

Frederic School District Proudly Providing

# Roots & Branches



## Community Childcare

Programs Currently Offered Weekdays 6am-6pm

Childcare for Children 0-4 Years, Pre-Registered Drop-In Care,  
4K ½ Day Wrap Around Enrichment Programing,  
Before & After School “Kid’s Club” Programs,  
& “School’s Out Kid’s Club” Summer Programs!

For More Information Contact Program Director:

Erin Hansford

715-327-4221 x 2157

[hansforde@frederic.k12.wi.us](mailto:hansforde@frederic.k12.wi.us)

## ~ Our Vision ~

### A Child's Place at a Child's Pace!

Roots & Branches is committed to providing quality childcare in a safe and nurturing environment. Our child-centered programs offer developmentally appropriate enrichment focusing on each individual child's physical, social, emotional, and cognitive development. It is our goal to support and serve families with equal opportunity childcare options that remain both accessible and affordable in our community.

## ~ Quality Care Standards ~

### YOUNGSTAR

YoungStar is a five-star quality rating system for childcare providers based on education, learning environment, business methods, and practices focused on child health and wellness. Through this rating system, the state is addressing several key issues in Wisconsin's childcare systems. The rating system will continue to improve the overall quality of childcare, create a clear and understandable tool to help parents choose quality childcare, create incentives for providers to improve services, particularly for low-income children, link the quality of childcare providers to Wisconsin Shares payments, and help prevent fraud in the Wisconsin Shares system. Studies show that children who experience engaging activities in a safe, healthy, and nurturing learning environment, have a significantly better chance at lifelong success. They are more likely to graduate from high school, less likely to engage in criminal activity, less likely to participate in special education programs, and often earn higher wages throughout their lifetime. Roots & Branches Community Childcare Center is passionately committed to maintaining YoungStar's quality childcare program standards.

### WISCONSIN MODEL EARLY LEARNING STANDARDS

The Wisconsin Model Early Learning Standards were designed to reflect the shared values and commitments of the citizens of Wisconsin to prepare young children for success in school and later life. Designed for all children, they create a common language among families, programs, professionals, and services within the early childhood community. The Wisconsin Model Early Learning Standards specify developmental expectations for children from birth through the entrance of first grade. They set the stage for the development of appropriate curriculum and programming, as well as the use of assessment and data supporting and promoting each child's development and learning.

<http://www.collaboratingpartners.com/wmels-documents.php>

### S.M.A.R.T. CURRICULUM

(Stimulating Maturity through Accelerated Readiness Training)

S.M.A.R.T. is a physical development program designed to provide children with the appropriate foundational gross motor, fine motor, visual, auditory, and cognitive skills necessary for school readiness. Our goal is to stimulate a growth mindset supporting life-long achievement.

Ready Bodies = Learning Minds!

## ~ Childcare Team ~

Roots & Branches Community Childcare Center is located in the east wing of the Frederic Elementary School. Families and children will use the east entrance for pick-up and drop-off. All families will be required to check in at the center office daily.

Our staff at Roots & Branches have earned undergraduate credentials or an Associate Degree in early childhood education. All staff will continue to be trained and supported through further education and professional development. Staff will also be supervised and guided by our program director, Erin Hansford. Erin has earned a Master's Degree in early childhood development, coordinated and taught 4K in the Frederic School District for ten years, and currently maintains licenses in education, curriculum instruction, and administration.

**Formal Required Trainings Include: CPR/Infant CPR, AED, Basic First Aid, S.I.D.S, Shaken Baby Syndrome, Mandated Reporting, and Early Childhood Development**

### ~ OUR MISSION ~

It is the goal of the Frederic School District and staff to provide safe, healthy, and nurturing childcare programs for all children and students while continuing to support each individual child's physical, social, emotional, and cognitive development in the least restrictive environment. It is our belief that by supporting families with quality childcare opportunities year round, we can positively impact the lives of the children and families we serve.

### SPECIAL EDUCATION SERVICES:

Roots & Branches childcare programs are not qualified or equipped to provide special education services that require one-to-one care. If you have questions or concerns about your child's growth and development, please contact your county Birth to 3 Early Intervention service provider for a

FREE SCREENING.

Polk County: 715-485-8585

Burnett County: 715-349-7600

## ~ Enrollment Opportunities ~

Please contact our program director to request a Family Handbook and schedule a personal tour! We take pride in the careful transitioning process of your child into our programs. We look forward to meeting you!

~ Erin Hansford ~

715-327-4221 x 2157 [hansforde@frederic.k12.wi.us](mailto:hansforde@frederic.k12.wi.us)

By signing a contract with Roots & Branches Community Childcare Center, you are stating your awareness of, and agreement with, the terms and conditions identified in this Family Handbook.

## ~ Tuition Schedule ~

\*Full-time contracts must be considered before part-time requests can be offered.

AGE	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
0-2	\$35	\$70	\$105	\$135	\$165
2-3	\$32	\$64	\$96	\$123	\$150
3-4	\$30	\$60	\$90	\$115	\$140
Scheduled Drop-In Care	\$4 Per Hour	6am – 6pm	-----	Full Time = 10 hrs.	After 10 hrs. + \$4 per hour
Before/After School “Kid’s Club”	<u>\$1 Per Hour</u> \$40/\$80 Per Qtr.	Open 6am Closes 6pm	-----	-----	-----
~ NEW ~ Summer “Kid’s Club”	\$3 Per Hour	6am – 6pm	-----	-----	-----
<u>Discounts</u>	10% 2 <sup>nd</sup> child 15% 3 <sup>rd</sup> child 50% employee	same family (oldest child)	-----	-----	-----

Families will be expected to pay for the days they have scheduled in their contract.

**\*Late Pick-Up Fee = After 6:05pm, \$1 per minute will be charged.**

All payments should be made on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.  
Checks should be made payable to Roots & Branches Childcare

- **Late Fee:** A \$10 late fee may be charged if payment is not received by the end of the week. Balances exceeding a month overdue may result in termination of contract and removal from childcare programs. Updated account statements are available by request. Please contact the director for billing information. 715-327-4221 ext. 159
- **Non-Sufficient Funds or Overdrafts:** \$35 will be charged for checks that are not cleared.
- **County Financial Assistance:** Polk County recognizes this program as a reimbursable child care provider site through the Wisconsin Shares program. Families working with a state or county agency to help defray the costs of child care must contact their caseworker about involvement in this program. Written authorization of payment from Wisconsin Shares must be on file before a child can attend our programs. For more information contact the Polk County Office # 715-485-8400 or the Burnett County Office # 715-349-7600  
You can also apply online by visiting the Department of Children and Families website @ <http://dcf.wisconsin.gov/childcare/wishares/default.htm>

- **Credits:** Credits and adjustments will only be granted for inclement weather, emergencies, or pre-approved absences authorized by the program director. 715-327-4221 x 2157
- **Annual Tax Statements:** Tax statements will be sent to families in January each year. Statements are prepared according to school year so families may expect more than one statement per calendar year.

## ~ Registration ~

New enrollment requires a one-time \$25 (non-refundable) registration fee.

The registration fee directly supports quality programming in all our classrooms throughout the year. All supply donations to Roots & Branches childcare programs are sincerely appreciated, but not expected. Thank you in advance for all your support this year.

All children must be registered in order to participate in Roots & Branches Childcare.

Enrollment may be limited so please call to inquire about availability. 715-327-4221 ext.2157

**ALL REGISTRATION FORMS AND CONTRACTS MUST BE COMPLETED AND SUBMITTED BEFORE ANY CHILD CAN BE ENROLLED IN A ROOTS & BRANCHES PROGRAM.**

### HEALTH REQUIREMENTS:

- Families must provide a health exam and copy of immunization record before enrollment.
- Intake forms for children under 2 years of age must be provided before the first day of programming.
- Children may not attend childcare programs when ill. When children do become ill during childcare hours, every effort will be made to care for their needs. Ill children will be separated and supervised by a staff member away from other children while families or emergency contacts are called. Families or emergency contacts will be called to pick up children with the following symptoms: vomiting, severe cough or cold, sore throat, discharge from eyes or ears, diarrhea or cramps, undiagnosed rashes, or an oral temperature above 100\* F.
- A child on medication for a communicable disease may not return to our programs for 24 hours.
- If your child requires medication during program hours or requires accessibility to inhalers or sting kits, a *Permission to Administer Medication* form must be signed and submitted to lead providers with specific and exact dosing instructions. A doctor's prescription must be provided with the original container and name of child listed. At no time will children be allowed to carry medication with them of any sort. (vitamins, cough drops, etc.)
- Non-medical supplies such as sunscreen or bug sprays must be provided by families and obtain the same *Permission to Administer* form as any other medications.

- Children with lice or nits/eggs will not be allowed to attend childcare programs and will be sent home for treatment. Children will not be allowed to return to our programs until nits/eggs have been completely removed.
- All allergies or special nutritional needs should be described in detail in the registration packet.

### CHILD ABUSE & NEGLECT!

Under Wisconsin State Law, all professional staff working with children are required to report any suspected physical, emotional, or sexual abuse, as well as any suspected neglect of children to the proper authorities. All Roots & Branches staff are mandated reporters.

## ~ Classroom Management & Behavior ~

*It is the goal of Roots & Branches Community Childcare Center to provide children with a safe, healthy, and least restrictive environment.*

\* Behavioral expectations and boundaries will be clearly taught, modeled, and reinforced in a patient and positive manner each day. If any child demonstrates behavior that causes a negative impact or harm to him/herself or others, our staff will respond with one or more of the following trained intervention strategies:

#### Prevention...

Every effort will be made to positively redirect children in an effort to avoid conflict or harm. Reasonable accommodations will always be made for individual needs.

#### Natural Consequences...

Natural consequences are logical effects of behavior that may result in loss of a privilege, removal from activity, or completion of expectation. *"First clean up, then go outside!"*

#### "Take a Break"...

It is typical and common for young children to struggle with regulating emotions and impulsive behaviors. Removal from an activity or group that is triggering negative behavior is essential to social and emotional growth. Children regularly need time, space, and support in learning how to regulate their own bodies and emotions. In a safe and comforting space, staff will model self-soothing strategies that will allow children to reflect on their own actions and identify alternative solutions in future play.

*All children will be positively supported in social, emotional, and behavioral growth through clearly modeled expectations, consistent and least restrictive schedules and routines, as well as clear and appropriate vocal and visual daily cues.*

Behavior which causes harm (such as biting) or affects the safety of others will be reported to families immediately so that a positive behavior plan can be collaboratively developed.

**Roots & Branches Childcare Center reserves the right to terminate any childcare contract in the event of unreasonable, reoccurring harm or inappropriate behavior.**

## ~ Infants & Toddlers ~

Our infant and toddler programs focus on each individual child's physical, sensory, social, emotional, language, and cognitive development. A baby's first years are full of amazing windows of opportunity for stimulation and growth. Our programs are designed to be interactive and exploratory, allowing children to learn through exciting play and FUN!

\* Prior to your child's first day, a tour and guided play group will be scheduled with our director, introducing your child to our environment, staff, and peers. All families will be required to complete necessary intake forms identifying schedules for feeding, napping, diapering/toileting, as well as any health and safety concerns.

### **Families will need to provide the following items for their children:**

- Formula or breast milk and/or baby food (labeled with name and date)
- Diapers and wipes
- At least one complete change of clothes
- Toddler sleeping bag and pillow

### **Roots & Branches is a participant in the National Breakfast & Lunch Programs (SBP & NSLP)**

Families will be encouraged to fill out an application for free & reduced meal reimbursement.

### **Breakfast, Lunch, and an Afternoon Snack Will Be Provided!**

- Formula provided by our center through the SBP/NSLP is a commercial, iron-enriched brand, and is prepared according to the manufacturer's instructions.
- Breast milk will be heated with warm water, never in the microwave.
- Procedures for heating and preparing food are trained and posted in each classroom.
- Grade A pasteurized, Vitamin D whole milk is available to children 6-12 months of age. Any other milk substitute will only be provided with written instruction from families.
- Leftover formula or milk must be discarded after each feeding and all bottles will be cleaned between feedings.
- Drinking water is offered and encouraged regularly throughout the day to all children.
- Children will not be fed from commercial food containers.
- After 36 hours, leftover refrigerated food will be discarded.

A daily record of each child's schedule and activity will be documented and shared with families each day!

### **PLEASE LABEL ALL ITEMS YOUR CHILD BRINGS TO THE CENTER!**

Personal comfort items such as a blanket or stuffed animal are welcome and encouraged!

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## ~ Toileting & Potty Training ~

**Children over the age of 18-24 months may be ready for potty training!**

- Providers and parents will be encouraged to communicate signs of natural curiosity and techniques used to facilitate potty training routines at home.
- PLEASE dress your child in loose fitting pants or shorts that can be slid off easily by your child.
- Children will be encouraged to communicate toileting needs and use the bathroom or potty chair approximately every two hours.
- Accidents are a natural part of development. Children will not be scolded or punished at any time due to potty training.
- Extra clothing and underwear may need to be provide during potty training.

## ~ Preschool ~

We are fortunate to have our district 4K classrooms with us in our very own wing of the Frederic Elementary School! Our collaboration with the 4K teacher supports a seamless transition into public school and allows for our children to participate in a variety of exploratory thematic units!

Our 3 and 4 year olds will engage in a variety of gross and fine motor activities, supporting sensory processing skills necessary in appropriate cognitive development. Throughout our thematic units, children will participate in daily lesson activities devoted to the natural process of development and learning. Ready Bodies = Learning Minds!

Weekly newsletters will be sent home, keeping families informed and involved in their child's awesome experiences here at the Roots & Branches Community Childcare Center!

**PROGRAMS & EVENTS WILL BE SCHEDULED THROUGHOUT THE YEAR FOR FAMILIES TO PARTICIPATE IN SOME OF OUR THEMATIC ADVENTURES!**

PLEASE contact our center director with questions or concerns about our current curriculum and programing. Erin Hansford 715-327-4221 x 2157

## ~ Birthdays & Holidays ~

We encourage the celebration of your child and welcome any snacks or treats you would like to share at the center. For the safety of all children, we do request that all donated food items be store bought and packaged. Although special treats are welcomed, we do encourage natural and nutritious snacks daily. Health and physical education remain a positive focus in all our programs at Roots & Branches!



## ~ Safety & Security ~

Only staff and volunteers that have passed a secure background check will be allowed to interact with our children at the center. Please contact our program director if you may be interested in volunteering in one of our programs. Erin Hansford 715-327-4221 x 2157

### ARRIVAL & DEPARTURE

All doors to the Frederic Elementary School will remain locked during program hours. Families will be required to check in daily at the office by the EAST doors.

Cameras will be monitoring each entrance, hallway, and playground of the childcare center.

**NO CHILD WILL BE PERMITTED TO LEAVE THE BUILDING WITH ANY PERSON WHO IS NOT PRE-REGISTERED TO TRANSPORT YOUR CHILD!**

Families will be contacted immediately with any questions regarding transportation of children.

Families will be required to provide legal documentation identifying any custody arrangement or restraining order our childcare center must comply to.

## ~ Calendar ~

Roots & Branches Community Childcare will be open year round and will not be closed during school inservice, breaks, or days of inclement weather. **Families will not be charged tuition for days of inclement weather.**

The Roots & Branches Community Childcare Center will be closed for the following holidays:

New Year's Day	January 1 <sup>st</sup>
President's Day	February (3 <sup>rd</sup> Monday)
Memorial Day	May (Last Monday)
Independence Day	July 4 <sup>th</sup>
Labor Day	September (1 <sup>st</sup> Monday)
Thanksgiving Day	November (4 <sup>th</sup> Thursday)
Christmas Day	December 25 <sup>th</sup>

**Families will not be charged for tuition for holidays.**

Please contact our director if you have school age children you may want to participate in our "Kid's Club" childcare programs during inservices, breaks, inclement weather days, or summer vacation.

Erin Hansford 715-327-4221 x 2157

# ~ Roots & Branches Family Contract ~

I, \_\_\_\_\_, parent/guardian of child(ren) \_\_\_\_\_

agree to enroll my child(ren) in the Roots & Branches Community Childcare Center program(s).

By signing a contract with Roots & Branches Community Childcare Center, I am stating my awareness of, and agreement with, the terms and conditions identified in this Family Handbook.

- I understand that I have full and part time enrollment options. (if available)
- I understand that any changes to my contract need to be approved with the director.
- I understand that I will be billed for all contracted days when not in attendance, unless pre-approved by the program director, or the center is closed.
- I understand that full time care is 10 hours per day and any additional time over 10 hours will be charged additionally at a rate of \$4 per hour.
- I understand I will be expected to pay for each week of care in advance. Payment is due on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month and a \$10 late fee may be charged after a week.
- I understand that \$35 will be charged for any check returned due to insufficient funds.
- Polk and Burnett counties recognize
- I understand that I am expected to give a two week notice before withdrawing my child from any Roots & Branches childcare program.

Care to Begin \_\_\_\_/\_\_\_\_/\_\_\_\_

Oldest Child \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

M T W TH F Hours Needed: \_\_\_\_\_

Second Child \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

M T W TH F Hours Needed: \_\_\_\_\_

Third Child \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

M T W TH F Hours Needed: \_\_\_\_\_

Fourth Child \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

M T W TH F Hours Needed: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

~ Family Contact / Emergency Information ~

Child(ren) Enrolled \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

In the event of an emergency, our staff reserves the right to call an ambulance for emergency services and will make every effort to contact the parents/guardians or emergency contacts listed

Allergies or other medical conditions? \_\_\_\_\_

Medications & Dosage Instructions \_\_\_\_\_

**X** Permission to Administer Medication \*Parent/Guardian \_\_\_\_\_

- All prescription medications require a doctor's prescription with exact dosing instructions
- Medications need to be in the original container with the child's name labeled
- Permission to administer over the counter medications or supplements is also required

Special Care Instructions:

Feeding \_\_\_\_\_

Diaper/Toileting \_\_\_\_\_

Napping \_\_\_\_\_

# ~ Fun & Fabulous Field Trips! ~



I, \_\_\_\_\_, give my permission for my child(ren),

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to participate in local field trips in which children walk or are strollered. Roots & Branches takes pride in our school district and community and seeks to collaborate and participate in a variety of local events and resources. All field trips and events will be communicated with families prior to date. We encourage and welcome all families to come and join us on our wild adventures!

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

All volunteers must be cleared with a background check prior to participation in any of our programs. Please contact our director if you would be interested in volunteering in any of our programs throughout the year! ☺  
We hope to see you soon!

Erin Hansford  
715-327-4221 x 2157

*A Child's Place @ A Child's Pace!*