local schools are closed, children and staff birthdays. If you prefer these in paper copy form, please let us know.

- Weekly/Monthly lesson plans are posted outside each classroom on their bulletin board. We encourage you to read these. Not only is this information pertinent to you, but it can also act as a catalyst for you when you ask your child the inevitable question, "What did you do today?"

Parent Teacher Conferences

- Parent – Teacher conferences are offered twice per year, generally in May and in November, using the Creative Curriculum assessments and children's individual portfolios. These conferences provide you the opportunity to speak one-on-one with your child's teacher without the typical interruptions that often occur during drop off and pick up. If you have a question or concern about your child, please feel free to inquire about scheduling a conference any time during the year.

Parenting Tips + Education

- If you have an interest in a certain topic or issue concerning young children, please let us know. We have quite a few books, pamphlets, etc. available. The Family Resource Center offers many excellent parenting classes for all ages. Parenting brochures, resources, etc. are available in the pamphlet holder on the wall across from the office. The Family Resource Center office is located on the first floor of the Generations building.

Contracts, Fees and Payments

- A one-time, non-refundable registration of \$50 per child will be charged upon enrollment. This amount is also paid if you wish to be placed on our waiting list. If you withdraw your child from the center and decide to re-enroll within a year, the registration fee will be reduced to \$25 per child. An annual supply fee of \$40 per child or \$60 per family will be charged each January.
- Licensing regulations require us to maintain staff based on the number of children scheduled for the day. All families are asked to fill out and sign a tuition contract that indicate the scheduled arrival and departure times. If any modifications need to be made to this schedule, parents are asked to fill out the appropriate "change slip" that needs to be filled out if your child will be absent, if you wish to request extra days or hours, or to permanently change your contract. If you have requested additional care, the office staff will let you know as soon as possible whether or not that care can be accommodated.
- We are asking all families to set up Tuition Express (an automatic withdrawal on Friday of each week only the amount due on your account by either credit card or checking accounts.) This way you will never have late fees! If you choose to pay by cash or check, and payments are not made by Friday each week, a late fee of 10% of amount owed will be assessed. Charges will also be assessed for every minute that a child has not been picked up past the center's closing time. The rate is \$1 per minute per child after 6p. The teacher will notify management and the additional charges will be added to your account.

- A copy of the entire Fee & Refund Policy will be given out at the time of enrollment. The contract part of the policy needs to be signed and given to the office – a copy will be returned to you. Information regarding rates, absence days, weekly absences, etc. is detailed in the policy. Any exceptions to the policy will need to be cleared with the office.

Drop-In Care

- Drop-in care is available occasionally, but the following requirements apply:
 - All forms according to admission requirements must be on file before we can arrange drop-in care.
 - Space must be available before care can begin.
 - A regular weekly drop-in will follow absence policies as listed in the Fee & Refund Policy.
 - A regular weekly drop-in may also be bumped from their day if a child who attends the minimum required number of hours requests care for that day and this request was given the previous week. If this occurs, you may switch to a day that may be available. If you choose not to switch, no charge will be assessed for the day.
 - Occasional drop-ins can call on Thursday of the week before to see what openings may be available. If the hours are confirmed and the child does not attend, charges will be assessed to your account.

Enrollment Termination

- Growing Generations may terminate enrollment for the following reasons:
 - Non – payment of fees
 - The parent/guardian fails to follow correct admission procedures, especially as they relate to submission of required forms
 - Retention of the child would be detrimental to the health and safety of the other children in the center, the center staff, or the child themselves due to the exceptional needs for special treatment
- In the case of a center termination, a one week written & dated notice will be given to the parent/guardian.
- Withdrawing from Growing Generations:
 - A two-week, written notice is required when families withdraw their child(ren) from the program at any time. Families who fail to provide the required notice will be charged the contracted tuition amount for the two weeks.

Policies and State Licensing Regulations

- Growing Generation's complete set of policies, outlining all center philosophies, policies and procedures, and the Wisconsin Administrative Code, HFS 46, Licensing Rules for Group Child Care Centers are available upon request. Copies of each of these are also available for reference purposes near the entrance area. Our state license and the record of our last licensing visit are posted on the bulletin board by the entry area.

Abuse & Neglect

- The health and safety of the children is one of our top priorities. Center staff are mandated reporters of child abuse and/or neglect, and will report any incident in which a child appears to be abused or neglected to the proper authorities.

Clothing

- We prefer children to wear comfortable, washable clothing that is suitable for active play. Messy art projects and water play are an important part of our curriculum. Even though smocks are provided, accidents can and do occur. For your child to fully enjoy all activities at the center, we ask that dress be extremely casual. Two complete sets of weather appropriate extra clothing, including socks, should be kept at the center at all times. All items should be marked with the child's name or initials. Children that are toilet training should have two to three sets of underwear, pants and socks. If wet or dirty clothes are sent home, please return a set of clean clothes the next day. In the event a child needs additional clothing and there isn't any available, parents will be called to bring in the clothing needed.

Diaper Ointments, Sunscreen & Bug Repellent

- Parents who would like diaper ointment and/or bug repellent applied to their child are asked to bring the brand of their choice, in the original container, labeled with their child's name. A medication authorization form will need to be completed before the ointment and/or repellent can be applied. Sunscreen will be provided by the center after an authorization is signed and completed by the parent/guardian. If you do not prefer to use the sunscreen provided by the center, you may bring the brand of your choice and complete an authorization form.

Naptime + Rest Periods

- All children ages one – five years old rest or sleep after lunch. We try to make naptime restful and comforting by reading to the children, rubbing backs, and playing soothing music. Children who do not fall asleep, rest for 30 minutes and then are allowed to get up and play quietly until naptime is over.
- Infants follow their own pattern of sleeping and waking. We find after the children turn 1, they typically begin to drop a morning nap and do sleep nicely in the early afternoon, immediately following lunch.
- A sleeping bag or two blankets, needs to be provided by the parent. All bedding will be sent home after five uses for laundering. Children who do not have a sleeping bag will use a cot provided by the center + their blankets. In the event the child's bedding is not returned, a sheet will be used and it will be your responsibility to launder and return the items promptly the next day.

Health Guidelines

- If your child has a fever of 100.4 degrees or higher (without medication), diarrhea (more than two watery stools in an hour), an unexplained rash, discharge from the eyes, is vomiting or has vomited within the last 24 hours, they should not attend. If any of these symptoms occur while at the center, we will contact you or your emergency contact in the event we cannot reach you, to make arrangements for your child to be picked up. We ask that parent, guardian or emergency contact be here within 30 minutes to pick the child up.
- Fever Policy:
 - A fever is considered 100.4 degrees or higher. Your child must be fever free for 72 hours **WITHOUT MEDICATION** prior to returning the center.
 - Due to COVID, 72 hours is required to be fever free to monitor for any additional symptoms (coughing, sore throat, headache, etc.)
 - If your child has been exposed to someone who has tested positive for COVID, they must be out the 10 days of the positive person's quarantine + 14 days of their own quarantine.
 - If someone in your household is being tested because of symptoms, the child(ren) should not attend until negative test results have been received.
- Growing Generations follows State of Wisconsin guidelines for exclusion from childcare for children with a communicable disease. A chart indicating these guidelines is posted in the entryway.
- Please directly hand all labeled medications with a medicine spoon (if necessary) to the teacher, and it will be kept in a locked medicine box. It cannot be kept in the child's cubby, locker or diaper bag. A medication form must be filled out giving us permission to administer the medication. State law does not allow us to give OTC medication such as aspirin, cough medicine, without prior written permission. All prescription and non-prescription medications need to be in the original container, labeled with the child's name and the dosage amount to be given. Medication can only be administered to the child whose name is on the medication container (this includes siblings). Any non-prescription medication or prescription medication must be taken home each night. If the dosage on the label states that the child is not old enough to have the medication, and states to "contact your physician", a written script from the doctor must be provided including the name of the medication, dosage and child's name prior to us giving the medication. We are not allowed to give first time dosages of any new medications, which includes both over the counter and prescribed meds.
- The center maintains a medical log recording the time, date, and amount of all medication dispensed. The log also serves as the recording log for injuries received by the children while attending the center. You may review entries in the medical logbook pertaining to your child at your request.
- Injury Reports will be filled out by our staff, signed by the parent and director for all injuries that occur at the center. Original injury reports cannot be taken off premises. The injury reports are carbon copied, so you will be able to take the white copy home with you. Depending on the nature of the injury, the staff person may also call the parent to notify them of the injury.
- In the event that the injury is of a more serious nature, the parent will be notified to come and take the child to their desired medical facility. If a child is taken to a medical facility

due to an injury, a state accident report will be filled out and emailed to our licensor within 24 hours. If an emergency situation arises, first aid will be administered and the child will be transported by vehicle or ambulance to Aurora Urgent Care Center in Plymouth or the nearest medical facility. One staff person will accompany the child, and the parent would be notified immediately. If an injury should occur off premises, first aid would be administered and one staff person would go to the nearest residence or business (if a cell phone is not available) to call 911 and then immediately call the parents. The respective staff person will fill out an injury report and state accident report at their earliest convenience.

- All staff members receive first aid annually and CPR training bi-annually, and use the procedures learned to care for minor injuries not requiring immediate medical attention.

Guidance

- Growing Generations views self-discipline as a developmental goal for the children. This goal is achieved through thoughtful analysis of our daily routine and our room environments, modeling productive behavior, explaining expectations, setting reasonable limits, identifying and verbalizing feelings, and positive redirection to a more appropriate activity. An emphasis on non-aggressive behavior and respect for each other and our surroundings remains a constant in our center. Children will be encouraged to settle their own differences through conflict resolution.
- Parents may be asked to confer with the child's teacher and director to evaluate the consistency of guidance techniques for their child. We want what is best for all children; consistency between home and the center will benefit everyone involved.
- As stated in our Child Guidance Policy: Any unacceptable behavior / language or instance of spitting, hitting, kicking, scratching, biting, etc. of peers or teachers will result in redirection to the "Me Zone" which is quiet, soft, calming area. This redirection is an attempt to remove the child from the situation and offer a calming space for the child. Alternate guidance techniques of redirection and substitution will be used for children under two years of age. The following steps will be taken if unacceptable behavior is continued:
 - Staff will discuss the situation with one of the directors
 - Parents will be contacted regarding the child's unacceptable behavior
 - Staff will document behavior
 - If unacceptable behavior continues, parents will be contacted and a meeting will be set up with the parents and child to create a behavior modification plan (if age appropriate). Failure to cooperate in this procedure will be grounds for dismissal.
 - After a few weeks, another meeting will be set up to evaluate the child's progress. If the child's behavior has continued to be detrimental to the class, the parent / guardian will be called for another conference. At this time, it may be suggested that a professional (at the cost of the family) evaluate the child. The center will refer the parents to available resources and agencies in the community.
 - If the unacceptable behavior continues after referrals and evaluations have been completed by the professional, the child will be dismissed from

the center. The family will no longer be responsible for tuition from the time of the dismissal and a refund will be given for any pre-paid tuition.

- If a situation arises where a child presents immediate danger to themselves or others, the parent/guardian will be notified immediately to come and get the child. If the parent/guardian does not come within 30 minutes or the situation warrants, authorities will be notified.

Outdoor Play

- We believe that fresh air and outdoor exercise are refreshing and healthy, and we are mandated by our state licensing rules to make outdoor play part of our daily routine. We're convinced that children are healthier and happier when they play outside and this includes playing in the snow! IF a child is well enough to attend the center, he/she is well enough to play outdoors. All children should come with appropriate outdoor play clothing. Please label and send hats, boots, mittens and snow pants with your child. Most of the groups go outside twice a day, once in the morning and once again mid-afternoon. These schedules vary depending on the group; please follow the daily schedule posted in each classroom.

Field Trips

- Field trips and nature walks are considered an important part of the educational program and will be taken occasionally. The center will provide the same active supervision for these excursions as is provided for children while in attendance at the center.
- Individual permission slips will be distributed for field trips where transportation is provided. There may be a charge for field trips and these amounts need to be paid separately from tuition.

Toys from Home

- We provide a wide variety of toys for the children to use at the center. The toys we choose are age-appropriate, safe and durable. We choose them to promote construction, imagination, and manipulation. We teacher the children that these toys belong to everyone at the center and that sharing them and caring for them is everyone's responsibility. When a toy comes from home, this structure of sharing and caring is broken and is replaced by ownership and possessiveness. Often, toys from home have small parts and/or can be easily broken. One such item as a stuffed animal or lovey for naptime are welcome at the center, but all other toys should remain at home.
- The only exception to this is if your child's classroom has a special "toy day" or "show and share day." If this does apply, please do not bring items that may encourage violent or aggressive behavior such as:
 - Fighting figurines
 - Guns
 - Knives or Swords