EAGLES WING CHILD CARE AND EDUCATION PROGRAMS

2018-20 FAMILY HANDBOOK

University Housing

UNIVERSITY OF WISCONSIN–MADISON

WELCOME TO OUR **PROGRAMS**

Safe Zone

It is important that all who enter Eagle's Wing know that we have created a safe and inclusive space for children and their families. In an effort to support every child so they can reach their full potential, we will not permit words and/or actions of hate, bigotry, bias and intolernce. We will welcome and celebrate every child, every parent, every family member, every friend and every guest as being unique and valued. We will not search for commonalities to bring us together, rather we will joyfully emphasize and appreciate everyone's individuality.

INFANT, TODDLER AND PRESCHOOL PROGRAMS

Full-day Infant Program
Full-year
Azhar Room
608-265-6477

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-3

Full-day, Full-week
4 year old Kindergarten Program
Academic Year
4-K Purple
608-265-4662

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

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

Full-Day Summer
School-age Enrichment Program
Summer Only
High Flyers
608-265-4662

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
Federal Tax Identification Number: 39-1805963

Eagle's Wing

Family Handbook 2018-20

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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 (three 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.

معلومات مهمة حول البرنامج

1. يطلب من الأهل زيارة الصفوف مع طفلهم قبل مباشرة البرنامج.

2. يجب تسليم جميع استمارات التسجيل (العقد وبطاقة الطوارئ ومعلومات حول الطفل ومعلومات العائلة) لمكتب شقق الجامعة أربعة أيام عمل قبل اليوم الأول لاشتراك الطفل في البرنامج.

3. من المهم جدا تعبئة بطاقة المعلومات الطارئة بالكامل قبل التسجيل.

4. يجري تسليم الأطفال فقط لأولئك الأشخاص المذكورين في بطاقة المعلومات الطارئة.

5. يطلب من الأطفال أن يكون لهم سجل تطعيم وفحص طبي من قبل طبيب في السجلات.

6. يرجى إعلام مدرس (مدرّسة) طفلكم عن أي حساسيات قد توجد لدى طفلكم.

7. يرجى توفير مجموعة ملابس إضافية (مجموعتين لأولئك الأطفال الذين هم قيد التدريب على استعمال وعاء الحمام) مع وضع اسم الطفل عليها بوضوح.

8. في كل صف صحائف حضور أسبوعية موجودة في قسم معلومات العائلة. يرجى توقيع صحيفة الحضور وساعة الحضور والخروج لكل طفل في كل يوم. على الأهل مرافقة أطفالهم لغرفة الصف.

9. لدينا قسم لمعلومات العائلة حيث يمكن العثور على معلومات تتعلق بالمركز والعناية بطفلكم.

10. في كل صف مجموعة من مجلدات البريد، واحد لكل عائلة. من المهم أن تتفقد مجلد بريدك يوميا.

11. ترحب إيجلز وينج بكل الأهل للانضمام إلينا في الصف في أي وقت يشاءون.

12. من المهم أن تقوم بإبلاغنا في حالة مرض طفلكم أو عدم الحضور إلى الصف لأسباب أخرى.

13. ستكون مسؤولا عن الأقساط حتى لو وقعت أيام العطل أو المؤتمرات في الأيام المحددة للعناية بطفلكم. يستحق القسط المدرسي دون النظر إلى حضور طفلكم بما في ذلك أيام العطل والمرض.

14. يرجى تفقد كتيّب العائلة و/أو برنامج دفع الأقساط لمعرفة أيام إغلاق غرفة صف ولدكم.

15. سيشترك الأطفال في نشاطات خارجية يومية، في حال سمح الطقس. راجع كتيّب العائلة من أجل التفاصيل. يرجى إحضار ملابس مناسبة لحالة الطقس.

16. ستغلق إيجلز وينج أبوابها عندما تغلق مدارس ماديسون الرسمية أبوابها بسبب الطقس العاصف. سيبقى القسط كما هو.

17. في حال مرض ولدكم، نطلب منكم إبقائهم في المنزل 24 ساعة على الأقل، أو حتى تزول العوارض التي لا تستعمل لها أدوية.

18. في حال مرض ولدكم أثناء وجوده في إيجلز وينغ، سيطلب منكم القدوم لأخذه بأسرع وقت ممكن. في حال عدم إمكانية الاتصال بكم، سيتم مخابرة أحد الأشخاص المذكورين في بطاقة الطوارئ.

19. سيتم إغلاق جميع الصفوف في أبريل (نيسان) للسماح للأهل بالالتقاء بالمعلمين 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往大学公寓办公室。

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，包括渡假或生病休息，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 방문하셔야 합니다.

2. 자녀가 처음 프로그램에 참여하는 날의 최소 4 근무일전에 대학 아파트 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 알러지를 가지고 있으면 자녀의 담당 교사에게 이를 알려 주어야 합니다.

7. 자녀의 이름이 명확하게 세겨진 옷 한벌을 제공해야 합니다 (용변관리 훈련을 받는 중인 어린이는 2 벌).

8. 교실의 가족 정보 영역(Family Information Area)에 보면 주간 등하교 기록양식(Weekly Attendance Sheet)이 있습니다. 자녀를 매일 등하교 시켜 주실 시간과 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 점검하셔야 합니다.

11. Eagle's Wing 은 언제라도 부모님들의 수업 참여를 환영합니다.

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

13. 휴가 또는 회의날짜가 자녀의 정규 보호일과 겹친다 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 핸드북 및/또는 수업료 지불 일정을 참조하십시오.

15. 자녀들은 날씨가 나쁘지 않는 한, 매일 야외 활동에 참가하게 됩니다. 자세한 내용은 가족 핸드북을 참조하십시오. 날씨에 맞는 적절한 옷을 보내주시기 바랍니다.

16. Eagle's Wing 은 험한 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 증상이 없어질 때까지 가정에서 쉬게 하실 것을 권장합니다.

18. Eagle's Wing 에 참가하는 동안 자녀가 아프게 되면, 가능한 빨리 자녀를 데리고 갈 것을 요청하게 됩니다. 연락이 되지 않으면, 비상 연락처 중 하나로 전화를 합니다.

19. 4 월 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, perfíl del niño y de la familia) deben entregarse en la Oficina de los Apartamentos de la Universdad 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 tarejeta 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 firmen 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 fechadas 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.

Eagle's Wing offers a variety of child-care programs for children ages six weeks through ten 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, 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, two Assistant Directors, 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.All programs run throughout the full year.

See yearly calendar seciton for details.

Pre-arranged drop-in care for currently enrolled students is available as space permits for Niiji, HaNeul, and Yuwa rooms.

Full-Day Programs

Schedule options for full-day programs include:

- Monday through Friday
- Monday/Wednesday/Friday -Nido, Niiji, and HaNeul rooms
- Tuesday/Thursday -Nido, Niiji, and HaNeul rooms

Full-day program options:

Azhar Room (Age group: Starting at six weeks)

Nido Room (Age group: Starting at 14 months)

Niiji Room (Age group: Starting at 24 months)

HaNeul Room (Age group: Starting at 42 months)

Half-Day Morning: Yuwa Room

- Starting at 24 months
- Half day care: 7:30 a.m.-12:00 p.m.
- Schedule Options:
    - Monday through Friday, morning
    - Monday/Wednesday/Friday, morning
    - Tuesday/Thursday, morning

4K: A partnership with the Madison Metropolitan School District (MMSD)

- 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 MMSD 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 four years old by September 1 to enter four-year-old kindergarten.

Gliders (After School)

- Age group & eligibility: 5-12 years and enrolled at Shorewood Hills Elementary School
- Program hours: 1:45-5:15 p.m. on Mondays; 3:15-5:15 p.m., Tuesday through Friday
- Academic year — following the MMSD calendar.
- Scheduling Options:
    - Monday through Friday
    - Monday/Wednesday/Friday
    - Tuesday/Thursday

(Priority will be given to full-week schedules)

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

High Flyers (Full-day Summer School-Age Enrichment Program)

- Age group: Children having completed kindergarten through second 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.
- Program duration: June - August when MMSD is not in session
- Program hours: 7:30 a.m.–5:15 p.m., Monday through Friday

  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 are scheduled through 5:00 p.m. Please see enrollment packet for field trip information.
- Full-week care only
- Families may contract for the full summer or single-sessions.

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**.

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.

1. **Azhar** is Arabic for the word flower bud/blossom — the very start of a flower.
2. **Nido** is the Spanish word for nest.
3. **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.
4. **Yuwa (Yuva)** is Turkish for nest. In fact, **Yuwa** is the word used in Turkey for many of their early childhood programs.
5. **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 atiende 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 involucr en 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.

프로그램 철학

Eagle's Wing 프로그램은 문화적으로 다양한 커뮤니티에 거주하는 어린이들을 교육하기 위해 만들어진 학습 프로그램입니다. 저희 프로그램은 매일매일, 다음과 같은 것들을 제공함으로써 어린이의 교육과 발달을 돕습니다:

- 개인발달 정도에 맞는 여러 가지 활동;
- 각 어린이의 문화 및 배경에 대한 존중;
- 각 어린이의 놀이, 창조성, 활동성, 의사전달 기술, 문제해결 능력 및 판단력, 인지력 발달, 사회적 상호작용 및 영양발달을 돕는 프로그램;
- 가족들이 본 센터에 활동적으로 참여할 수 있는 기회;
- 선입견을 없애고 평화의 중요성을 인식시키는 교육.

저희는 어린이를 하나의 개체로 인정하고 각 어린이 개개인의 발달 요구 정도에 맞추어 교육을 합니다. 동시에, 상호 존중 및 이해가 강조되는 문화적 다양성을 갖춘 수업을 통해, Eagle's Wing에 참여한 어린이들은 팀워크, 상호 의존성 및 그룹 조화의 가치를 이해하도록 교육을 받게됩니다.

课程宗旨

Eagle's Wing的课程旨在促进多元文化社区内儿童的学习。我们的课程通过如下努力来培养并支持儿童的日常发展：

- 提供启发性的相关活动；
- 尊重每个儿童的文化和背景；
- 提供满足每个孩子需要的课程，包括趣味性、创造性、活跃的游戏、沟通技巧、问题解决和决策技巧、认知发展、社会交往、休息和营养等；
- 为家庭成员提供积极参与本中心活动的机会；
- 注重对反偏见与和平的教育。

我们认可孩子们的个性特征，并支持每个孩子独特的发展。同时，作为多元文化的课堂，我们强调相互的尊重和了解，同时还鼓励Eagle's Wing的儿童培养团队协作、互相依靠和集体和谐的精神。

فلسفة البرنامج

تشدد برامج إيجلز وينج (Eagle's Wing) على التعلم الاستهلالي للأطفال ضمن مجتمع متنوع الثقافات. تعزز برامجنا وتدعم تطور الأطفال طوال النهار بتقديم:

- أنشطة تطورية مناسبة؛
- احترام ثقافة وخلفية كل طفل؛
- برنامج يخاطب حاجة كل طفل للتسلية والاكتشاف واللعب النشط ومهارات التواصل وحل المشاكل ومهارات اتخاذ القرارات والنمو الإدراكي والتواصل الاجتماعي والتغذية؛
- توفير فرصة لأفراد العائلة للانخراط الفعال في المركز؛
- تركيز على ثقافة عدم التحيز والسلام.

نحن نميز الأطفال كأفراد وندعم كل طفل في احتياجاته الفريدة للتطور. وفي نفس الوقت، وكجزء من الصف المتنوع الثقافات حيث يتم التركيز على الاحترام والتفهم المتبادلين، يتم تشجيع الأطفال في إيجلز وينج على احترام العمل المشترك والاعتماد المتبادل على بعضهم وتآلف المجموعات.

STATE LICENSING, CITY ACCREDITATION, NATIONAL 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. Eagle's Wing is also nationally accredited through National Early Childhood Program Accreditation (NECPA),

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 meet in order to maintain our license. These rules help ensure the health and safety of the children and staff in our programs. A copy of the Licensing Rules for Group Day Care Centers is in each classroom. 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:

- 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
- 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

Our license is displayed on the wall in the Eagle's Wing hallway. 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 Eagle's Wing writes an action plan and monitors the compliance. Both the violation and compliance plan are posted next to the license. Eagle's Wing complies with all regulations and all required reports are submitted to the department in a timely way.

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. 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, the following are some of the areas that City Accreditation Standards evaluate:

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.

Licensing and accreditation reviews take place annually, and specialists are available throughout the year to consult with Eagle's Wing staff. To report any concerns to either unit, please see "Problem Resolution Procedures" on page 14 of this handbook.

ADMINISTRATIVE STRUCTURE

Eagle's Wing Child Care and Education Programs are 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, Technology Services, and Purchasing.

Facility support (custodial, maintenance, grounds, etc.) comes directly from the Apartment Facilities Office in University Apartments. The Director of Eagle's Wing, 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 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.

TEACHING STAFF

All early childhood teachers are academic staff and are required to have a 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.

Orientation of All Teaching Staff

All teaching staff have an orientation within the first two weeks of employment which includes but is not limited to:

- CPR, AED and first aid training which will be renewed bi-annually through American Heart Association.
- Child abuse and neglect training including reporting procedures with bi-annual 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 requirements and resources
- Reporting pending charges, convictions and investigations
- Confidentiality
- Child tracking

In addition, full-time and part-time career staff will participate in a UW-Housing division-wide orientation. Management staff will receive a division-wide Supervisors Training.

Assistant Teachers

Each classroom also has part-time career assistant teachers. The assistants are required to have completed a 40-hour child care course, in addition to having experience with children. Some of our Assistant Teachers hold an Associate's Degree in Early Childhood Education and some are student hourly staff persuing a degree at UW-Madison.

Student Teachers, Practicum Students, and Interns

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.

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 each week. The assistant teachers cover the breaks and 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. This ensures that your child will always work with familiar staff members on any given day.

An assistant teacher also gives daily one-hour breaks to each full-time staff person in the classrooms.

Teacher Planning Time

Each teaching staff member has two hours weekly for planning time.

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 specialist 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, or University Apartments support staff.

ATTENDANCE AND ATTENDANCE SHEETS

Each classroom has attendance sheets located in the classroom. **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, 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, Wisconsin Shares 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.

See Reporting Non-Attendance on page 9..

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 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 childcare 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 Eagle's Wing, and the Office of Campus Child Care.

Parents will be informed of all research projects. Only children with parental consent for a particular research project will participate.

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

Observations are meant to provide resources to Eagle's Wing teaching staff. MMSD requires assessments for our 4K children. In addition, all teaching staff take daily anecdotal notes as a way of tracking progress and developmental milestones.

ANTI-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.

AMERICANS WITH DISABILITIES ACT (ADA)

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 playgrounds. If any problems are encountered, please bring these to the attention of the Director of Eagle's Wing.

Section Two

Enrollment, Fees, Business Policies

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/year.

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, or have not followed Eagle's Wing policies and procedures described in this handbook. 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 childcare 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 parenting 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.

Infant and Toddler Enrollment: All Azhar and Nido Room families are required to meet with the teaching staff to fill out specific age-related paperwork (e.g. feeding, napping, toilet training if applicable, etc.), to be updated every three months.

Any time 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:

- Breast milk or formula, baby food, and feeding supplies for infants.
- Bag lunch* (cold only for summer High Flyers full-day due to many field trips.) Please avoid food items containing peanuts and peanut products.
- Bag lunch* for toddler and pre-school children attending full-day programs. Please avoid food items containing peanuts and peanut products. 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.)

- Additional milk for sippy cups if desired for children in Niiji and Yuwa
- Disposable or cloth diapers if needed
- Two change of clothes (labeled with name)
- Seasonally appropriate outerwear (boots, snowpants, mittens; labeled with name)
- Small blanket or small pillow for napping if desired (labeled with name)
- Medication as needed (see Medications, Herbal Remedies, Food Supplements, and Teething Gels, pg. 36)
- Insect repellent as needed (see Insect Repellent, pg. 37)

Eagle's Wing provides:

- A nutritious morning and afternoon snack (provided by Housing Dining & Culinary Services)
- 2% milk for Nido Room toddlers' bottles
- Mats with sheets and blankets for napping (laundered on a weekly basis)
- Hypo-allergenic wipes for children in diapers
- Unscented disposable diapers at a charge of $0.50 per diaper, if a child runs out of home-provided diapers
- 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.

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 9 a.m. 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 and Azhar Rooms
- 263-9145 for the Yuwa Room
- 262-9695 for the Niiji Room
- 262-9699 for the HaNeul Room
- 265-4662 for 4K Purple group, Gliders, and High Flyers.

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 parenting practices, thus increasing the teachers' effectiveness with your child in the classroom.

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

CHANGE OF ADDRESS

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

YEARLY CALENDAR

Azhar, Nido, Yuwa, Niiji, and HaNeul Rooms

These classrooms will be closed one week following fall semester final exams and no tuition will be assessed for this week. Additionally, the program may close for spring break, and one week in August after the UW summer term. Please refer to the Eagle's Wing yearly calender for the most up to date information regarding closed dates.

4K, Gliders, High Flyers

The yearly calendar for the 4-K, 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, and Gliders programs are closed two to three weeks of each academic year. *

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

Weeks may vary based on the MMSD calendar.

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

In addition all programs will be closed:

- Two to three days when all teachers participate in professional development in-service
- One and one half days 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.

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. 12) may be made per month or per semester in advance.

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. 13). 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.

Registration Fee

A non-refundable registration fee is assessed when your child is first officially enrolled in the program, and then re-assessed on September 1 and June 15. The fee is $45 per family for full-day, half-day, after-school, for all programs/ classrooms additionally, 4K has a one-time registration fee of $40 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 $50 registration fee and $50 family activity fee is assessed each semester for the Early Birds, Gliders, and High Flyers Summer School Age programs, which is applied to materials and transportation costs.

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.

Eagle's Wing accepts payment by **personal check** in the Community center dropbox. Checks should be made payable to UW Division of Housing and include your child's name on the memo line.

If you prefer not to use a personal checking account, you may also pay by **cashier's check or money order.** You can get either of these from your bank or credit union.

Banks and credit unions also offer a service through their Online Banking usually called "Bill Pay." You can have a weekly or monthly check drawn on your account and sent to us automatically. Please have your child's name included on the payment. Your bank or credit union can help you arrange this if you are interested.

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. The monthly statement reflects charges billed and payments received between the first and last day of the previous month. This is not a bill; however, if there is an unpaid balance noted, it must be paid immediately.

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 Child Care & 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, Wisconsin Shares, and Third Party Funding

Eagle's Wing is happy to work with families receiving city, Wisconsin Shares, 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 of Madison, Wisconsin Shares, or CCTAP does not pay, and for full tuition payment if the proper forms are not submitted to Eagle's Wing.

Overdue Fees & Tuition

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 Azhar, Nido, HaNeul and Niiji Rooms 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 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 Identfication Number

Eagle's Wing's Federal Tax Identification number is **39-1805963**. 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 need it.

TERMINATION OF ENROLLMENT

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

If a family is leaving University Apartments and is discontinuing their affiliation with the University, a one-month written notice is required to break a contract prior to the end of the semester. Verification of move-date is required. 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 Eagle's Wingmay 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, or falsification of information on child care related forms or documentation.
- 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.

Un-enrollment of Children

There are times that a child has difficulty settling into 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 or third language; and still other times it may be related to a child's difficulty in separating from a parent. Teachers will work closely with parents, exploring various ways to support the child (and parents) during any difficult transition. These situations are very often temporary and soon children are happily thriving in our classrooms.

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 or staff in the program.

BEHAVIORAL CONCERNS

Biting, scratching, pushing or hitting will happen occasionally in a group of toddler and preschool children. This behavior is part of typical development, and is sometimes how young children comunicate while language is developing. Teachers continually support the social development of each child in the class. Helping children work through strong feelings during an altercation with a classmate gives them the opportunity to develop the skills to choose non physical resolutions.

- Teachers will help both children and discuss what happened, and how it feels to be on either side of a conflict. Teachers will support children and help find a resolution that is positive and peaceful.
- Teachers will inform parents of any incident or accident that occurs involving their child. The names of children involved will remain confidential. Teachers will encourage children to communicate about problems in a respectful manner.

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 Eagle's Wing. 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 Eagle's Wing (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, P.O. Box 8947, Madison, WI 53708 and/or the City of Madison Office of Community Services, P.O. 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 (P.O. Box 8947, Madison WI 53708, 608/266-2900).

ENROLLMENT FORMS & CHILDREN'S RECORDS

All enrollment forms will be kept in the office children's files. All teachers have access to these forms as well as the children's classroom files. Only the Financial Specialist and Eagle's Wing administrative staff will have access to any family financial records. Eagle's Wing Financial Specialist and administration work closely with the UW Office of Child Care and Family Resources as well as the county and city to process any tuition subsidy.

Section Three

Daily Routine, Curriculum, Guidelines

YOUR CHILD'S DAY

During the day at Eagle's Wing, children 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.

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.

All classrooms 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 your child's 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.

Azhar Room Schedule

7:30	Free choice / Play in classroom
9:00	Snack
9:30	Diaper checks
9:45	Play in classroom / Music / Buggy walk
10:30	Large motor (outside/gym)
11:30	Wash hands / Get ready for lunch
11:45	Lunch
12:15	Diaper checks / Get ready for nap
12:45	Nap
3:00	Snack
3:30	Diaper checks / Play in room
4:00	Free play in room / Buggy walk
4:30	Large motor (outside/gym)
5:15	Dismissal

During free play time, lots of songs are sung, stories are read, and artwork may be done as well. Some children will eat at different times or more often. Also, some children may take multiple naps per day. We are flexible for the children. The Azhar room schedule is completely dependent on the individual needs of the children.

Niiji Room Schedule

7:30	Free choice
9:00	Snack / toileting
10:00	Clean up
10:15	Circle time
10:30	Small group
10:45	Large motor
11:45	Stories
12:00	Lunch
12:30	Stories / nap / rest and wake-up activities
3:00	Snack
3:20	Work time / toileting / clean-up
4:00	Large motor
5:15	Dismissal

HaNeul Room Schedule

7:30	Arrival / set-up / free choice / snack
9:30	Morning Meeting
10:30	Small groups
11:00	Outside Time
11:50	Lunch
12:30	Story time
1:00	Rest time and wake-up activities
3:00	Snack
3:30	Free choice
4:30	Closing Meeting
4:45	Large motor (outside/gym)
5:15	Dismissal

Yuwa Room Schedule (Morning)

7:30	Free choice / work time
9:00	Snack
9:40	Clean Up
9:50	Recall and Large group
10:15	Large Motor
11:15	Story Time
11:40	Snall Group
12:00	Parents pick up - program ends

Nido Room Schedule

7:30	Free choice
9:00	Snack
9:30	Diaper Check
10:00	Free choice
10:30	Outside or gym time
11:30	Music / circle / story
11:45	Lunch
12:15	Diaper check / clean-up
12:45	Nap and wake-up activities
3:00	Wash hands/snack
3:30	Diaper Check
4:00	Free choice/outside time

4K (Full School Day) Schedule

8:15	Program begins
8:15	Discovery time
9:00	Welcome time
9:20	Center time / Discovery time / Snack (optional)
10:30	Large motor (Outside or Large Gym)
11:30	Music time
12:00	Lunch
12:30	Story time
1:00	Rest time
1:30	Activity time or Discover time
2:45	Goodbye Gathering and Getting Ready for Dismissal
3:00	4K Program ends

4K Extended Care

3:00	Large Motor
4:00	Story time
4:15	Snack
4:30	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

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

7:30	Arrival and Free choice
8:45	Meeting time
9:05	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 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 four basic principles:

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. 41)

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 Eagle's Wing. A handout by the High/Scope Educational Research Foundation is also available.

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

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 (MMSD) 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.

EARLY LEARNING STANDARDS

These standards, developed by 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 Director of Eagle's Wing.

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 child care 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 contain no meat or meat products.
- 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 activites.

Peace Garden

The Eagle's Wing Children's Peace Garden is an amazing effort, coordinated by Eagle's Wing teaching staff, Apartments Facilities Offices, and our community partners. It is becoming a showcase of innovative gardening strategies as well as providing an important learning opportunity for the children.

- Children participate in the planting and upkeep of the organic Peace Garden.
- Teachers include organic produce 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.
- The opportunity to bring nature indoors by starting seeds for the garden in late winter.
- Providing hands-on experience for every stage of the growing process.
- The opportunity to care for the plants by watering and weeding.
- Introducing the children to new foods, such as kale, ground cherries, and loofa squash.
- Fruits and vegetables for food experiences and snacks.
- Flowers are grown to decorate the classroom tables.
- Food for families to pick samples of with their children at pick-up time and take home to add to their dinner.
- An opportunity to experience insect life in Wisconsin and the role of the earthworm in keeping the soil aerated and healthy.
- Early literacy and math as children journal, document, and chart the growth of plants.

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 lifetime.

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 implement best practices in the classrooms. They share their knowledge and experience 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 expectations 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 pages 18 & 26). 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. Many of our teaching staff are international and speak one or more languages in addition to English.
- 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 individuals who need to do things in a different way than is typical.
- 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.

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.
- 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 promotes inclusivity in the University Apartments community by:

- We are happy to share information with any resident or community program that seeks our advice or expertise.
- Children from the community are welcome to use our playgrounds by joining us with their caregivers during the days as well as using the space on evenings and weekends.
- 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.
- 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 MMSD provides supplemental funding for our 4K families.
- We are thoughtful and conservative in our purchasing practices.
- 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 in each of the classrooms.

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 it's diversity. We have a strong commitment to multi-cultural, 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 de-sensitized 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 Director of Eagle's Wing.

EDUCACIÓN ANTI-DISCRIMINATORIA

Todos somos miembros de una diversa sociedad con rápidos cambios. Vemos que incluso las comunidades más homógenas 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 socieconómico, 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

편견을 없애는 교육

우리 모두는 빠르게 변화하는 매우 다양한 사회 속에서 살고 있습니다. 동질성이 아무리 많은 사회라 할지라도 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 팽배한 다양성 속에서 사회를 지원하기 위해 최선의 노력을 다하고 있습니다. 저희는 인종, 문화, 성적 지향성, 언어, 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. 어린이 각각의 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 받아 들이기 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.

존중이란 욕설, 위협 또는 따돌림 같은 것을 단순히 참아내는 것이 아닙니다. 교실이나 운동장에서 자연적으로 발생하는 문제점들에 대해 마음을 열고 토론하며 문제점을 해결해 나가는 것, 그것이 바로 서로에 대해 준중하게 되는 방법인 것 입니다. 차별적인 공격을 당했을 때, 그냥 참으라고만 말하게 되면, 가령 "뚱뚱하거나", 유태인이거나 키가 작거나 또는 게이나 레즈비언인 부모를 가진 아이들은 친구들 사이에서 점차적으로 그 가치를 잃어가게 될 것입니다. 또한, 이러한 행동을 목격하는 아이들도 시간이 갈수록 점차 조그마한 학대에 대해 무감각해지게 되고 성인이 되면 극단적인 편견을 갖게 됩니다.

저희는 모든 어린이들의 개인적 견해를 침해하지 않으려 노력합니다. 대신, 공개적으로, 규정과 일상적 예의를 통해 각 어린이들을 훈육하며 평등한 교육을 제공해 줍니다. Louise Derman Sparks가 만든 Anti-Bias Curriculum(편견 제거 교과과정)이 교실에서 일어나는 모든 상호작용의 기초로 채택되어 운영되고 있습니다. 자세한 정보를 얻으시려면, Manger of Children's Services(아동서비스 책임자)에게 연락하시기 바랍니다.

反偏见教育

我们都是这个瞬息万变、纷繁多样社会中的成员。我们都能发现，即使同质性极强的社区也正趋向于多元化。我们有责任帮助孩子们为适应多元化而提前作好准备。若想让孩子们在未来社会中成功地发挥个人职能，就必须培养他们所需的技巧和策略，以奠定成功的基础。

Eagle's Wing 坦诚接纳我们共同拥有的多元化社区，并承诺支持其多元化发展。我们大力推行相互尊重的多文化与反偏见的照顾与教育，反对因种族、文化、性取向、语言、社会

经济水平、年龄、健康状态、体脑能力、宗教、政治观点或家庭结构等差异而区别对待。我们的教学宗旨之一是尊重每位儿童的文化和背景，我们利用这一大好契机使孩子们的个人特征得到认同，并且进一步拓展与弘扬广博多样的文化、种族与民族差异。同时我们也认为，并不是所有家庭只能或主要由父母组成。我们尊重所有家庭并接受其多样性。两性平等与性别敏感是我们努力推行的重要价值观。我们积极工作以消除歧视，并为所有的孩子及其家庭提供健康发展、安全和包容的环境。

提倡尊重不只是通过杜绝谩骂、恐吓或排斥等行为，而应当是通过公开讨论，并针对课堂或游乐场上自然产生的事件来解决问题。比如说，如果发生歧视攻击事件，而我们却任其自然的话，那么，那些“肥胖”、犹太民族、矮小或者有同性恋父母的孩子自然会被逐渐贬低。此外，目睹这些行为的孩子会不断对这种刻毒残忍的小事件丧失敏感，日积月累，最终形成成人时期的偏见态度。

我们不愿意干预任何人所持的私人观点。但是，在公共场合下，法律与常规礼仪要保证每个孩子得到健康向上与公平的教育环境。由 Louise Derman Sparks 所著的 Anti-Bias Curriculum（反偏见课程）将作为我们课堂里日常交流的思想基础来源。欲知详情，请联络 Manager of Children’s Services（儿童服务经理）。

ثقافة غير متحيّزة

نحن جميعا أعضاء في مجتمع سريع التغير وواسع التنوع. نحن نشاهد كيف أن أكثر المجتمعات تجانسا تصبح أكثر تنوعا. علينا مسؤولية المساعدة في إعداد أطفالنا لمثل هذا التنوع. فمن أجل أن يتمكنوا من أن يكونوا فعالين في المجتمع المستقبلي، عليهم أن يطوروا المهارات والأساليب التي تضمن لهم هذا النجاح.

تتبنى إيجلز وينغ Eagle’s Wing المجتمع المتنوع التي ننتمي إليه جميعا وتلتزم بدعم هذا التنوع. لدينا التزام قوي بتربية متعددة الثقافات وعناية غير متحيزة تشجع الاحترام لكل الناس بغض النظر عن فروقات العرق والثقافة والنزعة الجنسية واللغة والمستوى الطبقي الاجتماعي والسن والصحة والقدرة الجسدية أو العقلية ووجهة النظر السياسية أو هيكلية العائلة. وكجزء من فلسفتنا التعليمية التي تنص على احترام ثقافة وخلفية كل طفل، فقد كانت لدينا الفرصة الرائعة ليس فقط في تأكيد هويات الأطفال، وإنما لمزيد من الاستكشاف والاحتفال بتشكيلة واسعة من الفروقات في الحضارات والأجناس والأعراق. ونحن ندرك أن جميع العائلات ليست مكونة أساسا أو فقط من أب وأم. نحن نحترم جميع العائلات ونرحب بتنوعها. المساواة بين الذكور والإناث هي قيم مهمة نحاول وضعها قيد الممارسة. نحن نعمل بكل نشاط للتخفيف من التحيّز وبأن نوفر بيئة حاضنة أمينة وشاملة لجميع الأطفال ولأهاليهم.

الاحترام ليس فقط عدم تحمل أساليب التنابذ بالألقاب، أو التهديد أو الإقصاء. وإنما هو المناقشة المفتوحة ومعالجة القضايا التي تنشأ فوريا في غرف الصف أو في الملاعب. عند حدوث حالات من التمييز ضد البعض، وإذا تم غض النظر عنها، فمن الطبيعي أن الطفل الذي هو "سمين" أو من أصل يهودي أو قصير أو أن لدى والديه نزعات جنسية شاذة ، وهذه أمثلة فقط، ستتآكل قيمته الذاتية شيئا فشيئا. إضافة إلى ذلك، فإن من يشهد مثل هذا الحدث قد يفقد حساسيته تجاه أعمال قسوة صغيرة والتي بإمكانها أن تتراكم عبر الزمن وينشأ عنها حتميا وضع أخلاقي متحيز عند الكبر.

نحن نحاول أن لا نتعدى على وجهات نظر خاصة بأي فرد. ولكن وفي وضع عام، فإن القانون والأخلاق الحميدة توفر لكل طفل تعليما وتنشئة متساويين. إن منهاج عدم التحيز Anti-Bias Curriculum من تأليف لويس درمان سباركس Louise Derman Sparks هو حجر الأساس لتفاعلاتنا اليومية في الصفوف. لمزيد من المعلومات، يرجى التحدث مع مدير خدمات الأطفال Manager of Children’s Services.

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.
- 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. Infant and 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 & Culinary Services (DCS). Menus are reviewed annually by certified nutritionists and repeated at a minimum every two to three weeks, with snack selection rotated within those weeks.

DCS 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 each classroom. 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" page 28).

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 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.

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. You may want to consider giving your child treats at home after the school day rather than sending them in lunches.

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 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.

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.

See Section Five: Health and Safety Policies for peanut allergy Information.

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, Niiji, 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

Infants nap according to their own schedule throughout the day and are placed on their backs to sleep.

Full-day children who are in the Nido, Niiji, and HaNeul rooms participate in a nap or "rest" time sometime between the hours of 1:00-2:30 p.m. (approx.) Children are provided with a mat, sheet, and blanket. After 30 minutes rest, non-sleeping children will be given the option of choosing quiet activities to do until the other children wake up or the rest time is over.

Children in the 4K program have a rest time which focuses on resting for 30 minutes 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.

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. Not all children fall asleep at the same time. Some children fall asleep just as they finish their lunch while others enjoy a group story time or individual stories in the library area or on the rocker. Still others need some active large motor time before laying down on their mats.

No child will be on their mat longer than 30 minutes if

they do not fall asleep during that time. Teachers will work individually with children as they settle for nap. Some children like to be read to while others like their backs rubbed. Settling for nap gives children some individual cuddle time with teachers, so they are feeling safe, loved, and calm.

Because not all young children have the same sleep patterns, this designated nap time is flexible to accommodate a child's unique rhythm. Some children sleep for an hour or less, some for over two hours. 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.

We arrange teaching staff each day to cover the before and after nap transition in the small gym. This is a space that children can enjoy both large and fine motor activities before settling for nap as well as for those children who do not fall asleep within 30 minutes on their mats. As children wake up from nap, some like to join in the activities in the small gym while others prefer to stay in the classroom to read books or help set up for the afternoon snack.

We allow each child to awaken on their 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 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 training 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 or damaged.

Please also provide two extra sets of clothing clearly labeled with your child's name in your child's cubby (at least three sets for children who are potty training). 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 40.

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.

Parents should take soiled cloth diapers home daily. When toddlers or preschoolers are developmentally ready to start potty training, 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 problems occur in relation to a toy 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 classroom 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 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 5:00 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 41.

All field trips may be cancelled due to weather. Decisions about field trips will be made by 8:00 a.m. on the field trip day. If the weather forecast has a chance of rain and the field trip plans are for outdoors, we will cancel the field trip.

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 November through June, 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 classrooms.

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

All state guidelines for the transportation of children will be followed. 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 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 classrooms 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 can 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 34.

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 focusing on any one culture's holidays or traditions.

We will not focus activities and celebrations around any specific holidays in the recognition that not all families celebrate these holidays.

We 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, however, not all cultures celebrate birthdays. If you would like to recognize your child's birthday at Eagle's Wing, please check with your child's teacher.

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 in the classroom 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). Your free time is valuable, and we encourage you to share free time with Eagle's Wing staff and 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

If you would like to be involved but are not sure how, just talk to one of the teachers or Eagle's Wing administration.

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.

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 their 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 CCTAP info, newsletters, and notices will be placed in these mail folders.

It is important for parents of school-agers who walk home to come into the classroom to check their mail folders 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.

All classrooms will close for one day in spring to allow parents to meet with teachers for an annual developmental conference. 4K conferences will take place on the days designated by MMSD. 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 allCenter 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.

g. 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.

A child in attendance is expected to be able to participate in all daily activities. This includes large motor and outdoor play. We want to act in the best interest of your child.

Eagle's Wing follows all licensing rules regarding the health of all children in attendance. Each child upon arrival in the classroom will be observed for signs of illness or injury.

If your child appears ill upon arrival or during the day, teachers will evaluate whether they should be at Eagle's Wing in their condition. If your child appears ill while at Eagle's Wing, you will be notified and asked to pick them 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.

Children may not attend Eagle's Wing if they require any over-the-counter medication. Children who are sent home due to illness or children who are taking antibiotics may return to the Center in no less than **24 hours.**

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.

Some common communicable conditions include head lice, ringworm, pink eye, scabies, etc. 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 for children over two and every six months for children under two years of age.

Medications, Herbal Remedies, Food Supplements, and Teething Gels

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 non-contagious 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, the physician's name, and possible side effects.
- Non-prescription medication, including herbal remedies, food supplements, and teething gels must be in it's original container, labeled with the child's name, the dosage, times and directions for administration. This excludes fever, cough, and anti-diarrheal medication.
- 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 Eagle's Wing admininstration.

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's Dining & Culinary Services. 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, and children in an early childhood classroom have close contact with each other, 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 sunscreen (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 it's 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 annually 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

Eagle's Wing is licensed to serve children under the age of one year old, therefore all mandates required by state licensing for Sudden Infant Death Syndrome (SIDS) prevention, including the training of staff, are followed. All infants are placed on their backs to sleep.

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.

HYGIENE

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

Infection Control

The "Universal Precautions of Transmission of Human Immuno-deficiency Virus, Hepatitis B Virus and Other Bloodborne Pathogens" is followed.

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

Proper hand-washing procedures.

Proper handling of blood or blood-contaminated body secretions:

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

Maintaining a clean and healthy environment:

1. Wash daily toys that are "mouthed" with a 1/10 bleach solution.
2. Sanitize all eating and food preparation surfaces.
3. Routinely sanitize all manipulative materials (legos, plastic animal, etc.)

Education:

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

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 playing 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:

1. Turn water on with hand control.
2. Wet hands thoroughly.
3. Apply soap.
4. Lather well and move hands and fingers back and forth, paying attention to the thumb and areas between the fingers. Wash the whole hand including the area under the fingernails, the wrists and the backs of hands.
5. Rinse hands of all soap.
6. Dry hands with a paper towel from the dispenser.
7. 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. 29) or the classroom's extra clothes supply. Wet napping mats are washed immediately with a disinfectant.

Disinfecting

Several times per day the staff disinfect toys and other surfaces, such as table tops and sensory materials, to rid the items of germs that could cause illness. 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. 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 Eagle's Wing. 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, 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.

SAFETY/SECURITY MEASURES

Eagle's Wing has these safety and security measures in place:

Eagle's Wing Teaching Staff

All staff are required to have criminal records checks and fingerprinting completed prior to employment. In addition, all teaching staff must have a physical, including a TB test, and all are required to maintain current First Aid and CPR certification. In addition, Eagle's Wing complies with all background check requirements to be in compliance with state and federal mandates for all individuals who have unrestricted access to children in the center.

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, offense 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 Name 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 9:00 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 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 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.

Azhar - orange; Nido – red; Niiji – 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

OUTDOOR WATER PLAY

Occasionally teachers will set-up sprinklers for children to explore and enjoy outdoors. Water is used in our sandboxes and our Earth box on the playgrounds. All safety precautions are used when children play outdoors with water. Children are never left unattended and are always under direct teacher supervision.

SEVERE WEATHER AND 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 severe 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 Metropolitan School District (MMSD) closings (Eagle's Wing will not have a separate announcement)**. Eagle's Wing will close when MMSD** closes due to inclement weather, **except during finals weeks, when every effort will be made to remain open**. Weekly payments do not change when Eagle's Wing is closed for legal holidays, unexpected closed days for inclement weather when MMSD closes or parent/teacher conferences days.

If you decide that your child should not attend on severe 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.).

It is important that you make arrangements for alternate care for your child in the event of schools closing. Or plan for a cozy day of reading books, drinking hot cocoa or venturing out for some fun in the snow if it isn't too cold.

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: airnow.gov/index 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, Eagle's Wing administration 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.
   - 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
   - Teachers will monitor children carefully for symptoms like coughing or wheezing and adjust activities accordingly.

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
- A variety of other endeavors that impact the manner in which UW Madison and the UW System meet the needs of 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 to observe classrooms and curriculum; however, they do not serve in an accreditation or licensing role. The OCCFR reports cumulative data to 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: Gliders Bus Terms

Bus Rules & Procedures

In order to ensure everyone's safety, 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 in 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 in 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.

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.

여러분의 자녀를 프로그램에 참여시켜 주셔서 감사합니다. 흥미로운 프로그램과 함께 그에 맞는 재미있는 교직원들이 자녀의 교육을 위한 완벽한 준비를 갖추고 있습니다. 저희는 프로그램을 재미있게 진행하면서도 어린이 개개인을 잘 돌보고 최고의 교육을 제공하는 것의 중요성은 절대 등한시하지 않습니다. 본 프로그램을 통해 여러분의 자녀가 받게 될 보호와 교육에 대해 기쁘게 생각하시길 바라며, 어떤 의문사항이라도 있으시면 언제라도 연락 주십시오.

Eagle's Wing은 여러분께 항상 행운이 함께하기를 기원합니다. 여러분과 여러분의 가족을 위해 저희가 지원할 수 있는 것이 있으면 언제라도 알려 주시기 바랍니다.

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。

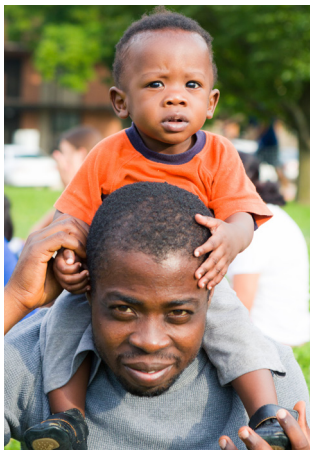
Eagle's Wing祝您万事如意。请让我们知道如何才能帮助您和您的家人。

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.

أبدا من جديّتنا لتوفير أفضل نوعية ممكنة في الرعاية والثقافة لكل طفل. نأمل بأن تكونوا مسرورين بالعناية التي يتلقاها طفلكم ولكننا أيضا نأمل بأن تطلعونا على أية أسئلة أو اهتمامات.

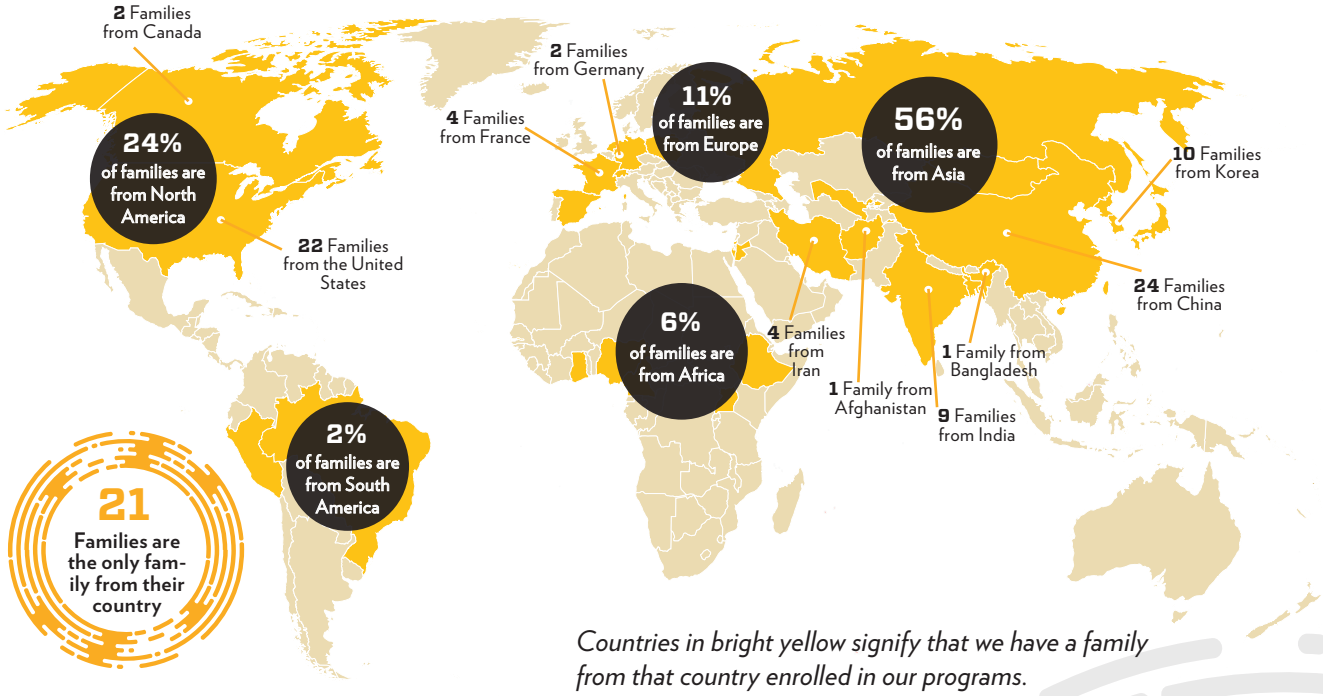
يتمنى لكم إيجلز وينج كل ما هو أفضل. أرجوكم أن تطلعونا على كل ما يمكننا مساعدتكم ومساعدة عائلتكم به.



Photos by Joel Ninmann and Abby Kohler, University Housing

EAGLE'S WING AT A GLANCE

WE HAVE FAMILIES FROM 29 DIFFERENT COUNTRIES



Countries in bright yellow signify that we have a family from that country enrolled in our programs.

WE HAVE 6 CLASSROOMS

AZHAR
Bud or Blossom in Arabic
6 Weeks - 14/18 Months

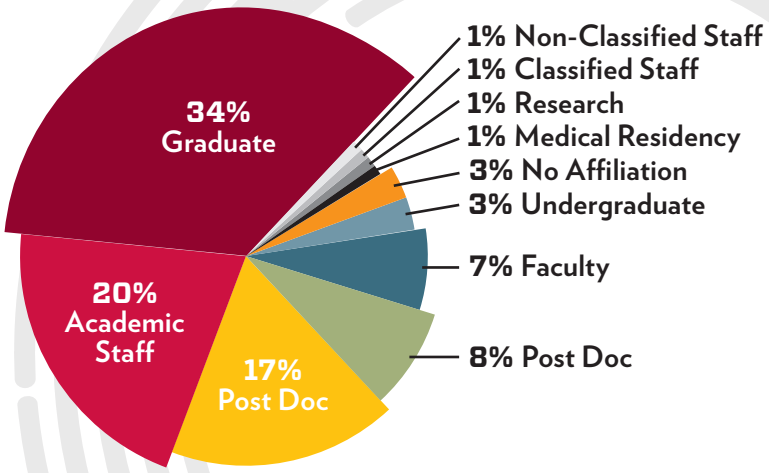
NIDO
Nest in Spanish
14/18 Months - 2.5 Years

NIIJI
Friends in Ojibway
2 - 3 Years

YUWA
Nest in Turkish
2 - 4 Years

HANEUL
Sky in Korean
3 - 5 Years

4K CLASSROOM
4K
4 (by Sept. 1) - 5 Years

GLIDERS & HIGH FLYERS
Before & After School Care
5 - 13 Years

UNIVERSITY AFFILIATION OF EAGLE'S WING FAMILIES