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Welcome to St. Joseph Academy Early Childhood Education Center (ECEC),

We are pleased that you have chosen our Center to provide your child's early care and educational needs. We look forward to collaborating with you to ensure your child's growth and development. We take pride in our ministry and strive to provide a warm, supportive, and nurturing environment that continues the compassionate tradition of family-focused care within a Christian-oriented environment.

At St. Joseph Academy, we demonstrate our core values by focusing on building community, consistently providing quality educational options for our children and commitment to living our Mission. We are dedicated to serving the whole child in purposeful fashion. With the support of the Felician Sisters, we continue daily to meet the diverse needs of the community that we serve.

We designed this handbook to provide parents with pertinent information about the ECEC and the policies and procedures that guide our practices and partnership with your child. If you have any questions or concerns, we encourage you to call the Center and speak to your child's teacher or the Director so that your child and your family have an optimal experience.

Together, we support happy and healthy children who are motivated learners and the future leaders of our community.

For the Children,

Tabia N. Jones, Ed.D.
President/CEO
About St. Joseph Academy

- **History**

  Our Center’s sponsoring organization, the Felician Sisters, has been a champion of compassionate care in the Milwaukee community since 1907. In the early years, the Sisters offered their services through an orphanage created to provide a home for children whose parents were deceased or were not able to care for their children.

  Over the past century, St. Joseph Academy’s services have grown and expanded to meet the changing needs of our families. In the 1960’s, in response to the increasing number of working families in our area, the Sisters received a license to operate a daycare center, formerly known as South Day Care Center of St. Joseph. In 1999, we moved to our current site and expanded our service offerings to include infants.

  Today, under the name of St. Joseph Academy (SJA), we provide care and education for children from the age of 6 weeks through eighth grade. SJA continues to respond to the needs of our community and is pleased to continue to partner in providing exceptional care for children on the Southside of Milwaukee. As with other Felician-sponsored ministries, the Early Childhood Education Center (ECEC) is a resource and advocate for children and families in the community.

- **Who We Are**

  SJA, a Christian-oriented school and child care facility, provides quality educational services to students, ages six weeks old to 8th grade. Our mission is to educate children to be successful lifelong learners and problem solvers. We are guided by the Felician core values for ministry: Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice and Peace. We collaborate with families and the community to fulfill this mission.

- **Philosophy**

  SJA believes in the development of the child as a whole person. We consider the development and growth of the physical, social, emotional, intellectual, and cognitive capacities and abilities of children. Fundamental to effective growth is an environment that fosters positive relationships between parents, staff, children, and the community.
The educational philosophy of the Center is that young children learn through play and by exploring and directing their own experiences. The teaching staff and the environment offers children a variety of activities and experiences that promote each child’s self-esteem, self-help skills, intellectual growth, social interaction, self-expression, fine and gross motor, and communication skills.

The classroom environment includes learning centers that offer opportunities for children to explore materials, experiment, make choices, solve problems, and expand their vocabulary. Playing and interacting with others allows children the opportunity to develop friendships and consider the needs and rights of others. Through teacher-developed lesson plans, children engage in age-appropriate developmental activities that allows for both group and individual experiences. Our daily routine allows for active and quiet experiences in both indoor and outdoor settings (weather permitting).

- Licensing and Accreditation

SJA’s Early Childhood Education Center (ECEC) is licensed by Wisconsin Department of Children and Families (DCF) Division of Early Care and Education. The Center serves children 6 weeks old through 4 years old. We are rated as a 5-star YoungStar child care program through DCF’s latest initiative to ensure quality programming to children in our community.

The ECEC is accredited by the National Accreditation Commission (NAC). This program offers early care and education program leaders the opportunity to demonstrate and document quality performance using research-based criteria and evidence-based practices. NAC provides a comprehensive, ongoing quality improvement system that recognizes the inherent diversity among programs through a self-study and award process.

The Center is a proud member of United Way, which also provides financial support to SJA.

In 2009, SJA became part of the Milwaukee Parental Choice Program and Wisconsin Parental Choice Program – one of only two schools at that time to gain this designation out of 57 applicants. To be accepted into this program, schools must meet demanding standards for academics, accreditation, staff qualifications, health and safety, accounting standards, and financial health.
A copy of our license, non-compliances, accreditation, and 5-star YoungStar rating certificate are available at the front desk, as well as a copy of DCF 251 Licensing Rules for Group Child Care Centers.

- Hours

ECEC is open to serve families from 6 a.m. to 6 p.m. Monday through Friday year-round. A yearly calendar identifies days the Center closes or adjusts hours of operation in commemoration of holidays and for staff training and orientation. A calendar is included in your enrollment packet. Please ask the receptionist at the front desk if you need additional copies.

Curriculum

- Curriculum

Our Center’s curriculum is adopted from the Creative Curriculum, based on theory and research of early childhood theorists like Abraham Maslow, Jean Piaget, Stanley Greenspan, and Eric Erickson, just to name a few. The curriculum is continuous and has 36 objectives that are organized into nine areas of development and learning. The Creative Curriculum is also aligned with the Wisconsin Model Early Learning Standards.

The curriculum framework is consistent with our educational philosophy and provides Center staff with the appropriate structure to ensure high quality early care and education.

Please visit [www.teachingstrategies.com](http://www.teachingstrategies.com) for more information on the Creative Curriculum and [www.collaboratingpartners.com/wmels](http://www.collaboratingpartners.com/wmels) for more information on Wisconsin Model Early Learning Standards.

- Educational Goals

Our hope is for children to:

- Achieve age-appropriate milestones in all developmental domains: social/emotional, cognitive, gross motor, fine motor, and language development.
- Learn the literacy skills needed to achieve success in an elementary school setting.
- Develop a love for learning, thereby, becoming lifelong learners.
- Enhance their curiosity, individualism, and creativity.
- Appreciate and respect all creatures and value nature and its beauty.
- Display appropriate behavior and make positive choices when faced with a problem, decision or challenge.
In partnership with United Way, we track the following child outcomes:
  o Children will develop age appropriate developmental milestones (cognitive, language, literacy, motor, and social-emotional skills).
  o Children will display or maintain appropriate behavior.

- **Field Trips**

  Providing children with real experiences to help enhance our curriculum is foundational to their learning. Children, as young as infants, will get opportunities to explore the community by going for walks outside or strolling through the park located on 17th street. Starting in our 3-year-old program, children will go on field trips away from the Center. You will receive advance notification and a consent form granting permission for your child to attend.

  During most of our trips, we charter a commercial school bus. The school bus company is required to have insurance and their vehicles must be in good condition. Child safety restraints are not required on school buses due to its design.

  On field trips, we will solicit parent chaperones and other volunteers to help the staff better supervise the children. In circumstances where children display behaviors that may cause a safety risk, a parent chaperone will be required for the child to participate on the trip. Chaperones need to be at least 18 years of age and be able to control the child. If you are unable to secure a chaperone, you will be required to make alternative child care arrangements for the day.

  Children will also wear special t-shirts and or wristbands as an additional safety precaution. Staff is required to take their classroom emergency bag, which includes emergency contact information, emergency care plan information, and first aid supplies. One staff member on the trip must have a cell phone.

- **Pets & Animals** ([Policy 300.31](#))

  The Wisconsin Department of Children and Families (DCF) has strict guidelines regarding pets or animals on the premises. Occasionally, we will invite animals to visit the program to enhance and supplement the curriculum. Prior to an animal being on the premises, we will have documentation of immunizations. You will receive advance notification and must submit written permission for your child to participate. Per our licensing regulations, classrooms are not allowed to have pets that are prohibited.
Assessment

The Center develops Individual Child Portfolios as a tool to collect data on the children’s developmental accomplishments. Our assessment system, Teaching Strategies Gold, is aligned with Creative Curriculum’s goals and objectives and displays children’s development in a progression. Artifacts of a child’s work and other information included in the child’s portfolio determine a child’s developmental accomplishments along the continuum. We also utilize assessment information to measure the success of an activity and individualize our curriculum to meet the needs of the children. The outcomes of children’s assessments will be shared with parents at their request and bi-annually during Parent Teacher Conferences in November and May. Parents should make it a priority to attend these conferences.

Special Needs

Our program is an inclusive program. We try to meet the needs of all children. If your child has a more specific need, we will make every attempt to provide reasonable accommodations in accordance with the Americans with Disability Regulations (ADA) and the Individuals with Disability Education Act (IDEA).

Our staff has specialized training in early care and education. This does not always include children with varying special needs. If it is determined that your child might need specialized services beyond our program, we will first discuss our concerns with you. Next, we will ask for your consent to have someone from “Child Find” or “Birth to Three” do a formal assessment. Upon their recommendations, we will support you to ensure that your child gets the services he/she may need.

If your child or family receives an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), we ask that you provide us with a copy of the plan to ensure we are offering complementing activities and support, within reason, in your child’s daily activities at the Center.

Programs

Overview

The Center is rated 5-stars through YoungStar’s formal rating process and is accredited through the National Accreditation Commission (NAC). We follow standards and criteria designed to help children reach their optimal development. In each of our classrooms, we implement developmentally appropriate practices that are research-based and have been proven to increase developmental accomplishments.
• Infant Program

Our Infant Program serves children ages 6 weeks through 12 months old. In addition to providing for an infant’s primary care needs of feeding, sleeping, and toileting, we give the infants opportunities to explore their environment. Some of these activities include taking the children for walks, playing music, reading and talking with them, and giving them exposure to materials, equipment, and experiences that further enhance their development. In this program, each child has an individual schedule and routines become established in partnership with the parents.

• Toddler Program

Our Toddler Program serves children ages 1 to 3 years old. At this stage, children begin to assert their autonomy. We incorporate more defined learning centers to encourage exploration. We continue to work on developmental milestones. There is a special focus on teaching communication skills, introducing self-help skills, and appropriate social skills as children begin transitioning into a group schedule. The children eat and sleep at the same time and are encouraged to participate in large and small group activities.

• Preschool Program

Our Preschool Program serves children ages three and four. In Preschool, there is a heavy focus on literacy development. The children stay engaged throughout the day in activities and experiences that promote early reading, math, and science skills. We encourage independence and problem solving.

• Early Head Start and Head Start

We partner with the Next Door Foundation to offer center-based Early Head Start and Head Start services to eligible families.

Early Head Start programs provide family-centered services for low-income families with very young children, ages 1-3 years old. These programs promote children's development and enables parents to fulfill their roles and to move toward self-sufficiency.

Early Head Start programs provide similar services as preschool Head Start programs, but are tailored to the unique needs of infants and toddlers. Early Head Start programs promote the physical, cognitive, social, and emotional development of infants and toddlers through safe and developmentally enriching caregiving. This prepares children for continued growth and development and eventual success in school and life.

Following the general Head Start model, Early Head Start programs support parents, both mothers and fathers, in their role as primary caregivers and teachers of their children. Programs assist families in meeting their own personal goals and achieving
self-sufficiency across a wide variety of domains, such as housing stability, continued education, and financial security.

Head Start programs prepare America’s most vulnerable young children to succeed in school and in life. To achieve this, Head Start programs deliver services to children and families in core areas of early learning, health, and family well-being while engaging parents as partners every step of the way.

Head Start encompasses Head Start preschool programs, which primarily serve 3- and 4-year-old children.

- **Staff**

  The Center staff reflects a diversity of educational and work backgrounds. We recruit and hire teachers who exceed Department of Children and Families (DCF) licensing requirements for child care teachers and assistant teacher positions.

  SJA participates in the Wisconsin T.E.A.C.H. professional development and education program for early childhood teachers. This program provides educational scholarships to child care professionals.

  All staff counted in staff-to-child ratio shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.

  All staff are required to maintain certifications in CPR/AED and First Aid. Additionally, staff have specialized training in Sudden Infant Death Syndrome, Child Abuse and Neglect, and Abusive Head Trauma Prevention Training for Child Care Providers. Staff must also obtain 25 hours of continuing education annually and be members of the Registry. The Registry, Wisconsin’s Recognition System for the Childhood Care and Education Profession, acknowledges and highlights the training, experience and professionalism that is vital to quality child care. For more information regarding the Registry, please visit their website [www.the-registry.com](http://www.the-registry.com).

- **Classroom Transitions – Changes in Caregivers**

  Our goal is to retain high quality staff to provide care and educational services for your child and your family. We are devoted to providing consistency of care. We do our best to ensure that children remain with the same caregiver for at least one year. When a child is ready to progress to the next room/educational level, we inform the parent by telephone, e-mail, HiMama, or through a memo. When the parent agrees that his/her child is ready and can progress, the child gradually visits the new classroom with his/her primary caregiver/teacher. Each day thereafter, the child spends more time in the new room until he/she feels comfortable staying alone and working with a new teacher.

  Our transitioning process can take from one to two weeks depending on child’s readiness. We also encourage the parents to be involved throughout this process. Parents can visit the new classroom with their child in order to get to know the staff, children, and families in that new classroom.
Daily Routine

● Child’s Schedule

Parents are required to complete a schedule for their child. The schedule will indicate the days and times your child will be at the Center.

● Absences

Please notify the Center daily by phone at 414-645-5337 if your child is absent on a regularly scheduled day. If we do not hear from you by 9:30 a.m., someone from the Center will notify you to inquire about your child’s location.

● Arrival & Departure

Each day that you bring your child to the Center, you must check in using the keypad and the code assigned to you by the Enrollment Coordinator. This helps staff ensure your child’s safety throughout the day.

All children are expected to arrive to the Center no later than 9:30 a.m. If you wish to arrive after 9:30 a.m., you will need to arrange this with your child’s teacher and the Center Director/Assistant Director. If prior arrangements are not made, we will refuse to accept your child for the day.

If your child will not be attending for the scheduled day, it is important that you telephone the Center at 414-645-5337 before 9:30 a.m. Any absence, illness, or tardiness should be called into the Center. If we do not receive a call from you, someone from the Center will contact you to confirm your child’s location.

When you pick up your child from the Center, you should sign out at the keypad using your assigned code. Failure to sign in and out will result in a $5.00 sign in and out fee for each occurrence.

If the Center staff needs to contact you to pick up your child after 6:00 p.m., and you are NOT available by phone or the staff is unable to locate you or your authorized pick up persons, a call will be made to Milwaukee County Social Services or the City of Milwaukee Police Department to pick up your child. There are NO EXCEPTIONS!

Parents arriving after 6:00 p.m. to pick up their child(ren) will be assessed a Pick Up Fee of $1.00 per minute per child per occurrence.

During arrivals and departures, we ask that you take your child to the appropriate classroom and notify the staff. Children are not allowed to sign themselves in or out, or meet parents at the car or reception area.

● Authorized Pick Up Persons

St. Joseph Academy’s policy is to deny release of children to any person(s) we do not recognize, are not on the Authorized Pick Up List, and/or are less than 18 years of age.

If someone other than persons listed on your child’s Authorized Pick Up List needs to pick up your child, you must comply with the following:
Notify your child’s teacher and the receptionist when you drop him/her off in the morning.

Provide the person’s name, description, and the time the person will pick up your child. This person must provide a picture identification card, such as a driver's license, student I.D., or other official picture identification.

If your plans should change unexpectedly during the day and someone else will be picking up your child, you must call the Center 414-645-5337 and speak with the receptionist or a designee to give verbal permission for another person to pick up your child.

We are always concerned about the well-being of children. We want to ensure that children are transported under safe circumstances. If someone arrives to pick up a child and has the smell of alcohol or appears to be under the influence of alcohol or other controlled substances, we will not release the child. An emergency contact will be notified and required to pick up the child. If the authorized pick up becomes belligerent, or refuses to allow us to contact an alternate pick up, we will contact Child Protective Services and/or the Milwaukee County Police Department.

Custody Issues: It is inappropriate for the staff or the agency to get involved in custody issues. Our position is to follow any written legal requirements mandated or instituted by judicial authorities. It is the responsibility of the parent or guardian to supply the center with a copy of any documents.

- **Outdoor Activities**

Outdoor play is an integral part of the daily curriculum. The American Pediatrics Association recommends and the Wisconsin Day Care Administrative Code 251 states that children will be offered the opportunity for outdoor activities at least twice a day for full day programs. Children will be kept indoors during inclement weather. Code 251 defines “inclement weather” as stormy or severe weather such as any of the following:

  - Heavy rain
  - Temperatures above 90°F Fahrenheit
  - Wind chills of 0°F Fahrenheit or below for children age two and above.
  - Wind chills of 20°F Fahrenheit or below for children under the age of two.

Please dress your child appropriately for outdoor play. If children are in attendance at the Center, it is expected that they will participate in all activities.

- **Rest/Nap Period**

Children under age five will be offered the opportunity to rest their bodies during the day. This activity usually occurs after the lunch period. After resting for at least 30 minutes, non-napping children or children who wake up will be allowed to participate in quiet activities that do not disturb the children who are napping. Teachers and parents consult to determine the nap routine for infants. Children under 12 months are kept on an individualized nap schedule.
Child Guidance and Discipline

- Policies

Children arrive at the Center to find nurturing care, reasonable order and the promise of an interesting day. In such an environment, the number of disciplinary concerns are reduced. However, if child guidance becomes necessary, discipline will consist of positive redirection, and setting clear limits designed to help children develop self-control, self-esteem, respect for the rights of others, and positive interactions with other children and adults. Sometimes a child’s behavior results in logical consequences that help a child learn the cause and effect relationship of his/her actions.

In accordance with Center policy and State law, the Center’s staff will not use or permit any person on the premises to use physical punishment or behavior that is humiliating or frightening to a child. Actions that may be psychologically, emotionally or physically painful, discomfiting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:

1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.
2. Verbal abuse, threats or derogatory remarks about the child or the family.
3. Withholding food or forcing naps.

If your child’s behavior becomes too disruptive for the classroom, staff will work with you to create a behavioral modification plan to implement at home and school. We work with community agencies to assist in assessing behaviors. In the event a child’s behavior becomes violent and/or prevents others from learning, we may request family counseling or terminate child care services.

- Discharge

SJA may discontinue enrollment for any of the identified reasons, including but not limited to the following:

- Failure to follow Center policies and procedures
- Failure to submit required forms
- Failure to comply with immunization requirements
- Physical or verbal abuse of children or staff
- Failure to drop off or pick up children at the agreed upon times
- Excessive absenteeism
- Failure to pay child care fees by agreed due date
- Loss of W2 authorization

In some cases, the Center may not be able to meet the needs of your child/family. If efforts between the Center and home do not succeed, we may discontinue care. We will meet with the parent to recommend other options for care.

In the event a parent decides to terminate childcare services, we ask that you provide a written two-week notice. Failure to provide the appropriate notice will result in being billed for the two-week period.
Application Process and Documentation

● Enrollment

We are a community-based organization that provides early child care and educational programs to all who wish to enroll their children in our programs. We do not discriminate based on color, creed, sexual orientation, race, ethnicity, religion, or socio-economic status.

All enrolled children must attend on a full-time basis. Please complete and return the following forms prior to your child’s first day of attendance:

 o Child Care Enrollment Form (CFS-62). Updated every three months.
 o Child Immunization Record. Updates coincide with standard dates provided by the Wisconsin Department of Children and Families (DCF).
 o Health History and Emergency Care Plan (CFS-2345). Updated every three months.
 o Child Information Form or Special Intake for Children under 2-yrs Form (CFS-61). Updated every three months.
 o Child Care Food Program Affidavit (DPI/FNS)
 o School Age Release Form. If applicable--transportation to/from local public schools.
 o Child’s Schedule and Fee Payment Agreement. For parents receiving Wisconsin Shares, fees may be adjusted, depending on the authorization.
 o Wisconsin Shares Authorization (W2) (If applicable)
 o Consent Form
 o Authorized Pick-up List
 o HiMama Acknowledgement
 o United Way Demographic Survey

Registration fees must be paid prior to first day attendance.

● Documentation

The Child Health Report and immunization records must be submitted within 30 days of the first attendance day.

The physical exam date:

 o May not be more than five months old for children under 2 years of age.
 o May not be more than 12 months old for children, ages 2 and 12 years old.

Documentation of subsequent physical exams must be updated as follows:

 o Updated every six months for children less than 2 years of age.
 o Updated annually for children, ages 2 to 5 years old.
 o Updated every two years for children, ages 6 to 15 years old.

Necessities Needed

● Supplies

Children will need the following supplies:
- Change of clothes (according to the season)
- Blanket
- Diaper ointment (if needed)
- Diapers and wipes if not potty trained

Additionally, infants will need:

- Formula
- Bottle
- Pacifier (if needed)

Please ensure that your child’s name is clearly marked on his or her belongings. Having the necessary supplies is imperative to care for your child properly. If you fail to bring in supplies, the Center will purchase supplies and charge you a supply fee of $20.00. This fee will be added to your account.

- **Dress**

Please dress your child in comfortable, washable play clothes that suit your child’s needs. Children play actively indoors and outdoors, paint, spill, eat and drink. Avoid sending children to the Center in valuable clothing as it may be ruined. Jackets, boots, snow pants, caps, and mittens/gloves will be necessary (as temperatures require) since children will go outside daily, weather permitting. For your child’s safety, we require them to wear closed toe and closed heel shoes.

- **Change of Clothes**

A complete change of clothes (underwear, socks, shirt, pants, or dress) should remain at the Center. Please remember to change the clothing seasonally and as your child grows. Label all articles of clothing with the first and last name of your child.

**Health and Wellness**

- **Tobacco Products and Firearms**

   The Center established policies and procedures to protect the health and safety of all children and adults, in accordance with Wisconsin licensing rules for child care centers and recommendations of the American Pediatrics Association.

   For the health and safety of all children, smoking is prohibited on the Center’s grounds, including our playground and parking lot. Smoking is not allowed on field trips. No firearms or other weapons are allowed on the premises.

- **Wellness Checks**

   Each day a teaching staff member will greet your child and perform a quick health and wellness check. Any observable injuries will be noted in a medical log to indicate that the injury did not occur at the Center.

   If a child arrives at the Center ill, the child will not be admitted. If a child becomes ill during the day, the parent/guardian will be contacted immediately to pick the child up or make arrangements for the emergency contact person or other authorized person...
to pick the child up. Parents will have one hour to pick up a sick child. Failure to pick up the child within the designated timeframe will be billed a Sick Care Fee of $50 per hour. **It is important that parents keep emergency contact information and phone numbers up to date so that they can be reached immediately when a child is in need.**

Children will be sent home and should remain away from the Center for at least 24-hours and are symptom free, including but not limited to the following:

- Fever, 101° or higher
- Unknown body rash
- Vomiting
- Three loose stools within a two hour period

**Special Medical Conditions**

Children with special medical conditions, such as asthma, allergies, diabetes, etc., will have written documentation of the condition and instructions for their care. Copies of documentation will be kept in their file and readily available to their teachers. The staff will work with the parents and medical providers to ensure that instructions for care are being followed as directed by the medical provider. As appropriate, the Center shall provide additional training for staff when needed to ensure proper care. Parents are responsible for providing updates of forms as needed for their child's medical conditions.

**Communicable Disease** ([Policy 300.33](#))

Children with communicable diseases as, but not limited to chicken pox, German measles, infectious hepatitis, mumps, measles, rubella, and invasive H Influenza are excluded from care until the child’s health care provider provides a written statement that he or she can return to child care.

Parents/guardians must notify the Center in the event that a child contracts a communicable disease. The Center’s number is 414-645-5337. A report of possible exposure to a communicable disease will be posted in the classroom and HiMama so parents can be aware of symptoms.

Whenever staff suspect there is a confirmed case of a communicable disease, children that are not immunized will also be excluded from care for their own safety until the case is denied or the duration of the communicable disease incubation period has passed.

**Other Illnesses**

Children who acquire conjunctivitis (pink eye) or ringworm will be excluded from child care. Children may return to child care after being on the prescribed medication for a 24-hour period. For other rashes and diseases, such as hand foot and mouth, the child will be excluded until the child’s
health care provider provides written documentation that the child can return to child care. Children who acquire head lice will be excluded from care. The child will be allowed to return once they have had the appropriate treatment and are not free.

A good indicator that a child is not feeling well is when the child only wants to sit and watch and not participate in activities. The staff will closely monitor any children who are not acting like themselves. Parents will be called if any of the above symptoms develop. When called, a parent/guardian should make arrangements to pick up their child within one hour of the call. Failure to pick up within one hour will result in a Sick Care Fee of $50.00 per hour.

- **Medication**

  The Center’s policy is to administer medication only under the following conditions:

  - All medication (prescribed or over the counter) must be in the original container and labeled with the child’s first and last name, name of drug, dosage and directions for administration.
  - Medications prescribed for anyone other than the child will not be administered.
  - Over the counter medications that have dosage charts indicating, “consult physician” require written instructions from the child’s health care provider.
  - Medications will be administered when the parent has filled out an Authorization to Administer Medication Form. This form is available from the teacher. The form must be completed in full, signed by the parent or legal guardian, and dated.
  - All medication administered to children will be documented in the medical log.

- **Child Abuse and Neglect**

  All St. Joseph Academy employees and volunteers are mandated by law to report any suspicions of child abuse and neglect. We will report suspicions to Child Protective Services (CPS).

- **Accident and Incident Procedures**

  In the event that a child becomes injured or is involved in an accident/incident, an Incident Report is completed by the teacher and a message will be sent to the parent through HiMama. This report will be in the child’s file after the parent/guardian has read and signed the report.

  Center staff will perform basic first aid (cleaning area with soap and water, using Band-Aids and an ice pack) for minor injuries. The parent/guardian will receive a phone call if the injuries involve the head or face of the child. If the
injury is determined to be severe, a parent or guardian is notified immediately, and with input from the parent, we will call 911.

**Serious Injuries:** For serious injuries requiring professional medical treatment, children are transported by ambulance to St. Francis Hospital located at 3237 S. 16th St., Milwaukee, WI 53215. The phone number is 414-647-5000. The child’s teacher will ride in the ambulance with the injured child. A member of the Leadership Team will follow the ambulance and wait at the hospital until a parent or guardian arrives. The Center also maintains a medical log of injuries and medications. If suspected that a child has been poisoned, we will consult with the Poison Control Center prior to treating the child.

- **Universal Precautions**

  Center staff are trained in and abide by Universal Precautions’ recommendations whenever there is exposure to a significant amount of blood and blood-containing body fluids, and/or injury discharges. Single-use disposable gloves are available at all times and worn by staff whenever there is contact with blood-containing body fluids or tissue discharges. Staff members are also educated each year about the proper method for cleaning and disinfecting areas that have been soiled by potential body fluid contaminants.

- **Toilet Training**

  Toilet training is a process and should be a cooperative effort among Center staff, parent(s), and child. Center staff will not initiate toilet training with a child, without the input and approval of the child’s parent(s). Toilet training efforts will not be attempted until a child has transitioned into our 2-year-old program. A child will not be punished for lapses in toilet training efforts.

**Nutrition**

- **Food Program**

  SJA participates in the Child and Adult Food Meal Program (CACFP). Our meals are prepared onsite following the nutritional guidelines of CACFP. Nutritious meals and snacks are provided to children that attend the Center during the times that meals and snacks are served. Children receive breakfast, lunch, and a snack. If you want your child to participate in meals, they will need to be present during mealtime. No additional meals will be served after mealtime is completed. Mealtime is a time to teach nutrition and social and self-help skills. Our meals are served family-style when age appropriate.
Menus are posted on the Parent Board in each classroom and in other locations in the Center. Parents must complete the Child Care Food Program forms at the time of enrollment. These forms must be updated annually.

Children with special dietary requirements or preferences will need written instruction from the child’s physician and a written request from the parent. The Center will make every reasonable attempt to meet this request. A completed medical statement from a physician must be on file for any child (including infants) with a restricted diet that excludes a required meal component. This statement must indicate the food(s) to be omitted and the food(s) that may be substituted.

If parents choose to supply their child’s(ren) meals, the food must meet the meal components of CACFP. Foods brought from home must be labeled with your child’s name and date. The CACFP meal guidelines are included in the appendix. If you are bringing in specialty items, such as McDonald’s, we will require you to stay and feed your child outside of their classroom. This will help to avoid hurt feelings of the children who are not eating the specialty items.

*If parents feel there are discriminatory issues in how the food program is being administered, a complaint of discrimination can be filed. Please forward to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250 OR call (800) 795-3272 or (202) 720-6382 (TTY). It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints should be handled as any complaint.*

**Infant Meals:** Parents can choose to provide their own formula or breast milk. When bringing in breast milk please ensure that the bag or bottle is labeled with your child’s name and date that the milk was brought to the center. The Center provides Gerber brand jar foods and cereals. Upon parent’s request, we can begin feeding infants 8 months and older at a table.

**Special Treats:** Children are allowed to bring in special treats to celebrate holidays and birthdays. Due to allergies and potential diet restrictions of the children, you must seek guidance from your child’s teacher prior to bringing in treats. We encourage you to provide nutritious treats. All treats must be store bought and pre-packaged. Please do not send gum, candy, beverages (soda, Kool-Aid, etc.) or any other “junk food” items to the Center with your child.

**School Closings**

- Severe Weather

In case of severe weather, SJA will close whenever the Milwaukee Public Schools close. Families will be informed of school closing announcements through local television and radio stations. We will also notify you via HiMama and school messenger.
In the event it becomes necessary to close the Center during the day, parents or the designated emergency contact will be notified. Please be prepared to pick your child up within one hour of such notification.

- **Holidays and Professional Development**

  The Center is closed for seven major holidays:

  - Labor Day
  - Thanksgiving and day after Thanksgiving
  - Christmas Day
  - New Year’s Day
  - Memorial Day
  - Juneteenth
  - Fourth of July
  - Good Friday

  In late August, the program will close for one week for staff professional development and cleaning.

  A copy of our school year closings is provided in the enrollment packet. See the front desk if you need additional copies of our closings. A copy is also available on our website and will be sent to you via HiMama.

- **Emergency Evacuations**

  The children and staff practice fire and tornado safety drills on a monthly basis. In the event there was an emergency where we had to evacuate the building, we would take the children to Villa St. Francis Assisted Living located at 1910 W. Ohio Ave, Milwaukee. Our alternate location is St. Francis Hospital located at 3237 S. 16th St, Milwaukee. Both facilities are within walking distance to the Center.

**Parent Involvement**

- **Communication**

  Choosing a childcare partner is one of the most important decisions a parent can make for the health and well-being of their child. To ensure that your child is receiving the best quality care, your ongoing involvement is key. Communicate with your child’s teacher. Discuss any problems and concerns when they appear. Make the time to schedule a conference to discuss your child’s progress and share information with the teacher that will enhance your child’s experience. Ask your child what he or she does at the Center. Listen carefully and encourage your child. If you have talents, skills, or other
interests that you are willing to share, let us know. Studies have shown that regardless of race, creed, religion, or socioeconomic status, children do better when their parents are involved in their education.

Our goal is to partner with you to ensure children reach their optimal development. Throughout the year, we will plan various social, recreational and educational activities to involve you in your child’s early care and education at SJA. The events are detailed in our school year calendar. This calendar will be provided to you at the time of enrollment and every September thereafter. For additional copies, please see the receptionists at the front desk.

Your child’s classroom will provide a monthly newsletter. Children will receive a Daily Report through HiMama. We use HiMama as a way of communicating with parents. Other memos will be distributed as necessary. Please view your child’s classroom Parent Board. This board will list the classroom lesson plan, daily routine, lunch menu, and other pertinent information.

- **Orientation**

  Each family is oriented to the Center’s admission process during an enrollment session. During the enrollment meeting, we have the opportunity to get to know more about your family and your expectations for service. The Enrollment Coordinator will lead the meeting and discuss the Parent Handbook, policies, and procedures so you have a clear understanding of what we do, why we do it and how we can best work together. Families will have the opportunity to gain clarification, ask questions, or voice concerns they may have. Families are also encouraged and welcomed to visit their child’s classroom.

- **Open Door Policy**

  Our program has an open door policy. We encourage you to visit, use HiMama or call about your child anytime during business hours.

- **Volunteering**

  SJA appreciates and acknowledge the role volunteers play in enhancing the program. We screen and orient volunteers to maximize their experience here at SJA. If you or someone you know is interested in a volunteer opportunity, please direct them to Sr. Michelle Konieczny, Director of Mission Integration, at 414-645-5337 ext. 270 or smichelle@sjamilwaukee.org.
• Additional Resources

SJA provides referral services to outside agencies and community organizations to assist families. Our staff will assist in referrals, scheduling student observations from outside agencies, conducting classroom observations, and/or coordinating services for Wisconsin Shares.

• Celebrations

As a Christian-oriented ministry, we celebrate Christmas and Easter. We strive to plan activities that are interesting and meaningful to children. Our Center curriculum demonstrates respect for a variety of customs and cultures. We try to incorporate the customs and traditions of all families we serve. If you have particular concerns or interests relating to special holidays and/or celebrations, please speak to your child’s teacher.

• Confidentiality

We understand the importance of building trust with the families we serve. All information pertaining to children and families is confidential and will not be discussed or divulged to anyone unless the information serves a legitimate childcare function. Parents are able to view their child’s records upon notice. DCF representatives and other authorities may also view children’s records in accordance with current laws and statutes.

• Grievance Procedure (Policies 800.19 and 800.2)

In order to assure due process, SJA recommends the following process when parents/guardians want to address an issue or concern regarding the care and well-being of their child(ren):

  o Notify your child’s teacher of your concern.
  
  o In the event the issue is not resolved, the parent/guardians may state their case in writing or in person to personnel in the following order:
    
    • ECEC Director
    
    • If the parent does not feel satisfied with the resolution provided by the ECEC Director, you can put in your concerns in writing or schedule a meeting with the President/CEO.
    
    • The Board of Directors will get involved as a final step in the grievance process. The grievance can be written or a meeting will be convened with the Executive Committee. The decision of the Board is final.

Any family member, parent and/or child involved in the resolution of a conflict are guaranteed no retaliatory action.
Payment Policies

● Fees and Refunds

Childcare tuition is billed weekly on the Monday after the week of care and is due by the following Monday. Other payment arrangements must be pre-approved by the Director of Finance. Our fees are on the Tuition Contract, as well as our Fee Form. These forms are included in your enrollment packet. Your full tuition is charged for all weeks of care including the days we are closed. You are billed for school closings because our program is a high quality program and we pay our staff and incur general operating costs for those closings. You may choose to schedule a vacation day for your child on those days. A list of our vacation benefits are listed on page 28.

- Childcare fees are calculated at the time of enrollment and based on the scheduled hours of service. Fees for regularly scheduled childcare are based on full-days, a maximum of 10 hours of attendance daily. One scheduled change (other than a program or seasonal change) per calendar year will be processed without charge. Additional schedule changes will be assessed at a nominal fee of $5.00 per occurrence.

- Payment for tuition must be paid in full weekly.

- Payments, other than W2 childcare assistance, may be made by check, cash money order, debit or credit at the school office. If paying by cash, please be aware that change is not available.

- Payment by W2 childcare assistance (EBT Card) must be made at the lobby kiosk or by computer or phone.

- Payments should be made according to the signed tuition agreement.

- Accounts two weeks past due will be grounds for suspension of child care services until the account is current unless alternative payment arrangements have been made with the Billing Office.

- Child care Year End Statements will be available by January 31 each year and available at the reception desk.

- A written notice from the parent/guardian of withdrawal of the child(ren) for regular childcare from the Center is required at least 10 business days prior to the child(ren)’s last day of attendance. Failure to comply will result in the parent being billed up to 10 days for the scheduled services.

● Early Head Start Discount

An Early Head Start discount of 30% is available to parents of children who enroll in the Early Head Start program and receive W2 Childcare Assistance.
Every three months an updated benefits report must be submitted to the accounting office so the copayment can be calculated. The 30% discount applies to the parent/guardians co-payment amount.

Ex: $300.00 tuition bill
($250.00) W2 Childcare assistance
$50.00 Co-pay
$50.00 Co-pay *30% = $15.00

Co-payment due would be reduced to $35.00 ($50-$15)

If a benefits report is not submitted, the discount will not be applied. Late reports will not be retroactive. In rare instances, a private pay family could qualify for Early Head Start and receive a 30% discount.

● Sibling Discount

A 10% reduction in tuition for regular enrollment of a second child and each subsequent child from the same family is available. The sibling discount goes to the lowest paid child’s tuition. For parents/guardians that receive W2 Childcare Assistance, a benefits report must be turned in every three months. If a benefits report is not turned in, the discount will not be applied. This report calculates the co-payment. Late reports will not be retroactive. If there is not a co-payment on more than one child, a sibling discount does not apply. Private pay parents/guardians will automatically receive a 10% discount on a second child and each subsequent child from the same family.

● Penalty Fees

  o $25.00 charge for each Non-Sufficient Funds check received.

  o $10.00 penalty fee for each 15 minutes or part thereof for any child who is dropped off before or picked up after his/her scheduled time. The first occurrence will be documented and no charges will be incurred. Second and subsequent occurrences will be charged and must be paid in full with the next week’s fees. A third occurrence may result in child(ren) being discharged from the Center.

  o Late pick up fee of $1.00 per minute per child for pick up after 6:00 pm in addition to the $10.00 penalty.

  o Failure to sign a child in/out each day will result in a charge of $5.00 per day. This penalty fee must be paid with the next week’s fees. If this policy continues to be disregarded, the child(ren) may be discharged from the Center.
- Sick child fee of $50.00 per hour will be assessed for failing to pick up your child within one hour of being notified that your child was sick and needs to be excluded from care.

- Wisconsin Shares

Families receiving a child care subsidy through Wisconsin Shares (W2) are required to maintain a current authorization. Parents are notified by Milwaukee County and Center staff when their authorization has expired. The Business Office will provide a 30-day written notice to remind you that your authorization is expiring. A follow up phone call will be made if necessary to check the status of your new authorization. **You are responsible for communicating the status of your authorization to our Business Office. If we do not hear from you, your child care will be terminated the day your authorization expires.**

If you can provide proof that your authorization is in process we will give you one week following the day you presented proof to obtain a new or corrected child care authorization. Documents you can submit include an eligibility letter sent to you by W2 or a print out from your “access” online account verifying that you are eligible for a child care authorization.

During any period that W2 does not pay the expected cost of authorization, you will be responsible for charges added to your account.

- Things to Bring to Apply for W2 or for W2 Review

To apply for W2, contact Milwaukee County at 414-289-6464 or visit [http://www.access.wisconsin.gov/](http://www.access.wisconsin.gov/). You will need to bring the following information to apply for Child Care.

  - Social Security Card
  - Proof of citizenship - *Suggested documents: birth certificate, passport, adoption papers, US Immigration I-94, military ID, hospital or medical records*
  - Proof of identity *Suggested documents: driver’s license, school records, US military card, written affidavit (form HCF 10154)*
  - Proof of age and relationship *Suggested documents: birth certificate, adoption papers, alien registration card, hospital or medical records, baptismal certificate, school records or ID, court records, marriage certificate, divorce or separation papers, death certificate*
  - Trust fund documents (*trust fund agreement or court order*)
● Earned Income
   All check stubs received for the last 30 days or a signed statement from employer that includes gross earning and pay dates expected for the next 30 days or an Employer Verification of Earnings Form.

● Earned income for self-employment
   Most recent income tax returns, including schedules SE, F, C or bookkeeping records.

● Student loans, grants, scholarships, and fellowships
   Financial aid award letter or receipt from the financial office showing date of aid received and amount.

● Unearned income (Award letter or copy of last check)

If you have questions about your case, call 414-289-6000. In order to ensure the timeliness of your authorization, be prepared and well-organized for your review. Make copies of everything you send to W2. If you hand deliver items, ask a county employee to date and sign that they received your information on your copy. If you fax information, print the fax remittal report and save it with the items you sent. The fax number to Milwaukee County is 414-289-7820. You will need to provide 30 days worth of pay stubs and rent receipts for a six-month review.

● Scholarship Program

SJA has a Scholarship Program to assist families in need with child care expenses. The amount of funds allocated to this program depends solely on charitable donations received during the current year. If you are interested in applying for a scholarship, you will need to provide:

   - Two most recent paycheck stubs.
   - Completed copy of your income tax statements.
   - If there are extenuating circumstances, such as major hospital bills or loss of employment, provide a letter from your former employer or copy of bills.
   - A completed Scholarship Application.

Scholarship applications are at the reception desk. If you apply, please return the information listed above to Sr. Michelle Konieczny at smichelle@sjamilwaukee.org.

● Vacation Days

   - Vacation days are earned after a child has been continuously enrolled in the Center for a minimum of three months.

   - Vacation days are earned between January and December. These days must be used within the calendar year. They are not carried over from year-to-year.
Vacation days can be used for days that children are away from the Center, such as, illness, Center closed days, and holidays.

To request vacation time, please complete the Vacation Request Form. The completed form must be submitted to the Business Office as far in advance as possible, but no later than seven days after the absence. The forms are at the Reception Desk.

A maximum of thirteen days per year may be earned at a rate of six days after three months of continuous full-time enrollment and the remainder of seven days after six months of full-time continuous enrollment.

Unused vacation time may not be exchanged for additional service hours or applied to charges resulting from failure to notify the Center of withdrawal.

Enrollees will earn vacation days according to the following schedule:

- Full-Day Enrollment: 13 days
- After 3 months of Enrollment: 6 days
- After 6 months of Enrollment: 7 additional days

Additional Resources

- Fees and Refunds

The following is an abbreviated listing of area resources that may be of interest or helpful for you.

- Milwaukee Public Library – Zablocki Branch
  3051 W. Oklahoma Ave., Milwaukee, WI 53215
  Visit [www.mpl.org](http://www.mpl.org) or call 414-286-3000

- Car Seat Safety Tips
  Children’s Wisconsin/Safe Kids Wisconsin
  [www.chw.org/carseats](http://www.chw.org/carseats)
  (see pages 30-33)

- CACFP Meal Pattern Requirements (ages 1-15)
  Children’s Wisconsin/Safe Kids Wisconsin
  (see pages 34-49)
The safest ride for kids

Car crashes are one of the leading causes of death and injury in children. Pediatricians and injury prevention experts work together to find the best ways to keep kids safe. Use this guide to know which car seat is safest for your child.

<table>
<thead>
<tr>
<th>Age (Years)</th>
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<tbody>
<tr>
<td>Birth</td>
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<td>12</td>
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<td>13</td>
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</table>

Rear-facing car seat

Riding rear facing is safer than forward because a child’s head, neck and spine are better protected. Keep children rear facing as long as they are within the weight and height limits for the car seat.
- If your child is younger than 2 and outgrowing their rear-facing seat, look for a seat that goes rear facing to higher weights and heights. This may let them stay rear facing past age 2.
- When your toddler is at least 2 years old and has outgrown the rear-facing seat, they may be ready for a forward-facing car seat.

Forward-facing car seat

- Keep children forward facing in a car seat with a harness as long as they are within the weight and height limits for the car seat.
- If your child is at least 4 years old and 40 lbs, and is mature enough to sit correctly, they may be ready for a booster seat.

Proper fit and use is most important at every stage.
Booster seat

- Booster seats are important to use when a child has outgrown a harness seat but before they are ready to sit using a seat belt only.
- The booster seat raises the child so the vehicle's lap and shoulder belts fit properly over the strongest part of the child's body, which are the chest and thighs.

Top of the child's ears should be below the top of the booster or vehicle headrest
Shoulder belt must be flat and snug between the neck and shoulder
Lap belt must be flat and snug on the tops of the thighs

CHILDREN CAN RIDE SAFELY WITHOUT A BOOSTER WHEN THEY PASS THE 5-STEP TEST:

1. Back against the vehicle seat
2. Knees bend at the edge of the seat
3. Lap belt on tops of thighs, not on belly
4. Shoulder belt between neck and shoulder
5. Sits properly, no slouching, no playing with seat belt.

THE CAR SEAT LADY

MOST KIDS ARE 10-12 YEARS OLD BEFORE THEY PASS.

Seat belt

- Children must ride in the back seat until age 13.
- It's the law to wear a seat belt.
- Make sure everyone in the car is buckled up on every ride.
- Show children how important it is. Adults should always buckle up.

Shoulder belt should lie flat on collarbone between the neck and shoulder
Lap belt lies flat and snug on the tops of the thighs, not the belly

Adjust headrest to the middle of the back of the head

Children's Wisconsin Booster and Car Seat Clinic
To schedule an appointment, call Central Scheduling (877) 607-5260. (Se habla Español)
chw.org/carseats

SAFE KIDS WISCONSIN

Led by Children's Wisconsin

#1655EN 012020 Page 2 of 2
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La manera más segura en la que pueden viajar los niños en auto

Los accidentes automovilísticos son una de las causas principales de muerte y lesión en niños. Los pediatras y los expertos en prevención trabajan juntos para encontrar las mejores maneras de mantener seguros a los niños. Use esta guía para saber cuál asiento de auto es el más seguro para su hijo.

<table>
<thead>
<tr>
<th>Nacimiento</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientados hacia atrás</td>
<td>Orientados hacia adelante</td>
<td>Asientos elevados</td>
<td>Cinturón de seguridad</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Lo más importante en cada etapa es el uso y ajuste adecuados.

**Asientos orientados hacia atrás**

- Mantenga a los niños en asientos orientados hacia atrás siempre y cuando se encuentren dentro de los límites de peso y altura del asiento.
- Cuando su hijo tenga por lo menos 2 años de edad y ya no le quede su asiento orientado hacia atrás, es posible que esté listo para un asiento orientado hacia adelante.

**Asientos orientados hacia adelante**

- Mantenga a los niños en un asiento con arnés orientado hacia adelante siempre y cuando se encuentren dentro de los límites de peso y altura del asiento.
- Cuando su hijo tenga por lo menos 4 años de edad, pese 40 libras y sea lo suficientemente maduro para sentarse de manera correcta, es posible que esté listo para un asiento elevado.
Asientos elevados

- Es importante usar un asiento elevado cuando el niño ya esté muy grande para usar un asiento con arnés pero antes de esté listo para sentarse solo con el cinturón de seguridad.
- El asiento elevado alza al niño de manera que los cinturones para los hombros y el regazo le queden de forma adecuada sobre las partes más fuertes de su cuerpo, que son el pecho y los muslos.

Los niños pueden viajar de manera segura sin un asiento elevado cuando pasen la prueba de 5 pasos:

1. La espalda contra el asiento del auto.
2. Las rodillas dobladas a la orilla del asiento.
3. El cinturón del hombro encima de los hombros, no del estómago.
4. El cinturón del regazo entre el cuello y el hombro.
5. Señárse adecuadamente, sin encorvarse ni jugar con el cinturón de seguridad.

La mayoría tiene entre 10-12 años antes de pasar la prueba.

Cinturón de seguridad

- Los niños deben viajar en el asiento trasero hasta los 13 años.
- Es la ley usar el cinturón de seguridad.
- Asegúrese de que todos tengan el cinturón de seguridad abrochado cada vez que manje.
- Muéstrelo a los niños lo importante que es esto poniéndose siempre el cinturón de seguridad.

El cinturón del hombro debe quedarle plano sobre la clavícula entre el cuello y el hombro.

El cinturón del regazo debe quedarle plano y ajustado en la parte superior de los muslos, no del estómago.

Ajuste el reposacabezas del auto para que le quede a la mitad de la parte trasera de la cabeza.

Clínica de asiento elevador y asiento para el auto de Children's Wisconsin. Para programar una cita, llame a Programación Central al (877) 607-5280. (Se habla Español).

chw.org/carseats
## CHILD MEAL PATTERN

### Breakfast

(Select all three components for a reimbursable meal)

<table>
<thead>
<tr>
<th>Food Components and Food Items</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
<th>Ages 13-18&lt;sup&gt;2&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Milk&lt;sup&gt;3&lt;/sup&gt;</td>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td>Vegetables, fruits, or portions of both&lt;sup&gt;4&lt;/sup&gt;</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Grains (oz eq)&lt;sup&gt;5,6,7&lt;/sup&gt;</td>
<td>½ slice</td>
<td>½ slice</td>
<td>1 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread</td>
<td>½ slice</td>
<td>½ slice</td>
<td>1 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread product, such as biscuit, roll or muffin</td>
<td>½ serving</td>
<td>½ serving</td>
<td>1 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Whole grain-rich, enriched or fortified cooked breakfast cereal&lt;sup&gt;8&lt;/sup&gt;, cereal grain, and/or pasta</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)&lt;sup&gt;9&lt;/sup&gt;</td>
<td>½ cup</td>
<td>½ cup</td>
<td>1 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Flakes or rounds</td>
<td>½ cup</td>
<td>½ cup</td>
<td>1 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Puffed cereal</td>
<td>½ cup</td>
<td>½ cup</td>
<td>1 ¼ cup</td>
<td>1 ¼ cup</td>
</tr>
<tr>
<td>Granola</td>
<td>⅓ cup</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>¾ cup</td>
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</tbody>
</table>

<sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

<sup>7</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>9</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.
### CHILD MEAL PATTERN

#### Lunch and Supper

(Select all five components for a reimbursable meal)

<table>
<thead>
<tr>
<th>Food Components and Food Items (^3)</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
<th>Ages 13-18 (^4) (at-risk afterschool programs and emergency shelters)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fluid Milk</strong> (^3)</td>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td><strong>Meat/meat alternates</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, or fish</td>
<td>1 ounce</td>
<td>1 ⅛ ounce</td>
<td>2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>Tofu, soy product, or alternate protein products (^4)</td>
<td>1 ounce</td>
<td>1 ⅛ ounce</td>
<td>2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>Cheese</td>
<td>1 ounce</td>
<td>1 ⅛ ounce</td>
<td>2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>Large egg</td>
<td>½</td>
<td>⅛</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>¼ cup</td>
<td>⅜ cup</td>
<td>⅜ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut or seed butters</td>
<td>2 tbsp</td>
<td>3 tbsp</td>
<td>4 tbsp</td>
<td>4 tbsp</td>
</tr>
<tr>
<td>Yogurt, plain or flavored unsweetened or sweetened (^5)</td>
<td>4 ounces or ½ cup</td>
<td>6 ounces or ¾ cup</td>
<td>8 ounces or 1 cup</td>
<td>8 ounces or 1 cup</td>
</tr>
<tr>
<td>The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)</td>
<td>⅛ ounce = 50%</td>
<td>⅛ ounce = 50%</td>
<td>1 ounce = 50%</td>
<td>1 ounce = 50%</td>
</tr>
<tr>
<td><strong>Vegetables</strong> (^6)</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
</tr>
<tr>
<td><strong>Fruits</strong> (^6)</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
</tr>
<tr>
<td><strong>Grains (oz eq)</strong> (^8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread</td>
<td>⅛ slice</td>
<td>⅛ slice</td>
<td>1 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread product, such as biscuit, roll or muffin</td>
<td>⅛ serving</td>
<td>⅛ serving</td>
<td>1 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Whole grain-rich, enriched or fortified cooked breakfast cereal (^9), cereal grain, and/or pasta</td>
<td>¼ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
</tr>
</tbody>
</table>

\(^3\) Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.
3 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

4 Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

5 Alternate protein products must meet the requirements in Appendix A to Part 226.

6 Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

7 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

8 A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

9 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

10 Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

11 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
# CHILD MEAL PATTERN

**Snack**

(Select two of the five components for a reimbursable snack)

<table>
<thead>
<tr>
<th>Food Components and Food Items</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
<th>Ages 13-18&lt;sup&gt;4&lt;/sup&gt; (at risk after-school programs and emergency shelters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Milk</td>
<td>4 fluid ounces</td>
<td>4 fluid ounces</td>
<td>8 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td>Meat/meat alternates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, or fish</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Tofu, soy product, or alternate protein products&lt;sup&gt;4&lt;/sup&gt;</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Cheese</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Large egg</td>
<td>¼</td>
<td>¼</td>
<td>¼</td>
<td>¼</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut or seed butters</td>
<td>1 tbsp</td>
<td>1 tbsp</td>
<td>2 tbsp</td>
<td>2 tbsp</td>
</tr>
<tr>
<td>Yogurt, plain or flavored unsweetened or sweetened&lt;sup&gt;3&lt;/sup&gt;</td>
<td>2 ounces or ¼ cup</td>
<td>2 ounces or ¼ cup</td>
<td>4 ounces or ¼ cup</td>
<td>4 ounces or ¼ cup</td>
</tr>
<tr>
<td>Peanuts, soy nuts, tree nuts, or seeds</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Vegetables</td>
<td>½ cup</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td>Fruits&lt;sup&gt;6&lt;/sup&gt;</td>
<td>½ cup</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td>Grains (oz eq)&lt;sup&gt;7,8&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread</td>
<td>½ slice</td>
<td>½ slice</td>
<td>1 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread product, such as biscuit, roll or muffin</td>
<td>½ serving</td>
<td>½ serving</td>
<td>1 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Whole grain-rich, enriched or fortified cooked breakfast cereal&lt;sup&gt;9&lt;/sup&gt;, cereal grain, and/or pasta</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)&lt;sup&gt;9,10&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flakes or rounds</td>
<td>½ cup</td>
<td>½ cup</td>
<td>1 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Puffed cereal</td>
<td>¾ cup</td>
<td>¾ cup</td>
<td>1 ¼ cup</td>
<td>1 ¼ cup</td>
</tr>
<tr>
<td>Granola</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
</tbody>
</table>

<sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ½ cup for children ages 6-12.
**UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS: INFANT MEALS**

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. The changes to the infant meal pattern support breastfeeding and the consumption of vegetables and fruit without added sugars. These changes are based on the scientific recommendations from the National Academy of Medicine, the American Academy of Pediatrics and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

**UPDATED INFANT MEAL PATTERN:**

- **Encourage and Support Breastfeeding:**
  - Providers may receive reimbursement for meals when a breastfeeding mother comes to the day care center or home and directly breastfeeds her infant; and
  - Only breastmilk and infant formula are served to infants 0 through 5 month olds.

- **Developmentally Appropriate Meals:**
  - Two age groups, instead of three: 0 through 5 month olds and 6 through 11 month olds; and
  - Solid foods are gradually introduced around 6 months of age, as developmentally appropriate.

- **More Nutritious Meals:**
  - Requires a vegetable or fruit, or both, to be served at snack for infants 6 through 11 months old;
  - No longer allows juice or cheese food or cheese spread to be served; and
  - Allows ready-to-eat cereals at snack.

**Learn More**

For more information on infant development and nutrition, check out the USDA Team Nutrition’s Feeding Infants Guide.
## Previous and Updated Infant Meal Patterns: Let's Compare

<table>
<thead>
<tr>
<th></th>
<th>0-3 Months</th>
<th>4-7 Months</th>
<th>8-11 Months</th>
<th>0-5 Months</th>
<th>6-11 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-6 fl oz breastmilk or formula</td>
<td>4-8 fl oz breastmilk or formula</td>
<td>6-8 fl oz breastmilk or formula</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>6-8 fl oz breastmilk or formula</td>
<td></td>
</tr>
<tr>
<td>0-3 tbsp infant cereal</td>
<td>2-4 tbsp infant cereal</td>
<td>1-4 tbsp vegetable, fruit or both</td>
<td>0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination*</td>
<td>0-2 tbsp vegetable, fruit or both*</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch or Supper</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-6 fl oz breastmilk or formula</td>
<td>4-8 fl oz breastmilk or formula</td>
<td>6-8 fl oz breastmilk or formula</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>6-8 fl oz breast milk or formula</td>
<td></td>
</tr>
<tr>
<td>0-3 tbsp infant cereal</td>
<td>2-4 tbsp infant cereal; and/or 1-4 tbsp meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½ -2oz cheese; or 1-4 oz (volume) cottage cheese; or 1-4 oz (weight) cheese food or cheese spread; or a combination*</td>
<td>1-4 tbsp vegetable, fruit or both</td>
<td>0-4 tbsp infant cereal, meat, fish, poultry, whole egg, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination*</td>
<td>0-2 tbsp vegetable, fruit or both*</td>
<td></td>
</tr>
<tr>
<td>0-3 tbsp vegetable, fruit or both</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>4-6 fl oz breastmilk or formula</td>
<td></td>
</tr>
<tr>
<td><strong>Snack</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-6 fl oz breastmilk or formula</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>2-4 fl oz breastmilk, formula, or fruit juice</td>
<td>4-6 fl oz breastmilk or formula</td>
<td>2-4 fl oz breastmilk or formula</td>
<td></td>
</tr>
<tr>
<td>0-½ bread slice or 0-2 crackers</td>
<td>0-½ bread slice or 0-2 crackers</td>
<td>0-2 tbsp vegetable, fruit or both*</td>
<td>2-4 tbsp infant cereal or ready-to-eat cereal*</td>
<td>0-2 tbsp vegetable, fruit or both*</td>
<td></td>
</tr>
</tbody>
</table>

*Required when infant is developmentally ready.
All serving sizes are minimum quantities of the food components that are required to be served.

For more information, please visit www.fns.usda.gov/cacfp/child-and-adult-care-food-program.
Questions? Contact your State or Regional Office.
USDA is an equal opportunity employer and provider.
PATRÓN DE COMIDAS ACTUALIZADO DEL PROGRAMA DE COMIDAS PARA NIÑOS Y ADULTOS:
COMIDAS PARA BEBÉS

Recientemente el USDA revisó los patrones de comidas de CACFP para asegurarse que los niños y adultos tienen acceso a comidas saludables y balanceadas diariamente. Los cambios al patrón de comida para bebés fomentan la lactancia y el consumo de vegetales y frutas sin azúcares añadidos. Los cambios a los patrones de comidas están basados en las recomendaciones de la Academia Nacional de Medicina” (National Academy of Medicine), la Academia Americana de Pediatría (American Academy of Pediatrics) y la aportación de las partes interesadas. Los centros y los hogares de cuidado diario (guarderías) del CACFP deben cumplir con los patrones de comidas actualizados a partir del 1 de octubre, 2017.

PATRÓN DE ALIMENTACIÓN INFANTIL ACTUALIZADO:

Fomentar y apoyar la lactancia materna:
- Los proveedores pueden recibir un reembolso por comidas cuando una madre viene al centro de cuidado diario para lactar a su bebé y
- Solo se servirá leche materna y formula a los bebés de 0 a 5 meses.

Comidas apropiadas para la edad:
- Hay dos grupos de edades en lugar de tres: 0 a 5 meses de edad y 6 a 11 meses de edad; y
- Se introducen gradualmente las comidas sólidas alrededor de los 6 meses de edad, según sea apropiado para cada infante.

Más comidas nutritivas:
- Debe servir un vegetal o una fruta, o ambos en la merienda para bebés de 6 a 11 meses de edad;
- Ya no se permite servir jugos o alimentos con quesos o queso para untar; y
- Se permite servir cereales listos para comer en la merienda.

Aprende más
Para mas información sobre el desarrollo y alimentación de infantes visite: USDA Team Nutrition’s Feeding Infants Guide.
### PATRONES PREVIOS Y ACTUALIZADOS DE COMIDAS PARA BEBÉS: COMPARELO

<table>
<thead>
<tr>
<th>PREVIO</th>
<th>ACTUALIZADO</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 Meses</td>
<td>6-8 fl oz leche materna o formula</td>
</tr>
<tr>
<td>4-7 Meses</td>
<td>4-8 fl oz leche materna o formula</td>
</tr>
<tr>
<td>8-11 Meses</td>
<td>2-4 cucharadas de cereal para infantes; 0-1-4 cucharadas de queso; o 0-2 oz (volumen) de quesos (cottage cheese); o 0-4 oz de yogur; o una combinación*</td>
</tr>
<tr>
<td>0-5 Meses</td>
<td>0-4 cucharadas de cereal para infantes, carne de res, pescado, carne de ave, huevos enteros, frijoles secos cocinados o guisantes; o 0-2 oz de queso; o 0-4 oz (volumen) de quesos (cottage cheese); o 0-4 oz de yogur; o una combinación*</td>
</tr>
<tr>
<td>6-11 Meses</td>
<td>0-2 cucharadas de vegetales, frutas o ambas</td>
</tr>
</tbody>
</table>

**Desayuno**

- 4-6 fl oz leche materna o formula
- 4-8 fl oz leche materna o formula
- 0-3 cucharadas de cereal para infantes*
- 1-4 cucharadas de vegetales, frutas o ambas*

**Almuerzo o cena**

- 4-6 fl oz leche materna o formula
- 0-3 cucharadas de cereal para infantes*
- 0-3 cucharadas de vegetales, frutas o ambas*

**Merienda**

- 4-6 fl oz leche materna o formula
- 2-4 fl oz leche materna, formula, o jugo de fruta
- 0-15 rebanada de pan o 0-2 galletas*

---

*Requerido cuando el infante está listo.
Todos los tamaños de las porciones son la cantidad mínima de los componentes de comidas requeridos.


¿Preguntas? Póngase en contacto con su estado o la oficina regional.

USDA es un proveedor y ampliador que ofrece igualdad de oportunidades para todos.
USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the updated child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

**Updated Child and Adult Meal Patterns**

**Greater Variety of Vegetables and Fruits**
- The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
- Juice is limited to once per day.

**More Whole Grains**
- At least one serving of grains per day must be whole grain-rich;
- Grain-based desserts no longer count towards the grain component; and
- Ounce equivalents (oz eq) are used to determine the amount of creditable grains (starting October 1, 2019).

**More Protein Options**
- Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week; and
- Tofu counts as a meat alternate.

**Age Appropriate Meals**
- A new age group to address the needs of older children 13 through 18 years old.

**Less Added Sugar**
- Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.
### Making Every Sip Count
- Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old and older and adults;
- Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children or adults with medical or special dietary needs; and
- Yogurt may be served in place of milk once per day for adults only.

### Additional Improvements
- Extends offer versus serve to at-risk afterschool programs; and
- Frying is not allowed as a way of preparing foods on-site.

### Breakfast Meal Patterns

<table>
<thead>
<tr>
<th></th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12 &amp; 13-18</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>½ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td><strong>Vegetables, fruit, or both</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td><strong>Grains</strong></td>
<td>½ serving</td>
<td>½ oz eq*</td>
<td>½ serving</td>
<td>½ oz eq*</td>
</tr>
</tbody>
</table>

*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week.  
Oz eq = ounce equivalents

### Lunch and Supper Meal Patterns

<table>
<thead>
<tr>
<th></th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12 &amp; 13-18</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>½ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td><strong>Meat and meat alternates</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 ½ oz</td>
<td>1 ½ oz</td>
</tr>
<tr>
<td><strong>Vegetables</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td><strong>Fruits</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td><strong>Grains</strong></td>
<td>½ serving</td>
<td>½ oz eq</td>
<td>½ serving</td>
<td>½ oz eq</td>
</tr>
</tbody>
</table>

*A serving of milk is not required at supper meals for adults.  
Oz eq = ounce equivalents

### Snack Meal Patterns

<table>
<thead>
<tr>
<th></th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12 &amp; 13-18</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>½ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td><strong>Meat and meat alternates</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>½ oz</td>
<td>½ oz</td>
<td>½ oz</td>
<td>½ oz</td>
</tr>
<tr>
<td><strong>Vegetables</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td><strong>Fruit</strong></td>
<td>Previous</td>
<td>Updated</td>
<td>Previous</td>
<td>Updated</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td><strong>Grains</strong></td>
<td>½ serving</td>
<td>½ oz eq</td>
<td>½ serving</td>
<td>½ oz eq</td>
</tr>
</tbody>
</table>

Select 2 of the 5 components for snack.  
Oz eq = ounce equivalents

Note: All serving sizes are minimum quantities of the food components that are required to be served.

Questions? Contact your State or Regional Office.
USDA is an equal opportunity employer and provider.
PATRÓN DE COMIDAS ACTUALIZADO DEL PROGRAMA DE COMIDAS PARA NIÑOS Y ADULTOS:

COMIDAS PARA NIÑOS Y ADULTOS

Recientemente el USDA revisó los patrones de comidas de CACFP para asegurarse que los niños y adultos tengan acceso a comidas saludables y balanceadas diariamente. Bajo los patrones de comidas actualizados para niños y adultos, las comidas incluirán más variedad de vegetales y frutas, más cantidad de granos integrales y menos azúcares añadidos y grasas saturadas. Los cambios realizados a los patrones de comidas están basados en la “Guía Dietética para Americanos” (Dietary Guidelines for Americans”, las recomendaciones científicas de la Academia Nacional de Medicina” (National Academy of Medicine) y la aportación de las partes interesadas. Los centros CACFP y los hogares de cuidado diario deben cumplir con los patrones de comidas actualizados a partir del 1 de octubre, 2017.

Patrón de Comidas Actualizado para Niños y Adultos

- **Mayor variedad de vegetales y frutas:**
  - El componente combinado de frutas y vegetales ahora es un componente separado de vegetales y un componente separado de frutas; y
  - Los jugos están limitados a uno por día.

- **Más cantidad de granos integrales:**
  - Por lo menos una porción de granos al día debe ser de granos integrales;
  - Los postres basados en granos ya no contarán hacia el componente de granos; y
  - Las onzas equivalentes (oz eq) son utilizadas para determinar la cantidad de granos acreditables (comenzando el 1 de octubre, 2019).

- **Más opciones de proteínas:**
  - Las carnes y los sustitutos de carne pueden ser servidos en lugar del componente completo de granos para el desayuno, un máximo de tres veces por semana; y
  - El tofu cuenta como un sustituto de carne.

- **Comidas apropiadas para cada edad:**
  - Un nuevo grupo de 13 a 18 años de edad para abordar las necesidades de los niños mayores.

- **Menos azúcares añadidos:**
  - El yogur debe contener no más de 23 gramos de azúcar por cada 6 onzas; y
  - Los cereales de desayuno deben contener no más de 6 gramos de azúcar por onza.
**Aproveche cada sorbo:**
- La leche entera sin sabor se debe servir a los niños de 1 año; la leche sin sabor baja en grasa o sin grasa se debe servir a niños de 2 a 5 años, y la leche sin sabor baja en grasa, o sin grasa se debe servir a niños de 6 años o mayores y adultos;
- Los sustitutos de leche no lácteos que son nutricionalmente equivalentes a la leche pueden ser servidos en lugar de la leche a niños y adultos con necesidades dietéticas especiales o médicas; y
- Puede servir yogur en lugar de leche una vez al día, solo para los adultos.

**Mejoras adicionales:**
- Se extiende “ofrecer vs. servir” a los programas pos-escolares en riesgo; y
- No se permite freír las comidas.

### Patrones de Comidas para el Desayuno

<table>
<thead>
<tr>
<th>Edades 1-2</th>
<th>Edades 3-5</th>
<th>Edades 6-12 &amp; 13-18</th>
<th>Adultos</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leche</strong></td>
<td>½ taza</td>
<td>½ taza</td>
<td>¼ taza</td>
</tr>
<tr>
<td><strong>Vegetales, frutas o ambos</strong></td>
<td>¼ taza</td>
<td>¼ taza</td>
<td>¼ taza</td>
</tr>
<tr>
<td><strong>Granos</strong></td>
<td>½ porción</td>
<td>½ oz eq*</td>
<td>½ porción</td>
</tr>
</tbody>
</table>

*Las carnes y sus sustitutos pueden ser utilizados para sustituir el componente completo de granos un máximo de tres veces por semana.
Oz eq = equivalente a onzas

### Patrones de Comidas para el Almuerzo y Cena

<table>
<thead>
<tr>
<th>Edades 1-2</th>
<th>Edades 3-5</th>
<th>Edades 6-12 &amp; 13-18</th>
<th>Adultos</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leche</strong></td>
<td>½ taza</td>
<td>½ taza</td>
<td>¼ cup</td>
</tr>
<tr>
<td><strong>Carnes y sustitutos de carnes</strong></td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 ½ oz</td>
</tr>
<tr>
<td><strong>Vegetales</strong></td>
<td>¼ taza</td>
<td>¼ taza</td>
<td>¼ taza</td>
</tr>
<tr>
<td><strong>Frutas</strong></td>
<td>¼ taza</td>
<td>¼ taza</td>
<td>¼ taza</td>
</tr>
<tr>
<td><strong>Granos</strong></td>
<td>½ porción</td>
<td>½ oz eq</td>
<td>½ porción</td>
</tr>
</tbody>
</table>

*No se requiere una porción de leche para la cena de los adultos.
Oz eq = equivalente a onzas

### Patrones de Comida para la Merienda

<table>
<thead>
<tr>
<th>Edades 1-2</th>
<th>Edades 3-5</th>
<th>Edades 6-12 &amp; 13-18</th>
<th>Adultos</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td>½ taza</td>
<td>½ taza</td>
<td>½ taza</td>
</tr>
<tr>
<td><strong>Carnes y sustitutos de carnes</strong></td>
<td>½ oz</td>
<td>½ oz</td>
<td>½ oz</td>
</tr>
<tr>
<td><strong>Vegetales</strong></td>
<td>½ taza</td>
<td>½ taza</td>
<td>½ taza</td>
</tr>
<tr>
<td><strong>Frutas</strong></td>
<td>½ taza</td>
<td>½ taza</td>
<td>½ taza</td>
</tr>
<tr>
<td><strong>Granos</strong></td>
<td>½ porción</td>
<td>½ oz eq</td>
<td>½ porción</td>
</tr>
</tbody>
</table>

Selecione 2 de 5 componentes para la merienda.
Oz eq = equivalente a onzas

Nota: Todos los tamaños de las porciones son cantidades mínimas de los componentes de comida requeridos.


¿Preguntas? Póngase en contacto con su estado o la oficina regional.

USDA es un proveedor y amplificador que ofrece igualdad de oportunidades para todos.
### Infant Meal Pattern

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Birth through 5 months</th>
<th>6 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6 fluid ounces breastmilk¹ or formula²</td>
<td>6-8 fluid ounces breastmilk¹ or formula²; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-4 tablespoons infant cereal²,³</td>
</tr>
<tr>
<td></td>
<td></td>
<td>meat, fish, poultry, whole egg, cooked dry beans, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>cooked dry peas; or 0-2 ounces of cheese; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-4 ounces (volume) of cottage cheese; or 0-4 ounces or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>¾cup of yogurt⁴; or a combination of the above⁵; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-2 tablespoons vegetable or fruit or a combination of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>both⁶</td>
</tr>
</tbody>
</table>

¹ Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

² Infant formula and dry infant cereal must be iron-fortified.

³ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁴ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁵ A serving of this component is required when the infant is developmentally ready to accept it.

⁶ Fruit and vegetable juices must not be served.

11/29/2016
## Infant Meal Pattern

<table>
<thead>
<tr>
<th>Lunch and Supper</th>
<th>Birth through 5 months</th>
<th>6 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4-6 fluid ounces breastmilk(^1) or formula(^2)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6-8 fluid ounces breastmilk(^3) or formula(^2); and</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>0-4 tablespoons</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>infant cereal(^2,(^3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>meat,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fish,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>poultry,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>whole egg,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cooked dry beans, or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cooked dry peas; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-2 ounces of cheese; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-4 ounces (volume) of cottage cheese; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-4 ounces or (\frac{1}{2})cup of yogurt(^4); or a combination of the above(^5); and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-2 tablespoons vegetable or fruit or a combination of both(^5,(^6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

\(^2\) Infant formula and dry infant cereal must be iron-fortified.

\(^3\) Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

\(^4\) Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

\(^5\) A serving of this component is required when the infant is developmentally ready to accept it.

\(^6\) Fruit and vegetable juices must not be served.

11/29/2016
## Infant Meal Pattern

<table>
<thead>
<tr>
<th>Snack</th>
<th>6 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2-4 fluid ounces breastmilk(^1) or formula(^2); and</td>
</tr>
<tr>
<td></td>
<td>0-3/4 slice bread(^3,4) or</td>
</tr>
<tr>
<td></td>
<td>0-2 crackers(^3,4) or</td>
</tr>
<tr>
<td></td>
<td>0-4 tablespoons infant cereal(^2,3,4) or ready-to-eat breakfast cereal(^3,5,6,7), and</td>
</tr>
<tr>
<td></td>
<td>0-2 tablespoons vegetable or fruit, or a combination of both(^5,7)</td>
</tr>
</tbody>
</table>

---

\(^1\) Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

\(^2\) Infant formula and dry infant cereal must be iron-fortified.

\(^3\) Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

\(^4\) A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

\(^5\) Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

\(^6\) A serving of this component is required when the infant is developmentally ready to accept it.

\(^7\) Fruit and vegetable juices must not be served.

11/29/2016
ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK

- I received the Parent Handbook of St. Joseph Academy.
- I reviewed the information included about the program and Center policies and procedures.
- I agree to abide by the policies and procedures therein.

________________________

Parent/Guardian Signature

________________________

Date