Eagle’s Wing
Child Care and Education Programs
2014-2016

Family Handbook
Information regarding your child’s classroom and program policies
How to contact Eagle’s Wing:

Main Office:
University Apartments Community Center
611 Eagle Heights
Madison, WI 53705
Phone: 608-262-3407  Fax: 608-265-5302

TODDLER AND PRESCHOOL PROGRAMS

Full-day Toddler Program
  Full year
  Nido Room
  608-265-6477

Full-day Preschool Program
  Full year
  Niiji Room
  608-262-9695

Full-day Preschool Program
  Full year
  HaNeul Room
  608-262-9699

Half-day Morning Program
  Full year
  Yuwa Room
  608-263-9145

SCHOOL-AGE PROGRAMS FOR GRADES 4K-5

4 year old Kindergarten Program
  Academic year
  608-265-4662 and
  608-262-9699

4-K full-school-day, full-week
  608-265-4662

Before-School care
  Academic year
  Early Birds
  608-265-4662

After-School care
  Academic year
  Gliders
  608-265-4662

Full-Day Summer School-age Program
  Summer Only
  High Flyers Day Camp Full Day
  608-265-4662
Eagle’s Wing
Family Handbook 2014–16

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Important Program Information

1. Parents are required to visit the classroom with their child prior to starting the program.
2. All enrollment forms (contract, emergency card, child profile and family profile) must be turned in to the University Apartments Office at least four working days prior to the child's first day in the program.
3. It is very important that the Emergency Information card is filled out entirely prior to enrollment.
4. Children will be released only to those people indicated on the Emergency Information card.
5. Children are required to have an immunization record on file and a physical examination by a physician.
6. Please let your child's teacher know of any allergies that your child may have.
7. Please provide an extra set of clothing (two sets for children who are potty training), clearly labeled with your child's name.
8. Each classroom has weekly attendance sheets located in the Family Information Area. Please sign the sheet with the time you drop off and pick up your child each day. Parents must escort their child into the classroom.
9. We have a Family Information Area in each classroom where you can find relevant information about the center and the care of your child.
10. Each classroom has a set of mail folders, one for each family. It is important for you to check your mail folder daily.
11. Eagle's Wing welcomes all parents to join us in the classroom at anytime.
12. It is important that you notify us if your child is ill or will not be attending for other reasons.
13. You will be responsible for tuition even if holidays or conference days fall on your child's regularly scheduled days of care. Tuition payment is due regardless of your child's attendance, including vacations and illness.
14. Please check the Family Handbook and/or the Tuition Payment Schedule for days that your classroom will be closed.
15. Children will participate in daily outdoor activities, weather permitting. See the Family Handbook for details. Please send clothing appropriate for weather conditions.
16. Eagle's Wing will close when the Madison Public Schools close for inclement weather. Tuition will remain the same.
17. If your child is ill, we ask that you keep him/her home for at least 24 hours, or until symptoms have disappeared without the aid of medication.
18. If your child becomes ill while at Eagle's Wing you will be asked to pick him/her up as soon as possible. In the event that you cannot be reached, one of your emergency contacts will be called.
19. All classrooms will close for one day in April to allow parents to meet with teachers for an annual conference. In addition classrooms will close for Professional Development several times each year.
20. Please notify the office of any change in your address, phone number, e-mail address or other pertinent information.
| عنوان البرنامج | المعلومات المطلوبة
|---------------------------------|---------------------------------------------------|
| 1 | يطلب من الأهل زيارة الصفوف للتأكد من الالتزام بالبرنامج.
| 2 | يجب تسليم جميع متطلبات التسجيل (العقد وبطاقة الطوارئ ومعلومات حول الطفل ومعلومات العائلة) لمكتب شقق الجامعة أربعة أيام عمل قبل اليوم الأول للاشتراك الطفل في البرنامج.
| 3 | من المهم جداً على أهل تسجيل البيانات بالكامل قبل التسجيل.
| 4 | يجري تسجيل الأطفال فقط لأولئك الأشخاص المذكورين في قاعدة المعلومات الطارئة.
| 5 | يطلب من الأهل أن يكون لهم سجل تطبيقات وفحص طبي من قبل طبيب في السجلات.
| 6 | يرجى إعلام مدرسة طفلك عن أي حالات سببية قد توجد لدى طفلك.
| 7 | يرجى توفير معلومات مفتوحة (مجمعات للأطفال الذين هم في الت pembly على استعمال وغاء الحمام) مع وضع اسم الطفل عليها بوضوح.
| 8 | في كل صف صفحات حضور أسبوعية موجودة في قسم معلومات العائلة. يرجى توقيع صحيفة الحضور وساعة الحضور والمخرج لكل طفل في كل يوم على الأهل مراقبة أطفالهم لغرفة الصف.
| 9 | لدينا قسم لمعلومات العائلة حيث يمكن العثور على معلومات تتعلق بالمركز والعناية بالطفل.
| 10 | في كل صف مجموعة من مجالس البيت، واحد لكل عائلة. من المهم أن تتفقد مجدل بريدك يوميا.
| 11 | ترحيب بإنجاز وينجز للأهل للانضمام إلينا في الصف في أي وقت يشاءون.
| 12 | من المهم أن تقوم ببلاطتنا في حالة حضور طفلك أو عدم الحضور إلى الصف لأسباب أخرى.
| 13 | ستكون مسؤولية على الأساتذة حتى لو وقعت أيام العطل أو المؤتمرات في الأيام المحددة للعناية بطفلك، يحق القطع المهني دون النظر إلى حضور طفلك بما في ذلك أيام العطل والمرض.
| 14 | يرجى تفعيل كتاب العائلة و/أو برنامج دفع الأساتذة لمعرفة أيام إغلاق غرفة صف ولدك.
| 15 | سيشتركون الأطفال في نشاطات خارجية يومية، في حال سمح الطقس. راجع كتاب العائلة من أجل التفاصيل. يرجى إحضار ملابس مناسبة لحالة الطقس.
| 16 | سيستغرق إنجاز أو تأثيل أحداثها عندما تغلق مدارس ميادين الرسمية أوبابها بسبب الطقس العاصف. سيبقى القطع كما هو.
| 17 | في حالة حضور ولدك، نطلب منكم إقلاعهم في المنزل 24 ساعة على الأقل، أو حتى تزول العواصف التي لا تستعمل لها أدوية.
| 18 | في حالة حضور ولدك أثناء وجوده في إنجاز وينجز، سيطلب منكم القسم لأخذ سرعة وقت ممكن. في حال عدم إمكانية الاتصال بكم، سيتم مخاطبة أحد الأشخاص المذكورين في بطاقة الطوارئ.
| 19 | سيتم إغلاق جميع الصفوف في أبريل (نيسان) للسماح للأهال بالانضمام للمعلمين في المؤتمر السنوي.
| 20 | يرجى إعلام مكتب الإدارة بأي تغيير في العنوان أو رقم الهاتف أو البريد الإلكتروني أو أي معلومات متعلقة.
重要的课程信息

1. 在开始课程之前，我们要求家长与孩子一道参观教室。

2. 所有的登记表（合同、紧急信息卡、孩子的资料和家庭资料）必须至少在首次上课的四个工作日之前交到大学公寓办公室。

3. 在登记之前应完整填写紧急信息卡，这非常重要。

4. 孩子只能由紧急信息卡上指明的人接走。

5. 我们要求孩子具有免疫记录的档案和由医生开具的证明。

6. 请通知老师有关孩子可能存在的任何过敏问题。

7. 请提供一套额外的衣服（正在训练上厕所的孩子要准备两套），并清楚地标明您孩子的名字。

8. 在每个教室的家庭信息区（Family Information Area）内里都设有每周出勤表（Weekly Attendance Sheet）。请每天接送孩子的时候，在表上签名。家长必须陪同孩子进入教室。

9. 您可以在我们的家庭信息区内查询有关本中心和儿童看护的相关信息。

10. 每个教室里都为每个家庭准备了一套信件夹。请您每天检查信件夹，这很重要。

11. Eagle’s Wing 欢迎所有父母随时参观我们的课堂。

12. 如果您的孩子生病或由于其他原因而不能上课，请您通知我们，这很重要。

13. 即使节假日或家长会恰逢正常规定的上课日期，您也应支付学费。无论您的孩子是否来上课，包括请假或生病休息，您都应当支付学费。

14. 请查看家庭手册和/或学费支付日程安排表中的停课日期。

15. 如果天气允许，孩子们将参加每日的室外活动。请参见家庭手册中的详情。请带上适合天气情况的衣物。

16. 如果天气恶劣而导致 Madison 公立学校关闭，则 Eagle’s Wing 将同时关闭。学费将维持不变。

17. 如果您的孩子生病，我们要求您在家里看护他们至少 24 个小时，或者直到在没有药物作用下症状消失为止。

18. 如果您的孩子在 Eagle’s Wing 生病，我们会要求您尽快接走孩子。在无法联络到您的情况下，我们将打电话给您的紧急联络人。

19. 所有教室将在四月份停课一天，以便安排家长与老师的年度家长会。

20. 如果您的地址、电话号码、电子信箱地址或其他相关信息有任何变化，请通知办公室。
주요 프로그램 정보

1. 프로그램이 시작되기 전에 부모님은 자녀와 함께 교실을 방문하시야 합니다.

2. 자녀가 처음 프로그램에 참여하는 날의 최소 4 근무일전에 대한 아카드 사무실에 모든 등록 양식(계약서, 비상 카드, 자녀의 프로필 및 가족 프로필)을 제출해야 합니다.

3. 반드시, 등록 전에 비상 정보 카드를 완전히 작성해야 합니다.

4. 비상 정보 카드에 명시된 사람들에게만 자녀를 맡기게 됩니다.

5. 자녀들의 예방 접종 기록 및 의사에 의한 진료 기록을 제공해야 합니다.

6. 자녀가 혹시 알려지지 않고 있으면 자녀의 담당 교사에게 이를 알려 주어야 합니다.

7. 자녀의 이름이 정확하게 세겨진 옷 판별을 제공해야 합니다(응변관리 훈련을 받은 중인 어린이는 2 빌).

8. 교실의 가족 정보 영역(Family Information Area)에 보면 주간 동호회 가족석(Weekly Attendance Sheet)이 있습니다. 자녀를 매일 동호회 수시 주실시간과 함께 용지에 서명을 해 주십시오. 부모님은 자녀를 교실까지 에스코트해야 합니다.

9. 저희는 센터 및 자녀 보호와 관련한 정보를 확인할 수 있는 가족 정보 영역을 마련해 놓고 있습니다.

10. 각 교실에는 각 가족당 하나씩 우편함이 있습니다. 매일매일 이 우편함을 점검하시야 합니다.

11. Eagle’s Wing은 언제라도 부모님들의 수업 참여를 환영합니다.

12. 자녀가 아프거나 기타 이유로 수업에 출석하지 못할 경우, 이를 반드시 저희에게 알려 주셔야 합니다.

13. 휴가 또는 혹은 남겨져 자녀의 정규 보호일과 겹치는 하더라도 부모님께서는 수업료 납부에 대한 책임을 갖게됩니다. 수업료 납부는 휴가 및 병을 포함하여 자녀의 출석 여부와 무관하게 이루어져야 합니다.

14. 수업을 하지 않는 날을 확인하시려면, 가족 밴드홈 및/또는 수업료 지불 일정을 참조하십시오.

15. 자녀들은 날씨가 나쁘지 않은 한, 매일 아침 활동에 참가하게 됩니다. 자세한 내용은 가족 밴드홈을 참조하십시오. 날씨에 맞는 적절한 옷을 보내주시기 바랍니다.

16. Eagle’s Wing은 협한 날씨로 인해 Madison 공립학교들이 수업을 하지 않을 때에는 수업을 하지 않습니다. 수업료는 그대로입니다.

17. 자녀가 아플 경우에는 최소 24 시간 동안, 또는 약물치료를 받지 않고 중상이 없어질 때까지 가정에서 쉬게 하실 것을 권장합니다.

18. Eagle’s Wing에 참가하는 동안 자녀가 아프게 되면, 가능한 벌리 자녀를 데리고 갈 것을 요청하게 됩니다. 연락이 되지 않으면, 비상 연락처 중 하나로 전화를 합니다.

19. 4월 중 하루는 모든 수업을 하지 않고 학부모와 교사간 연간 회의를 개최하게 됩니다.

20. 주소, 전화번호, 이메일 또는 기타 관련 정보가 바뀌면 사무실에 통보해 주십시오.
Información importante sobre el programa

1. Se requiere que los padres con su hijo visiten a la sala antes de empezar el programa.

2. Todos los formularios (contrato, tarjetas de emergencia, perfil del niño y de la familia) deben entregarse en la Oficina de los Apartamentos de la Universidad al menos de cuatro días laborables antes de que el niño comience su programa.

3. Es muy importante que la tarjeta de Información de Emergencia se rellene completamente, antes de matricularse.

4. Sólo se permitirá a los niños irse con aquellas personas indicadas en la tarjeta de Información de Emergencia.

5. Para cada niño se requieren una hoja de vacunas y un examen físico hecho por un médico.

6. Avisen, por favor, a los maestros de cualquier alergia que su hijo pueda tener.

7. Traigan una muda extra de ropa (dos para los niños que están aprendiendo a usar el baño), marcada con el nombre del niño.

8. Cada sala tiene una hoja semanal de asistencia en el área de Información para la Familia. Por favor firman la hoja cuando dejan y recogen a su hijo. Los padres deben acompañar a sus hijos dentro de la sala.

9. Tenemos un área de Información para la Familia donde pueden encontrar información importante sobre el centro y el cuidado de su hijo.

10. Cada sala tiene un juego de ficheros, uno para cada familia. Es importante que miren en el fichero cada día.

11. Cualquier madre/padre puede visitarnos en la sala cuando quiera.

12. Es importante que nos avisen si su hijo está enfermo o si no va a asistir por otras razones.

13. Serán responsables de pagar la matrícula incluso en días festivos o conferencias, si éstos coinciden con las fechas programadas para el cuidado de su hijo. El pago de la matrícula se debe hacer sin importar la asistencia de su hijo, sea por vacaciones o por enfermedad.

14. Por favor, miren el manual de la familia o el programa de pagos de matrícula para saber los días en que se cierra la sala de su hijo.

15. Los niños participarán cada día (si las condiciones metereológicas lo permiten) en actividades al aire libre. Véase el manual de la familia para más detalles. Manden ropa adecuada para el tiempo.

16. Eagle’s Wing cierra cuando las Escuelas Públicas de Madison cierran por mal tiempo. La matrícula no cambiará.

17. Si su hijo está enfermo, le pedimos que lo mantenga en casa un mínimo de 24 horas, o hasta que los síntomas hayan desaparecido sin la ayuda de medicinas.

18. Si su hijo se pone enfermo mientras está en Eagle’s Wing, se les pedirá que vengan a buscarlo cuanto antes. En el caso de no localizarlos, llamaremos a uno de sus contactos de emergencia.

19. Todas las salas cerrarán durante un día en abril para permitir que los padres hablen con los maestros durante una reunión anual.

20. Por favor, avisen en la oficina de cualquier cambio de dirección, teléfono, correo electrónico u otra información importante.
Section One
About Our Programs

This handbook serves as a basic guide to Eagle’s Wing policies. To get more information, parents are welcome to meet with the Manager of Children’s Services or talk to any of the Eagle’s Wing staff.

Eagle’s Wing offers a variety of child-care programs for children ages 18 months through eight years, Monday through Friday, year-round (see yearly calendar section for details). Our programs serve families from University Apartments, UW-Madison, and the surrounding communities. While Eagle’s Wing is open to the general public, University Apartments residents (students, faculty and staff) have priority when enrolling their children. The order of the waiting list is based on the priority list (see page 8), the date of application, and the availability of space, and schedule requested.

OUR PROGRAMS

Eagle’s Wing first opened its doors in August 1992 with two classrooms, located in an Eagle Heights apartment building. In 1998, we moved into our current space in the University Apartments Community Center. Throughout the years, we have added more programs to meet the community’s child-care needs and have remained committed to offering programs flexible enough to meet the needs of enrolled student families.

Our programs are staffed by a Director of Licensed & Resident Programs, Early Childhood Teachers, and Assistant Teachers. Whenever possible, it is our intention to lower the ratios of children to adults through placement of student interns and volunteers in each room, though student teachers and volunteers are never counted in our teacher/child ratios. All early childhood teachers have at least a four-year early childhood education or related degree and many teachers hold a Department of Public Instruction teachers license.

PROGRAM SCHEDULES

The Eagle’s Wing staff is committed to a program that is flexible enough to meet the needs of our enrolled student families. A variety of scheduling options are available. Families contract for the schedule that best meets their needs during any given year. Families may change classrooms during the year as space permits and with teacher recommendations.

Nido Room (Full-day Toddler)
- Age group: starting at 18 months
- Full day care: 7:30 a.m.- 5:15 p.m.
- Full year (see yearly calendar section for details)
- Schedule options:
  Monday through Friday
  Monday/Wednesday/Friday - limited spaces
  Tuesday/Thursday - limited spaces

Niiji Room (Full-day Pre-school)
- Age group: 24 months-5 years
- Full day care: 7:30 a.m.-5:15 p.m.
- Full year (see yearly calendar section for details)
- Schedule Options:
  Monday through Friday
  Monday/Wednesday/Friday
  Tuesday/Thursday

Pre-arranged drop-in care is available as space permits

HaNeul Room (Full-day Pre-school)
- Age group: 3-6 years
- Full day care: 7:30 a.m.-5:15 p.m.
- Full year (see yearly calendar section for details)
- Schedule Options:
  Monday through Friday
  Monday/Wednesday/Friday
  Tuesday/Thursday

Pre-arranged drop-in care is available as space permits.

Yuwa Room (Half-day Morning)
Half-day morning care
- Age group: 24 months-5 years
- Morning session
  year round: 7:30 a.m.-12:00 p.m.
• Schedule Options:
  Monday through Friday, morning
  Monday/Wednesday/Friday, morning
  Tuesday/Thursday, morning
Pre-arranged drop-in care is available as space permits.

4K (A partnership with the Madison Metropolitan School District)
• Age group & eligibility: entry into kindergarten the following fall. Must be four years old by September 1* of year enrolling.
• Program options: 8:15 a.m.–3:00 p.m., Monday through Friday with extended care available: 7:30 a.m.–8:15 a.m. and 3:00 p.m.–5:15 p.m., as space permits, Monday through Friday
• Academic year—following the Madison Public Schools calendar. On days that MMSD is closed, Eagle’s Wing 4-K also closes. On MMSD early release days, no extended care is available.

* Wisconsin Public schools require children to be 5 years old by September 1 to enter kindergarten.

Early Birds (Before School)
• Age group & eligibility: 5–12 years and enrolled at Shorewood Hills Elementary School
• Program hours: 7:30–8:30 a.m., Monday through Friday
• Academic year
• Priority is given to families choosing full-week care. Part-week care is available as space permits (must be pre-arranged)

Transportation to Shorewood Hills Elementary School is provided by arranged bus service December through April. An Eagle’s Wing teacher will walk children back from Shorewood School during the months of September, October, November, May, and June.

High Flyers Day Camp (Summer School-Age)
• Age group: 5–8 years. Children having completed kindergarten through 2nd grade are eligible. In addition, children who have completed Eagle’s Wing 4K may enroll for the summer prior to kindergarten with their 4K teacher’s approval.
• Period of operation: June through August when MMSD is not in session
• Program hours: 7:30 a.m.–5:15 p.m., Monday through Friday for full-day program
Note: Due to the nature of our curriculum, all summer program children should be on site by 8:45 a.m. Some of the field trips are scheduled through 5:00 p.m. Please see enrollment packet for field trip information.
• Full-week care only (any number of weeks)
• Families may contract for one to five two-week sessions during the summer

Drop-off and Pick-up
Eagle’s Wing staff recognize that family needs and daily schedules may vary, and that some parents may need to drop off their child late or pick them up early. You may drop off your child anytime after the program begins and pick your child up anytime before the end of the session in which your child is enrolled. However, fees are based on your reserved time slot and not on actual time attended.

There is an hourly charge for an enrolled child attending on a non-contracted day or during a non-contracted time (as space permits, pre-approval required).
ABOUT OUR CLASSROOM NAMES

Since we are located in Eagle Heights, most of the classroom names are related in some way to eagles and/or birds. Staff, parents, and children alike have had a hand in choosing our classroom names. The general consensus was that we wanted to reflect both the wonderful international diversity of our community and Wisconsin’s cherished heritage. The classroom names selected, span these concepts. These names were selected not as a tribute to specific countries or cultures, but to show our highest regard for the large international component of our community.

• **Niiji** is Ojibwa for “friend.” The Ojibwa are one of the indigenous peoples who originally populated much of Wisconsin. The name Niiji helps us reflect on our natural history.

• **Yuwa** (Yuva) is Turkish for “nest.” In fact, Yuwa is the word used in Turkey for many of their early childhood programs.

• **Nido** is the Spanish word for “nest”.

• **HaNeul** is the Korean word (using the English language alphabet) for “sky”.

PROGRAM PHILOSOPHY

Eagle’s Wing programs emphasize child-initiated learning within a culturally diverse community. Our programs nurture and support the development of children throughout the day by providing:

• Developmentally appropriate activities.
• Respect for each child’s culture and background.
• A program that addresses each child’s need for fun, creativity, active play, communication skills, problem-solving and decision-making skills, cognitive growth, social interaction, conflict resolution, rest, and nutrition.
• An opportunity for family members to be actively involved in the classrooms.
• A focus on anti-bias and peace education.

We recognize children as individuals and support each child in his or her unique developmental needs. At the same time, as part of a culturally diverse classroom in which mutual respect and understanding are emphasized, children at Eagle’s Wing are also encouraged to value teamwork, interdependence, and group harmony.

FILOSOFÍA DEL PROGRAMA

Los programas de Eagle’s Wing enfatizan el aprendizaje originado en cada niño individual, dentro de una comunidad culturalmente diversa. Nuestros programas fomentan y apoyan el desarrollo de los niños a lo largo del día ofreciéndoles:

• Actividades apropiadas para su nivel de desarrollo;
• Respeto hacia la cultura de cada niño;
• Un programa que atienda a cada niño y su necesidad de diversión, creatividad, juego, capacidad comunicativa, capacidades de resolver problemas y tomar decisiones, desarrollo cognitivo, interacción social, descanso y nutrición;
• Una oportunidad para que los miembros de la familia se involucren en el centro;
• Una énfasis en la educación anti-discriminatoria y pacífica.

Reconocemos a cada niño como individuo y apoyamos a cada uno en sus necesidades particulares de desarrollo. A la vez, como parte de un aula culturalmente diversa en la que se enfatizan el respeto y entendimiento mutuos, los niños de Eagle’s Wing son animados a valorar el trabajo en equipo, la interdependencia y armonía dentro del grupo.
STATE LICENSING, CITY ACCREDITATION AND YOUNGSTAR

All Eagle’s Wing programs are state licensed, city accredited, and hold a 5-star rating with the Wisconsin YoungStar Child Care Rating Program.

The State of Wisconsin Department of Children and Families holds the license for our group day care center. There are a wide variety of licensing rules that we are to meet in order to maintain our license. These rules help ensure the health and safety of the children and staff in our care and education program. A copy of the Licensing Rules for Group Day Care Centers is posted in each classroom in the Family Information area. If you would like your own copy of these regulations (DCF 251), please contact the Director of Licensed & Resident Programs. Licensing provides official mandates (Wisconsin Administrative Code) on such things as:

* Eagle’s Wing complies with all regulations and all required reports are submitted to the department in a timely way.
• Qualifications of staff and staff development
• Child enrollment procedures
• Ratios of the numbers and ages of children with the numbers of staff and maximum group size
• Physical building and furnishings
• Program

Our official license is displayed in the Director of Licensed & Resident Programs office. Licensing staff from the State of Wisconsin provide random, unannounced site inspections several times each year to ensure compliance with the regulations. If a violation is noted, the Director of Licensed & Resident Programs writes an action plan and monitors the compliance. Both the violation and compliance plan are posted next to the license.

YoungStar is a program of the Department of Children and Families created to improve the quality of child care for Wisconsin children. The program evaluates and rates the quality of care given by child care providers on a one-through-five-star scale. YoungStar participation is required for providers who accept Wisconsin Shares child care subsidy payments (sometimes called “county subsidy”). Eagle’s Wing holds a 5 Star Provider certificate, which means that the highest levels of quality standards within the YoungStar system have been met.

The City of Madison has a very unique accreditation opportunity available to centers on a voluntary basis, which Eagle’s Wing participates in. Following, are some of the areas that City Accreditation Standards evaluate:

• Administration
• Daily schedule
• Materials and equipment
• Learning experiences
• Staff-child, staff-staff and staff-parent interactions
• Cleanliness, sanitation, disease control
• Safety
• Diapering and toileting
• Organization

Eagle’s Wing has earned this accreditation and goes through an annual renewal process to maintain the accreditation. This annual process includes a self-study of the program by teaching and administrative staff, a written program report and numerous classroom observations by a city early childhood and accreditation specialist. Our Specialist provides written feedback to each team as well as to administration and follows up with individual team meetings.

Both licensing and accreditation reviews take place annually, however both specialists are available throughout the year to consult with Eagle’s Wing staff on issues as they arise. To report any concerns to either unit, please see “Problem Resolution Procedures” on page 16 of this handbook.

DROP-IN

Drop-In is available in the Niji, Yuwa, HaNeul and School-age rooms if there are open slots. Contracting supercedes drop-in, so parents wanting to use drop-in need to call the office for approval. Once approved to use drop-in, parents need to call the classroom to check availability the morning of each day drop-in care is needed.

Drop-in in the toddler Nido Room will be permitted only for currently enrolled part-week Nido children, and only on an occasional basis.

Drop-in for the summer school-age High Flyer program is not available on field trip days.

ADMINISTRATIVE STRUCTURE

Eagle’s Wing Child Care and Education Program is operated by University Apartments, part of the Division of University Housing. Administrative support comes from the Division’s administrative offices with direct links to the offices of Accounting, Human Resources, Payroll, Information Technology, and Purchasing.

Facility support (custodial, maintenance, grounds, etc.) comes directly from the Apartment Facilities Office in University Apartments. The Director of Licensed & Resident Programs, who reports to the Director of University Apartments, has direct oversight of Eagle’s Wing.

UW Madison Campus Child Care System

Eagle’s Wing is affiliated with the University of Wisconsin Child Care System, comprised of six high-quality early education and care centers through the UW Office of Child Care and Family Resources and the Division of University Housing. For system information and policies, please refer to Appendix A.

THE TEACHING STAFF

Each classroom is staffed by at least two qualified, paid teachers at any given time. Student teachers and practicum students who are placed in classrooms are there for a learning experience, but also provide additional interactive assistance for children and staff.
Student and practicum teachers are not counted in the ratios of teachers to children.

Orientation of Teaching Staff
All teaching staff will have an orientation within the first two weeks of employment which will include but is not limited to:

- CPR, AED and first aid training which will be renewed biannually through American Heart
- Child abuse and neglect training including reporting procedures with biannual reviews
- Shaken Baby Syndrome training
- Licensing rules for group day care centers
- City accreditation standards
- Center philosophy, policies and procedures, High/Scope curriculum
- Child guidance
- Emergency procedures including the use of fire extinguishers
- Universal precautions
- Special health needs and special developmental needs
- Continuing education — requirement and resources
- Reporting pending charges, convictions and investigations
- Confidentiality
- Child tracking

In addition, full-time staff and Limited Term Employees will participate in a division-wide orientation sponsored by the Division of University Housing as well as a division Respect and Sensitivity in the Work Place training. Management staff will receive a 20-hour division-wide Supervisors Training.

Early Childhood Teachers
All early childhood teachers are academic staff and are required to have at least their bachelor’s degree in early childhood education, child development (preschool teachers), elementary education (school age teachers), or related bachelor degrees.

Several of our teachers hold Masters degrees in early childhood/education, and some hold a Department of Public Instruction teaching license. Some are also University Apartments residents.

Assistant Teachers
Each classroom also has part-time assistant teachers. The assistants are required to have completed at least a 40-hour child care course, in addition to having experience with children.

We are very fortunate to be able to hire many education students and other experienced individuals from the University Apartments community as assistants; these individuals bring us a wide range of experiences and education.

TEACHING SCHEDULES
Most early childhood teachers (academic staff) work four 10-hour days a week (7:30 a.m.–5:30 p.m.) with a regular day off every week. The assistant teachers work several 10-hour days to cover the days of the week that academic staff have off.

The children benefit from the full-day contact and the consistency of having the same teachers in the classroom throughout the day. Families also gain more complete communication about their child’s day between dropping children off and picking them up.

In each classroom, the Early Childhood teachers take a different day off during the week, thus ensuring that there is always adequate teaching staff on any given day.

Each teaching team has two to three hours each week for planning time. An assistant teacher also gives daily one-hour breaks to each full-time staff person in the classrooms.

Teacher Planning Time
A very important part of a high-quality early childhood program is that teachers have time each day to meet with members of their classroom teaching team. The City of Madison accreditation criteria require that teachers have this planning time.

Teaching staff have two to three hours weekly to meet together. They do this in a meeting room away from their classrooms to avoid interruptions and/or confidentiality issues.

Teachers plan activities based on expressed interests of the children. Anecdotal notes and observations are shared among the team to best make plans to support individual children in their unique social, cognitive and physical development. Various child guidance strategies are discussed if some children would benefit from a different approach.

Occasionally the Director of Licensed & Resident Programs will attend planning sessions to answer questions or assist staff in finding needed resources. In addition, the program assistant who coordinates enrollments meets on an as-needed basis with classroom teams to finalize plans for new children joining Eagle’s Wing.
Planning time is also used for staff to get technical assistance from a variety of sources, such as our City of Madison child care specialist, University Apartments support staff, or program coordinator.

**ATTENDANCE AND ATTENDANCE SHEETS**

Each classroom has weekly attendance sheets located in the family information area. Please sign the sheet with the time you drop off and pick up your child each day. The attendance sheets provide us with an accurate minute-to-minute picture of who is in attendance.

In the event of an emergency in which evacuation is necessary, the attendance sheets will help us determine which children are in attendance. In addition, this information is vital for any 3rd party payments, i.e. CCTAP, County or City, etc. Eagle’s Wing cannot be responsible for any children until they are formally signed in.

To further ensure that we know your child is in attendance, please let your child’s teacher know when you are arriving and departing for the day.

Note: See Reporting Non-Attendance in the following section.

**ATTENDANCE FOR “GLIDERS” AFTER-SCHOOL PROGRAM**

Teachers will sign all children in on the attendance sheet when picking up the Gliders from Shorewood School. Parents should sign their children out when picking them up from the Glider classroom.

You must let us know if your child is absent from Shorewood Hills School that day. Please call the Glider classroom if your child does not need to be picked up from Shorewood School. It is very important that we know where your child is during the day.

If we do not receive notification of a child’s non-attendance and that child does not come out of school, an Eagle’s Wing teacher will go to the Shorewood Hills Elementary School office to check if s/he attended school that day. If she or he did attend school, we will have him/her paged on the school P.A. system and check in with the classroom teacher. If the child does not appear, we will notify the parents upon return to the Community Center.

**RESEARCH**

Eagle’s Wing, like all major university child-care programs, plays an important part in the research activities of the academic community. Eagle’s Wing is involved in several different types of research projects at the University of Wisconsin.

Some projects are observational, while others involve direct interaction with children. All research conducted at Eagle’s Wing is reviewed by the Committee of Research Involving Human Subjects, the Director of Licensed & Resident Programs and the Office of Campus Child Care.

Parents will be informed of all research projects. It is important that after reading the information, you contact your child’s teacher if you do not want your child to participate in a particular research project.

**CLASSROOM OBSERVATIONS AND ASSESSMENTS**

A variety of unobtrusive observations will be made in the classrooms throughout the year. Examples of persons observing are:

- Staff from the Office of Campus Child Care
- Staff from other UW-Madison children’s centers
- Licensing and city accreditation staff

All observations are meant to provide resources to Eagle’s Wing teaching staff. The Madison School District requires assessments for our 4K children. In addition, all teaching staff take daily anecdotal notes as a way of tracking children’s progress and development milestones.

**NON-DISCRIMINATION POLICIES**

For the enrollment and/or discharge of children and the employment and/or discharge of staff, Eagle’s Wing does not discriminate on the basis of race, color, creed, religion, sex, HIV status, national origin or ancestry, age, disability, sexual orientation, marital status, pregnancy, parental status, military status, veteran status, or political affiliation.

We ensure equal rights for all children, families, and staff. The University of Wisconsin–Madison is an Equal Opportunity Employer.

**ADA (AMERICANS WITH DISABILITIES ACT)**

Eagle’s Wing makes every effort to comply with all ADA criteria. The University Apartments Community Center is fully accessible, as are the Eagle’s Wing classrooms and community center playgrounds. If any problems are encountered, please bring these to the attention of the Director of Licensed & Resident Programs.
WAITING LIST & PRIORITY LIST

If the specific classroom or care schedule desired is not available due to full enrollment, or if the child is not yet age-eligible, you may place your child on the waiting list for that particular classroom or schedule.

Eagle’s Wing uses Bumblebee Childcare software for our waiting list applications. Bumblebee Childcare Software takes online applications and payments securely. Our waiting list application fee is currently $25 per center, (in conjunction with all UW Madison Children’s Centers). All applications expire on January 31st, with the option of renewal at a rate of $10.

Families who have terminated their semester contract and wish to re-enroll after the beginning of the next semester can place themselves on the waiting list with other families and enroll in that order. Families will not be allowed to re-enroll if they have a past-due account balance, previous payment issues, have terminated a contract, or have not followed Eagle’s Wing policies and procedures described in this booklet. All re-enrollments need administrative approval.

The order of the waiting list will be based on the priority list, availability of space and classroom composition. The priority list is as follows, based on space availability:

1. Currently enrolled families desiring an alternate schedule or classroom, then siblings of currently enrolled children
2. University Apartments residents (University Houses & Eagle Heights) and families from other UW campus child care centers
3. Community at large

ENROLLMENT AND ORIENTATION

To secure a slot for your child, a contract, enrollment packet, registration fee, and one week of tuition (plus the activity fee, if required) must be turned in to the University Apartments Office. A start date will be determined after ALL required paperwork is turned in.

All fees are non-refundable. All enrollment forms (contract, emergency card, health history and emergency plan, child profile, and family profile) must be completed and turned in to the University Apartments Office at least four working days prior to the child’s first day in the program. Immunization and physical forms must be turned in within 30 days of the start date.

Parents are required to visit the classroom with their child prior to starting in the program. This provides an opportunity for you and your child to become familiar with the teachers, other children in the program, and the classroom.

We recognize that there are many different cultural influences on a family’s child-rearing practices. In an effort to respect these traditions, we hope that observation in the classroom will help you to understand our program philosophy, and to decide if our program will meet your child’s needs. Classroom observations are encouraged for anyone on our waiting list.

Toddler Enrollment: All Nido Room families are required to meet with the toddler staff to fill out specific age-related paperwork (e.g. feeding, napping, toilet training if applicable, etc.).

Anytime within the first three weeks of attendance in a new classroom (excluding the summer High Flyer program), parents may break their contract if the child is experiencing continued adjustment issues. Tuition for these first three weeks is required and non-refundable. During this three-week trial period, Eagle’s Wing may also void the contract if there are issues that negatively impact the classroom, or child.

ITEMS PARENTS PROVIDE AND THOSE PROVIDED BY EAGLE’S WING

Parents provide:

✓ a bag lunch* (cold only for summer High Flyers full-day due to many field trips.)
✓ a bag lunch* for toddler and pre-school children attending all-morning or full-day programs. We encourage food that does not need to be heated up, or warm food in a thermos container. Please note any posted classroom food allergies.

*Unless otherwise noted, food should be packed in a insulated bag, with ice packs if necessary.
✓ additional milk for sippy cups if desired for children in Niiji and Yuwa
✓ disposable or cloth diapers if needed
✓ a change of clothes (labeled with name please)
✓ seasonally appropriate outerwear (boots, snowpants, mittens; labeled with name please)
✓ a small blanket or small pillow for napping if desired (labeled with name please)
✓ medication as needed (see Medications, Herbal Remedies, Food Supplements, and Teething Gels, pg. 40)
✓ insect repellent as needed (see Insect Repellent, pg. 41)

* Please avoid food items containing peanuts or peanut products

Eagle's Wing provides:
✓ a nutritious morning and afternoon snack (provided by Housing Food Service)
✓ 2% milk for Nido Room toddlers’ bottles
✓ mats with sheets and blankets for napping (that Eagle’s Wing has laundered on a weekly basis)
✓ hypo-allergenic wipes for children in diapers
✓ if a child runs out of home-provided diapers, we will supply unscented disposable diapers at a charge of $0.50 per diaper
✓ generic sunscreen (SPF 30) for mid-day application
✓ color-coded A-shirts and/or pinnies for child tracking
✓ all other necessary materials, equipment, and supplies

**LATE PICK-UPS, ILLNESS, AND NON-ATTENDANCE**

Because it is very important to us that we have proper staffing at all times, please avoid being late in picking up your child. If you must be late, please call the classroom so that we may make the proper arrangements to ensure supervision of your child, for which you will be charged.

You will be asked to sign a late fee form at pick-up. In addition, the hourly rate of care will be charged.

It is important to remember that when you are late, two things happen: children become anxious about being left and teachers become concerned about after school commitments they may not be able to keep.

**Reporting Non-Attendance**

Please notify us if your child will not be attending Eagle’s Wing on one of their scheduled days. It is very important that we know your child is safely with you or another designated adult. Please call your child’s classroom by 10 a.m. (full-day and morning only children) and 2 p.m. (afternoon only children) if your child will be absent for any reason. If classroom teachers have not heard from you and your child is not in attendance, the teacher, an office staff person, a social work intern or a UW Police Department Community Officer will call you for information. Your child’s safety is very important to us. If your child is ill, we will need to know the nature of the illness so that we can let other parents know if the illness is contagious. Please call:

- 265-6477 for the Nido Room
- 263-9145 for the Yuwa Room
- 262-9695 for the Niiji Room
- 262-9699 for the HaNeul Room and 4K Green group
- 265-4662 for 4-K Purple group, Early Birds, Gliders, and High Flyers Day Camp

NOTE: You must still pay for tuition when your child is unable to attend.

**EMERGENCY CONTACTS**

It is very important that the emergency card is filled out entirely prior to enrollment. Emergency contact information should contain the names of, at minimum, two local people who are available during the day if an emergency should occur and we are unable to contact the child’s parents. We will ask for updated emergency information each semester.

If a family is new to the area and has not made connections with neighbors who would be available to serve in this role, we suggest that two people from the department in which the parent is studying or working be listed until other contacts can be arranged.

Office staff will call the people listed as emergency contacts to verify their phone numbers and availability.

**INFORMATION SHARING**

As part of the enrollment packet, we ask that families fill out a Child Profile and Family Profile. This gives teachers a better understanding of each family’s child-rearing practices, thus increasing the teachers’ effectiveness with your child in the classroom.
AGES AND STAGES QUESTIONNAIRE

Upon enrollment and each fall, parents will be asked to complete an “Ages and Stages” survey. This will provide developmental information that will assist teachers in their planning for individual children.

As each child grows and develops, we ask that parents and teachers share pertinent child development information with each other through daily contact. Families will also receive a monthly classroom newsletter which focuses on early childhood topics, classroom updates and activities.

SPECIAL NEEDS

Parents are required to share the details of any diagnosed or potential special need their child may have. Plans can then be made as a team for the best way to support the child. If a concern arises, teachers will meet with parents to discuss the best strategies.

CONFIDENTIALITY OF INFORMATION

All information shared with the Eagle’s Wing staff will be used specifically to enhance the programming offered to your child and will remain confidential among the staff as appropriate. The sharing of confidential information with community support staff, i.e. social workers, community police officer, or other appropriate professionals, will be done in a highly respectful and confidential way. At Eagle’s Wing, your child’s health and safety are a top priority.* We ask that parents of before and after school children (Early Birds and Gliders) sign an authorization form to allow Eagle’s Wing teaching staff to communicate with Shorewood Hills Elementary school staff in efforts to better meet school-age children’s needs.

*Information will be shared with other campus program directors when families transfer between child care centers.

CHANGE OF ADDRESS

Please notify the office of any change in your address, phone number, email address or other pertinent information immediately.

YEARLY CALENDAR

Nido, Yuwa, Niiji, and HaNeul Rooms

The yearly calendar for Eagle’s Wing Nido, Yuwa, Niiji, and HaNeul starts and ends with the academic calendar of the Madison Metropolitan School District. Nido, Yuwa, Niiji and HaNeul classrooms will be closed one week following fall semester final exams and no tuition will be assessed for this week.

4-K, Early Birds, Gliders, High Flyers Day Camp

The yearly calendar for the 4-K, Early Birds, and Gliders programs matches that of the Madison Metropolitan School District (MMSD). The Early Bird and Gliders programs beginning and end dates will be adjusted to give teachers an opportunity to set up for these programs as well as the summer High Flyer program. Please double check the specific dates on your contract.

The 4K, Early Birds, and Gliders programs are closed two (2) weeks of each academic year. You will not be assessed tuition for the following two (2) weeks:* 

- One week following fall semester final exams/winter break
- One week during MMSD spring break

*Weeks may vary based on Madison public schools spring break dates.

Also, all programs will be closed for the following U.S. holidays based on the UW-Madison academic calendar:

- January 1st  New Year’s Day (no tuition charged during week closed)
- 3rd Monday in January  Martin Luther King, Jr. Day
- Last Monday in May  Memorial Day
- July 4th  U.S. Independence Day
- 1st Monday in September  Labor Day
- 4th Thur. and Fri. in November  Thanksgiving Break
- December 24th and 25th  Christmas Eve and Christmas Day (no tuition charged during week closed)
- December 31st  New Year’s Eve

In addition all programs will be closed:

- Two to three days when all teachers participate in professional development in-service
- One day in April for Parent/Teacher Conferences

You are responsible for tuition even if holidays, inservice days, or conference days fall on your child’s regularly scheduled days of care.

Tuition-Free Weeks and Tuition-Free Days for Toddler and Preschool Families

Eagle’s Wing is open 51 weeks of the year for the
Toddler and Preschool classrooms, Nido, Nijji, Yuwa, and HaNeul. These families may choose 2 weeks of tuition-free vacation time per year as well as (5, 3 or 2) tuition-free days (total number of days equals the number of days contracted). Details and procedures are included in the enrollment packets.

Tuition-Free Weeks and Days are not available for 4K, Early Bird and Glider families as there are 2-3 weeks during the academic year that these classrooms are closed with no tuition charged. In addition, 4K families receive a reduced tuition rate based on the funding from the Madison Metropolitan School District.

**Tuition-Free Weeks:**
- A Tuition-Free Week may be used for any reason (vacation, family time at home, week long holiday celebration, grandparents visiting, etc.)
- These weeks must be scheduled in July when completing the academic year contract, or at the time of contracting if enrollment occurs at another time.
- If a week has been scheduled but needs to be changed or no weeks have been selected but a need to be away comes up unexpectedly, a change can be made for an administrative charge of $25.
- These 2 weeks cannot be broken up into tuition-free days.
- Tuition-Free Weeks may not be used for a week in which the child has been in attendance during any portion of that week.
- These 2 weeks can be saved to use during the summer if a family will have their child with us for a full calendar year.
- If a family leaves prior to the end of the academic year, and has used both vacation weeks, they may be required to pay back a portion of that tuition.

**Tuition-Free Days:**
- The Tuition-Free Days can be used to cover for sick days, conference days, holidays or unexpected snow days, etc. without paying tuition.
- These days do not need to be scheduled in advance.
- Families must contact the office by 9 am the day of the absence to schedule it as a Tuition–Free Day.
- The Tuition–Free Days can not be prorated into hours.
- All Tuition-Free Days can be used in a row as long as the classroom is notified by 9:00am each morning.
- Tuition–Free Days may not be used on a day that the child has been in attendance during any portion of the day.
- If a family leaves prior to the end of the academic year, and has used all the Tuition-Free Days, they may be required to pay back a portion of that tuition.

**Drop-In Policy for CURRENTLY CONTRACTED FAMILIES**

The drop-in policy is for currently contracted families who inquire about adding “drop-in” time to their child’s regular schedule.

**Eagle’s Wing Drop-In Policy**
It is Eagle’s Wing policy to provide child care to families in University Apartments and others based on an academic year and summer contract signed by the child’s parents. The contract guarantees regularly scheduled care 2, 3 or 5 days for the length of the academic year and/or summer.

Occasionally, a current family may need child care beyond their regular Eagle’s Wing schedule. We address this by allowing the child to “drop-in” to class outside their regular schedule. Arrangements for “drop-in” must be made in advance by the parent, the teacher and the office, and permission is given based on space available and planned classroom activities. “Drop In” tuition is charged on an hourly basis. This rate is listed on our tuition schedule. “Drop in” is not intended to supplement a schedule on a weekly basis and it does not guarantee care even if the class is not filled to licensed capacity.

**Limitations of Drop-In Care (Requirements):**
Your child is guaranteed care on the days for which s/he is currently contracted. Care is not guaranteed on drop-in days, even if the class is not completely full. Drop-in should not be used as an extension to the schedule on your child’s registration form.

Parents whose children are on the drop-in list for a classroom are required to call the classroom each morning they want their child to be admitted as a “drop-in.” We do this to be sure the classroom has the required number of teachers for the number of children expected that day. Of course, Eagle’s Wing always assigns enough staff to cover the children who
are currently contracted for the class. When we are fully staffed, this would also include children who are on the drop-in list. If one or more teachers are absent, our staffing will be adjusted to be sure the classroom has enough staff for the currently contracted children. The names on the drop-in list will not be included. This means that care for your child may not be available that day. In addition, children on the Drop-In List may lose their drop-in days if another family signs a contract during the semester.

To Schedule Drop-In Time for Your Child
1. Parents must arrange for drop-in care in advance with the EW office and the classroom teacher.
2. Parents are required to call the child’s classroom each and every morning for drop-in care.
3. Parents understand that drop-in care may not always be available, and that they may lose drop-in days during the semester.

EW Drop-In Only Agreement Requirements
Parents will sign the same forms as required for our contracted families: Child Profile, Family Profile, Immunizations Record, Health Report, WI Health History Form and Emergency Information Card. Instead of the Eagle’s Wing Registration/Contract Form, they will sign a Drop-In Only Agreement.

After the required paperwork is completed:

Schedule Drop-In Time For Your Child
1. Parents must arrange for drop-in care in advance with the EW office and the classroom teacher.
2. Parents are required to call the child’s classroom each and every morning for drop-in care.
3. Parents understand that drop-in care may not always be available, and that they may lose drop-in days during the semester.

We strongly encourage parents to consider signing an academic year or summer contract which would guarantee care for their child on all the days they require.

PAYMENT PROCEDURES
Payment is required one week in advance of care, payable every Friday. For your convenience, tuition payments, including co-payments for those receiving CCTAP funds (see Child Care Tuition Assistance, pg. 13) may be made per month or per semester in advance.

Payment for pre-arranged drop-in care will be due when the child is picked up for the day and should be put in to the University Apartments Office Drop Box. Blue Eagle’s Wing envelopes are available near the drop-box.

You are responsible for making tuition payments according to the tuition schedule. (Every family receives an Eagle’s Wing Tuition Payment Schedule.) For your record keeping, you can obtain an Eagle’s Wing Payments log from the Financial Specialist so you can keep a record of the amount you have paid, the date, and the check number. Tuition increases at the beginning of each fiscal year (July 1) and reflects increased business costs.
Tuition payment is due regardless of your child’s attendance. This includes vacations, holidays, inclement weather closings, and illness. To ensure the lowest tuition possible for all families, all child care slots need to remain filled and paid for. In order to hold a slot for continued care, parents must submit payment for all contracted time, regardless of actual attendance (also see Termination Of Enrollment, pg. 14). Fees are based on resident and non-resident status. Families who are residents of Eagle Heights or University Houses are entitled to the slightly reduced resident rate. All tuition and fee payments for your child’s care are due BEFORE the next tuition period.

Please see “Tuition-Free Weeks and Tuition-Free Days for Toddler and Preschool Families” in the Yearly Calendar Section.

If you would like to discuss other arrangements for tuition payments, you may contact the University Apartments Financial Specialist. However, this contact must be made prior to the beginning of the next tuition period. An account statement will be placed in your classroom mail folder at the end of each month. This is not a bill; however, if there is an unpaid balance noted, it must be paid immediately.

Registration Fee
A non-refundable registration fee is assessed when your child is first officially enrolled in the program, and then reassessed on September 1 and June 15. The fee is $25 for full-day, half-day, after school, and summer school age care, for all programs/classrooms except for 4K, which has a one-time registration fee of $35 due to the Madison Metropolitan School District. If a child’s enrollment is terminated during a semester and the child is re-enrolled later that same semester, another registration fee will be assessed.

Activity/Materials Fee for School-Age Programs
A non-refundable $30 family activity fee is assessed each semester for the 4K, Early Birds, Gliders, and non-refundable $40 for High Flyers Summer School Age programs, which is applied to materials cost.

Payment Procedures
You may pay tuition and fees by putting your check in the designated drop box in the University Apartments Community Center, or by paying at the cashier’s office in Slichter Hall, located at 625 Babcock Drive. Please refer to your tuition payment schedule.

Payments should be by check or money order, made payable to “UW-Madison/Division of University Housing”. Please indicate your child’s name on the check. Cash payments will only be accepted at the cashier’s office in Slichter Hall. Be sure to note your child’s name when making payment.

Fees for pre-arranged drop-in care must be paid to the financial specialist or the financial specialist’s designee when the child is picked up for the day, and must be paid for by check or money order. If you need to arrange an alternative payment plan, please contact the University Apartments Financial Specialist.

At the beginning of each month, you will receive a monthly statement as well as all of the receipts for the previous month in your child’s mail folder. The monthly statement reflects charges billed and payments received between the first and last day of the previous month.

Child Care Tuition Assistance Program (CCTAP)
If you are awarded a CCTAP grant from the Office of Child Care and Family Resources, CCTAP monies will be sent directly to Eagle’s Wing and applied to your account on a prorated basis. You are responsible for full tuition payments until the invoice has arrived at the Eagle’s Wing Office.

Upon receipt of the CCTAP invoice, the financial specialist will determine your weekly co-pay for the semester contracted for. Registration and Activities fees are not covered by CCTAP. CCTAP awards are only applied to the amount of the tuition. Award monies beyond the cost of tuition are retained by the Office of Campus Childcare & Family Resources.

You may receive a refund at the end of a semester if there is a surplus balance due to tuition payments you made before the CCTAP invoices were received.

City, County Funding, and Third Party Funding
Eagle’s Wing is happy to work with families receiving city, county, and third party funding for child care. It is the responsibility of the parents to submit the signed vouchers to the financial specialist in a timely manner to facilitate the billing process.

Parents are responsible for the balance or any charges which the City, County, or CCTAP does not pay, and for full tuition payment if the proper forms are not submitted to Eagle’s Wing.
Overdue Fees & Tuition

A charge will be added to any balance remaining on a past due account.

Any outstanding balance occurring at any time throughout the year is subject to the placement of a hold on UW student records through the Division of University Housing, and/or other collection action. A hold on student records will prevent further UW registration and the receipt of transcripts or diplomas.

Returned Checks

There will be a $20 service charge assessed to all checks returned as non-payable from the bank to Eagle’s Wing.

Fee for Late Pick-Up

If possible, parents should always call if they expect to be late. Parents will be assessed a $10 per child late fee in addition to a tuition charge for every 15-minute increment they are late in picking up their child. The late fee applies in the following cases:

- For children in half-day morning care in the Yuwa Room who are picked up after 12 p.m.
- For children in the full-day Nido Room, HaNeul and Niiji Room who are picked up after 5:15 p.m.
- 4K full school day children who are picked up after 3 p.m. (unless extended care is pre-arranged through the office and as space permits)
- Gliders and High Flyers Day Camp children who are picked up after 5:15 p.m.

Refunds

The only fees that can be refunded are for accounts that have been overpaid from personal funds only at the end of the contract period. Please note: Parents are responsible for tuition for the entire academic year and/or summer of the contract.

Federal Tax Identification Number

The Federal Tax Identification number for Eagle’s Wing is 39-1805963. Please make sure to keep this number for your tax records. Eagle’s Wing does not automatically send year-end tax statements. If you want a tax statement, please request one from the University Apartments Financial Specialist before January 15, or one week prior to the date you’ll need it.

TERMINATION OF ENROLLMENT

Anytime within the first three weeks of attendance in a new classroom (excluding the summer High Flyer program), parents may break their contract if the child is experiencing continued adjustment issues. Tuition for these first three weeks is required and non-refundable. During this three-week trial period, Eagle’s Wing may also void the contract if there are issues that negatively impact the classroom, or child.

If circumstances are such that a family needs to leave University Apartments and is discontinuing their affiliation with the university, a one-month written notice is required to break the contract prior to the end of the semester. Verification of move-date is required. Drop-in is not allowed when the contract has been broken. Parents are responsible for the one-month tuition payment or co-pay after the notice is received. The above circumstance is the only allowable reason for parents to break a contract, after the first three-week trial period in a new classroom. Families who wish to re-enroll can place themselves on the waiting list with other families and are enrolled in that order.

Eagle’s Wing staff is committed to working with children and their families so that every child’s experience at the center is positive and rewarding. A first step for parents who are concerned about their child’s adjustment is to talk with their child’s teachers. Meetings can be arranged during teacher’s planning times or after the center closes.

If circumstances prevent a child’s needs from being met at the center, or if a child’s behavior is having a consistent negative effect on the well-being and development of other children, the Director of Licensed & Resident Programs may decide to terminate that child’s enrollment. If there is concern regarding a child’s continued enrollment, a consultation will be held with the child’s parent(s) or guardian(s). Families may appeal a decision to terminate enrollment to the Director of University Apartments.

If a parent or guardian exhibits behavior which is detrimental to the health and well-being of the children or staff in a classroom or negatively interferes with the normal functioning of the classroom, he or she will be given two weeks notice and asked to find alternate child care services for his or her child.

Eagle’s Wing may also terminate or not issue a contract for the next semester for the following reasons:
• Non-payment of fees.
• Failure to provide the required forms for enrollment.
• Failure to provide information that will allow us to provide the best educational plan for your child i.e. outside evaluations, medical treatment information, health related information, etc. Confidentiality will always be maintained as appropriate.
• Lack of available emergency contacts and parents’ inability to provide care for ill child.
• Non-compliance with Eagle’s Wing policies and procedures.
• Expressed parental dissatisfaction with the program.
• Unwillingness to work with the center staff on issues relating to your child.

If termination of enrollment occurs and a back balance exists, payment of the back balance in full must be made within 30 days. If payment is not received, the Division of University Housing will take further collection action, which may include placing a delinquent account with a collection agency, or placing a hold on UW student records.

Families who have terminated and wish to re-enroll can place themselves on the waiting list with other families and are enrolled in that order.

Families will not be allowed to re-enroll a child whose contract has been broken, or if they have a past due account balance, previous payment issues, unresolved classroom behavioral issues, have been previously asked to leave the program, or have not followed Eagle’s Wing policies and procedures as stated in this handbook.

Un-enrollment of Children Due to Behavioral Issues

There are times that a child has difficulty settling in to the center environment. Sometimes this is the result of a child’s inexperience in group child care; occasionally this is a result of frustrations during the acquisition of English as a second language; and still other times it may be related to a child’s difficulty in separating from a parent. These situations are very often temporary and soon children are happily thriving in our classrooms.

Guidelines for un-enrollment are:

1. Teachers will work closely with parents, exploring various ways to support the child (and parents) during any difficult transition.

2. If, after one month, the child continues to display distress or separation anxiety despite continuous efforts to support and nurture the child, an un-enrollment will be considered. Options such as family child care or a smaller setting may in fact lessen the stress placed upon the child when away from the parent(s).

If disrupting or atypical aggression is displayed and traditional methods of defusing the situations have been implemented by staff with little or no success, the parents will be consulted and the behaviors will be documented for a period of one to two weeks.

1. During the time of observation and documentation, parents will be updated on a daily basis. If the behaviors of this child result in an accident report for another child, the report will be shared with the parents of the child whose actions have caused the incident. The name of the child causing the injury will of course be withheld from the other parents and will not be indicated on the accident report form.

2. After the observation period and anecdotal documentation, the teaching staff will meet with the Director of Licensed & Resident Programs to determine who would be best to observe the child and consult with the staff. If there are family issues that seem to be affecting the child’s behavior, the University Apartments Community Resources Coordinator or social work intern will be consulted. If the behavioral situation seems to indicate a more complicated developmental issue, the Waisman Center, Rainbow Project, or city day care unit may be contacted for an observation or a referral may be made to the public schools.

3. Teachers will meet with the parents to describe the proposed observations and/or consultation and to get parental permission. A reduced schedule, particularly if the child is full time, may be needed while arrangements are being made for the observation and consultation. Parents must make every effort to reduce their child’s schedule (using support families - neighbors, friends or relatives if necessary) to reduce the amount of time the child is at the center. In some cases, however, more time is needed at the center, particularly if the child is only half days on Tuesday and Thursday, in order to provide more consistency and a more regular routine. In addition, the parents will be asked to allow Eagle’s Wing to share an overview of the situation with other parents who are concerned about the behavior of the child as it affects their own
children. Due to confidentiality, limited information would be shared, but just enough so that the other parent(s) would know that assistance is being provided and the behavior is not being ignored or condoned.

4. If parents do not agree to working with an outside professional, care for the child will be terminated with a two-week notice.

5. Teachers will continue to document behavior while implementing the strategies recommended by the outside professional. Progress toward changed behavior must be noted within one month of initiating the early childhood specialists’ recommendations.

6. At the end of this one-month period of time, a meeting will again be held between the teachers and the parent(s). If significant improvement is noted, the original schedule may be resumed if the schedule had changed and if space allows. If no progress has been made the enrollment will be ended with a two-week notice. Factors to be considered in this decision will include:
   - Impact of problematic behavior in the classroom
   - Demands on staff time
   - Availability of resources to the center
   - Impact on the basic nature of the program and the finances of the center for the accommodations that would be required to meet the child’s special needs.
   - Possibility of danger to the child or others in the class.
   - Ability of staff to meet the child’s needs, and keep the child and other children safe.
   - Willingness of parents to work with the teaching staff and/or to get outside help.

7. Significant continued progress must be noted for the child to continue in the program past the end of the semester. If this is not the case, the enrollment will be ended at the end of the semester.

Eagle’s Wing reserves the right to un-enroll a child at any point, without regard to the above procedures, in a situation that is determined to be extremely detrimental to the children concerned or staff in the program.

**PROBLEM RESOLUTION PROCEDURE**

If a problem arises regarding policies, the program, staff, physical environment as it relates to disabilities, or any other aspect of Eagle’s Wing, we ask that you discuss the problem with the teaching staff and/or the Director of Licensed & Resident Programs. Complaints or concerns may be introduced and addressed orally, in writing, or both. Appeals, however, need to be put in writing.

If you feel your complaint was not dealt with promptly and/or appropriately, you may schedule a meeting with the Director of Licensed & Resident Programs (call 608-262-3407). In addition, the Director of University Apartments will review any appeal submitted in writing (send appeals to 611 Eagle Heights, Madison, WI 53705). All appeals will be addressed within two weeks, unless there are extenuating circumstances.

You may also send any complaints to the Department of Children and Families, PO Box 8947, Madison, WI 53708 and/or the City of Madison Office of Community Services, PO Box 2627, Madison, WI 53701. Any serious complaints which are an immediate or potential threat to the health, safety, and welfare of children should be addressed to the Wisconsin Southern Regional Office, Licensing and Certification Unit (PO Box 8947, Madison WI 53708, 608/266-2900).
YOUR CHILD’S DAY

During children’s day at Eagle’s Wing, they will be encouraged to follow their creative energy as it leads them into a variety of learning experiences. Teachers prepare developmentally appropriate activities and learning environments, and actively support the children in their exploration. The Eagle’s Wing Curriculum Guide is available to all parents upon enrollment.

Occasionally Niiji and HaNeul children who arrive in the early morning will start their day in a welcoming atmosphere in one room. During this time, the two teaching teams alternate between being in the classroom and teacher planning time. At 9 a.m., the children move into their primary rooms for the rest of the day. At approximately 5 p.m., both rooms may join together again for the end of the day. The early morning and late afternoon times allow for mixed-age group interactions and quieter activities.

Yuwa Room morning children who arrive between 7:30–8:00 a.m. may combine with the Nido Room to allow the teaching teams their daily planning time. At 8 a.m., the children move into their primary classroom.

4K and school-age children start and end their day together. School-age staff have their planning time mid-day during quiet time for their children. Assistant Teachers help staff the room.

Following is the framework of a typical day. Please keep in mind that we follow the children’s cues, and therefore may occasionally extend or switch certain parts of the routine if doing so will maximize the children’s learning opportunities.

The Nido, Niiji, HaNeul, and Yuwa Rooms divide into smaller groups throughout the day, each with academic staff teachers specifically for that group. Each group has the same daily routine components but may alternate the time and use of space. Please check the Parent Information Board in each classroom for a posting of current daily routines. Activities and schedules are modified for both younger and older children to best meet their unique developmental levels.

### Niiji Room Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Combined work time with HaNeul in Niiji room</td>
</tr>
<tr>
<td>9:00</td>
<td>Snack*/toileting</td>
</tr>
<tr>
<td>9:45</td>
<td>Clean up</td>
</tr>
<tr>
<td>10:00</td>
<td>Large motor</td>
</tr>
<tr>
<td>11:00</td>
<td>Small group</td>
</tr>
<tr>
<td>11:20</td>
<td>Large motor</td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30</td>
<td>Stories/nap/rest</td>
</tr>
<tr>
<td>3:00</td>
<td>Snack* time</td>
</tr>
<tr>
<td>3:20</td>
<td>Work time</td>
</tr>
<tr>
<td>4:00</td>
<td>Large motor</td>
</tr>
<tr>
<td>5:00</td>
<td>Clean up</td>
</tr>
<tr>
<td>5:15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*All snacks are provided by Housing Food Service

### HaNeul Room Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Arrival/set-up/computer time (combine w/Niiji room)</td>
</tr>
<tr>
<td>9:20</td>
<td>Snack*</td>
</tr>
<tr>
<td>9:30</td>
<td>Outside time</td>
</tr>
<tr>
<td>10:30</td>
<td>Circle time/work time</td>
</tr>
<tr>
<td>11:40</td>
<td>Movement and music</td>
</tr>
<tr>
<td>11:50</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30</td>
<td>Story time</td>
</tr>
<tr>
<td>1:00</td>
<td>Gym time</td>
</tr>
<tr>
<td>2:00</td>
<td>Rest time (for full day)</td>
</tr>
<tr>
<td>3:00</td>
<td>Snack*</td>
</tr>
<tr>
<td>3:15</td>
<td>Outside/large motor time</td>
</tr>
</tbody>
</table>

*All snacks are provided by Housing Food Service
### Yuwa Room Schedule (Morning)

- **7:30**: Free choice/work time/snack* time
- **9:30**: Large group/recall
- **10:00**: Large motor
- **11:00**: Small group
- **11:30**: Recall and Circle Time
- **12:00**: Parents pick up - program ends

### Nido Room Schedule

- **7:30**: Free choice
- **9:00**: Diaper check/clean-up
- **9:30**: Wash hands/snack*
- **10:30**: Outside or gym time
- **11:30**: Music/circle/story
- **11:45**: Lunch
- **12:15**: Diaper check/clean-up
- **12:30**: Nap (diaper check after nap)
- **3:00**: Wash hands/snack*
- **3:30**: Free choice/outside time

### 4K (Full School Day) Schedule

- **8:00**: Arrival/sensory activities
- **9:00**: Meeting time
- **9:20**: Small group time
- **9:40**: Snack*/Discovery time
- **11:00**: Outside/gym time
- **12:00**: Music time
- **12:30**: Lunch
- **1:00**: Story time
- **1:30**: Rest time
- **2:00**: Activity or Discover time
- **3:00**: Dismissal

### 4K Extended Care

- **3:00**: Large Motor
- **4:00**: Snack*
- **4:20**: Special activity and Discovery time
- **5:15**: Dismissal

### Gliders (After School Program) Schedule

**Monday**
- **1:45**: Children get picked up at Shorewood
- **2:15**: Small group activities/outside/gym
- **3:30**: (See below)

**Tuesday-Friday**
- **3:15**: Children get picked up at Shorewood
- **3:30**: Snack* time, planning time, small group activities in classroom
- **4:30**: Clean-up, recall
- **4:45**: Large motor activities (outside/gym)
- **5:15**: Children are picked up

*All snacks are provided by Housing Dinning & Culinary Services

### High Flyers Day Camp Full-Day (Summer School-age Program) Schedule

- **7:30**: Arrival and Free choice
- **8:45**: Meeting time
- **9:00**: Snack-Free choice
- **10:00**: Group game
- **10:30**: Large Motor
- **11:50**: Center time or Activity
- **12:40**: Picnic lunch and outdoor large motor
- **1:25**: Stories
- **2:05**: Quite time alone
- **2:50**: Quiet time (with a partner)
- **3:15**: Free choice
- **3:50**: Snack*
4:10  Wrap up meeting
4:30  Large Motor- some days we will be working in the Peace Garden
5:15  Program ends

The High Flyer Day Camp afternoon snack is usually served around 3:50 p.m. At times, the children will eat a snack while on field trips or eat a snack a little later if there are plans to return to the Community Center shortly after snack time.

THE DAILY ROUTINE

The daily routine is the schedule of events that takes place in the classroom each day. Each Eagle's Wing classroom implements many elements of the High/Scope curriculum. While the length of time may vary, the components of the daily routine follow the same basic principles.

The following four principles are the foundation of the daily routine:

Consistency
The daily routine establishes a consistent schedule of events for each day. Consistency provides direction and helps children develop internal controls.

Active Involvement in an Orderly Setting
The daily routine is focused first on the child's need for active involvement and decision-making, and second on the teacher's need for an orderly setting in which to teach.

Responsibility
The daily routine provides a mechanism by which children become responsible for creating their own materials and activities for their own learning.

Interactions
The daily routine provides for a variety of interactions among children and adults. Time is provided for children to work alone, with a teacher, in small groups, in large groups, and with other children.

The daily routine in the High/Scope curriculum is made up of several elements:

Planning Time
Children make choices and decisions all the time, yet they often do not have the opportunity to express their decisions, or to extend the possibilities of the choices that they have made. Planning time gives children a structured, consistent opportunity to express themselves and to perceive themselves as people who can act on decisions. During this time, the children make active decisions about how they will spend their time in the classroom.

Work Time/Discovery Time
Work time describes the period after children have finished planning, when they are actively engaged in their classroom environment. It is generally the longest single period in the daily routine and is busy and active for both the children and adults. The teachers use this time to observe the children, noting how they perceive information, interact with peers, and solve problems. They may enter into the children's activities to encourage, extend, and set up problem-solving situations.

Clean Up Time
During clean up time, the teachers and children return materials and equipment to their places and store their projects-in-process. This process of cleaning up not only restores order to the classroom, but provides a learning situation as well. Shelves and containers are labeled with names of materials, photos, drawings, or tracings of the materials; the children learn where the items belong and why certain items are stored together. Clean up time also instills a sense of group responsibility towards shared space and materials.

Recall Time
Recall time is the last part of the “plan-do-review” sequence. The children reflect, in a variety of developmentally appropriate ways, what they did during work time. They might remember the children with whom they played, the picture they made, or the problems they encountered. Recall time brings closure to their planning and work time activities, and allows them to actively process their experiences.

Small Group Time
Small group times are planned by the teachers to build on children's emerging abilities. The teachers structure an activity in which children explore materials and objects, contribute ideas, problem-solve, make choices and use their senses. The activities vary and are chosen in response to the children's needs, abilities, interests, and cognitive goals.

Outside Time
Each day, weather permitting, the children will go outdoors to explore nature, exercise their growing bodies, and enjoy various group games. (See the outdoor play section in this handbook, pg. 45)
Circle Time/Large Group Time
During Circle time, children join together for a large group activity in which they participate actively and contribute ideas. Activities include songs, dancing, group games, creative movement, story telling, and the planning of special events.

TEACHER-SUPPORTED PLAY THROUGH THE HIGH/SCOPE APPROACH
Eagle’s Wing teachers utilize many of the components of the High/Scope curriculum in the following ways:
• To plan a rich and exciting environment
• To support children’s natural desire to learn by planning activities based on the children’s own interests and ideas
• To help children learn how to confront and solve problems

For more curriculum information, please refer to the Eagle’s Wing curriculum guide. For more information about the High/Scope educational approach, please talk to any of the teachers or the Director of Licensed & Resident Programs. A handout by the High/Scope Educational Research Foundation is also available.

TRANSITION FROM A MODIFIED HIGH/SCOPE CLASSROOM INTO KINDERGARTEN
It is important to note that the High/Scope key experiences correlate well with the Madison Metropolitan School District’s preschool performance standards and in fact were used as a reference in the development of these early learning standards. Children in all classrooms will be well prepared to enter the public school system.

PEACE EDUCATION
Eagle’s Wing teaching staff are committed to helping children understand the importance of treating all people with dignity and not judging groups of people for the actions of a few, whether in the classroom or globally.

Teachers model acceptance and compassion in their words and behavior. They also encourage children to explore their feelings and fears. Embracing diversity is a lifelong endeavor that will bring us closer to peace within our communities and around the world.

“If we are ever to attain real peace, we must first start with the children.”
—Mahatma Gandhi

EARLY LEARNING STANDARDS
These standards, developed by the Madison Metropolitan School District (MMSD), reflect widely held expectations for children ages three to five years, supported by scientific evidence. They are intended to guide parents, practitioners, professionals and policymakers who share responsibility for the well-being of young children. The primary purpose of these standards is to provide a framework for understanding and communicating a common set of expectations for young children’s development within this context of shared responsibility.

Eagle’s Wing incorporates the following principles which reflect the knowledge base in scientific research on child development, teaching and learning practices, and early brain research.

• Each child has a unique developmental pattern. Accomplishments and outcomes may not be sequential.
• The strengths of each child are an integral part of his/her daily experiences and should be reinforced as part of any learning process.
• The young child’s learning and positive development are best supported by stable care, consistent gentle guidance, and loving interactive relationships.
• Young children learn best through play and the active exploration of their environment. Pretend play is a vital component of young children’s learning.
• Adult interaction, support and modeling in warm
and knowledgeable ways that are based on the individual needs and skills of each child are critical.
• Learning opportunities should reflect the cultural and linguistic diversity of children, families and communities.
• Teaching and learning should encourage joy, a sense of wonder and enthusiasm.
• Parents/families and teachers/caregivers of young children can offer valuable information and support to each other. Young children benefit when the adults in their lives communicate frequently with openness and respect.
• All eight of the developmental domains are interrelated and interconnected.

For a detailed booklet describing the early learning standards and benchmarks, please contact the Manager of Children’s Services.

Social–Emotional Development

Early Learning Standard:
Children will recognize and express feelings, interact with others, cope with conflict and work toward a common goal.

Benchmarks:
When provided opportunities to play and interact with children and adults, the young child will:
• Demonstrate affection and playfulness
• Increase ability to initiate and sustain interactions with children/adults
• Cope with challenges and frustrations
• Respect others, self and property
• Understand and follow routines and expectations

Health, Safety and Nutrition

Early Learning Standard:
Children will begin to take age-appropriate responsibility for their actions, basic self-care needs, health, nutrition and safety.

Benchmarks:
When guided by children/adults who model these skills and provide opportunities for practice, the young child will:
• Engage in a basic range of activities
• Demonstrate awareness of and ability to follow basic rules and directions that are intended to keep children safe
• Recognize and communicate self-identification information
• Share awareness of practices related to good physical health

Language and Early Literacy

Early Learning Standard:
Children will continue to develop speaking, listening, reading and writing skills through active engagement with literacy materials, positive interactions with adults and peers, in real life settings for real purposes.

Benchmarks:
When provided with opportunities to explore and participate in early literacy experiences, the young child will:
• Demonstrate progress in speaking and listening skills
• Demonstrate progress in vocabulary and concept development
• Demonstrate progress in hearing and manipulating the sounds of spoken language
• Demonstrate progress in book awareness
• Demonstrate progress in letter name awareness (alphabetic knowledge)
• Demonstrate progress in comprehension
• Demonstrate progress in writing

Creative Representation, Expression and Appreciation of the Arts

Early Learning Standard:
Children will express themselves through using their bodies and materials as they explore music/movement, visual arts, and dramatic play.

Benchmarks:
When exposed to creative activities using a variety of materials and experiences, the young child will:
• Demonstrate progress in music/movement
• Demonstrate progress in the visual arts
• Demonstrate progress in dramatic play

Mathematical Thinking and Exploration

Early Learning Standard:
Children will construct an understanding of mathematical concepts as they interact with materials, people, events and ideas.
**Benchmarks:**

When provided with opportunities to explore mathematical concepts with a variety of materials and interact with others through play, the young child will:

- Demonstrate increasing understanding of number concept
- Demonstrate increasing understanding of time and space
- Demonstrate increasing understanding of shapes (geometry)
- Demonstrate increasing understanding of patterning (early algebra)
- Demonstrate increasing understanding of measurement
- Demonstrate increasing ability to sort and compare (display and analyze data)

**Scientific Thinking and Exploration**

**Early Learning Standard:**

Children will think scientifically and construct meaning from their experiences as they interact with living and non-living things, events and ideas.

**Benchmarks:**

When provided with opportunities to actively explore their world, the young child will:

- Begin to explore materials and ideas using key elements of the scientific method
- Develop increased ability to make comparisons
- Gather information about the environment
- Express wonder and curiosity about the natural world
- Develop an awareness of and respect for the environment

**Community Exploration**

**Early Learning Standard:**

Children will develop an awareness of the larger world around them.

**Benchmarks:**

When guided by adults who model these skills and provide opportunities for practice, the young child will:

- Develop growing awareness of community occupations and what is required to perform them
- Progress in understanding similarities and respecting differences among people, such as physical traits, age, gender, race, special needs, culture, language and family structures
- Show awareness of the home, childcare setting and community and describe the location and relationship of things within that environment
- Begin to understand technology and community resources, such as tape recorders, telephones, cameras, computers, libraries and transportation
- Show increasing awareness of self as a member of a group, such as member of a family unit or childcare community

**Physical Development**

**Early Learning Standard:**

Children will develop an awareness and coordination of their bodies through exploration and movement.

**Benchmarks:**

When provided with opportunities to explore space and materials, the young child will:

- Increase ability to move her/his body in ways that demonstrate strength, control, balance, and coordination such as walking, running, jumping, climbing, hopping, skipping, marching, galloping, throwing, catching, rolling, twisting, dancing, and stopping
- Explore both indoor and outdoor spaces and equipment using objects such as balls, slides, swings, bikes, rakes, and shovels
- Increase ability to coordinate small muscle movements
- Show awareness of body parts

**SUSTAINABILITY PRACTICES**

The Division of University Housing strives to incorporate principles of sustainability in its everyday business practices, energy use, dining services, buildings, recycling and waste management.

Eagle's Wing staff and children have been working hard to incorporate these values into our everyday operation in the following ways:

- Each classroom focuses on the three Rs (Recycle, Reuse and Reduce), and teachers provide activities to enhance the children's environmental awareness.
- Throughout the Community Center, including each of our classrooms, we separate recyclables from garbage.
• Our classroom art areas are supplied with a variety of recyclables for children to use in their creations, such as scrap paper from the offices, empty cereal boxes and paper towel tubes from homes, ribbon from gifts, etc.
• We turn off the lights when we go to the gym or outside.
• Classrooms serve morning and afternoon snacks on real dinnerware instead of on paper and plastic products.
• All Eagle’s Wing snacks are vegetarian.
• While providing an ample quantity of food, teachers work with children on the concept of not wasting food.
• Eagle’s Wing staff have had special training in incorporating nature in the classrooms as well as in outdoor activities.
• Peace Garden – we have created a space around the Community Center playgrounds for our Eagle’s Wing Peace Garden.
  • Children participate in the planting and upkeep of the Peace Garden.
  • Teachers include food grown in the garden in a variety of food activities and experiences.
  • The garden provides an opportunity for children to observe and learn about common garden insects, worms, caterpillars, spiders, grubs, etc.
Division of University Housing
Core Values

CARE

Care is the foundation of how we approach our work and how we treat others, including residents, guests, fellow employees and campus partners.

What this means for Eagle’s Wing:
• Care is the focus of what happens in each Eagle’s Wing classroom each day.
• Teachers strive everyday to be an extension of the family for each child we care for.
• Children are taught to care for themselves, each other, their family and friends, our garden and our environment. This forms their foundation for all future learning.
• Teaching staff, in addition to all their other responsibilities, continue to take very good care of each other. They support each other and form lasting friendships.

CREATIVITY

Creativity is encouraged across the Division so that we may engage and build upon the shared knowledge we have.

What this means for Eagle’s Wing:
• Creativity is used by teaching staff on a daily basis to provide exciting and engaging activities while operating within a strict budget.
• Children are taught to work on creative problem solving when engaging in social and educational activities throughout the day.
• By fostering creativity in the children, we put them on a path to love learning, which we hope will continue throughout their lifetimes.

EXCELLENCE

Excellence is our goal. We strive to leave the place better than we found it. The quality of our work matters.

What this means for Eagle’s Wing:
• Eagle’s Wing staff work diligently to meet all licensing requirements and accreditation standards.
• Staff are proud to be implementing best practices in the classrooms and to share that knowledge and experiences with student teachers, practicum students, interns and volunteers.
• By engaging children with Developmentally Appropriate Practices, staff are laying the foundation for children to excel in their future learning endeavors.
• Teachers help children excel socially, academically, physically and emotionally within a diverse setting in which differences are celebrated.

INTEGRITY

Integrity is essential in building and maintaining the kind of relationships and services we envision. Integrity is apparent by our words and actions.

What this means for Eagle’s Wing:
• Eagle’s Wing administration has very high expectation of the teaching staff. Above all, we expect honesty and dedication to our children and their families.
• As our teaching staff work very hard to meet these high standards, they are setting an example for the children to do the same.
• Our academic staff are intrinsically motivated to provide the best program possible for our young children and their parents.

OPTIMISM

Optimism grounds our intentions and thinking to create an environment that focuses on opportunities and positive outcomes.

What this means for Eagle’s Wing:
• We are all very optimistic about the future of our Eagle’s Wing children. We lay the groundwork for future successes.
• We advocate for children when we encounter an obstacle to best practice.
• We try to be proactive in supporting all of our families.
• All teaching staff are willing to try new things and keep a positive attitude.

RESPECT

Respect for the dignity and diversity of people and ideas drives us to be inclusive in our thinking, our relationships, and our actions.
What this means for Eagle’s Wing:

• A cornerstone for Eagle’s Wing has been our Anti-Bias Education policy and Peace Education statement (see these policies in previous sections of this handbook). Given our extraordinary opportunity to serve an international community, we are able to work everyday with commonly held biases. Teaching staff challenge biases, provide factual developmentally appropriate information to children and focus on peaceful conflict resolution.

• By fostering a respectful environment for staff, we are able to set that example for children.

• Eagle’s Wing makes a point to hire international staff in all of our positions (Student Hourly, LTE and Academic Staff). For example, 50 percent of our academic staff are international and speak one or more languages besides English.

• We currently have five men on staff which is uncommon within the Early Childhood profession. We strive to show children that men can be kind and nurturing.

• We have been fortunate to have with us, over the years, several people with disabilities. Whether that has been a child, staff member or student teacher, we want to provide opportunities for children to see happy, productive individuals who need to do things in a different way than is typical. Children can have their questions, which spring from natural curiosity, answered. In a very short time, we see children develop strong bonds and loving relationships with our friends with disabilities.

• Classrooms are equipped with multiethnic dolls, children’s picture books in many languages, newspapers displaying different scripts in the house area as well as music from many different cultures.

We continue to look at ways to respond to community need, whether that’s by expanding our services, adding programming options, taking on additional research programs or by providing a referral service to families that we are unable to serve.

Eagle’s wing tries to be inclusive of the community in several ways –

o We are happy to share information with any resident or community program that seeks our advice or expertise.

o Children from the community are welcome to use our playgrounds by joining us with their care givers during the days as well as using the space on evenings and weekends.

o UA families are able to purchase transportation to and from Shorewood Hills Elementary School for a nominal fee during the winter months. Eagle’s Wing subsidizes this transportation and provides teaching staff to supervise the children both to and from school.

o Often special programming (Badger Buddies, science shows, entertainment) is advertised to the community in hopes that families join us for these special events.

Our 4K contract with the Madison Metropolitan School District provides supplemental funding for our 4K families.

• We continue to be conservative in the spending of supply money.

• We have been successful in securing outside grant funding for special purchases for programming and our Peace Garden.

• We have a strong focus on sustainability practices in each of the classrooms.

STEWARDSHIP

Stewardship is demonstrated through our commitment to care for the human, financial and natural resources entrusted to us by our residents.

What this means for Eagle’s Wing:

• All of the above is based on stewardship to the community that supports our work with young children. We want to give University Apartments residents a good return on their investment by striving to provide a stellar program for the community to be proud of.
ANTI-BIAS EDUCATION

We are all members of a quickly changing, vastly diverse society. We are seeing that even the most homogeneous communities are becoming more diverse. We have the responsibility to help prepare our children for this diversity. If they are to successfully function in their future society, they will need to develop the skills and strategies that will afford them this success.

Eagle’s Wing embraces the diverse community to which we belong, and is committed to supporting it in its diversity. We have a strong commitment to multicultural, anti-bias care and education that promotes respect for all people regardless of differences in race, culture, sexual orientation, language, socioeconomic level, age, health, physical and mental ability, religion, political views or family structure.

As part of our educational philosophy of respecting each child’s culture and background, we have the wonderful opportunity to not only affirm children’s identities, but also to further explore and celebrate a wide variety of cultural, racial, and ethnic differences.

We also recognize that not all families consist of only, or primarily, fathers and mothers. We respect all families and embrace family diversity.

Gender equity and sensitivity are important values we try to put into practice. We actively work to promote prejudice reduction, and to provide a nurturing, safe, inclusive environment for all children and their families.

Respect is more than simply not tolerating name calling, intimidation, or exclusionary tactics. It is openly discussing and addressing issues that arise spontaneously in the classrooms or on the playground. If attacks of discrimination occur, and we just let them go by, then of course, the child who is overweight or Jewish or short or who has gay or lesbian parents, for example, is devalued little by little.

In addition, the witnesses to this act are once again desensitized to the small acts of cruelty that can mount over time and ultimately create biased attitudes in adulthood.

We try not to infringe on anyone’s privately-held viewpoints, but in a public setting, the law and common decency provide for each child to have a nurturing and equitable education. The anti-bias curriculum by Louise Derman Sparks is a cornerstone of our daily interactions in the classrooms. For more information, please speak with the manager of children’s services.

EDUCACIÓN ANTI-DISCRIMINATORIA

Todos somos miembros de una diversa sociedad con rápidos cambios. Vemos que incluso las comunidades más homogéneas se están haciendo más diversas. Tenemos la responsabilidad de ayudar a preparar a nuestros hijos para esta diversidad. Si van a vivir con éxito dentro de su futura sociedad, tendrán que desarrollar las capacidades y estrategias que les permitirá este éxito.

Eagle’s Wing recibe a la comunidad diversa de la que somos parte, y se compromete a apoyarla en su diversidad. Tenemos un fuerte compromiso al cuidado y la educación multi-culturales y anti-discriminatorios que promueven respeto hacia todas las personas, sin importar las diferencias de raza, cultura, orientación sexual, idioma, nivel socioeconómico, edad, salud, capacidades físicas y mentales, religión, creencias políticas ni estructura familiar. Como elemento de nuestra filosofía educativa de respetar la cultura de cada niño, tenemos la gran oportunidad de no sólo afirmar la identidad de cada niño, sino también de explorar y celebrar también una gran variedad de diferencias culturales, raciales y étnicas. Además reconocemos que no todas las familias consisten solamente, ni únicamente, de padres y madres. Respetamos a todas las familias y recibimos toda la diversidad familiar. La igualdad y sensibilidad entre los sexos son valores importantes que intentamos poner en práctica. Trabajamos para promover la reducción de los prejuicios y para ofrecer un ambiente seguro e incluyente para todos los niños y sus familias.

El respeto es más que simplemente no tolerar los insultos, intimidaciones ni tácticas de exclusión. También es tratar las situaciones que surgen espontáneamente en las aulas o en el patio de juegos. Si ocurren instancias de discriminación, y nosotros los dejamos pasar entonces, por supuesto, el niño que es “gordo” o judío o bajo o tiene padres homosexuales o madres lesbianas, por ejemplo, se devalúa, poco a poco. Además, los que presencian este acto son desensibilizados una vez más a los pequeños actos de crueldad que se suman a lo largo del tiempo para al final crear actitudes discriminatorias en la adultez.

Tratamos de no usurpar los puntos de vista privados de cada cual. Pero, en un lugar público, la ley y la decencia común le ofrecen a cada niño una educación cálida e igualitaria. El Programa Anti-Discriminatoria de Louise Derman Sparks es la fundación de nuestras interacciones en las aulas. Para más información, se puede hablar con la Manager of Children’s Services.
편견을 없애는 교육

우리 모두는 빠르게 변화하는 매우 다양한 사회 속에서 살고 있습니다. 동질성이 아무리 많은 사회를 살지라도 점차 그 증가하는 다양성을 피하지 못하고 있는 것을 쉽게 볼 수 있습니다. 이러한 다양성에 우리의 자녀들이 잘 적응할 수 있도록 도울 책임이 바로 우리 학부모님들에게 있습니다. 자녀들이 미래 사회에서 성공적인 사회생활을 하기 위해서는, 성공을 위한 기술과 전략을 개발해야 합니다.

Eagle’s Wing은 우리가 속해 있는 다양한 사회를 모두 아우르고 있으며, 그 평범한 다양성 속에서 사회를 지원하기 위해 최선의 노력을 다하고 있습니다. 저희는 인종, 문화, 성적 지향성, 연령, 사회 경제적 수준, 연령, 건강, 육체적 정신적 능력, 종교, 정치적 관점 또는 가족 구성에 무관하게 모든 사람들을 존중할 수 있는 편견을 없애는 다문화적 교육에 중점을 두고 있습니다. 이런 가각의 문화와 배경을 존중하는 저희 교육 철학의 일부로서, 저희는 어린이들의 개성을 확인하는 것 뿐 아니라, 나아가 문화, 인종 그리고 민족적 차이 등의 다양성을 좀 더 탐구하고 소중하게 받아들이기 위한 획기적인 교과과정을 준비하고 있습니다. 저희는 모든 가족들이 반드시, 또는 주로 아버지와 어머니로만 구성되어 있지 않다는 것을 잘 알고 있으며, 모든 가족들과 그 가족들의 다양성을 존중합니다. 남녀평등 및 감수성은 이를 실행하기 위한 가장 중요한 가치입니다. 저희는 편견을 줄이고 교육과 안전, 그리고 모든 어린이와 그 가족들이 함께 할 수 있는 환경을 제공하기 위해 적극적으로 노력하고 있습니다.

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ثقافة غير متحيزة

نحن جميعا أعضاء في مجتمع سريع التغير وواسع التنوع. نحن نشاهده كيف أن أكثر المجتمعات تنازلوا أكثر تونعاً وتحدث الأخطار. علينا مسؤولية المساعدة في إعداد أطفالنا لتحمل هذا التنوع. فمن أجل أن نتمكن من أن نكونوا فعالين في المجتمع المستقبلي، عليهم أن يطوروا المهارات والأساليب التي تضمن لهم هذا النجاح.

المتعددة الثقافات وعنابة غير متحيزة تشجع الأطفال لكل الناس بعض النظر عن قوى الاستقلال، والثقافة واللغة والسلوك الاجتماعي، ونسن الحياة، والقدرة الجنسية أو العقلية ووجهة النظر السياسية أو الهيكلية العائلة. وكجزء من فلسفتنا التعليمية التي تنص على احترام وتفهم كل طفل، فقد كانت لدينا الفرصة الرائعة لتصبح في تأكيد هويات الأطفال، وبناءً من الاستكشاف والاحتفال بتشكيلها وأغراض الفروقات في الحضارات والأنساق والأعراق. ونحن ندرك أن جميع العائلات ليست مكونة أساسا أو فقط من أب وأم. نحن نستطرد جمع العائلات ونرغب بتوعيتها. المساواة بين الذكور والإناث هي قيم مهمة نحاول وضعها قيد الممارسة. نحن نعمل بكل نشاط للتحفيز من التحريز وبناء نور بين حاضرة أمينة وشاملة لجميع الأطفال والآلوهيم.

الاحترام ليس فقط عدم تحمل أساليب التنازل بالألقاب، أو التهديد أو الإقصاء، إنما هو المناقشة المفتوحة ومعالجة القضايا التي تنشأ قويا في عقولنا في الصغر أو المراهقة. عند حدوث حالات من التمييز ضد البعض، وإذا تم ضع النظر عنها، فإن الطفل الذي هو "مستم" أو من أصل إيجيدي أو قصير أو أن له ودية نزعة جنسية شاذة، مستاكلل قيمته الذاتية شيناً شباً، إضافة إلى ذلك، فإن من يشبه مثل هذه الحالة قد يفقد حساسيته تجاوز أعمال قسوة صغيرة، والتي بإمكانها أن تتراكم عبر الزمن ويشنها عنها حتمياً وضع أخلاقي متحيز عند الكبر.

نحن نحاول أن لا نشدد على وجهة نظر خاصة بأي فرد. ولكن وفي وضع عام فإن القانون والأخلاق المهمة توفر لكل Louise Derman Sparks Manager of Children’s Services طفلاً تعليماً وشكاً من تأليف لويس درمان سبارس Anti-Bias Curriculum هو نهج الأساليب لتفاعلاتنا اليومية في الصغر. لمزيد من المعلومات، يرجى التحدث مع مدير خدمات الأطفال.
GUIDANCE PHILOSOPHY
The guidance philosophy at Eagle’s Wing is intended to nurture children as they work toward independence and responsibility; it encourages and supports them in developing their problem-solving abilities; and it promotes self-esteem, while instilling sincere respect for the rights of others.

The philosophy is implemented in a variety of ways:

- Problem-solving with the children
- The modeling of appropriate behavior by teachers
- The clear setting of reasonable, developmentally appropriate limits
- The redirection of children’s behavior

The Eagle’s Wing staff are trained in the guidance philosophy during their orientation. Training includes an explanation of those practices which are prohibited at Eagle’s Wing (even at a parent’s request), including, but not limited to:

- Any form of physical punishment, including restraint, throwing or other corporal punishment
- Any form of emotional punishment, including embarrassing, derogatory, or frightening remarks
- Withholding of food
- The use of “time-outs”

NUTRITION POLICY
In accordance with State Licensing guidelines, Eagle’s Wing provides well-balanced and nutritious snacks. Special care is made to recognize and incorporate the cultural diversity of our community in our snack menus. Toddler feeding is determined individually at enrollment for children under two years of age.

Snack Menus
Snacks each morning and afternoon are provided by the Division of University Housing Dining and Culinary Services Commissary. Menus are reviewed annually by certified Nutritionists and repeated at minimum every two to three weeks, with snack selection rotated within those weeks.

Housing Food Service personnel are provided with extensive orientation and ongoing training. In addition, there is a strong focus on kitchen cleanliness, dishwashing, sanitation, safe food handling, food storage, and food delivery.

Menus are posted in the Family Information Area, or on the classroom refrigerator. All snacks are vegetarian and contain no meat, fish or poultry. Wheat, eggs, cheese and milk are used in recipes and as snack foods themselves. Due to the increasing number of children with severe allergies to peanuts, there are no peanuts or peanut products used in our snacks (see “Peanut Allergy Information” in next section).

As directed by state licensing rules, snacks consist of two of the following:

- Milk or milk by-product
- Protein
- Fruit or pure fruit juice or vegetable
- Whole grain or enriched bread or cereal

Portions are determined using state guidelines. Seconds are always available for children who want more if that is agreeable with the child’s parent. For school-age children, larger portions are prepared and additional food is available.

Lunch
If your child will be in class during lunch time, you must provide a lunch (except for the Yuwa Room which does not include a lunch time). Lunches must be clearly labeled with the child’s name.

A refrigerator and microwave are available in each classroom. It is important for teachers to sit at the tables with the children. It is very helpful if you can heat your child’s food at home and send it in a thermos container or send food that does not need to be heated. High Flyers full-day summer school-age program children are asked to bring lunches that do not need refrigeration or heating, as field trips occur throughout the week and during lunch time. State licensing requires that each child be provided with one-third of their daily nutritional needs during lunch. Therefore, the lunch you send from home will need to include at least one portion of each of the following:

- Protein: meat, poultry, fish, egg, cooked dried peas or beans, cheese or soy protein.
- Minerals: two vegetables, two fruits, or one of each.
- Carbohydrates: cereal, whole grain, enriched bread products, or pasta.
- Dairy: grade A vitamin D milk, yogurt.

Eagle’s Wing values healthy, nutritious food. Eating habits are clearly established at a very young age. We believe that by providing children with healthy food choices and with the modeling of good eating habits by the staff, the children will begin to form positive life-long nutrition practices.

Although nutrition education is part of the curriculum,
teachers do not monitor the food items in the children's lunches. We do not want the children to feel that they or their lunches are being judged.

Sometimes it can be difficult to think of nutritious lunch ideas that will appeal to young children. Eagle's Wing has compiled a handout called Lunch Box Ideas and Tips that may give you some suggestions. A copy of the handout is available in the family information area of your child's classroom, and in the University Apartments office.

Meals are served on the children's tables in the classroom while teachers sit with the children, creating a family-style atmosphere. If a child's lunch is forgotten, or if all of the four food groups and the minimum food requirements are not met by the lunch brought from home, Eagle's Wing is required to offer supplemental food to the child (such as cheese, enriched bread, carrots, apples or milk). Please let Eagle's Wing know of any food allergies your child may have.

### Lunch Foods to Avoid

#### Peanuts

Eagle's Wing has had more children recently who have a severe allergic reaction to peanuts. We try to minimize their exposure to peanuts and peanut products, and do not include peanut products in our snacks.

We ask that you avoid sending lunches with peanuts or peanut products. If you do include peanuts or peanut products in your child's lunch, we ask that you notify a teacher when you drop your child off. We appreciate your help with this.

#### Sweets

We strongly encourage parents to avoid sending salty or sweet snacks in lunches, such as potato chips, candy, Kool-Aid or Hi-C (we suggest 100% fruit juice), Jell-O or pudding, to name a few. Please keep in mind that if you send cookies or Kool-Aid along with a sandwich, carrots and an apple, a child may choose to eat the cookies and drink the Kool-Aid first, and then may be full.

It has been our experience that many children have a more difficult time settling down for nap time or keeping their emotions in check after consuming sugar at lunch. You may want to consider giving your child treats at home after the school day rather than sending them in lunches.

### Frozen Food

It's important for teachers to sit with the children during lunch time. Microwaving frozen foods takes teachers away from the tables. Also, in an effort to minimize waiting, please avoid frozen foods if possible.

### Special Dietary Needs

When you enroll your child, you will be asked to fill out a form regarding any special dietary needs your child may have. This should include any food allergies or any other dietary guidelines for your child. Parents are welcome to bring alternate snack food for their child.

**CAUTION:** It is very important for parents of children with severe allergies to any food to be aware that Eagle's Wing is located in the University Apartments Community Center, which is a multi-use facility serving a large international population. While staff will make every effort to minimize exposure to any specific food allergen, we cannot guarantee that children will not be exposed entirely.

Peanut Allergy Information: see Section Five: Health and Safety Policies.

### Schedule of Meals

Eagle's Wing serves both a morning snack and an afternoon snack. Although the times may vary according to daily events, the snacks are generally served at 9:00 a.m. and 2:45 p.m. Children eat lunch between 11:45 a.m. and 12:45 p.m. in the Nido, Nijii, HaNeul, 4K and High Flyers.

Parents are allowed to bring in breakfast and/or a lunch for those children who need to eat prior to the scheduled snack times or who arrive after the scheduled lunch time in the afternoon. Eagle's Wing will have snack items on hand for children needing additional supplements either in the early morning or late afternoon.

### NAP/REST TIME

Full-day children who are in the Nido, Nijii and HaNeul rooms participate in a 30-45 minute nap or “rest” time sometime between the hours of 1:00 and 2:30 p.m.(approx.) Children are provided with a mat, sheet, and blanket. If a child is not comfortably resting for the 30 to 45 minute period, s/he is given the option of choosing quiet activities to do until the other children wake up or the rest time is over.

Children may also relax on their mats with books or puzzles. For those children who attend only in the
afternoon and do not nap, provisions will be made for a quiet activity or other activities apart from the napping children.

Children in the 4K program have a rest time which focuses on resting for a short time and are then offered quiet activities.

Eagle’s Wing provides mats with sheets and blankets, however, you are welcome to send a blanket (crib-size, if possible) or small pillow from home if that will help your child feel more secure. Unfortunately, space is limited, so if your child uses a pillow, please send a small one.

Blankets from home will be sent home at the end of each week for laundering. All Eagle’s Wing sheets, blankets, and sleeping bags are laundered professionally each week. Bringing a rest toy to nap with for comfort is welcome. We want the children to be as cozy as possible.

**TODDLER/PRESCHOOL NAP POLICY**

We are committed to following each child’s personal routine to the very best of our ability in a group setting. The daily routine is full of activity and busy, happy play.

Nap is seen as a time to rest and reenergize for the afternoon. There is a designated time when our Nido classroom naps. Because not all young children have the same sleep patterns, this designated nap time is flexible to accommodate a child’s unique rhythm.

We believe this nap is very important to a young child’s health and well being. We welcome parental input on individual sleep routines to help settle children at nap time.

Children nap as a group and we allow each child to awaken on his/her own. We do not purposefully wake up sleeping children. It has been our experience that waking children at nap is an unsettling and noisy event. Children who sleep until they naturally wake up are much happier and have much more successful afternoons than those who have their nap shortened. There are no exceptions to this policy.

**CUBBIES**

Each child is assigned a small storage space in the classroom, referred to as a cubby. You can find your child’s art creations, wet clothes, soiled cloth diapers, or other personal items in that space. Because of limited space, children share cubbies. Please be very careful when taking things home and check for your child’s name on each item.

**CLOTHING**

Please dress your child in clothes that are comfortable and will allow them to participate in all activities throughout the day, including outdoor play. The best type of clothes are the kind that children can put on and remove themselves. This is especially important for children who are potty-learning and gaining self-help skills.

Children are very busy during the day and are often engaged in “messy” activities (i.e. easel painting, finger painting, sandbox play, etc.). When they come home with dirty clothing it’s a sign that your child has been happily participating in activities. Even though all the paint and markers that Eagle’s Wing uses are “washable,” it’s best to send your child to school in clothing that is easily washed, or that you don’t mind getting stained.

Please also provide an extra set of clothing clearly labeled with your child’s name in your child’s cubby (at least two sets for children who are potty-learning). If your child’s clothing becomes soiled, you will be asked to replace the clothing as soon as possible.

For our High Flyers summer school age program children, please have a swimsuit and a towel at the center, both labeled with their name. Hats with rims or visors are also encouraged, especially for full-day, outdoor field trips.

Throughout the year, you will be reminded to bring seasonally appropriate clothing, such as boots in the winter months and swimsuits in the summer months. See also: Color Coded A-Shirts on page 45.

**SCHOOL-AGERS AND WINTER CLOTHING**

The Early Bird and Glider teachers foster independence with the school-age children and their winter clothing (winter coat or snowsuit, mittens/gloves, hats, boots, snow pants, scarves) by:

1. encouraging all children to put on and take off all their own clothing.
2. assisting children when they ask for help or are becoming frustrated.
3. asking children if they have their winter gear items when they are met in their classrooms at Shorewood School (kindergarteners only).
4. assuming children, first grade and older, have their winter clothes when they meet us outside Shorewood School. We’re sorry but the contracted bus schedule is such that there isn’t time to go back for forgotten items.

We also:

- ask all children to put on and keep on their winter clothes in extremely cold weather.
- provide a few extra sets of mittens, gloves, etc. to give to children who come without these items to use at the center if available.

**DIAPERS AND TOILET LEARNING**

Children do not have to be potty trained to attend Eagle’s Wing. Children in all toddler and preschool rooms may be in diapers; however, parents are required to supply their child’s own diapers (either disposable or cloth).

For children in cloth diapers, we also require a new box of re-sealable plastic (Zip-Loc) or tie plastic bags (gallon-size would be the most appropriate). After cloth diapers are used, they will be put into a bag, labeled with the child’s name, and put in the child’s cubby for laundering.

Parents should take soiled diapers home daily. When toddlers or preschoolers are developmentally ready to start potty learning, a plan will be developed by parents and teachers together to meet the needs of the individual child and to ensure consistency between home and the classroom.

**TOYS FROM HOME**

Eagle’s Wing has a large variety of toys. We request that children do not bring toys from home, because they may be lost, broken, or cause difficulty in sharing. However, we also understand that children enjoy bringing special items. Items that we encourage children to bring include books that are culturally diverse or reflect anti-bias or social learning experiences, and nap-time cuddle toys (soft toys or stuffed animals).

If any problems occur in relation to a toy brought from home, the item will be placed in our “toys from home” box and returned when the child is picked up.

Please note: Eagle’s Wing is not responsible for any lost or broken toys brought from home.

**FIELD TRIPS**

As part of our program, we occasionally organize field trips to allow the children to experience new environments and visit new people and places outside of Eagle’s Wing.

A field trip permission form is required for all field trips (not for daily activities at the Community Center and area playgrounds as neighborhood walking field trips are a weekly occurrence).

Teachers will post field trip information in the Family Information Area in advance of the field trip. This notice will state the destination, date, times, cost (if any), and type of transportation to be used.

It is very important that you sign the required permission slips if you wish your child to participate. Children attending on the day of the field trip need to be healthy enough to fully participate in the field trip activities.

Please be sure that your child is on time for scheduled field trips. High Flyers Day Camp children are required to be at the community center by 8:45 a.m. each day to ensure their participation in all field trips and outside activities. **If your child arrives late, you may choose to either find the class, or take your child home until the class returns as we will have no alternate provisions for care.** Several field trips have a return time of 5 p.m. to allow children and staff to take full advantage of their time away from the center and learning opportunities provided by the field trip. Parents are welcome to pick their children up directly from the field trip location. Please confirm arrangements with your child’s teacher. Parents are also welcome to participate in field trip activities as chaperones.

See also: Swimming, page 45.

All field trips may be cancelled due to weather. Decisions about field trips will be made by 8 a.m. on the field trip day so transportation arrangements can be cancelled with no charge to the program. If the weather forecast has a chance of rain and the field trip plans are for outdoors, we will cancel the field trip.

See Transportation for additional information.
TRANSPORTATION

Eagle’s Wing children enrolled in the Early Birds and Gliders programs will be transported to and from Shorewood Hills Elementary School and the community center, Monday through Friday. This transportation will occur December through April, via a contracted bus service with supervision on the bus by an Eagle’s Wing staff person. Eagle’s Wing does not provide transportation to and from the community center for children in any of the other programs. See Appendix B for Early Bird and Glider Bus Terms.

We will use a campus bus, a city bus, or a chartered bus when field trips are scheduled.

University Apartments leases a minivan which teaching staff may use during walking-months for rainy day transportation to and from Shorewood Hills Elementary School or for small group field trips. This vehicle is equipped with a child safety alarm and has an annual safety inspection. All teaching staff who drive the minivan have risk management authorization and have their driving records on file. Staff are not authorized to transport children in their personal vehicles. Eagle’s Wing does not allow volunteer drivers.

Any vehicle used to transport children will be equipped with first aid supplies.

All state guidelines for the transportation of children will be followed, including the use of car seats and safety restraints as required by law if children are transported in a University Apartments minivan. Child attendance will be taken with matched head counts.

- before children get on a bus,
- while children are on the bus, and
- after children get off the bus.

Eagle’s Wing staff will carry a center cell phone at all times during transportation to and from the center to facilitate tracking and for emergency use. Child emergency information is carried in the vehicle.

A specific transportation plan will be developed with the parent(s) of a child with a physical disability or limited mobility to ensure the child’s safety.

COMPUTER USE/IPAD USE

Use of the computers and iPads in the school-age room consists of teacher approved educational games as well as supervised Internet use. Children use the computer individually with the exception of group research. A teacher will always bring up the site or start the game with the child.

Children, with a teacher’s assistance, can research topics of interest on the web. For example, one child asked if skunks are nocturnal—several children had opinions and theories, so together they checked it out on the Internet.

In addition there are several approved sites that children are allowed to use. Teachers will provide a list of these sites for parents each semester. Please talk with the teachers if you have concerns or would like to add a site to the approved list. See also: UW Madison Campus Children’s Centers Technology/Social Media Policy on page 37.

HOLIDAY CELEBRATIONS

Eagle’s Wing is fortunate to be able to provide services to a wide variety of families who are of international backgrounds. This diversity is truly a treasure that we do not wish to damage by imposing any one culture’s holidays or traditions on anyone.

Therefore, we will not focus activities and celebrations around Christmas, Hanukkah, Halloween, Diwali, Valentine’s Day, etc., in the recognition that not all families celebrate these holidays. If discussion of these holidays does come up, or if a child is eager to share her or his family’s way of celebration, all efforts will be made to ensure that other children do not feel they must share that celebration or celebrate it in a certain way.

We do encourage children and/or their parents to share their family’s traditions and holidays with the class, for instance, through a book, song, or family pictures. We are interested in learning about diverse family traditions and will support a child’s individual interest in any holiday.

BIRTHDAYS

Birthdays can be a very exciting time for children. Birthday children are welcome to share treats with their classmates, if they would like. However, please keep in mind nutritional guidelines when planning these treats. Mini-muffins, raisins, fruit salads, and nutritional cereal mixes are enjoyed by the children (please do not send foods containing any peanuts, peanut products or meat products). If you do choose to bring a treat, check with your child’s teacher for the number of children in attendance on that day in order to prepare the right amount of treats. Occasionally, a family chooses to join its birthday child for part of the day. Parents are welcome to read a favorite story during circle time, for example. We also understand that
not all cultures celebrate birthdays.

**PETS**

As part of our curriculum, some classrooms may have fish in aquariums or small animals (gerbils, hamsters, etc.) in ventilated, covered cages. Children may participate in the care of these pets. Please let your child’s teachers know if you would prefer your child not participate in the care of these animals.

Occasionally teachers will arrange for a gentle dog or cat to visit the classroom for only brief periods of time. A notice will be posted on the Parent Board prior to a pet’s visit. If you do not want your child near a visiting animal, please notify your child’s teacher.

**VIEWING OF VIDEOS**

As a state agency, Eagle’s Wing views only public domain videos and cannot view videos produced for home viewing. TV and videos are not a part of our regular programming.
Section Four
Family Involvement, Information Sharing and the Parent Advisory Committee

FAMILY PARTICIPATION
Eagle’s Wing welcomes all parents at any time when you wish to observe, interact, or talk with teachers (unless access is denied by a court order). We encourage you to share any time that you may have with us and with the children. Some ways in which you might want to participate include:

- Serving as a member on our Parent Advisory Committee
- Attending parent meetings
- Reading a book to the class or recording the reading of a book
- Playing some music from your culture (or by providing recorded music)
- Sharing an experience or a cultural tradition
- Joining us on a field trip
- Giving a tour of your workplace
- Fixing a toy
- Demonstrating a hobby or special interest

Anything would be enjoyed by all. If you would like to be involved but are not sure how, just talk to one of the teachers or the manager of children’s services.

FAMILY INFORMATION AREA
To serve your family, we have a family information area in each classroom where you can find relevant and pertinent information about the center and the care of your child.

These include daily attendance sheets, field trip information, classroom information, center news, child care information, copies of our center policies and procedures, state licensing rules and regulations manual, center license, cited violations, center forms, teacher/parent messages, snack menus, a schedule of your child’s daily activities, or anything else regarding the center.

If you are the parent of a school-age child who has permission to walk home daily, it is important that you come to the classroom to check this information weekly. We don’t want any families to miss out on posted information.

MAIL FOLDERS
Each family has a mail folder in its classroom. It is very important for you to check your mail folder each time you drop off or pick up your child. Items such as account statements, CCTAP info, newsletters, and notices will be placed in these mailboxes.

It is important for parents of school-agers who walk home to come into the classroom to check their mailboxes weekly. We do not send home information in children’s backpacks as there have been instances of lost notices or other important correspondence.

FAMILY-TEACHER CONFERENCES AND CHILD ASSESSMENT
Your child’s attachment group teacher will contact you during October or November to meet with you to discuss how the fall semester is going.

Teachers work throughout each semester to assess the developmental abilities of the preschool children. Child observations are shared among the teaching staff during their daily planning time. Family-teacher conferences are available in the spring of each year to discuss these assessments along with other pertinent information.

All classrooms will close for one day in April to allow parents to meet with teachers for an annual developmental conference. *4K conferences will take place on the days designated by the Madison public schools. This is an opportunity for you to discuss your child’s experiences in the classroom with his or her teachers. You are also encouraged to schedule conferences at other times, if you feel the need. Just let your child’s teacher or the Director of Licensed & Resident Programs know when you are interested in scheduling a conference.

DIVORCED OR SEPARATED PARENTS
Eagle’s Wing tries to be aware of and sensitive to the families we serve. If divorced or separated parents are sharing custody and there is some way the program can help make this easier, or avoid making the situation more difficult, please let us know. We can include both parents in all-Center e-mails and other notices.
We urge parents to come to joint parent/teacher conferences yet we will conduct separate conferences if requested.

Please note, we cannot presume one parent has more or less rights than the child’s other parent without a legal document (i.e. copy of settlement or restraining order). In the event of a child becoming ill and needing to be picked up, we would contact both parents unless there is a document indicating specific days for each parent.

We cannot provide anything other than factual information for hearings (i.e. attendance records, family handbooks, copies of contracts) but administration would be happy to meet with any Guardian Ad Litem at their request. Please do not put teachers in the position of appearing to take sides by asking for a letter of support. We hope to support the children in these situations by promoting a positive, respectful relationship with each parent.

PARENT ADVISORY COMMITTEE

Eagle’s Wing is advised by a two to five member Parent Advisory Committee (PAC). Positions include the chair and one to four members-at-large. The term of the positions is for one semester (spring or fall); four consecutive terms can be held. We encourage parents to participate for a full year, or consecutive years if possible.

Meetings are open and all Eagle’s Wing parents are encouraged to attend. The PAC deals with a wide variety of issues pertaining to the operation of and programming at Eagle’s Wing. Occasional surveys will be distributed to parents by the PAC to gather input if an important topic arises.

Authority and Responsibilities

The PAC chair has the following responsibilities:

- reviews overall policies and procedures and recommends changes to the administration.
- helps identify and secure resources and materials which would benefit the programs.
- reviews annual program evaluations, helps with long-range planning and needs assessment.
- makes programmatic recommendations.
- discusses and suggests solutions to problems occurring at the center.
- makes recommendations regarding the budget.

- one or more PAC representatives may participate on teacher screening/interview/selection committees and planning committees for future expansion of Eagle’s Wing.
- may make recommendations to the Director of University Apartments regarding expansion, as well as the supervision and/or termination of the manager of children’s services.
- may request to receive copies of any papers or documents from the Director of Licensed & Resident Programs and may expect them in a reasonable amount of time.

Confidentiality

The Parent Advisory Committee may occasionally deal with sensitive information and strict observance of confidentiality is required. All PAC members are required to keep confidential all information discussed at meetings unless otherwise requested.

Meeting Schedules and Agendas

Parent Advisory Committee meetings are held as needed, with the PAC chair, in the University Apartments Community Center. Dates, times and agendas for the PAC meeting will be posted in the parent information area.

We understand that student parents have very hectic schedules with classes, labs, study time, work and other campus commitments as well as family responsibilities. To avoid additional meetings, the PAC chair and Director of Licensed & Resident Programs will make every effort to send concise surveys out for parent input on matters of importance. We ask that parents watch their mail folders and emails for surveys and complete them. Ideas and suggestions from parents are very important in the operation of Eagle’s Wing.

Method of PAC Selection and Replacement

Parents will be notified about the existence of the Eagle’s Wing Parent Advisory Committee at the time of enrollment both orally and through this handbook. As vacancies occur, notification will be made through postings in the classrooms.

PARENTAL VISITS

All parents are encouraged to join us at any point throughout the daily routine. Each parent is a valued member of our team in providing quality early childhood educational experiences for the children.
UW Madison Campus Children's Centers Technology/ Social Media Policy

The early education and care centers of the University of Wisconsin and their affiliates recognize the benefits and challenges of using technology (e.g. tablets, computers, digital cameras and camcorders). The following guidelines are in place to ensure appropriate use of these tools, and applications thereof (including but not limited to: cell phones, digital cameras, web pages, blogs, social media such as facebook, etc.) to protect the integrity and best practices of each center.

Photography and Images:
The goals of photos and videos within the classroom setting are to enhance learning, share experiences with peers, assist with authentic assessment of the child's development through play and activities (versus testing) and contribute to the sense of community that the children build with one another. Such images shall never be used for monetary gain by any party; nor will they be created without the signature permission of the parent(s) who is enrolling in the program. We ask that parents understand that photograph and video images are a standard and routine occurrence within campus programs, especially in those that utilize photographs in authentic assessment. Therefore, campus programs will all obtain parental permission at the time of enrollment.

Centers will also seek additional authorizations to utilize photographic or videotape images for educational and or publicity purposes. (See below).

The child's name and or identifying information will not be used in any publication or educational use of the image. The child's name will only be used in the creation of the portfolio for the child's family.

Statement of Commitment to Confidentiality
As adults working, observing, conducting research, and/or regularly volunteering within campus centers, we ask that all recognize that they may become privy to confidential information regarding children and families. Therefore, adults in the center will read and sign the NAEYC Code of Ethical Conduct and will abide by all State of Wisconsin child care licensing rules regarding confidentiality.

Social Media Use in the Classroom:

a. Each center will have a technology statement in their Family and Staff Handbooks that outlines the goals and objectives of the use of social media and screen time in the classroom as it pertains to the curriculum with the children.

b. The statement will also outline the reasons for using social media (parent communication, internet presence to attract new families, a learning tool for children, etc.) and describe when and how social media may be used.

c. Adults within the classroom should use technology to communicate with families only during planning times and not as a part of their ongoing time in the classroom to prevent distraction from interactions with the children. “Violation of applicable laws or UW policies may result in disciplinary action up to and including termination.”

d. All centers will use social media in a respectful way that does not disparage the UW, the center, the staff, parents, or children.

e. Staff are trained on how to create and maintain different types of social media, and aware that they are representing the UW and the early education and care center.

f. All staff, student teachers and volunteers will abide by their center’s policies regarding confidentiality and will be responsible for content they create. Content should be brief, professional and focus on the educational goals and objectives that the center has established.

gh. Volunteers, staff and families will not be allowed to store pictures, video or sound on their personal devices. Student teachers will be expected to immediately delete any pictures; sound or video information collected for class requirements at the conclusion of the class, and will agree to this in writing.

h. Technology may be used to enhance the classroom curriculum, (e.g. researching a topic on the internet with a small group, using a handwriting or math app. to provide for individual learning needs, communicating with friends in different parts of the world on education-related topics).
For Staff:

a. All staff involved in the use of social media, whether for personal use or use within the center as a part of their learning experience, will be aware and respectful of the policy, views and opinions of families, the center, and the UW.

b. All staff will be aware of the possibility of all content being shared with extended family, co workers, and parents and staff from other classrooms within the center. Therefore, all information disseminated will be consistent with the professional standards of the UW early care and education centers as expressed within this social media policy and the center handbook.

c. Staff will use digital technology and social media in accordance with any existing policies of the UW. Violation of applicable laws or UW policies may result in disciplinary action up to and including termination. Any communication or content published that causes damage to the setting or any of its employees, children or families may be considered misconduct and could lead to termination.

For Families:

Each family will receive the social media policy which outlines how video and photographs will be used by the program and will have a signed consent form on file at the center. Families seeking an exception to this policy must address the issue specifically and individually with the Program Director and a written exemption may be implemented.
Section Five
Health and Safety Policies

PROGRAM HEALTH POLICIES

Childhood illnesses are a frequent occurrence among children in the age range served by Eagle’s Wing. We ask for the cooperation of all families in trying to limit children’s exposure to infectious diseases. If your child experiences any of the following, you must keep your child home until symptoms have disappeared, without the aid of over the counter medication, for at least 24 hours.

• Fever
• Vomiting
• Sore throat
• Diarrhea (loose or watery stool that cannot be contained in a diaper, two consecutive loose stools within an hour, or any loose stool in combination with a child complaining of stomach ache, or appearing or acting unwell)
• Rashes
• Discolored and/or consistently runny nose
• Continuous coughing that interferes with daily activities

If your child has a fever, she or he must be fever-free for 24 hours without over the counter medication before returning to Eagle’s Wing. There are many more infectious diseases that warrant a child staying at home. In the case of conjunctivitis/pink eye it is recommended that children be seen by their doctor. If it is determined that the conjunctivitis is not contagious, the child is welcome to return to the classroom with a note from the doctor.

Children with other symptoms of illness, including runny nose, headache, cough, or stomach ache will be evaluated by their teachers as to whether they should be at Eagle’s Wing in their condition.

Children may not attend Eagle’s Wing if they require fever-reducing or cough-reducing medication, antidiarrheal medication or general pain-reducing medication. Children requiring these medications will not be comfortable at school or able to participate in their typical routines.

Children who require antibiotics are able to return after 24 hours on that medication provided they are able to participate in all daily activities.

A child in attendance is expected to be able to participate in all daily activities (for instance, a child may not remain indoors during outdoor play). Please make certain that your child is feeling well enough to fully participate before attending Eagle’s Wing for the day.

It is very important for you to have alternate care arrangements. Those families who have Child Care Tuition Assistance Program (CCTAP) funding should contact the Office of Campus Child Care for a referral to a care facility for mildly-ill children.

Upon enrollment, University Apartments office staff will call all emergency persons listed on children’s emergency cards to verify their phone numbers and availability to pick children up if parents cannot be reached.

Sick Child Policy

If your child becomes ill while at Eagle’s Wing, you will be notified and asked to pick her/him up as soon as possible. In the event that you cannot be reached within 30 minutes or you cannot pick your child up within one hour, your emergency contact person will be called.

The staff will keep your child as comfortable as possible until you arrive. Your child will be provided with a rest mat isolated from the other children, and will be under the supervision of a teacher or other center staff. Children with a fever of 37.5°C or 100°F (99°F under the arm) are considered contagious and will be isolated. Teething can sometimes cause a fever, so if your child is teething and running a fever, please let your child’s teacher know.

Communicable Disease

Should children be exposed to any communicable diseases while at the center, a note will be posted describing the disease and what symptoms to watch for. Eagle’s Wing requires that children not attend the center until the physician of the ill child has signed a statement of health, or until the child has been absent for the amount of time given as a guideline by the Madison Department of Public Health.

It is imperative that parents immediately provide the classroom teacher with information regarding any health issues a child may be experiencing.
For example, it is very important that the teachers know if a child has head lice, ringworm, pink eye, scabies, etc. as there are numerous precautions the teachers take to ensure that these do not spread to any other children. We are required to inform the public health department of communicable diseases after which confidentiality will be maintained.

**Immunization**

All children are required to have an immunization record on file before admission. Your child’s immunizations must be up-to-date or scheduled for completion before they attend the center. Please let the Eagle’s Wing Office know whenever your child’s immunizations have been updated.

Immunization requirements can be waived if a properly signed health, religious, or personal waiver is on file with the center.

**Physical Examinations**

All children enrolled at Eagle’s Wing must have a physical examination by a physician. The exam must have taken place no longer than six months prior to enrollment or 30 days after enrollment. The exam report will be kept on file and a new report is required every two years.

**Medications, Herbal Remedies, Food Supplements, and Teething Gels**

It is important to note that all children who are ill must be symptom-free without the aid of medication for 24 hours prior to returning to the classroom. **Medications for noncontagious conditions** (asthma, allergies, diabetes or antibiotics after an infectious period is past, etc.) **may be administered by teaching staff.**

In order for the center staff to administer medication, the following procedure must be followed:

- A signed authorization with the required information is properly filled out by you as the parent or guardian.
- Prescription medication must be in its original container and labeled with the child’s name, name of drug, dosage, directions for administering the medication, date of prescription, and the physician’s name.
- Non-prescription medication, including herbal remedies, food supplements, cough drops, and teething gels must be in its original container, labeled with the child’s name, the dosage, times and directions for administration.
- For the safety of the children, medications, herbal remedies, food supplements, and teething gels must be handed directly to a teacher (all medications will be stored out of the reach of children). All authorized medications are recorded in a medical log by the staff member administering the medication. Any missed medication or errors in distribution will be reported immediately to the parent and to the manager of children’s services.

**Peanut Allergy Information**

There are an increasing number of children who have severe allergies to peanuts and peanut products. It is very important for the parents of children with this allergy to notify the teaching staff upon enrollment.

Eagle’s Wing provides morning and afternoon snacks for the children in each of the classrooms. The snacks are made for us by the Division of University Housing Commissary. No peanuts or peanut products are used in the recipes for any of the snacks.

We ask that all parents avoid sending lunches with their child that include peanuts or peanut products. If these are in your child’s lunch, we ask that you notify a teacher when you drop your child off. We appreciate your help with this.

If a classroom has a child with a severe allergy to peanuts, the classroom will be posted as a “NO PEANUT ZONE” as notification and a reminder to all parents and visitors to the classroom. Notices will also be put in each of the families' mail folders in that classroom.

It is important for parents of children with this allergy to know that Eagle’s Wing is located in the University Apartments Community Center which is a multi-use facility serving an international population. Many people come and go daily and use some of the same spaces as the classroom children (i.e. the small and large gyms, the community playgrounds). In addition, the Eagle’s Wing children and teachers will occasionally participate in programs provided for the University Apartments community (i.e. UW Police Department Badger Buddies, special events during the Week of the Young Child like a magic show or musical performance, etc.) While Eagle’s Wing does everything we can to minimize children’s exposure to peanuts, we cannot guarantee that children will not be exposed to peanuts entirely.

**Special Health Needs – Sharing Information**

All special health needs of children will be posted on the classroom refrigerator directly under a coversheet (to help insure confidentiality). This is to allow easy access to updated and pertinent information to all
staff that work in the classrooms, whether full-time staff who work from 7:30 a.m. – 5:30 p.m. or for part-time Assistant Teachers coming into the classroom to give full-time staff breaks or planning time. The cover sheets will be labeled accordingly, “allergies,” “medications,” etc. The administration of medication will be noted in the classroom Medical Log Book as well as directly under the cover sheets on the refrigerator. All staff administering medication will check both places prior to dispensing the medication to insure that children receive the proper doses at the proper times.

Head Lice
In the case of head lice, please note that Eagle’s Wing follows a no-nit policy. If there has been an identified instance of head lice in a classroom, all children will be checked daily, upon their arrival, for lice and nits. Parents/guardians will be asked to take their children home if there is evidence of either lice or nits, even after treatment. Due to the fact that after treatment it is virtually impossible to determine if a nit is dead or alive, we will require that all of the nits be individually removed. We understand that removing each nit from the hair can be a time consuming process, but we will strictly hold to this policy, with no exceptions, to best guard against the spread to other children or staff.

Sunscreen
During the sunny summer months, all parents are asked to apply sunscreen to their children prior to dropping them off in the classrooms. Each classroom will have a generic brand of sun screen (SPF 30) and will apply touch-ups throughout the day. A permission form will need to be filled out for the touch-up application of the generic brand.

Insect Repellent
Parents who would like their children to have insect repellent applied will be asked to bring the brand of their choice to their child’s classroom in its original container labeled with their child’s name. It is recommended that all insect repellent be of the lotion or wet wipe variety as opposed to spray. You will need to fill out a permission form indicating the type of applications preferred and authorizing use.

Child Abuse and Neglect / Mandatory Reporting
Child care providers are mandated by the State of Wisconsin to report any suspected or known instances of child abuse or neglect. Providers are also expected to cooperate fully to protect the health and safety of children. The staff at Eagle’s Wing are trained in recognizing the signs of abuse and neglect, the laws regarding child abuse and neglect, and reporting procedures. If you would like further information on child abuse and neglect, contact the Director of Licensed & Resident Programs.

SIDS Policy
If Eagle’s Wing were ever to re-license to serve children under the age of one year old, all mandates required by state licensing for sudden infant death syndrome (SIDS) prevention, including the training of staff, would be followed.

Health Policy for Staff Members
Any staff member, volunteer, visitor, or parent with symptoms of illness, communicable disease, or whose behavior gives reasonable concern for the safety of the children is not allowed to be on the premises of the center.

All staff who work directly with the children, except short-term volunteers, must have a health examination within six months prior to beginning work or within 30 days after beginning work. The report must be dated and signed by a physician and shall certify that the person is free from illness detrimental to children, including tuberculosis, and that the person is physically able to work with young children.

No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in the center until it is definitely determined by appropriate tests that such a person is not a carrier of any of these diseases.

HIV/AIDS
No child, family, or employee will be discriminated against based on HIV status. Universal infection control precautions will be implemented by staff to prevent the spread of numerous diseases. The highest level of confidentiality will be maintained for anyone that is HIV infected. Following is the complete policy for your information.

A. General Principles
Studies continue to show lack of transmission for HIV infected individuals by non-sexual contact or non-needle sharing, even under conditions of close contact such as occurs among children and staff in group programs. HIV is not spread by casual, everyday contact or biting.

1. Children
Children who are infected with HIV or who have a family member infected with HIV will be enrolled in the classroom to which they would be enrolled.
if they were not infected. There will be no discrimi-
nation against HIV infected children. They will be
entitled to all rights.

2. Staff

There will be no discrimination in employment
based on having an HIV infection or AIDS. No
employee will be terminated, non-renewed,
demoted, suspended, transferred or subject to
adverse action based solely on the fact that s/he is
infected with HIV.

B. Confidentiality

All staff will treat all information regarding a child or
employee infected with HIV as highly confidential. No
information will be divulged directly or indirectly, to
any other individuals or groups.

All medical information and written documentation
of discussions, telephone conversations, proceedings
and meetings will be kept by administrative staff in
a locked file. Access to the file will be granted only to
those persons who have the written consent of the
infected staff member or the infected child’s parent or
guardian.

C. Infection Control

Due to the confidential nature of HIV/AIDS, children
infected with HIV may be enrolled or staff with HIV may
be employed without the knowledge of the Director or
other staff members.

It is required that “Universal Precautions of
Transmission of Human Immuno-deficiency Virus,
Hepatitis B Virus and Other Bloodborne Pathogens” be
followed. It will be assumed that any child/staff may be
infected with any of the afore mentioned diseases.

For the protection of all children and staff, we will pro-
vide a sanitary environment and establish routines for
the handling of body fluids. The following routines are
recommended by the Center for Disease Control:

1. Proper hand-washing procedures before and after
diapering/toileting children, after caring for ill
children and before handling food. (See hygiene
section for steps.)
2. Proper handling of blood or blood-contaminated
body secretions:

   Step 1 Put on a pair of latex gloves for handling
          blood.
   Step 2 Clean up blood spills with soap and water
          then disinfect with a spray bottle of bleach solu-
          tion (one part bleach to 10 parts water.)
   Step 3 Remove gloves without having skin come
          in contact with the outside of the gloves and dis-
          pose of gloves in a covered, plastic-lined garbage
          container.
   Step 4 Seal blood-stained clothing in a plastic
          bag.

3. Maintaining a clean and healthy environment:

   Step 1 Wash daily toys that are “mouthed” with a
          1/10 bleach solution.
   Step 2 Sanitize all eating and food preparation
          surfaces.
   Step 3 Routinely sanitize all manipulative materi-
          als (Legos, plastic animal, etc.)

4. Education:

   Guidelines for infection control and guidelines on
   HIV infection for groups is a part of orientation for
   staff, student teachers and volunteers.

HYGIENE

The following measures are taken by Eagle’s Wing to
help ensure proper hygiene among children:

Hand Washing

According to the Healthy Children Manual, unwashed
hands are one of the most common sources for the
spread of germs and illness, so frequent hand washing
is necessary.

When dropping children off and picking them up, we
ask that all parents wash children’s hands with them at
a classroom sink designated for that purpose.

Eagle’s Wing children are taught to wash their hands
after toileting, after being diapered, before and after
eating, after coughing or sneezing into hands, before
and after involvement in sensory activities, after play-
ing with animals, and before they help prepare food
and snacks. Friction and lather help remove germs
from the skin, while running water helps wash away
the loosened germs.

Following are the hand washing procedures we
observe:

   • Turn water on with hand control.
   • Wet hands thoroughly.
   • Apply soap in the pump dispenser. If using a bar
     soap, rinse bar under water before using.
   • Lather well and move hands and fingers back and
     forth, paying attention to the thumb and areas
     between the fingers. Wash the whole hand includ-
     ing the area under the fingernails, the wrists and
the backs of hands.
- Rinse hands of all soap.
- Dry hands with a paper towel from the dispenser.
- Turn off the water with the paper towel.

**Toileting Accidents**

Wet or soiled clothes and/or bedding are changed promptly using the available supply of clean clothing from the child’s cubby (please see section on Clothing, pg. 31) or the classroom’s extra clothes supply. Wet napping mats are washed immediately with a disinfectant.

**Disinfecting**

The staff regularly disinfect toys and other surfaces, such as table tops and sensory materials, to rid the items of germs that could cause illness. Liquid chlorine bleach mixed with water is an effective disinfecting solution. The formula used is: 1/4 cup (2 ounces) chlorine bleach (5.14%) mixed with one gallon of water. In addition, Eagle’s Wing is equipped with an industrial, heat-boosting dishwasher to sanitize dishes and toys.

**ACCIDENT POLICY**

Each child must have a signed Emergency Consent form filed before the first day of attendance. If a child has a serious or life-threatening injury that requires immediate medical treatment and a parent/guardian cannot be reached, the child will be transported to the hospital noted on the enrollment form.

If a hospital is not designated on the enrollment form, the child will be transported to the University of Wisconsin Hospital and Clinics emergency room for treatment. If parents prefer another course of action, this should be noted on the Health History and Emergency Care Plan form. All accidents are reported in the classroom medical log.

**MINOR INJURIES**

If a child is injured, a staff member will wash the injured area with soap and water and apply a bandage and/or apply ice. State licensing will not allow staff to apply antiseptics, iodine, hydrogen peroxide, or other anti-bacterial medications without written parental authorization. All Eagle’s Wing staff are trained in safety and first aid standards and CPR.

An accident/injury report is filled out for all injuries occurring at the center. The parent/guardian will receive a copy and a copy will remain in the child’s file. If a member of the Eagle’s Wing staff notices an injury not witnessed by any of the other staff at the center, a report will be made by the staff and parents will be notified through an accident/injury report.

**MEDICAL LOG BOOK**

Each classroom maintains a logbook in which all medication that is dispensed at the center is recorded. In addition, accidents and injuries are also recorded in accordance with licensing regulations.

**INSURANCE**

Each family is strongly encouraged to have health insurance that will cover any medical expense the child may incur as a result of an illness or injury occurring at Eagle’s Wing, or as a result of their attendance at Eagle’s Wing. The University does not provide any type of blanket medical coverage and the parents are ultimately responsible for any costs not covered by their insurance.

**AGGRESSIVE BEHAVIOR**

Biting, scratching, pushing or hitting will happen occasionally in a group of toddler and preschool children. This is typical behavior, though it cannot be condoned. Appropriate supervision is always maintained to lessen the instances of aggression as much as possible.

When physical aggression does occur, the teachers work with both children to help them through the experience:

- The teachers will help the child who bit, hit, scratched, etc., to understand that this behavior is never appropriate and will work to help the child incorporate ways of dealing with frustration and anger.
- The teachers will administer first aid to the child who was bitten, hit, scratched, etc., and help him or her through the trauma of being hurt, stressing the importance of using words (“Stop that”) to firmly state that the aggression must stop.

Teachers also support both children in identifying the feelings that lead up to and resulted in the incident. An accident/injury report will be filed for a biting incident, however, for confidentiality reasons, the name of the aggressor will be withheld, though the parents of that child will be notified by staff.

**SAFETY/SECURITY MEASURES**

Eagle’s Wing has these safety and security measures in place:
Eagle’s Wing Teaching Staff

All Eagle’s Wing staff are required to have criminal records checks completed prior to employment and then every two years. In addition, all teaching staff must have a physical including a TB test and all are required to maintain current CPR certification.

According to the Department of Children and Families licensing rules for group child care centers - DCF 251.04(3)(g) - all staff are required to notify the center, who will notify the Department of Children and Families, as soon as possible, but no later than the person’s next working day, when any of the following occurs.

- The person has been convicted of any crime.
- The person has been or is being investigated by any government agency for any other act, offence or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client’s property.
- The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client’s property.
- In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person’s license has been restricted or otherwise limited.

Staff Identification Tags

During working hours, all University Apartment Staff, including classroom teachers, student teachers, researchers, custodial staff, office staff and volunteers will wear an ID/name badge at all times.

University Police

The University Police Department has assigned a community police officer to University Apartments. The officer participates in numerous community activities, provides educational and safety information and works with staff on case follow-up.

Since there is a community police office located in the University Apartments Community Center, the officer is an integral part of Eagle’s Wing Services and is a well known face to both children and staff.

Evacuation Procedures

If an off-site evacuation is needed, all children and teachers will immediately go to a predetermined model apartment. If the evacuation will be for an extended period of time or if parents need to be contacted to pick their children up, the HaNeul and School-age (Early Birds, 4-K, Gliders High Flyers) classes will go to a resident manager apartment.

Concealed Weapons

It is important to note that no weapons of any type (guns, knives, etc.) will be allowed in the University Apartments Community Center including all Eagle’s Wing classrooms, by any persons other than official officers of the law.

Fire Drills/Tornado Drills

Fire evacuation drills and building safety inspections are conducted monthly. Tornado drills are practiced monthly during the months of March through October.

Lock Down

If a situation arises where additional security is needed, all entrances to the University Apartments Community Center will be locked and people will enter the building only through the main entrance.

Classrooms have a procedure in place that involves locking each classroom door, closing the blinds on the windows, turning off lights, and engaging children in a quiet story time. UW Police will work with office staff and teaching staff to address the safety of the children in each classroom.

Safety Precautions for Parents

At drop-off time, parents must escort their child into the classroom and make contact with a teacher before leaving. This alerts the teacher to the child’s presence and the teacher then becomes responsible for the child’s supervision.

Please remember to sign your child in. If your child will not be in attendance, please call your classroom by 9 a.m. (Phone numbers are on the inside cover of this handbook.).

At pick-up time, parents should plan enough time to have their child out of the classroom by 12:00 noon (for morning children) or 5:15 p.m. (for afternoon and full-day children). This will give the teachers the opportunity to do other assigned duties and finish their work shift within their paid scheduled time.

Children are sometimes tempted to leave the building alone while a parent is still inside collecting projects and/or engaging in conversation. Parents should assume responsibility for their child’s supervision and safety when they arrive. Children should always leave the building accompanied by a parent or another designated adult.
Color-coded A-Shirts and Pinnies

All Eagle’s Wing classrooms have the children wear color-coded A-shirts and/or pinnies for identification. Each classroom has a specifically assigned color.

Nido – red; Nijii – yellow; Yuwa – blue; HaNeul – green and School-age – purple.

Eagle’s Wing is located in the University Apartments Community Center which becomes very busy with residents coming in for business and recreation. Some of the Eagle’s Wing children attend Eagle’s Wing on a part-time basis but come up to the Community Center to play on alternate days. In addition, classrooms sometimes combine for gym or outdoor play. Due to the very busy nature of activities in the classrooms we have parents put the A-shirts on their child as soon as they enter the classroom, and remove them when the child is picked up. This helps all staff within the community center be able to identify which children are with Eagle’s Wing and their specific classrooms, at any one time. The A-shirts are provided by Eagle’s Wing and are washed on site.

Safety in the Parking Lot

The parking lot can become very congested during drop-off and pick-up times. Parents must remember to drive slowly. Please instruct your child to wait to cross traffic until accompanied by an adult. Always cross traffic with the child in hand. Following these simple procedures will help ensure your child’s safety at Eagle’s Wing.

RELEASE OF CHILDREN

Children will be released only to those authorized people as indicated on the Emergency Information Form. If the authorized pick-up person is not known to staff, a photo ID will be required to verify authorization and identity.

If you make arrangements with another party to either drop off or pick up your child, you MUST contact the Eagle’s Wing classroom, so that staff are aware of the situation. Children in the Gliders or High Flyers school age summer program will not be allowed to walk home from Eagle’s Wing at the end of the day unless a parent-signed walking permission form is on file.

Either parent may pick up a child unless court orders are provided which specify otherwise.

BUILDING TEMPERATURE

The inside temperature will not be below 67 °F/19 °C. When the temperature exceeds 80 °F/27 °C air conditioning will be used. If air conditioning is not operable each room will have ventilation through open, screened windows and/or with fans placed out of the reach of children.

PARKING

Parking for the drop-off and pick-up of your child follows the established parking rules and regulations for the University Apartments community. When dropping off your child at Eagle’s Wing, use the drop-off spaces located in front of the Community Center (611 Eagle Heights).

Do not park in the circle drive in front of the community center or in resident parking stalls, and please do not ever leave your car running while you are in the building. Parents may not leave their cars in the community center parking lot and ride the bus to campus.

OUTDOOR PLAY

Children at Eagle’s Wing participate in daily outdoor activities, weather permitting. There may be occasions when teachers feel that the weather is not appropriate for outdoor play, such as when the temperature is above 90°F/32°C (with the heat index) or below 10°F/-12°C (with the wind chill factor) for children aged two years and older and 20°F/-7°C for children under two years of age, and on days with heavy rain. Teachers will use their best judgment as some activities may be ideal for various weather conditions (i.e. water-play and sprinklers during hot weather).

All children in attendance will go outside. Please send clothing appropriate for weather conditions. As the weather gets cooler, hats, mittens, and boots are great for helping children stay warm. Boots will also keep little feet warm and dry. If children do not have appropriate clothing for outdoor play, parents may be called to pick up their children while other children are outside. We do have limited numbers of extra hats and mittens. If your child uses them, please be sure to return them to the center for other children to use.

If a parent feels that a child is too sick to participate in outdoor activities, it is important that the child not attend class that day as accommodations cannot be made to keep individual children in when others go outdoors. Other adults designated by parents are welcome to come stay with a child in the classroom.

SWIMMING

The High Flyers Summer School-age Program will take children swimming only with parental permission. Swimming is only allowed in areas where a life guard is on duty and that are deemed safe by the Public
Health Department. If parents want their children to be restricted from swimming at either a beach or in a pool, they need to notify teaching staff in writing. High Flyers are requested to have a swimming suit, towel and change of clothes at the center at all times. Clothing/towels will be sent home at the end of each week.

The following ratios, as stated in the Department of Health and Family Services licensing rules, will be maintained while children are in the water:

- Less than 3 years: 1:1
- 4 and 5 years: 1:6
- 3 years: 1:4
- 6 years and over: 1:12

**BAD WEATHER & SCHOOL CLOSINGS**

Wisconsin usually has a winter season with cold temperatures, snow and ice. This can start as early as October and may continue through April. Madison tends to deal well with the occasional snowfalls but there are times that the weather may become severe.

In the event of bad weather, Eagle's Wing will close.*

Please listen to the radio stations WIBA FM 101.5 or WIBA AM 1310 or watch a local TV channel for announcement of Madison Public School closings (Eagle's Wing will not have a separate announcement). *Eagle’s Wing will close when the Madison public schools close due to inclement weather, except during finals weeks, when every effort will be made to remain open.* Enrollment on those days may be limited due to availability of staff. Full tuition will be charged for up to two weather related closings each winter season. If more than two closings due to weather occur, the weekly tuition will be adjusted and families will not be charged for additional closings.

If you decide that your child should not attend on bad weather days when Eagle’s Wing is open, it will be important to remember that your contracted tuition will be charged regardless of attendance, and that you should notify your classroom teachers.

If MMSD closes for anything other than inclement weather (local water main breaks, labor actions, etc.), Eagle’s Wing will remain open as usual.

In addition, Eagle’s Wing will close if a situation occurs that would jeopardize the health and safety of the children (i.e. electrical failure, interrupted water service, etc.).

**AIR QUALITY ADVISORY POLICY**

Occasionally the Department of Natural Resources issues an “Air Quality Advisory” indicating that area ozone and/or particle pollution levels are elevated.

An advisory level “Orange” indicates the air quality may be unhealthy for certain people in sensitive groups (those with heart problems and lung diseases such as asthma) and children. Higher levels of air pollution are assigned other colors (“Red”, “Purple”, and “Maroon) and indicate increasingly hazardous conditions (“Unhealthy”, “Very Unhealthy”, and “Hazardous”, respectively).

Air quality information is available online at: [http://airnow.gov/index.cfm](http://airnow.gov/index.cfm) or by phone at the Daily Air Hotline at: 1-866-324-5924.

Procedure:

1. If the Air Quality Index is forecast to reach the orange level or above, the Manager of Children’s Services or Assistant Managers will alert teachers and monitor the situation via the website and/or hotline.
2. The teachers will use the advisory information to determine if and when to adjust outdoor activity for children
   a. Options may include having the children playing outside at the time of day when levels will be lower, limiting the length of time outdoors, reducing the level of strenuous activity (i.e. dig in the sand box instead of running and climbing), or deciding to use the large or small gyms for gross motor activities for the day.
   b. Teachers will also monitor children carefully for symptoms like coughing or wheezing and adjust their activities accordingly.
3. A parent’s request to keep their child indoors will be considered, but parents will be advised that accommodations are sometimes difficult if not impossible to make because staff are not available to provide supervision to an individual child. In this case, the parent may choose to keep the child home on days of concern. All parent requests to keep a child indoors must be accompanied by verification of a health concern by the child’s physician.

**STAFF BABY-SITTING POLICY**

Sometimes parents ask teaching staff and/or student teachers to babysit for their family and it is up to the individual staff person/student teacher to accept or decline. It is important to remember that an Eagle’s Wing teacher who accepts a baby-sitting job does so as an independent contractor and not as an employee of Eagle’s Wing.
Eagle’s Wing cannot be held responsible or be held liable for actions or incidents that occur when the employee or student teacher is engaged in work outside of their time with Eagle’s Wing. If you wish to have a teacher pick up your child from the center, and the teacher agrees, you must put the teacher’s name on the emergency card as an authorized pick-up person.

If the working relationship between the employee and a family becomes a detriment to Eagle’s Wing, the employee may be advised to discontinue employment with the family.
Appendix A

The UW Madison Campus Child Care System

Eagle’s Wing is affiliated with the University of Wisconsin child care system, comprised of six high-quality early education and care centers, through the UW Office of Child Care and Family Resources (OCCFR) and the Division of University Housing. The other centers are affiliated with OCCFR through the Graduate School, the School of Human Ecology or with contracts directly through OCCFR.

Eagle’s Wing’s affiliation with the campus system providing early education and care services means that our Director of Licensed and Resident Services and Assistant Director routinely collaborate with the UW Office of Child Care and Family Resources which is authorized by the Provost’s office to provide oversight and development of campus children’s services. To that end, the OCCFR hosts monthly meetings with the Campus Director’s Consortium (known as 3C’s) and bi-annual meetings with the UW System Directors Group for the following purposes:

• development of new services,
• quality improvement,
• setting and recommending policy,
• review and coordination of procedures that are guided by best practice,
• teaching and research,
• professional development,
• and a variety of other endeavors that impact the manner in which UW Madison and the UW System meet the needs of the campus families that we all serve.

Our collaboration ensures, to the best of our abilities, that our programs work together for the benefit of campus families. The OCCFR staff visit our sites often to observe classrooms and curriculum; however, they do not serve in an accreditation or licensing role. Additionally, the OCCFR reports cumulative data to a wide variety of campus advisory groups for the purposes of service and policy review, delivery and development. At no time is individual child or parent information shared without additional consent.

Child Care Tuition Assistance Program and Access for Infants and Mother (AIM)

These two student support programs are administered through the UW Office of Child Care and Family Resources and provide family grants toward child care costs. All students who are enrolled at UW Madison should apply for one or both of these programs to determine eligibility. Go to www.occfr.wisc.edu for the online application.

Confidentiality

All information about children enrolled in Eagle’s Wing is confidential. This means that children’s records, including general information, classroom performance reports, and therapy notes and reports are accessible only to each child’s family and current teachers, unless written parent permission has been otherwise given. In addition, discussion of education and/or behavioral programs or issues concerning a specific child are held in private with only the relevant staff and family present. We do not share sensitive information about children and families with others.

Families receive a consent form to sign (currently on the Emergency Cards) authorizing Eagle’s Wing to use photos or videos of their child for Eagle’s Wing’s purposes. We maintain a file of consent forms so as to adhere to each family’s preferences. We require, in turn, that families refrain from posting photos, videos and tagging photos of Eagle’s Wing children other than their own, in social media formats (e.g. Facebook, blogs, web pages, etc.). We also ask families to refrain from posting photos, videos and tagging photos of staff members. Eagle’s Wing, along with other affiliated early education programs, has a social media policy that is included in this policy manual.
General Administrative Policy Paper #38 (GAPP 38), Licensing, Accreditation and Regulation of Campus Early Education Programs.

The University of Wisconsin System Administration GAPP #38 (General Administrative Policy Paper) outlines system-wide policies and operational qualifications for all campus children's programs operating on (via contract) or directly affiliated, through a university department, with the university system. GAPP #38 specifically requires all campus based programs to be state licensed and accredited. Together, all identify operational standards for quality that all campus programs must meet. Each program has copies of GAPP #38, licensing and/or accreditation standards for review upon request.

All UW Madison early education and care programs are licensed by the State of Wisconsin and must abide by all statutory requirements. The child care licensor for each site has complete and total access to: all staff personnel files, medical logs, children's files, family information, program policies and procedures and the right to observe any classroom or review any document within the center. In summary, state licensors have the statutory right for full access to all information and individual identifying information for all children and families enrolled.

Similarly, the accreditation/certification process (City of Madison, NAEYC, NAC, NCA), along with YoungStar regulations, which are required by the state or the UW System, provides access to the accrediting/certifying body to review policies and procedures and evidence of the documentation and implementation of polices and procedures; personnel education and professional development; and observations of classrooms to identify the manner in which the program and teachers meet the needs of the children in care and fulfill the required standards of accreditation. The accreditors may review any child’s files and request information of a confidential nature as related to the classroom routine, care or curriculum for the purpose of supporting educators to best meet the needs of all children within the classroom. No individual identifying information about any child will be included in any written accreditation report.

All families who enroll within campus programs state their understanding of these required affiliations that Eagle’s Wing must abide by in order to operate on and with the UW Campus child care system when you provide signature on your program’s contract for services.

4 Year Old Kindergarten (4K)

If your child is enrolled as a Madison Metropolitan School District (MMSD) 4K student and is in the 4K program at a campus children’s center, know that our contract with MMSD requires our program to share certain information, testing and data with MMSD at regular intervals. This may include attendance, report cards and any/all testing results required by the school district or by the Wisconsin Department of Public Instruction. Your signature on the contract for services at Eagle’s Wing indicates you understand that you child’s MMSD 4K records are shared with MMSD.

Social Media

As adults (and students) working, observing, conducting research and or regularly volunteering with campus centers, we ask that all recognize that they may become privy to confidential information regarding children and families. Therefore, adults in the center will read and sign the NAEYC Code of Ethical Conduct and will abide by all State of Wisconsin child care licensing rules regarding confidentiality.

The early education and care centers of the University of Wisconsin and their affiliates recognize the benefits and challenges of using technology (e.g. tablets, computers, digital cameras and camcorders). The social media policy outlines guidelines to ensure appropriate use of these tools, and applications thereof (including but not limited to: cell phones, digital cameras, web pages, blogs, social media such as Facebook, etc.) to protect the integrity and practices of each center. Please refer to the complete social media policy located in this handbook.
**Media Coverage**

Photographs and/or videotapes are taken throughout the year for use in assessment portfolios, classroom displays, fliers, brochures, the center websites, public viewing and displays to publicize the Eagle’s Wing program, professional publications, collaborative projects with the Division of University Housing and the Office of Campus Child Care and other educational purposes. Please refer to the full Social Media Policy for more information.

**Medical Emergencies**

Each family is strongly encouraged to have health insurance that will cover any medical expense the child may incur as a result of an illness or injury occurring at Eagle’s Wing or as a result of attending this school. The University does not provide any type of blanket medical coverage and the parents are ultimately responsible for any costs not covered by their insurance. Parents must provide up-to-date phone numbers where they can be reached. In the case of accident or illness, school personnel will attempt to contact a parent as soon as possible. In the event a parent cannot be reached and it is apparent that emergency medical attention is needed, school personnel will arrange to have the child transported to a hospital emergency room.

**Field Trips**

Parents will receive advance written notice of all field trips including the date and destination of the trip, as well as departure and return times. If transportation is necessary, only the use of public transportation is allowed unless special charters are arranged through the Program Administrator.
Appendix B

Eagle’s Wing: Early Bird & Gliders Bus Terms

Bus Rules & Procedures
In order to ensure everyone’s safety, Early Birds and Gliders are expected to follow the following procedures and rules on the bus.

• Arrive on time
• Use walking feet to the bus and inside the bus
• Only two children per seat
• Sit at the back half of the bus
• Bottom to Bottom, Back to Back – the child’s bottom should be touching the bottom of the seat and their back should be touching the back of the seat
• Jackets, coats, snow pants, and snow boots must stay on you or your backpack
• Legs are not allowed in the aisle
• Body parts must stay inside the bus – please do not play with the windows
• No food or drinks are allowed on the bus – please leave them in your lunch bag or backpack
• While the bus is in motion, children are not allowed to get up from their seats
• Noise level must remain low at a two (table talk)
• Act in a respectful manner towards the bus driver, teachers, and the other children on the bus
• Please stand five feet away from the bus until it stops moving
• If the bus is late picking up at Shorewood School, please wait by the rock to the right of the school as you exit the front door.

Termination
In the case of repeated inappropriate or dangerous behavior on the bus, the child’s parents will be noticed and the contract to ride the bus may be terminated. In this case, the child is still a part of the Early Bird and Glider program however, we will not be able to transport him/her anymore. Early Bird parents will have to find an alternative way for their child to go to school and Glider parents will have to find an alternative way for their child to get to Eagle’s Wing.
# Section Six

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THANK YOU!

We would like to thank you for sharing your child with us. We have fun programs and a fun staff to match, but that in no way diminishes our seriousness about providing the highest quality care possible for each child at Eagle’s Wing. We hope you will be pleased with the care your child receives, but we also hope you will let us know of any questions or concerns. Eagle’s Wing wishes you all the best. Please let us know how we can assist you and your family.

Eagle’s Wing感谢您能够让我们一道分享您孩子的快乐。我们提供生动有趣的课程并为之配备风趣的教职员，但这决不会降低我们为每个儿童提供最高品质的照顾与教育的认真程度。我们希望您对孩子所受到的照顾感到满意，更希望您把存在的任何疑问或关注事项向我们反映。

Eagle’s Wing感谢您万事如意。请让我们知道如何才能帮助您和您的家人。

Quisiéramos darles las gracias por compartir a sus hijos con nosotros. Tenemos empleados divertidos acordes con la diversión de nuestros programas, pero eso de ninguna manera disminuye la seriedad con la que proporcionamos cuidado y educación de la más alta calidad posible para cada niño. Esperamos que les guste el cuidado que sus hijos reciben aquí, pero a la vez esperamos que compartan con nosotros cualquier pregunta o preocupación.

Eagle’s Wing les desea todo lo mejor. Por favor, déjennos sabes en qué podemos ayudarles a Uds. y a su familia.

Eagle’s Wing感谢您万事如意。请让我们知道如何才能帮助您和您的家人。

Tree art by:
Who Lives in University Apartments?

There are approximately 4,000 residents—
- International families make up 65% of the community
- Approximately 75 countries are represented in the community

University Apartments houses one-third of all international UW–Madison students.

There are approximately 650 children in University Apartments—
- 300 below the age of 5
- 350 are school-aged
- 60-75% of the children attending Eagle’s Wing are from international families

Early Birds • Gliders • High Flyers
Yuwa • Nido • Niiji • HaNeul • 4-K

University Housing is a self-funded operation. No tax dollars were used to produce this publication.