



Parent Handbook

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PARENT HANDBOOK

INTRODUCTION

Innovation Station LLC was created to highlight the outstanding work that several teachers and myself have done over the past 25 years. It was my (Maureen) and my husband's (Tom) goal to create a center that gives the best care to its children while keeping in mind how hard their staff works. We will strive to compensate our teachers fairly and competitively. We look at the center and its faculty as an extension of our own family. We will ask everyone to commit fully to our mission:

“Throughout our journey, to enrich the lives of everyone we touch.”

The centers core hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday, January through December. The Brookfield location is licensed for 65 children ages 6 weeks to 11 years of age. The New Berlin location is licensed for 90 children ages 6 weeks to 11 years of age. The centers observe the 6 national holidays and will publish a yearly calendar of other closings. The information that follows will help you understand a bit more about our centers.

Unless restricted by a court order, parents are encouraged to visit and observe the daily activities or request a conference with their child's teacher at anytime. If there is a court order restricting parent contact with a child, a copy of the order must be on file in the center office.

Innovation Station LLC does not have pets on site. If a pet is going to be purchased for the center, parents will be notified in writing one week prior to the addition of the pet to the center premises.

If there is ever a question or clarification needed, please see the center director.

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Fee Policies

Registration fee: A **non-refundable** registration fee is necessary in order to register. Innovation Station LLC does not allow walk-ins. All children must be registered.

Tuition - The Innovation Station LLC requires all payments in advance of services. Payments are due on the Friday prior to the week's attendance. All fees are non-refundable.

Payment will be required for the six major holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day and in any case the center needs to close due to inclement weather, power outage, or other situations beyond Innovation Stations' control. At the beginning of each year, we will provide all families with predetermined additional days the center will be closed. Families will not be charged for these days.

If tuition is not paid on the day that it is due, a reminder note will be sent home. If the tuition is not paid by the end of the current week, the space can no longer be reserved, and the child cannot attend the center until the balance is paid in full.

Any checks returned for insufficient funds will be charged a fee (please see rate sheet for charges). When this occurs Innovation Station LLC will have the option to refuse any future checks and require payment in the form of a money order or cash.

There may be extra fees charged for special activities or field trips. Parents will be notified of all of these in advance and have the option not to send their child.

Late Fees – It is important that children be picked up at their scheduled time. If a child is left in the center after closing time, we will make very attempt to call all numbers listed on enrollment forms. If no contact is made, Social Services will be called. There will be a fee charged (see rate sheet for late fee charges) for late pick-ups.

Absence – If your child is going to be absent due to illness, an appointment, or parent choice, parents are required to call the center by 9:00 AM. We will be concerned if we do not hear from you and will attempt to call all numbers listed on enrollment forms to ascertain the child's whereabouts and safety.

Vacations – There will be no credit given for vacation days for a family's first six months in attendance. Thereafter, infants and toddlers will receive one week vacation credit until they are two. Once the child turns two, an additional week of vacation credit will be granted. Two year olds and older will receive two weeks of vacation credit. Vacation is given according to weekly attendance. Parents must give at least two weeks written notice of vacation dates.

*For current rates, please refer to our rate sheet.

*Enrollment is considered full-time when a child is enrolled for 4 or more days per week. Part-time enrollment is anything other than 4 or more scheduled days per week.

Admission Policy

Innovation Station LLC is a state licensed child care center. Our Brookfield location has a maximum enrollment of 65 children from the age of six weeks through 11 years of age. Our New Berlin location has a maximum enrollment of 90 children from the age of six weeks through 11 years of age. The centers will be open January through December from 6 am until 6 pm, Monday through Friday.

The administrative structure of Innovation Station LLC includes; Owners (Maureen & Tom Bruss), Administrator, Director, Assistant Director and Program Coordinator.

Information for parents and staff will be posted in the lobby; this information includes license information, center rules and violations of state rules. Also posted in this location will be notices for parents regarding observation policies and information of interest for center families.

Innovation Station LLC has developed programs to support and challenge children to learn and grow. We view each child as an individual with his/her own learning style and experiences. We will include all children regardless of limitations or age, race, sex, political persuasion, and/or national origin. Integrations of a child with special needs will require the development of a strong relationship between the parents, support services, and the center to ensure the proper programming. Necessary information will be shared with all teachers caring for that child with special conditions. Innovation Station LLC is non-discriminating and adheres to the American with Disabilities Act.

A family must complete the following steps before starting:

- Tour the center
- Interview a member of the management team
- Complete a registration form with the registration fee
- Complete all required paperwork and submit the first week's tuition
 - Enrollment form – with start date (DCF62 Child Enrollment Form)
 - Health history and emergency care plan (DCF 2345)
 - Intake form for infants and toddlers only (DCF 61)(Child Care Intake for Under 2 Child)
 - Immunization records – within 30 days (DCF 4192)
 - Health report – within 90 days (DCF 60 Child Health Report)
 - Alternate Drop-off/Pick-up form - (DCF 104 - Alternate Arrival/Release Form)

Parents can have access to their child's file with a 24 hour notice

Schedules – Each family must submit an attendance schedule for each child. This information will be used to ensure the appropriate schedule for staff. If your child attends part time and is absent on his/her scheduled day, he/she may not attend another day without prior approval from the director. If there is space, the change will be allowed with an additional charge for that day. Teachers will ensure the whereabouts of each child by using a computer generated ProCare sheet and a daily tracking sheet. If your schedules changes for any reason, please notify the center. If you do not arrive within an hour of your normal start time, the classroom teacher is required to call to check on the child. This is to be certain your child is safe and accounted for.

Confidentiality

Innovation Stations' employees are also required to respect the confidentiality of each child's enrollment records, anecdotal records, developmental progress, and daily experiences. A discussion concerning a child or the family with anyone other than the child's guardian, or other staff members having direct contact with the child, is strictly prohibited. Extreme caution should be used in discussing children with other staff members. Personal information about families (i.e., newly separated or divorced, arrests, serious illnesses, job losses, etc.) will be divulged to other staff only to the extent of what is necessary to know to support the child. Staff members who seldom have contact with the child may not need details. Discretion is required. Violations of this policy will be considered grounds for dismissal.

All records concerning children and their families will be maintained in the office. Only teachers and administrative staff will have access to these files. Emergency release information will be retained in the classroom, as well as in the office. Children's enrollment files should not leave the office, except when "signed out" by authorized staff for a specific purpose. Records are not to be removed from the premises, unless required for legal purposes. In instances such as this, a subpoena must precede the removal of any records.

Written permission must be obtained from the parent or guardian in order to photograph, tape record, or videotape children. In the event that any of the above is used for pamphlets, advertisements, or the like, additional permission must be obtained. Tape recordings and videotaping must be treated with the same confidentiality as written files. Taping of classroom activities for the purpose of language development, role playing, and other curriculum or training experiences will be kept within the context of the classroom and/or center and not surreptitiously given to others for research or any other purpose, unless express written consent is obtained from the parents or guardians.

No information concerning a child will be given to other parties without the express written consent of the child's parents or legal guardians. Innovation Station LLC will not participate in issues of child custody unless directed by the courts to provide information.

Wisconsin State licensing specialist will be allowed access to all center records for the purpose of program regulation.

Probationary Policy

Children enrolled at Innovation Station LLC will be accepted on a one-month trial period. During this time the teachers, director, and parents will determine if Innovation Station LLC is the best placement to meet the child's individual needs.

Either party can terminate care of the child/family at the end of the trial period.

Suspected Child Abuse

When a child's safety or well-being is endangered, staff members are legally obligated to report suspicions of abuse or neglect to the proper authorities. Along with reporting any signs of abuse or neglect to the proper authorities, the Director and/or Assistant Director must also be immediately informed of any concerns regarding a child's physical, mental, or emotional well-being.

All staff will receive training every two years in Child Abuse and Neglect Recognition and Reporting Procedures and Documentation. Record of this training will be kept in the employee's personnel folder.

Positive Guidance Policy

Innovation Station LLC consistently emphasizes respect for the individual child. Children strive for understanding, independence, and self control. They explore, experiment, and test their limits and environments. Understanding this allows our teachers to set up an environment for such experimenting. We will have realistic expectations, and the teachers will serve to be positive role models. Children learn how to control themselves in a positive, supportive, and loving atmosphere. If a child is having difficulty the teacher will redirect them to another activity or choice. Teachers will give the children alternatives if they are in a situation that is destructive. "Time-outs" will not be used. If a child needs time away from his classmates, an area and an alternative activity will be provided for the child until he is ready to return to that activity. Teachers will use natural and logical consequences to motivate and empower children. Attention will be given to behaviors that are cooperative and positive, while limiting attention to negative behaviors. Teachers will encourage the children and help build a strong feeling of self worth. Understanding child development the teacher will ensure that the children are not waiting for activity or transitions. They will also give attention to children that are crying or fussing to help determine the cause and solve the situation.

Actions that are aversive, cruel or humiliating and actions that are psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited, even upon request from a parent.

Examples of prohibited actions include:

- Corporal punishment, which includes spanking, shaking, squeezing, and jerking
- Shaming, humiliating, threatening, or verbal abuse
- Withholding of food or other activities
- Punishing for lapses in toilet training

If a behavior such as; hitting, biting, or aggressive behavior becomes an issue the teachers will shadow the child, they will take a look at room arrangement, and daily schedule. They will consult with the director about the behavior and keep a detailed log. The parents will be asked to come in for a conference and together a plan of action will be decided.

Dismissal Policy

Our programs are designed to fill a wide range of programming to meet individual differences. We strive to be a parent friendly center with mutual involvement. On rare occasions, we may determine that a child's behavior may warrant it necessary to find a more suitable setting for his/her care. In this event the center would seek outside agencies to evaluate the child and give recourses and support for the parents. At no time will a child be evaluated without parents' written consent. If a parent refuses help form an outside agency the center reserves the right to terminate services. An extreme case may include, but is not limited to, if the child is a danger to him/herself, other children, or staff members. Any other situations in which the accommodations required for the child's success and participation place an undue burden on the center's resources and finances may mandate that removal is in the best interest of the child or the center.

Other situations warranting dismissal can include parents/or guardians being uncooperative with regards to but not limited to:

- On time payments
- Completing or returning forms
- Observing center policies

If a parent at any time decides to leave the center, they are required to give a two week notice. If together the administration and parents decided it is in the best interest of the child to leave the center no notice if required. All unused tuition will be refunded.

If a behavior/circumstance develops, parents will be contacted and be given weekly documentation of concerns/issue. The administration will evaluate the findings and decide on appropriate actions with the parents' involvement. After 30 days from the initial meeting. the parents may be asked to disenroll the child. Any unused portion of tuition will be refunded if a child is dismissed by Innovation Station LLC. There are no appeals processes for parents.

Emergency Contingency Policy

The staff of Innovation Station LLC is trained in emergency first aid and the use of emergency equipment that is located on the premises of Innovation Station LLC. During opening and closing hours, if there is only one teacher on site, Innovation Station LLC will have the name and number of a second adult who is within five minutes who may be contacted in case of an emergency.

Teacher will have a copy of the daily attendance including child's name, birth date and emergency contact information, including the number of children in their care at all times. Teachers will use a tracking sheet, which will be filled out every time the class changes rooms, goes outdoors, or a new teacher enters the class. Teachers will also be informed if someone other than the child's parents or legal guardian will be picking up the child. In this case, the person will be asked for identification from a member of the management team when they are buzzed into the building. Management personnel will then walk the person to the classroom and introduce them to the teacher. If someone would arrive in the classroom without a member of the management team, the teacher will be required to ask for photo identification. No child will be released to any person unless authorized by the parent. If a parent arrives impaired, under the influence of drugs or alcohol to pick up a child, the child will not be released and the other parent or emergency contact will be called.

Children and staff will perform monthly fire or tornado drills to prepare for the possibility of an emergency. Tornado drills will be held every month between April and October, and fire drills will be held monthly throughout the year. Emergency cards and attendance is taken on all drills.

Tornado

In the event of a tornado warning, for the Brookfield center children over the age of two will move to the basement area of the building; children under the age of two will move to the interior corridors, and ADA bathrooms on the first floor and remain there until an all clear notice is made. Any teachers or children with disabilities that prevent them from going downstairs will remain upstairs. For the New Berlin location all infants will go into the infant one room, The toddlers will go into the bathroom, all other rooms will go into their bathrooms. After warning the staff and directing children to the designated area the director and assistant director will make separate checks of all building areas to ensure all children have been moved to a safe area.

Teachers will take attendance when it is determined that all children have been directed to the safe area. An emergency kit that includes a radio, flashlight, blanket, and extra batteries for both is kept in the shelter area and the basement, at all times.

After an all clear notice has been given, the director will determine if it is safe to leave the safe area before children and staff resume daily activities. Teachers will be instructed where to take the children or if they must remain in their shelter. Parents will be notified via phone that an emergency has occurred and that all children are safe.

Fire or Building Evacuation

In the case of an emergency that requires a building evacuation such as loss of services, fire, flash flood, severe weather, etc. all children and staff will exit the building. For Brookfield everyone will meet in the parking lot of the building directly south of the center, Kitchen Center 4060 N. 128th St. If that evacuation site is not possible, everyone will meet across 128th St. at Lemberg Electric Co. Inc. at 4084 N. 128th St. For New Berlin everyone meet in the parking lot of the building directly south of the center, Jet technologies 2120 S. Calhoun Rd.

Teachers will take attendance immediately after gathering in the safe area. During this time the director and assistant director will check the building and surrounding areas to determine that the children are all accounted for. The director will immediately notify the first responding emergency personnel that everyone has been accounted for or if there are any unaccounted for staff or children.

Parents will be notified as soon as all children are in a safe and secure location that an emergency evacuation has taken place and where their children will be waiting for pick-up, if emergency personnel determine the building is not safe for re-entry. If we are unable to enter the building, we will remain at the evacuation until all children are picked up. The Director will notify the state at the appropriate time.

Threat to the building

If a person has threatened the safety of the building, teachers, or children, the teachers will take the children into the tornado shelter areas away from windows and doors. The building will remain locked and the director will contact 911. After the threat has been eliminated, parents will be notified via phone that an emergency has occurred and that all children are safe.

Missing Child

In the event that a child is determined to be missing, emergency services will be notified via 911. At the same time, parents will be called. At that time, access to and from the center will only be granted to emergency personnel and parents of children currently in attendance until the emergency has been resolved.

Indoor temperature

The indoor temperature will be maintained between 67 degrees and 80 degrees.

Health Care Policy

A thorough screening and hiring process, including background and reference checks, occurs for all faculty. All teachers have received training in First Aid, CPR, Sudden Infant Death Syndrome, Child Abuse, and Blood-Born Pathogens.

The center will maintain a medical log in each class room that details all accidents and medication administered during the day. Upon request, parents have the right to review entries concerning their child. Any and all observation of injury sustained outside of care and any marked change in appearance or behavior will be recorded in the medical log

In order to ensure the health and well being of the children and teachers, we require the following:

- Current health and immunization reports on file
- Notification of any contagious or communicable diseases
- Children exhibiting a fever of over 101 degrees, diarrhea, vomiting, undiagnosed rash, or undiagnosed discharge from eyes or nose must be removed from the center. If any of these occur during the child's day the parents will be notified and have one hour to make arrangements to remove the child. The child will be isolated and cared for in director's office until picked up.
- Child unable to participate comfortably in the daily activities (including outside time) will not attend until his/her normal routine is reestablished.
- Head lice – child must be removed and be nit free before returning to the center

Teachers will post all special needs of the children in their classroom and in the kitchen to ensure anyone working in that classroom or preparing meals is fully informed of a child's special needs.

Medication will be administered if:

- The medication is in the original container and labeled with the child's name, doctor's name, pharmacy location, dosage, expiration date and instructions (if it is a prescription medication, please ask your pharmacy to provide two bottles, so one can be left at the center)
- Parents have completed a medication form signed and dated (DCF 59 Authorization to Administer Medication)
- Individual, brand-specific dosage chart is on file for all children under the age of two if label reads "consult a physician"

All medications must be handed to a staff member for proper storage. Each refrigerator will hold a container marked medication and each classroom will have a medication container in a location away from child's access. Medications found in child's bags will be given to a member of the management team and returned to the parents. If a dose of medication is missed, the teacher will report the problem to the director and the director will call the parent. The teacher will log the missed dose in the medical log.

Communicable Diseases:

It is the parent's responsibility to notify the center if a child is diagnosed with a communicable disease. Children with communicable diseases cannot return to the center until they are not contagious. The parents are also required to contact their local health department to inform them of any communicable diseases.

Innovation Station LLC will post all communicable diseases on the central parent board and in each classroom. Names of children will be kept confidential. Classroom teachers will be responsible for cleaning each classroom where a communicable disease occurs. They will use a bleach and water solution (1/4 cup bleach to 1 gallon water) to sanitize all surfaces, toys, and equipment. Every attempt will be made to minimize any further cases. All staff will be trained in using universal precautions for cleaning and handling contaminated body secretions to contain disease transition. Universal precautions will always be used when administering first aid and cleaning contaminated areas. Universal precautions consist of wearing gloves, using the bleach and water solution, throwing all contained items into a garbage bag, removing it from the building, removing gloves, and washing hands.

Rest Periods:

Infants and toddlers will sleep according to their individual schedules. Children under the age of one will sleep in a crib; those over one year of age will sleep on cots.

Children from two to five years of age will receive a rest period after lunch. Any child not sleeping after 1/2 hour will be given quiet alternative activities.

Diapering and toileting:

Children in diapers will be checked every two hours unless they exhibit signs of having soiled their diapers. Teachers will follow all diapering procedures as posted in the classroom.

Innovation Station LLC will only accept commercial disposable diapers (no cloth), and they will be disposed of in a foot activated container.

Staff will follow all hygiene procedures posted in the classroom after changing of diapers. They will follow a two step process where the changing table is cleaned with a soap and water mixture followed by a bleach and water solution (1/4 cup bleach to 1 gallon water).

Children's wet or soiled clothing will be changed immediately and placed in a plastic bag to be sent home at the end of the day. The same procedure will be used for sheets and blankets that may be soiled.

Hand washing procedures for staff and children:

Hand washing procedures will be posted by every sink. All staff and children will wash hands using hot running water each time they enter their classroom or any classroom throughout the day. Staff will also follow hand washing procedures before and after serving of meals and snacks,

after changing of diapers and assisting in toileting. Children will wash their hands prior to and after all meals and after toileting.

Classroom sanitation:

Weekly, teachers will wash and sterilize all class room toys and furniture by using a bleach and water solution (mixture 1/4 cup of bleach to 1 gallon of water) solution. Toys that are mouthed will be cleaned daily in a bleach water solution. Upon notification of a communicable disease, the room will go through a thorough sanitization process.

Minor injuries:

Minor injuries, including a bite, will be cleaned with soap and water, bandaged (if appropriate), and ice will be offered. The teacher will fill out an incident/accident report. The report will be entered into the medical log and the parents notified at the end of the day. Medical logs are reviewed by management every 6 months.

Serious injury and accident procedure:

Teachers will administer appropriate first aid and notify the management team. The center director will call 911 and notify the parents. Children will be transported to Children’s Hospital and accompanied to the hospital by the center director. The center director will remain with the child until the arrival of the child’s parents. The State licensing specialist will be notified.

The same procedure will be followed for children and staff in the event of an offsite injury.

Closings

Every effort will be made to keep the center open. In case of an emergency that compromises the health or safety of the children, parents will be notified and required to make arrangements to pick up their child(ren). If the building is compromised, children will be evacuated to the building directly south of the center at the Kitchen Center at 4060 N. 128th St. or across 128th St. at Lemberg Electric Co. Inc. at 4084 N. 128th St.

Transportation

Innovation Station does not provide any transportation to home or to the center. If there is going to be fieldtrip, transportation will be contracted from an outside source. Parents will be notified of the fieldtrip at least one week in advance. The date, time, and location for a fieldtrip will be provided. Parents will need to sign a permission slip allowing their child to attend. Parents reserve the right to not allow their child to attend the trip, in which case the center will make arrangements for the child to be cared for at the center. Parents are always welcome to attend fieldtrips with their child.

Reports

It is the director’s responsibility to file all necessary reports to the Department of Children and Families. These include but are not limited to: changes in building use, child injury requiring medical attention, change in hours, investigation of an employee, etc.

Emergency Medical Source

Emergency medical service will be provided by the city of Brookfield or New Berlin. The nearest emergency provider is the Brookfield Fire station on Capitol Ave and Calhoun Rd or New Berlin on 16300 W. National Ave. In addition to the City of Brookfield and New Berlin, all staff of Innovation Station LLC is trained in emergency first aid techniques.

In the event that a child has to be moved to a hospital the child will be taken to Children's Hospital in Wauwatosa, and the parent/guardian will be notified.

Infant and Toddler Policy

Innovation Station LLC will partner with parents to make the transition into child care as smooth as possible for our infants and toddlers. Parents are invited to visit several times to familiarize themselves and their children with the teachers and the center. To ensure individualized care, each family will provide written information about their child, and the teachers will have this information updated every three months. This information will be provided on DCF 61 Child Care Intake Form for children under the age of 2 years.

Infant and toddler schedules will be developed in accordance with their individual needs. Teachers will provide developmental activities and experiences for each child. The rooms will be equipped with age appropriate toys and materials. The teachers in these classrooms have special training in infant and toddler development.

Sudden Infant Death Syndrome (SIDS) Policy

The American Public Health Association and the American Academy of Pediatrics have written guidelines for child care centers called Caring for Our Children. These guidelines are related to the danger of Sudden Infant Death Syndrome (SIDS). In order to provide the best and safest care for our infants, Innovation Station LLC follows a "Back to Sleep" policy. All infants will be placed on their backs to sleep while in our care. If parents want their child to sleep in a different position for any reason, a doctor's note will need to be provided. Parents will provide two receiving blankets and two crib sheets; a mobile is optional. These will be the only items allowed in cribs. Items such as stuffed animals, pillows, comforters, and bumper pads will not be allowed in cribs. This policy will be strictly enforced.

All the teachers will be trained in CPR and first aid, and will undergo SIDS training before being employed at Innovation Station LLC. Teachers will check on sleeping infants every 5 minutes. The classroom temperature will be maintained between 67 degrees and 80 degrees. The teachers will be certain the mattress are firm, fit correctly in the crib, and sheets fit snugly around the mattress. If blankets are used, they will be tucked under the mattress to ensure the infant cannot pull the blanket over his/her face.

Nutrition Policy

Innovation Station LLC believes strongly that homemade meals are a key ingredient to a child's success. Keeping this in mind we will be serving a breakfast, lunch, and a late afternoon snack. All food will be stored at the center and is delivered by Dirks Waukesha foods or purchased at a local grocery store, which allows us to have access to food other than meal times, if necessary. These meals will be made on site and will be served family style. Innovation Station LLC follows USDA guidelines in preparing all meals and snacks. Teachers will sit and eat with their children. This allows the teachers to encourage several skills and allows children the opportunity to practice manners, fine motor skills by using utensils, self feeding, passing, and overall social skills. School-age children will be provided a late afternoon snack upon their arrival to the center.

We will post menus on the parent board, monthly of all meals and snacks for parents' review. The menus will be developed with a food service manager. The cook will have an initial orientation and a minimum of 4 hours of training each year. If any substitutions or changes are needed, they will be noted on the menus and posted. In the case of a specialty diet, the director will work with the parents and make adjustments to the menu. In the case that adjustments cannot be made, parents will be responsible for providing the child's lunch and/or snacks.

If a child has a food allergy, the teachers will take his/her picture and post the specific food allergy in the classroom and in the kitchen. The cook and the director will work with families on any alterations in the menu and what foods need be provided by the parents. Parents will be required to follow USDA guidelines.

Nutrition is an important part of each child's life. The teachers will plan units throughout the year to help children understand the importance of healthy eating. Innovations Station LLC will have a small garden on site to help the children understand how foods are grown. The children will participate in planting the garden and maintaining it during the summer months. They will be able to harvest and feast on their creations. Treats from home are allowed with prior permission from the classroom teacher so allergies can be addressed.

Food will NEVER be used as a punishment or reward. Children will be encouraged to eat and try new foods but will never be forced to eat. Children will be offered meals or snacks every three hours in accordance with State laws.

Infant and toddlers will be fed on their own schedules. Parents must provide pre-made formula or breast milk, all cereal, and baby food. Children under the age of one will only be given breast milk or formula to drink. Parents who wish to give their child anything else will be required to provide a doctor's note. All of these must be labeled with the child's name and the date. Any unused portion of a bottle will be discarded after feeding. Bottles will be rinsed and returned to the parents for proper washing. Any unused bottles or baby food will be kept refrigerated for 36 hours, after that they will be discarded. Children will never be fed directly for the original container. All food will be placed in a serving dish before given to the child.

Once children transition to milk, Innovation Station LLC will provide Grade A pasteurized vitamin D whole milk. Children over the age of two will be provided with Grade A pasteurized vitamin D 2 % milk.

All children will be encouraged to self-feed. Infants and toddlers will be fed in a high chair or bouncy seat. Teachers will interact with the children during feedings, and bottles will never be propped. Bottles will be heated in warm water. Procedures for safely heating baby food in a microwave oven are posted near the microwave.

Education Policy

Innovation Station LLC believes that early childhood education is the foundation needed to foster the skills necessary to become lifelong learners and productive members of the community. Innovation Station LLC does this through highly qualified teachers who are well versed in all aspects of child development. The teachers create programs to include social, emotional, cognitive, physical, creative, and technological areas of development with a balance of teacher-directed and child-directed activities. Programs will also foster positive self-concept by supporting individuality, independence, and the ability to make choices, encourage creative expression, and demonstrate respect for diversity by providing anti-bias, non-sexist language, images, and experiences that reflect both Center and global communities. Cultural diversity will be woven through the curriculum at every age level. The teachers will plan units that highlight the importances of being part of our community. As part of the unit a walking fieldtrip around the area may be used to look for, collect, or talk about what we can see. Teachers will not bring religion into their lesson plans. Holidays will be introduced to the children in such a manner to expose them to all the different cultures.

Teachers will plan a daily schedule that provides a balance of activities: quiet/active, indoor/outdoor, fine/gross motor, etc. They will also plan and implement child-oriented, self-initiated activities while limiting large group, faculty-initiated activities, provide more than one option for group activity, maintain flexibility in changing planned activities according to children's interests, create documentation of children's accomplishments through anecdotal notes, documentation panels, and/or portfolios. They will plan transitions to avoid children waiting, and will be made without the need for children to be in a line.

Teachers will be responsible for planning developmentally appropriate activities for a mixed age group in the early morning and late afternoon. Examples of these activities are: flannel stories, play dough, coloring with different mediums, reading, and table toys. Throughout the day each age group will have their own curriculum:

Infants –Innovation Station LLC provides an infant program that focuses on caring and playing. We provide each child with the individualized care needed for this age group. We work with parents to build their child's typical daily schedule. In addition to being responsive to the needs of each infant, our program focuses on each infant's development on an individual basis with goals being created and shared daily with verbal conversation at the end of the day as well as a written daily sheet.

Toddlers and Twos –Innovation Station LLC believes that toddlers and twos are using their senses to learn as much as possible from their environments and interactions. They are changing with each and every experience that they are given. Teachers will provide our toddlers and twos with stories, music, art, math and

sensory activities to keep them active throughout the day. The teachers will communicate with the parents on a daily basis as well as provide written daily sheets. Preschool and Pre-Kindergarten –Innovation Station LLC provides children with the added structure they are ready for as they prepare for school. They are actively developing self-esteem and social skills through free play opportunities. Our preschoolers and pre-kindergarteners are increasing their attention spans as they participate in a combination of large and small group activities throughout the day. Teachers will communicate with parents at the end of each day as well as provide a daily summary of the children's day.

Junior Kindergarten – In addition to our part-time pre-kindergarten program, our Junior Kindergarten is available to four year olds attending Innovation Station LLC for at least 5 mornings each week between September and June. This is a separate classroom staffed with a degreed teacher. Throughout the day, children are engaged in active and hands-on activities to cover all developmental areas. With mandatory 5 morning attendance, this program is able to move at a faster pace than our pre-kindergarten program. We have collected the curriculum from surrounding school districts and have modeled our program to prepare the children to be successful in five year old kindergarten classes.

School-age -Innovation Station will plan a separate curriculum for our child age children. Keeping in mind that they have been in a structure environment all day we will give them some free time when they arrive at the center. A late afternoon snack will be provided. The children will be allowed to choose from a few activities provided. Understanding there need to move outdoor time or a gross motor activity will be provided. After that we will concentrate on art, music, games, and computer time. The children will also be given the space for homework and quiet time. A full day for activities will be planned for school off day and summer time.

Assessments – The teachers will be continually assessing the children through anecdotal records in the classroom and documenting these in digital portfolios. Innovation Station LLC believes that assessment must guide our planning and interaction with the children to provide each child with developmentally appropriate learning. Although teachers will share their concerns about children with parents on an as-needed basis, formal conferences will be held at least twice a year and upon transition from one classroom to another.

Outdoor Activities

Each classroom will have a daily schedule and lesson plan posted, including a center-provided breakfast, lunch, and snack time. Each classroom will be provided with outdoor activities each day weather permitting. Children under the age of two will participate in outdoor activities unless the wind-chill is less than twenty degrees; children over the age of two will participate unless the wind chill is less than zero degrees. In the event of extremely hot weather, teachers will make an effort to go out early in the day. Time outside will be limited, and water will be provided for the children. Supervision will be increased if water play is involved in outdoor activities. Teachers will position themselves to see the water source at all times. If a walking fieldtrip is planned, parents will be notified in advance. Child to teacher ratios will be lowered depending on age group.

Items to Bring on your child's first day

Infants and Toddlers

1. Completed intake form
2. Minimum of two changes of clothing
3. Appropriate outdoor clothing
4. Two crib sheets and two receiving blankets (infants only)
5. One sheet and one blanket (toddlers only)
6. Diapering items including diapers, wipes and ointments
7. Formula or breast milk prepared and in bottles
8. Extra powdered or canned formula for emergencies
9. Cereal or baby food
10. Comfort or security items (pacifier, special blanket)

Older Children (over two)

1. Complete change of clothing
2. Appropriate outdoor clothing
3. Sheet and blanket
4. Diapering items including diapers, wipes and ointments
5. Food for children with special diets

Innovation Station LLC will provide

1. Breakfast
2. Lunch
3. Afternoon snacks
4. Variety of activities to stimulate your child throughout the day
5. Cots and cribs

Parent Handbook Policy Agreement

I have received the Innovation Station LLC Parent Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures within the Handbook.

I have gone through Innovation Station's parent orientation process.

Innovation Station LLC reserves the right to change or amend these policies and procedures without notice.

Name _____

Signature _____

Date _____

Center Director Signature _____

Date _____

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**INNOVATION
Station LLC**

Your child's first stop for learning

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