

# Kids Rule Academy

## Parent Manual

KRA is located inside the Christian Life Church

KRA is Non-Religious, and has NO affiliation with the Church

2909 W. Mequon Rd.

Mequon, WI 53092

Center Hours: Monday - Friday 7:00 a.m. - 6:00 p.m.

Center Administrator: **Alex Mazur**

Center Director: **Rixanne Lefco**

262-242-5500

**[www.kidsruleacademy.com](http://www.kidsruleacademy.com)**

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## **Our Mission**

At the Kids Rule Academy (KRA) we provide safe, loving and nurturing environment that focuses on the self-esteem and development of children by allowing them opportunities to explore and to strengthen their self-expression, self-discovery and to embrace their curiosities and creative processes. KRA offers enrollment to children of all race, national origin, religion, ability, or ethnicity. We welcome all forms of families. KRA offers a welcoming education Center that encourages open communication, respect, trust and, of course, learning! KRA strives to nurture an environment and relationships in which parents, children, and staff come together to learn and to grow as one collaborative community. What makes us unique is our ability to include various values, traditions, and cultural identities while building a foundation for all to grow and to learn from. Diversity is one of our greatest strength, and it is within KRA philosophy that we bring together members of various communities to form a unique and warm learning environment for children to prosper in!

## **Our Philosophy**

### **At KRA WE BELIEVE IN TRUTH, JUSTICE, AND THE AMERICAN WAY!!!**

At KRA we recognize that all children are unique individuals, and because of this, they all have different abilities, interests, needs and learning styles. We are an education-based learning Center that helps and nurtures children to grow socially, emotionally, cognitively, and physically through exploration and engagement with teachers, peers, and the world around them. KRA provides children with opportunities to learn, grow and ultimately flourish by engaging and participating in developmentally, and age-appropriate experiences and lessons and activities in a safe, warm, and loving environment. A child's natural curiosity and booming creativity during their young and formative years helps to encourage their investigation, observation, and interacting with those around them. The activities available to children at KRA assist them in developing problem-solving skills, language skills, and encourage the establishment of self-esteem, positive self-image, and self-confidence. We believe that parents play a significant role in a child's educational experience, and we understand that children grow and learn more productively if parents are actively involved in the education and learning process. Because parents are a child's very first teacher, KRA believes that parental involvement in the learning process is particularly important at our Center. We encourage parent's involvement by having an "Open Door" policy and by giving parents access to our Web Cams located in every classroom, cafeteria, indoor and outdoor Playgrounds.

At KRA we strive to be inclusive and we actively engage with each child's culture and community within our program and curriculum. We feel that pride in one's culture and acceptance of the diversity of other cultures is especially important to working in partnership with parents. Accordingly, we strive to instill these values in the children enrolled at our Center. Our family and community-based programs embrace the cultures, traditions, beliefs, and values of each family. Not only we are proud to encourage and promote diversity in our Center, but we also accept all lifestyles and respect different approaches to parenting and family.

Our belief is that children learn best through meaningful play, so we designed our Center accordingly. Meaningful play encourages curiosity, discovery and problem solving which allows for academic advancement and the development of a positive self-image. Accordingly, we engage children in meaningful play-based learning to help foster and nurture their growth. We believe that each child is unique; therefore, we offer a wide range of experiences, activities, and programs at our Center. Outside of our structured classroom learning sessions, we offer Extracurricular Activities every day of the week. These activities include: Music and Signing, Gym, Dancing Kids, Creative Arts, and Kid's Yoga.

## **Enrollment**

Our Center is open between 7:00am and 6:00pm, Monday through Friday, 12 months a year (except for holidays: see "Our Closures" below and/or on our website). Kids Rule Academy is licensed by the Wisconsin Department of Children and Families (WDFI) for a capacity of up to 100 children between the ages of 6 months and 12 years.

## **Full Time vs. Part Time Enrollment**

KRA considers enrollment for 4 or more full days per week to be full time enrollment and considers enrollment for any other schedule to be part time enrollment. While KRA has enrollment options for both full and part time enrollment, **priority will be given to those children enrolled full time** as our space is extremely limited. In short, if your child is enrolled into a part time schedule, and the class is completely full, and there is new family who wishes to enroll their child into a full time schedule, KRA will: First, give parent of a child enrolled into a part time schedule opportunity to upgrade to a full time schedule: Second, KRA will attempt to combine a child enrolled into a part time schedule with another child requesting a part time enrollment: Third, KRA will attempt to move the child enrolled into a part time schedule to another classroom and to keep the same schedule. In the event none of these options work, KRA reserves the right to ask a family enrolled into a part time schedule to un-enroll and will offer this parent a Waiting List placement until

any of the options above can be satisfied (in this case, a 30-day notice with options will be given to parents by KRA).

### **Center's Structure, Enrollment-Based Pre-school**

The fees charged by Kids Rule Academy are ENROLLMENT BASED and NOT ATTENDANCE BASED. There are no fee adjustments for your child's sick days, vacations, unforeseen emergencies, inclement weather closures, holidays, or staff days as noted in our Closure Calendar.

### **Schedule Changes and Notice to Un-Enroll**

KRA will give parents a 30 day notice of any changes to its programming or scheduling, and requires parents to provide KRA with a 30-day notice for any change in a child's involvement with the Center, including but not limited to: change of enrollment schedule (increase or decrease) and notice to UN-enroll - no exceptions! A written request for any change in a child's involvement with the Center must be submitted to the pre-school director 30 days prior to the effective date of the requested change. All requests for **Increase** are subject to availability.

### **Referral Bonus**

**Word of mouth is our best advertising!** KRA offers a \$150.00 discount off tuition as a Referral Bonus to a family who refers another family after that family enrolls a child at KRA.

### **Inclement Weather**

KRA follows the Mequon Thiensville School District (MTSD) for closures due to inclement weather conditions. As soon as a closure announcement is made by the MTSD, KRA will notify all our parents by email. In addition, KRA's admin notifies all the lead teachers by phone or text, who, in turn, notify all parents of children in their classrooms.

## **Tuition and Tuition Payments**

### **Tuition Amount:**

Tuition at KRA is a flat rate calculated on a weekly basis, with the week beginning on Monday and ending on Friday. Minimum enrollment is for 2 half-days per week. KRA's weekly tuition amount is determined by a child's schedule, and it does not change unless a change of schedule is requested by parent. It can also change with the child's age. KRA has a sliding tuition fee schedule for each age group depending upon the child/teacher ratio for that age group. KRA's tuition schedules will be posted annually, on or about September 1<sup>st</sup> of each year. If tuition rates are adjusted for the upcoming school year, the new rates will be emailed to parents 30 (thirty) days prior to the effective date of the tuition adjustment.

Parents will receive a 10% discount if more than one family member is enrolled at KRA. The discount will be applied to the least expensive tuition amount.

Although KRA does not offer a daily enrollment, if space is available, KRA offers a "Daily Drop Off Rate" to children already enrolled into our Center for extra days above and beyond a child's scheduled enrollment.

### **Our Tuition Includes:**

- Organic hot lunch;
- Two snacks daily;
- Unlimited milk, natural juices, fresh fruit, and vegetables;
- All classroom materials; and
- Most extracurricular activities. Extra fees may be charged for field trips away from the KRA campus depending on the cost of the trip and the transportation.

### **Tuition Payment:**

Tuition must be pre-paid for at least one full week. Tuition can be paid weekly, bi-weekly, or for as many weeks in advance as the parent wishes. KRA accepts cash, personal checks, or bank drafts. KRA does not currently accept payment by credit/debit cards.

In the event that payment is made by a check that does not clear KRA's account, an NSF fee of \$35.00 will be due.

A late pick up fee of \$5.00 per minute will be charged after 6:00pm. At the end of every calendar month, KRA will invoice parents for all extra fees and charges that may have accrued during that month.

### **Future Enrollment (Reserving an Enrollment Spot)**

To reserve a spot for your child's future enrollment a parent must complete our Registration Agreement, indicate the desired weekly schedule with the first day of enrollment, and deliver it to us together with the Registration Fee (\$225 for children under 24mo and \$100 for children 24mo and older), and the first week tuition payment. After your child's enrollment date and the spot are confirmed by KRA, the Registration fee is NON-REFUNDABLE. A completed full Enrollment Package is required on the first day of enrollment. Medical Forms are required to be filed out by a child's physician and returned to us within 30 days of enrollment.

**The following policy applies to the first time Infant enrollment:** Upon filing a Registration Agreement, a non-refundable Registration fee of \$225.00 and the first week tuition payment are required to **secure the future enrollment spot. The first day of enrollment must be established** (note: first day of enrollment can adjusted at no cost one time after the child is born by no more than 2 weeks. If extension beyond 2 weeks is needed, please refer to our Leave of Absence (LOA) Policy). If KRA is unable to meet the specific enrollment date, we shall refund all fees collected, if un-enrollment is requested by parent.

WI DCF requires all licensed childcare centers to renew the registration paperwork every year. You will be assessed an annual \$50 Registration Fee due with the annual renewal paperwork.

### **Prior to the First Day of Enrollment**

We encourage new families to visit their child's classroom before the first day of enrollment. We call it an Introduction Visit, and our Center offers an Introduction Visit/Orientation to every new enrollee just before the first day of attendance. This gives the child a chance to become familiar with their new environment and new faces. It also gives parents a chance to bring the supplies needed, the paperwork, to ask questions, and to get to know the teachers. It makes the transition and separation easier.

On or before the first day of school, parents need to provide KRA with the following Enrollment forms:

- Enrollment form
- Emergency contact and information card
- Web Cam Licensing Agreement
- Registration Agreement with Reg fees
- Up-to-date Health history form with information and an Emergency Care Plan
- The child's Health Report (completed within 30 days)
- Immunization Record (completed within 30 days)
- Infant/Toddler Intake Form for children under 2 (*updated every 3 months please!*)
- A list of all items needed for the child will be provided at the time of enrollment. Items provided by the Center will be discussed at enrollment time and at the orientation, please make sure to provide the necessary items for your child for their time with us at the Center.

Parents may contact the Center with any questions regarding enrollment by phone, email or by visiting our website. Information regarding policies and weekly activities can be found on our web site OR you can request it by email. You will be notified of any changes to our policies and/or procedures immediately.

For children six weeks to 24 months old an Infant/Toddler Intake Form must be filled out at the enrollment. This form includes information about your child's sleeping, eating and diapering routines, as well as, your child's way of communicating, and the techniques you might use to comfort your child. This form helps our teachers to get to know your child. This form shall be kept in the child's classroom and shall be updated and signed by the parent every three months.

## **Leave of Absence**

If your child must leave KRA for a short period of time, a Leave of Absence (LOA) guarantees your child's enrollment spot. If available, a LOA can be approved for a maximum of 4 consecutive weeks. KRA only approves an LOA request if there are no children on our waiting list to be enrolled at the time of the request. If your request for LOA cannot be accommodated by KRA, you can choose to continue to be enrolled and to pay full tuition amount OR to un-enroll and to be added to our Waiting List for future enrollment (in this case, the enrollment date may not be available and KRA will notify the parent when the spot becomes available).

If a child's parent is a teacher, KRA offers an extended LOA for up to eleven weeks during the Summer only.

All requests for an LOA shall be made in writing to KRA's Director, who will make a decision on a case-by-case basis within 1 week of receiving the request. Please remember to make any LOA request at least 45 days in advance, as KRA requires a 30-day notice to un-enroll should the request be denied.

## **Vacation Policy**

KRA DOES NOT offer tuition credits/discounts for any scheduled days that a child may miss due to vacation time taken.

## **Closures and Tuition Payments While Operating During the Pandemic**

KRA will take every reasonable precaution to operate in a way that minimizes the possibility that KRA would need to close the entire Center for quarantine caused by covid-19 OR any other pandemic, and, if limited closure is practical, to limit the closure to an individual classroom if positive covid-19 cases are reported.

**KRA and all families and children enrolled shall follow the Washington Ozaukee Health Department and the WI DCF recommendations for quarantine closures.**

If KRA is closed for quarantine (individual classroom or the entire Center) for short term (14 days or less), and our teaching and support staff **are not furloughed**, weekly tuition will not be rebated, and parents are expected to pay all scheduled tuition in full notwithstanding the time of closure.

If KRA is closed for a long term quarantine (over 14 days), and our staff **is furloughed**, KRA shall offer a Save-A-Spot program at the cost of 25% of weekly tuition amount, to enable KRA to pay its fixed expenses. This will ensure your child will be re-enrolled at KRA once we are able to reopen. Families may choose to contribute more if they desire, and any amount received over 25% will be paid to our staff in the form of bonuses, which becomes very helpful considering that unemployment covers less than half of the teacher's salaries.

## **Siblings at KRA or in Other Schools While Operating During the Pandemic**

If your child's classroom at KRA is closed for quarantine and your child has a sibling in another KRA's classroom, this sibling must stay home for quarantine for the same period.

If ANY member of your household was exposed to covid-19 and was advised to be in quarantine, ALL YOUR CHILDREN enrolled at KRA must stay home for quarantine. The length of the quarantine shall be as advised by the Ozaukee Health Department.

## **Parent Involvement and Communications**

### **Parent/Teacher Communications**

Our goal is to communicate with parents on the daily basis. We have many procedures and policies in place to make sure parents are kept up to date about what is happening at the Center and about your child's progress. Please check your child's cubby daily for important information. Our teachers will prepare daily feedback sheets (Kiddy Gram) for children under 24 months old.

Lead Teachers in every classroom have iPads for communications. Teachers communicate with parents by email, phone, and text messages. As a courtesy, our teachers will often email pictures of children and their everyday activities to parents. Teachers will also keep parents informed on classroom information, upcoming events, and activities at the Center. Center licensing information (such as capacity, hours and days of operation, licensing visits, any non-compliance notices), lunch and snack menus, extracurricular activities, and calendars with upcoming events shall be posted on the board in the front foyer.

**Parent/teacher conferences** are held twice per year in October and in April. Teachers will often also call parents for brief discussions and updates. Parents are encouraged to meet and to communicate with our teachers any time they have questions, comments, and concerns; or just because!

### **Web Cameras Access**

We give parent's access to the Web Cameras in our classrooms, cafeteria, indoor and outdoor playgrounds. **KRA is quite unique with this offering -- there are some 4500 licensed childcare centers in Wisconsin and only about 5 have this feature available to parents.** The teachers and the staff do not know when parents are logged in and are watching. There is only visual, and no audio provided. Web Cam access is password protected. A new password is generated daily, and is posted by the "tuition drop off box" near the front door. All parents must agree to the Terms and Conditions for web cam access before logging into our Web Cams and must sign the **Web Cam Licensing and Usage Agreement** as part of our enrollment package. **This feature is offered to parents as courtesy at no additional cost.**

## **Parent Visitation**

KRA has an "Open Door Policy" and we strongly encourage parents to visit and to spend time with their child at our Center. Parents can get involved in a variety of ways; for example: help in the classroom, chaperon on special events and field trips, make treats or snacks for holidays and birthdays, participate in special activities and events offered by the Center. Parents may visit and observe any time without appointment unless access is prohibited or restricted by court order. We would also encourage parents and grandparents to share their special interests, hobbies, customs and traditions from their heritage, religion or ethnic backgrounds to help us support diversity and learning. We invite you to come and share food, stories and/or activities you think would be fun and appropriate for the Center. Please contact our director or a staff member if you are interested in any of the above!

## **Child Guidance and Discipline**

**It is not our job to discipline your child.** Our job is to teach your child appropriate and acceptable behavior, and to guide your child to make the right decisions while interacting with their peers. We believe that good manners and appropriate behavior starts at home and is introduced to child by parents. Our teachers shall encourage appropriate behavior and good manners.

KRA strives to provide a stimulating, happy, and enjoyable environment for all children enrolled and our staff. Children will always be offered a wide range of various age-appropriate activities to choose from and will be given the attention they need to minimize any discomfort and/or apprehension. We will always use appropriate methods to help manage crying, fussing, and disturbance. These methods include but are not limited to holding, hugging, rocking, changing, feeding, stroller rides, singing, placement in a swing, music/movement, and nap. Appropriate techniques to manage transitions, frustrations, and procedures like waiting in line or waiting for their turn include actions such as allowing children to choose another activity, sing a song, finger plays, and/or guessing and memory games.

Our teachers will guide children's behavior and actions by setting limits and boundaries. We will talk/teach children about expected behaviors and rules, and our staff will consistently model these behaviors in classrooms. Behavior management such as "Thinking Times" will be used for the purpose of helping children develop self-control, self-esteem, and respect. After all, we strive to encourage a sense of empathy and compassion in children so that they can become warm and respectful members of the community. Undesirable behavior, such as biting, hitting or pushing will be redirected to another

activity. If a child continues to exhibit unacceptable behavior despite attempts of redirection, we shall request a conference with the parents to consider how to best deal with the displayed undesired behavior, so that all children at the Center can have enjoyable and safe visits. If the undesired behavior continues despite the efforts to stop it, the next steps may include referral of the parent to community resources that may further assist the parent, and may include temporary and/or permanent un-enrollment from the Center.

**In accordance with WI State licensing policies, actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are always prohibited at our Center. Prohibited actions our Center shall never use include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory comments about the child or the child's family; physical restraint, binding or tying the child for the purpose of movement restriction, enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; or punishing a child for lapses in toilet training. These actions are not permitted at our Center, even at a parent's request. We aim to create a warm, loving and nurturing atmosphere at our Center; therefore, we will always treat your child with compassion, respect and kindness.**

### **Grievance Procedures**

If a parent and/or family member has a grievance with any aspect of the Center, they are encouraged to speak with the Director as soon as possible to resolve the matter. If further assistance is needed or the issue is not resolved, the parent/family should contact the administrator, Alex Mazur, for help and support.

### **Discharge Policy**

KRA reserves the right to discharge children from the Center at any time for any reason. The following items will likely link to a discharge:

- Parental failure to keep files and forms up to date;
- Forms completed with falsified information
- Physical or verbal abuse towards our staff or children by either the parent or child
- Lack of parental cooperation or communication with staff despite repeated attempts to address issues
- Negative child behavior at the Center that remains unresolved

- Damage of property by either the parent or child
- Inability of the Center to meet the specific needs of the child
- Repeated failure to pick up the child at schedule time
- Serious illness which poses a threat to the health or safety of our staff or other children
- Failure to pay fees on time (grounds for immediate termination discharge and/or late fees)

**A 30-day written notice submitted to the director is required to terminate the enrollment if the parent decides to unenroll a child. We would greatly appreciate as much advanced notice as possible when leaving our program and shall aim to give parents and families the same courtesy in return.**

If KRA determines it is best to unenroll a child and issues a 30-day notice of unenrollment to the parent/s, the parent/s shall be responsible for the payment for the 30-days following the notification of unenrollment. We reserve the right to terminate the enrollment immediately if the child's health or behavior poses a threat to the health and safety of our staff and/or other children at the Center. Please note that parents shall be responsible for tuition payment for the 30-days following an immediate termination.

Any parent who wishes to return to our Center following termination must go through the appeal process after contacting the director of the Center. During the appeal meeting, it will first be determined that there is space at the Center and then if the family is eligible for return assuming the issue/s has been resolved. Reinstatement at the Center will also depend on the issue/s and if it can be rectified with certain limitations or agreements to solve the issue/s. Please note: if the enrollment was terminated for non -payment, all fees including late fees and penalties must be paid prior to re-enrollment.

## **Health and Safety Policies**

### **Examination**

Children enrolled at KRA must have medical examination done by the doctor not more than six months prior to, or 30 days after the enrollment date. The medical form required by the WI DCF must be filled out, signed by the doctor, and returned to KRA. A follow-up physical examination shall be provided to KRA every 6 months after admission for children under two years of age, and every two years after admission for children two years of age and older.

## **Ill Children**

**If your child is ill, please notify the Center as soon as possible.**

If a child becomes ill, we require this child to stay at home for 24 hours after their last occurrence of vomiting, diarrhea, fever, or other illness! A child must be well and healthy enough to attend school after illness and must be able to participate in all classroom, and extracurricular activities offered by our Center indoor or outdoor. KRA tries to keep our Center as free as possible from germs to limit the spread of sickness and we appreciate your assistance and cooperation in helping us achieve this goal. We have these policies in place to ensure health, wellness, and safety of other children and our staff.

**If your child is exhibiting any of the following symptoms, or any other symptom deemed serious by our staff, we will contact the parent for the child to be picked up as soon as possible, but not longer than an hour:**

- Vomiting
- Diarrhea,
- Fever over 101 degrees
- Inflammation of the eyes (signs of pink eye)
- Sore throat
- Lice
- Rash

If any of these symptoms occur, we will isolate your child in an area of the classroom away from other children (or in the office, if staff is available), and the child shall be able to rest on their cot until picked up by parent. Please make every attempt to pick up your ill child ASAP after you are contacted for the health and safety of your child, and of the other children and staff.

## **Communicable Disease**

**We require all parents to notify the Center immediately if your child is diagnosed with any communicable disease. Once notified, that child's classroom will be completely sanitized by our staff and an appropriate notice will be placed on classroom door.**

The Ozaukee County Community Health, Nursing Service, and the WI Department of Children and Families will be notified by us when a child is suspected of having a communicable disease including, but not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, whooping cough, diphtheria or meningitis. When a diagnosis is made, the exposed children will be watched for symptoms and the parents will be notified

of the diagnosis and possible exposure in writing by displaying an appropriate notice on the classroom door or by telephone call. After a communicable disease, a child may be readmitted without a statement from a physician if the child has been absent for the period designated by the Department of Health and Social Services for that specific illness.

### **Immunizations**

**KRA requires ALL children to have proper immunizations prior to enrollment. KRA also requires parents to update the Center on immunization records every time a child gets new immunization administered.**

### **Medications for Use at the Center**

Our staff may administer medication only if the "Authorization to Medicate" form is signed by the parent or guardian. The form must be kept up to date and the parent must inform the Center of any changes immediately.

All medication to be administered to children must be in the original container (whether over the counter or prescription) with child's name, dosage, directions for administering, and expiration date clearly marked on the label. Prescription medicines must have the name and the contact info of the pharmacy on the label. No medication may be kept at our Center without a current "Authorization to Medicate" form on file for health and safety reasons. All medications will be returned to the parent after the medication form has expired.

A written record of administering medications shall be kept at the Center. This record must include the type of medication given, time, date, and name of the person administering. Such record must be written in the medical logbook immediately after administering the medication by the person who administered the medication. All medication shall always be stored out of reach of children. Those medications needing refrigeration shall be stored in the refrigerator in a container also out of the reach of children. All topical solutions such as but not limited to sun block, insect repellent, powder, gels, ointments, and lotions must also have written permission before they can be applied to a child for health and safety reasons. The brand and strength of sun block must be indicated on the permission form given to the Center. Parents must inform the Center of any known allergies their child might have. Allergies will be indicated on child's Emergency Card, and on an allergy list which is posted in every classroom, cafeteria & in the office. Our teachers will inform their colleagues of all children with allergies when transitioning from classroom to classroom.

## Hand Washing Routines and Procedures

The following hand washing routine will be used by both children and staff at our Center:

1. Run water at a warm temperature.
2. Get hands wet and apply the appropriate amount of soap.
3. Work soap into hand skin for at least 15 to 20 seconds covering the area between the fingers, under nails, and on the back of hands.
4. Rinse off soap well under running water.
5. Dry hands with a disposable paper towel.
6. Use the same towel to turn the water off.
7. Use lotion once hands are dried to prevent hands from becoming dry or cracked.

## Personal Cleanliness

1. Children's hands will be washed upon arrival to the Center, after using the toilet, before and after eating, and other times as needed.
2. Staff shall wash their hands before any handling of food, after assisting with toileting, wiping bodily fluids and other times as needed.
3. Bodily secretions such as runny noses, eye drainage, and coughed-up matter will be wiped with a disposable tissue and placed in a plastic lined container. Whoever cleans up the fluids shall wash their hands immediately after.
4. Protective disposable gloves will be worn if there is contact with fluids containing blood or tissue. In this instance, hands will be washed with soap and water and the gloves will be disposed of in a plastic bag.
5. Diapering shall be done in a designated area in the classroom on a plastic lined changing table and soiled diapers shall be disposed immediately in garbage can using foot to lift the lid.
6. **Diapers will be changed regularly and immediately as needed.**
7. The changing table shall be cleaned immediately with soap and water and bleach solution after a diaper is changed at the station. The adult changing the diaper shall wash their hands immediately. Child's hands shall also be washed following a diaper change.
8. Any bodily secretions on surfaces will be cleaned immediately and disinfected with a bleach solution. Hands shall be washed immediately after wiping off and cleaning surfaces.
9. Children can use the bathroom as needed (bathroom doors must always be propped open for safety). Children will wash their hands with soap and water after finishing

the toilet. After assisting a child in the bathroom, a staff member must wash their hands with soap and water.

10. Soiled clothing will be changed immediately and will be placed in the plastic bag and into a child's cubby. Parents must pick up all soiled clothing that same day.

### **Toilet Training**

When you feel your child is ready for toilet training, we ask that you begin this training at home. We will follow the training you start and encourage your child while in our care. For toilet training to be effective, a child must show the signs of readiness. The child in training must always be kept in pull-ups or underwear-diapers during the process. Our teachers will use the system of encouragement and rewards while toilet training. Please note: regular daily activities at the Center can distract your child from responding to an urge to use the potty, more than at home. Therefore, we will continue to use diapers until your child can and will announce that he/she must use the bathroom (not just at home but also at our Center), and until a child can control his/her bladder and bowels for a few minutes beyond the announcement. Please try not to put your child in pull ups until the bathroom training begins.

### **Sanitation of Toys and Equipment**

Kids Rule Academy always makes it a policy to begin the day spotlessly clean, and to keep the Center as clean as practicable as the day progresses! We employ full time custodial staff whose job is to keep our center spotless clean every day. Furnishings and toys will be sanitized and cleaned EVERY DAY in our Infant Classrooms and once a week in all other classrooms, cafeteria, and playgrounds. Our entire Center will be cleaned EVERY DAY after 6:00pm. This is done to prevent the spread of germs and illness. Toys that are mouthed or encounter bodily secretions will be placed in a bin that is inaccessible to children until these toys are cleaned and sanitized. All surfaces and counters used for eating will be cleaned and sanitized before and after each use. Crib sheets will be sent home to be washed every week, and cots will be wiped down with soap and water and then sprayed with a bleach and water solution and/or Lysol weekly. Cribs in Infant classrooms will be sprayed and wiped down daily with a bleach and water solution.

### **Accidents and Injury Procedures**

1. **All Our staff must be trained and certified in First Aid and Child CPR - NO EXCEPTIIONS!**
2. For minor injuries, staff will perform routine first aid treatment according to the training. Superficial wounds will be properly cleaned with soap and water only and

then covered with bandages. Ice packs will be applied to minor injuries and bruises when and if required. Our Center will provide basic first aid items such as bandages, tape, soap and ice packs. Parents will be informed when they pick up their child of any minor injury. Parents will be informed immediately in case of a more serious injury.

3. In case of a more severe injury where emergency medical care is needed, 911 will be called and the child will be taken to St. Mary's Hospital Ozaukee or to other medical center advised by paramedics. Parents will be contacted immediately by a staff member.
4. If a more severe injury occurs off-site (for example: while on the field trip), the child will be taken to the nearest emergency medical center and parents will be contacted immediately.
5. Reports of accidents and/or injuries will be sent home for parents in addition to a telephone call and record will kept in the child's permanent file, as well as written in the medical log in classroom.

### **Parent Notifications**

Parents will be notified:

1. A written note will be posted outside the classroom if a child in this classroom was diagnosed with any communicable disease.
2. Parents will be notified immediately by phone call an/or email in case of accident or injury involving their child.
3. Face to face verbal notification will be given to parents by our staff member at pick up if the child suffered a minor injury.
4. Parents will be notified immediately by the Director if their child has suffered suspected/alleged child abuse by any staff member or another child. Local authorities and the proper agencies will also be contacted in this case.
5. If a child is missing parents will be notified by immediate phone call and/or any other means of communication. Police will also be called immediately in this case.

### **Medical Log**

Records of all medical injuries and accidents shall be kept in the Medical Logbook in every classroom. Medical Logbook shall be reviewed and signed by the Director at a minimum, every 6 months to determine that all possible preventive measures were taken to ensure the health and safety of children at our Center. There shall be documentation in the Logbook that reviews have taken place. All injuries and first aid administered shall be documented in the Center's medical log. Any change in a child's behavior will be documented in the Medical Logbook. Our staff will visually inspect every child at the drop

off and at the first diaper change. Any injuries discovered at that time such as but not limited to: bruises, scratches, rash, bite marks will be photographed and noted in the classroom Medical Logbook. All medications administered to a child while under our care shall also be documented in the Medical Logbook so that there is a consistent record and schedule of medication administered.

### **Special Health Dietary Needs and Allergies**

Special Health, Dietary needs/limitations, and Allergy List will be posted in every classroom, cafeteria, and office. This information will be stored in child's file. The staff must review this list at our monthly meeting and every time a new child is attending the classroom. This information must also be posted on child's Emergency Card and must be highlighted. Children with severe allergies shall be offered (by the Center) their own small table located apart from other children during lunch and snack. We welcome and respect children with special dietary needs due to health challenges or religion.

Therefore, Parents have the choice of providing their child with food from home OR have the Center provided food. We serve 100% natural USDA Organic lunch, fresh fruit and veggies, water, juice, and milk. Additional information for special needs children will be stored in the child's folder in the office and shared with all staff, including specific health care requirements such as physical, emotional, social, or cognitive disabilities, including IEP if available.

### **Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS children under the age of 12 months will be put on their backs while in cribs and must have a tight-fitting mattress to sleep on. All Infants will be closely monitored by our staff while asleep. Infants that are not yet mobile will spend time on their stomach (tommy time) while awake for exercise and movement development.

Mattress coverings (crib sheets) are provided by parents and must be tightly fitted. We DO NOT ALLOW BLANKETS inside Infant's cribs - NO EXCEPTIONS. We DO NOT ALLOW Infants to be covered with blankets at any time under our care- NO EXCEPTIONS. Any soft or bulky materials including but not limited to: sheepskins, thick blankets, pillows, stuffed animals, and bumper pads are not allowed inside the cribs. All infants will be placed on their backs to sleep unless another position is specified in writing by the child's physician due to medical reasons. In this case the parent must train/show our teachers the appropriate way to place the child into this specific position. A child will be allowed to assume the most comfortable sleeping position when he/she is able to roll over independently. Children who fall asleep somewhere other than their crib will be placed in their crib to continue sleeping. The temperature in the infant classroom will be

controlled and keep at a warm and comfortable levels, so that blankets are not necessary to sleep.

If an Infant is found to be unresponsive caregivers will immediately do the following:

1. Start infant CPR.
2. Dial 911.
3. Calm the other children and remove them from the area.
4. Call the child's parents and then the other children's parents.
5. Call the licensing agency.
6. Leave the room as is, do not clean things up.
7. Contact the local SIDS organization for support materials.

## **Evacuation Procedures**

KRA's building is equipped with hard wired fire alarm system, which is monitored by a security company and, if triggered, fire department is notified immediately. In addition, every classroom, hallway, and the lower area are equipped with battery powered fire and smoke alarm and carbon monoxide alarm.

### **Fire Evacuation procedure:**

1. Emergency evacuation drills will be performed every month.
2. In case of fire emergency: Director or any staff member will call 911 and pull the fire alarm.
3. Staff will assemble all children in their classrooms into a single file line and count children as they line up. In the infant rooms, the children will be placed into two Evacuation Cribs with large wheels, four infants per crib, and staff will push the cribs out of the building. The staff will bring the attendance sheet to ensure all children are accounted for, and the emergency cards with the children's emergency contact information.
4. Staff will take children towards the nearest exits from the building, and the fire exit route will be clearly displayed in every classroom.
5. Staff will call attendance and perform a head count as soon as all children are gathered outside.
6. Staff will make sure all children are out of the classrooms and bathrooms.
7. All classroom doors will be closed after children leave the classroom.

### **Tornado Evacuation procedure:**

1. Staff will assemble children in single file line and perform a head count as children line up. In the infant room, the children will be placed into two Evacuation Cribs, four infants per crib, with large wheels and the staff will push the cribs out of the classrooms. The staff will also have the sign in/out binders with the emergency cards.
2. Staff and children in the classrooms will gather to line up at the door and then proceed to the hallway outside their classroom. All children will then crouch down against the wall on their knees covering their heads. Infant cribs will be rolled into the hallway directly outside of the Infant Room. They will remain there until all clear is announced. Teachers will perform a head count each time they transition to make sure all children are accounted for.
3. Staff will make sure all children are out of the classrooms and bathrooms, and if time permits shall close windows and doors.
4. This procedure will be practiced once a month to ensure the staff and children are familiar with the procedure.
5. Emergency kits containing the following items will be in the office and accessible to staff in case of an emergency:
  - a. Flashlight and extra batteries
  - b. Radio and extra batteries
  - c. First Aid Kit
  - d. Puzzles, crayons, and various activities

### **Flash Flood**

Children shall stay in classrooms under staff supervision in the event of a flash flood. Infants and toddlers shall be in their classrooms under staff supervision and the emergency kits will be brought to the classrooms.

### **Other Emergency Procedures**

The temperature inside the classrooms will not be less than 67 degrees F. The staff will insure the comfortable temperature inside their classrooms. In the event of building service loss such as loss of water, electricity, heat, etc. classes will be cancelled until these challenges are fixed. If it happens during a school session, parents will be notified as soon as possible, and children will be kept safe in heated or cooled location in the building until they are picked up by parents.

### **Emergency Contact Person**

When only one adult is present at the Center there will be an emergency contact person available located within 5 minutes of the Center. The list of emergency contacts will be posted in the office and inside each classroom.

### **Confidentiality of Records**

Staff who have access to children's records are not permitted to discuss or to disclose personal information about the children and their families to any third parties, unless a written permission to disclose information is signed/authorized by parents. Authorized government agencies, including, but not limited to, the WI DCF shall have access to children's files and staff files. Upon request, a parent shall have access to all records and reports maintained inside their child's file.

### **Child Abuse and Neglect Policy**

If an employee or volunteer of KRA has knowledge or reasonable suspicion that a child may have been abused or neglected, they shall contact the Director immediately. All KRA's staff and volunteers are mandatory reporters. Therefore, all cases of suspected abuse and/or neglect must be reported to the Director. Upon such report the Director will contact the Ozaukee County Department of Social Services, Human Services, and/or a local law enforcement agency to intervene in the situation. KRA's staff and volunteers shall be trained every two years about child abuse and neglect state laws so they are able to recognize children who may have been abused or neglected, and so they become familiar with the process for reporting suspect and abuse cases. This training shall be documented in the relevant staff file and shall be kept up to date.

### **Program Guidelines**

Our mission is to provide positive and nurturing learning environment in which children can develop respect for themselves and for others along with a lasting love for learning. Our goal is to educate children. Activities we offer are guided by the children and ultimately emphasize processes, rather than the product, which helps to foster a sense of accomplishment and pride. At KRA children will be engaged in hands-on activities and guided discovery in a warm and nurturing atmosphere where every child can succeed and flourish.

Our curriculum focuses of the following core areas:

1. Development of self-esteem and a positive self-image

2. Fostering of self-expression and effective communication
3. Intellectual growth and consistent mental stimulation
4. Large and small muscle development at all ages and levels
5. Opportunities for positive social interactions with peers, staff, families, and the community
6. Exposure to art, music, movement and creative expression throughout learning and development
7. Teaching values to create the foundation for positive, age-appropriate experience which children can learn and build on

To enhance our curriculum, we will utilize the following:

1. Large and small group activities with peers, staff, and others
2. Freedom of choices and learning through various play opportunities
3. Daily outdoor activities that include interactions with the natural world and learning about nature
4. Daily opportunities for exploration in our outdoor nature area for recreation and learning
5. Stimulating, fun activities that are developmentally appropriate for each age group (infants, toddlers, twos, threes, and fours/fives)
6. Quiet time, and nap time when appropriate
7. Culturally diverse materials and activities

### **Curriculum, operation strategy, and educational and development model:**

#### **KRA is an Education Center and is not a babysitting service!**

The operating strategy and the educational development model of our Center is to split every age into two classrooms for the best results.

For example: we offer Infant I classroom placement for children from 6 weeks old to about 8 months old. Then infants will be transitioned into our Infant II classroom when they become mobile (certain personal development criteria must be met before the transition). Another good example of our model is when we split the early and the older 2-year-old children into TWO separate classrooms. The difference in development between the early and the older 2-year-old children is like night and day. So, combining the 2-year-old children into one classroom creates a chaos and a baby-sitting service rather than an educational environment. Complete information about our curriculum can be found on our website. Our education curriculum learning (classroom time) runs between 9am and Noon. In addition to our educational curriculum, we offer the following Extra Curricular activities every day:

- Music and singing
- Gym
- Kids' yoga
- Arts and crafts Class
- "Dancing kids" Class

Extracurricular activities schedule is posted annually.

### **Infant and Toddler Program**

KRA offers infant/toddler program for children from 6 months to 24-month-old. Our Infant/Toddler teachers and caregivers are committed to forming a strong bond with the children while taking care of their daily needs. Teachers will keep the daily activity report which will be presented to parents at pick up. This report will contain the information about child's diapering, feeding, sleeping and other daily activities. Frequent communication between parents and teachers is encouraged to make a smooth transition into our program and to ensure we are taking the best care possible of every child. Infant classrooms do not have the set daily schedule and are operating on child's demand. Toddler classrooms will follow the daily schedule posted.

Our teachers will be working from a curriculum designed to nurture and guide the child's development in all areas during this fast-growing age! Significant growth occurs during the infant/toddler stages when children gain head and trunk control, roll over, sit upright, crawl, creep, stand, and ultimately take their first steps. We work daily with your child to help him or her move along the developmental timeline to achieve each one of these important skills. Our staff use structured play and provide opportunities for movement in open play areas, both indoors and outdoors, to allow your child to develop and improve large and small muscle group skills. We also engage in activities that will permit your child to develop fine motor skills. Language development is another crucial developmental milestone for children during this stage of life. Our staff will encourage language development skills by responding to verbal and nonverbal communications consistently and by regularly engaging children in verbal exchanges/conversations. Sign language will be taught and used regularly with each child to help them express their needs and wants to adults. Teachers and caregivers will interact with and talk to each child throughout the day to help the child hear and mimic sounds, noises, and words. Books and songs will be used regularly to further stimulate language development and skills. Cognitive development will be encouraged and nurtured through regular interactions with staff, the frequent use of toys that generate curiosity, fun games, outdoor walks, opportunities to interact with peers and adults, and regular exploration of the classroom and the outdoors.

Our teachers working with the toddlers and mobile infants will ensure a safe environment that allows this very active age group to explore, learn, create and interact with toys, games and other children in a safe and secure fashion. Daily activities will be selected based on the individual interests and developmental levels of each child to maximize each child's opportunity for intellectual and physical development. Children will have daily opportunities to participate in group and individual activities that trigger the use of physical movement, art skills, and sensory stimulation. All the activities available to your child in the infant and toddler room are designed to foster growth in physical, cognitive, and language development.

## **2 and 3 Year Old Preschool**

**Starting with our early 2-year-old classroom KRA operates like an elementary school.** Children are transitioned through the Center for all activities and daily routines, including lunch, snack, extracurricular activities, etc. Children are taught that they learn in the classroom, they eat in the Cafeteria, and they play on the playground (this skill with many others will assist your child in making an easy transition to elementary school). Children are taught discipline and respect as well as the difference between the right and wrong choices. The entire day is completely structured, and children follow a regular daily schedule that they learn to anticipate and enjoy. Our 2- and 3-year-old curriculum is the combination of the Reggio Emilio Approach which was developed in Italy by Loris Malaguzzi and that of Dr. Maria Montessori. We took the best from the two approaches and created an outstanding combo-curriculum. Our curriculum primarily focuses on the preschool and primary ages of a child's development. Our Combo philosophy stresses that children are naturally curious and creative, and that education should tap into this readiness to explore the world with a sense of wonder and awe. Children thrive in environments with teachers and caregivers that foster a passion for learning and exploration which starts right away at infancy. Our Combo philosophy sees the child as competent, active participants in their own learning, and this is one of the core ideas that our Center revolves around. Our Combo approach is founded on principles and apply curriculums which believe that children act as collaborators and communicators, and that their teachers act as partners, nurturers, guides, and collaborators in research within everyday life and activities. The exploration of ideas through natural processes, nature and the living environment is central to this philosophy and teaching approach. The environment is particularly important in this philosophy; it is referred to as the "third teacher" and plays an integral role in the learning processes and curriculums utilized.

Our Theme-Based curriculum for teaching children is based on the natural interests of children and heavily relies on interactions with the surrounding communities (children, families, and teachers). Children are granted various opportunities to observe, explore,

and to discover the worlds around them. Our teachers often use meaningful questions, natural materials, and purposeful conversations during children's discoveries to help nurture learning and engagement about nature, the environment, and their experiences. Parental involvement is a crucial component in our philosophy, as they are an active part of their child's learning experiences. Furthermore, parents share in the welfare of their child's learning and are crucial in helping to shape children's development. When we undertake long-term projects here at the Center, both the child and the teacher are researchers and we strongly encourage the involvement of the parents; thus all can share in the learning process. We believe that helping collaborate with children in their discoveries is an important part of how children learn to work both individually and within groups. Learning to work in these different environments helps to foster each child's intellectual development and various social skills.

Our Theme-Based curriculum meets the individual needs of each child and helps all the children lay the foundation for the values and beliefs that they will carry with them as they grow. The curriculum that we embrace here at the Center is an amazing approach to making learning which makes education more visible and interactive for children. Work and projects that are completed by children will be regularly and proudly displayed throughout the classrooms and the Center.

We also encourage children with in-depth studies of various materials, processes and ideas and offer them opportunities to discovery through exploration with a variety of visual, artistic, dramatic, musical tools, and natural materials. Every day at the Center we offer children daily group time and outdoor activities. In these various activities children will be developing their physical, cognitive, language skills, social skills, and learning about the self.

#### **4-K**

**Our main goal for the 4-K students is to prepare them for a smooth and easy transition to an elementary school. Our 4-K curriculum is far more advanced than the curriculum offered by the public schools (please see the full curriculum on our website).** Our 4-K curriculum uses the same combination of Reggio and Montessori approach. We continue to provide the best of our thematic approach and hands-on learning. We will guide the 4-K students and concentrate on helping them build their school readiness skills. Our curriculum is built to assist students in building their early math, reading, self-help, social, and language skills. This is done mainly through motivating, engaging activities that take place throughout the day. Students will still have opportunities to choose which activities to participate in during the day, and will daily participate in games and play time indoors and outdoors. We offer morning and afternoon group times, outdoor activities, and art time to help provide students with a variety of

daily activities and opportunities for mental and physical exercise. 4-K students will continue to build their social skills in cooperation with others, sharing, and self-control. They will also learn about diversity, differences and how to develop an appreciation for all of those within their own, and other, communities.

### **Transition among classrooms**

Because we split every age into two separate classrooms, KRA transitions (advances) children two times per year, on average every 6-8 months. We transition children based on each child's personal development and readiness for the next level/classroom, and space availability in the new classroom/level. Our teachers assess every child before a transition is made to assure that the child is ready for the next level. After assessment, the teacher will recommend the transition to the Director. After a review of the teacher assessment, the Director will recommend the transition to the parents and will set up the approximate date of the transition. After the transition date is set, the teacher will introduce the child to his/her next classroom teachers and classmates. The teachers also assist with every transition to make sure the child feels comfortable in his/her new classroom. The transition may take a few days.

### **Routines and Our Process**

#### **Arrival/Departure**

During arrival and departure, children shall be signed in and out by parent or by a staff member. The time of arrival and departure must be indicated on the attendance sheet. At pick up, children shall be released to only the parents OR the other people authorized by parents on the Emergency Card. If occasionally parents wish to authorize someone not listed on the Emergency Card to pick up their child, parent must contact the Center's Director and provide this person's full name. This person must provide valid ID before picking up a child. **For your child's safety, KRA will never release a child to any person who is not authorized to pick up that child as provided in this paragraph - EVER!**

#### **School Age Transportation**

If your child will be coming to the Center from school, or going to school from the Center, you are responsible for providing transportation to and from your child's school. If your child attends school in MTSD, that transportation is available to you at no cost. Please contact your school administrator or the Director for more information.

### **Typical Classroom Schedule:**

7:00 - 9:00	Early birds/Good Morning/Free Play/Bathroom Breaks
9:00 - 9:30	Education Sessions Start/Circle Time/Center Choices
9:30 - 10:00	Extracurricular Activities/Classroom Education
10:00 - 10:30	Snack/Bathroom Break/Education Sessions continue
10:30 - 11:00	Art/Science/Math/Reading/World Around Us
11:00 - 11:30	Outdoor Play/Indoor Gym Time
11:30 - 12:00	Stories/Flannel Board/Singing/Games
12:00 - 1:00	Lunch/Bathroom Break
1:00 - 3:00	Nap/Rest Time/Education Sessions Continue for 4-K Students
3:00 - 3:30	Snack/Bathroom Break
3:30 - 6:00	Departure/Free Choice/Outside Play/Indoor Playground

### **Rest Periods**

According to our daily schedule children will be given the opportunity to nap or rest between 1:00 and 3:00pm. Children will be offered to rest or quietly look at books while trying to fall asleep. If a child is not asleep after 30 minutes, the child will be allowed to get up and to participate in quiet activities. 4-K Students will rest for 30 minutes. Those who fall asleep will be allowed to continue to nap. Those who do not will continue with their scheduled afternoon learning activities. Every child should have his/her own blanket and crib sheet. KRA will provide each child with a cot to rest on. The bedding will be stored on child's cot during the week and shall be picked up by parent on or about every Friday for washing and sanitizing.

### **Outdoor Activities**

Our curriculum encourages daily outdoor activities and regular interaction with nature. Good weather in Wisconsin is hard to come by. With this in mind, and on the good weather days, our goal is to have children outside as much as possible. If a child does not have proper clothing according to weather conditions, he/she will not go outside, and parents will be notified of what clothing is missing. If weather permits, we will offer educational, extracurricular activities, and snack outdoors.

KRA's outdoor area consists of a playground, nature trails, and open areas. We utilize these varied spaces for free play, group play, and a variety of structured and exploratory, nature-based activities.

Children ages 2-5 years of age, will go outside for play time when the wind chill is above 25 degrees F and less than 90 degrees F. Children under 2, will go outside if the wind chill is above 30 degrees F and less than 90 degrees F. **NOTE: these temperature parameters are recommended by the WI DCF, however, not every temperature and weather conditions above 25- and 30-degrees (F) is appropriate for small children. We use common sense and a "mother's instinct" when making the determination on whether outdoor play is appropriate.**

And again, a child can only join us outdoors if he or she has the proper attire to do so, therefore please be sure that you dress your child for the anticipated weather throughout the day. As appropriate, make sure your child has snow pants, boots, hats, mittens and a warm jacket during the winter, a light jacket or sweater during the spring and fall, and rain boots and coat when rain or drizzle is expected. Children should wear a hat and sunscreen during the summer, and pack a swimsuit as swimming/water activities are enjoyed on the warm days of summer. Please also be sure to label all items of clothing that are brought to the Center. **NOTE: indoor and outdoor shoes are required at KRA during every season.**

### **Field Trips**

Field trips to locations outside the Center will be offered to children 3 years old and up (some field trips may be offered to older 2-year-old children). KRA will provide a permission slip with the destination, cost (if any), departure and arrival times. Parents must sign and return the permission slip before their child will be allowed to participate. KRA may charge parents fees for field trips to cover expenses including bus transportation, tickets, souvenirs, and the like. We encourage parents to volunteer and to assist our teachers during field trips.

### **Indoor Apparel**

Because creativity, play and free choices are so central to our curriculum, your child will have daily opportunities to participate in fun art activities and other 'messy' projects. With that in mind, dress your children in comfortable clothing that will not be ruined by a little dirt or paint. As an alternative, you may provide your child with an over-sized shirt or smock for them to wear - but be forewarned that you child may forget to put on their smock/shirt before getting messy!

Particularly for those children going through toilet training and those newly trained (without much warning between having to go to the bathroom and going), please remember

to dress your child in clothing that they can quickly get out of - elastic waist bands on pants, or skirts and the like.

## **Nutrition**

KRA is the only center in the Mequon area, and is among a few in Wisconsin to offer ORGANIC 100% USDA Certified hot lunch. Unfortunately, there is no one catering company in Wisconsin who offers Organic USDA certified meals for kids (everything offered is made with food out of metal can or plastic container. We found a company who makes USDA certified Organic meals in Illinois, so our Organic lunch is delivered warm from Illinois every day. In addition to our Organic lunch, we offer fresh fruit and vegetables daily (fresh and not out of plastic container). KRA also offer two snacks daily. Fresh fruits are served with our morning snack and fresh vegetables are served with the afternoon snack. Our Organic lunch and snack menus are posted quarterly. If a parent decides that all, or a particular day's, food offerings are not appropriate for their child, Parents can choose to provide a bag lunch or snack. Please label all bag lunches and snacks and let a staff member know if the item needs refrigeration.

## **Infant Nutrition**

Infants will either be fed "on demand" or according to a schedule provided to KRA by the parents. Parents must provide enough formula and/or breast milk (or milk substitute at the written direction of the child's physician). All bottles must be labeled, dated, and refrigerated if necessary. Breast milk must be appropriately bagged and labeled with the time and date collected. Breast milk or formula that has been prepared and used will be discarded after two hours. Any leftover milk or formula will be discarded after each feeding, and bottles shall be rinsed and placed in the child's cubby to be taken home for cleaning and sanitizing. For infants who have begun to eat solid food, Parents shall provide all food for infants for as long as needed. Commercial baby food containers which were opened shall be covered, dated, labeled, and refrigerated, and shall be taken home or discarded by the parent at the end of each day. No baby food or milk can be left in our refrigerators overnight. Any food left in our refrigerators overnight shall be discarded. Teachers shall not feed infants directly from commercial baby food containers; before serving food shall be put into clean bowls provided by parents. Infants too young to sit in a highchair shall be held by staff while been fed and their bottles shall not be propped up. Infants who can sit in a highchair shall be encouraged to eat with hands or spoons while supervised.

**Diapers, wipes, creams, sunblock, etc. must be provided by parents as long as child needs it.**

## **School Supplies**

A check list of supplies needed for age group will be provided to parents at the time of enrollment. The supply lists are also available on KRA's website. Everything must be labeled with the child's name! NOTE: children must have indoor and outdoor shoe during all seasons.

## **Photography**

KRA teachers may photograph and video tape children. **As a courtesy, our teachers will share photos and videos of your children with you daily.** We photograph and video tape your children to share with you the most precious moments of your child's day (Example: first words or first steps taken at KRA truly belong to parents, so we will share all those moments with you). Please refer to our Registration Agreement for permission to use your child's photos and videos for on social networks and flyers for KRA's promotional purposes. If you choose not to grant KRA such permission, your child shall not be photographed nor videotaped at all while inside KRA. All photo and video materials taken by KRA shall be property of KRA.

## **Pets**

For the safety of all children and staff, No pets are allowed inside KRA at any time.

## **Religion**

KRA is not affiliated with any religion or religious institution. During holiday seasons we may discuss and talk about the meaning, traditions, and customs of various major holidays in many religions with children. Values are part of our curriculum; values such as kindness, doing for others, patience, telling the truth, etc. will be taught in the classrooms so that each child obtains a basic understanding of each concept. While approaching and learning about various religious traditions, it is our hope that each child develops a strong appreciation for diversity and the cultures of others. If for any reason you do not want your child to participate in any of the holiday story times or activities, please notify your child's teachers.

## **Holidays Closures**

For your convenience, our annual Closure Calendar is posted on our website.

**KRA will be closed during the following holidays:**

- New Year's Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

KRA will be closed the last Thursday and Friday of every August for major cleaning, sanitizing, staff orientation, and re-decoration and preparation for the new school year.

### **State Licensing Information**

KRA is a state licensed childcare Center. A book containing the above policies and all state regulations, including licensing visits and any non-compliance notices, is available for your review in the office. Please contact the Director with any questions you may have regarding this material or any licensing matters.

### **Questions and Concerns?**

Kid's Rule Academy welcomes any question or concern you may have. No question is small or insignificant. We recognize that we are being entrusted with the safety and well-being of a most precious commodity - your children! That is a responsibility that we take very seriously. Anything that our Director or Staff can do to put your mind at ease or explain our processes and procedures will be done.

Our website is: [www.kidsruleacademy.com](http://www.kidsruleacademy.com)

Our Director can be reached at 262-242-5500 (phone) OR [rixanne@kidsruleacademy.com](mailto:rixanne@kidsruleacademy.com) (email)

## **Temporary Operating and Health Policy Adjustments due to the worldwide pandemic caused by COVID-19**

This policy is attached to the Parent's Manual and is part of our Enrollment package and it shall be signed by parents.

Parents shall not come inside the classrooms at drop off and pick up BUT may walk into our Education Wing hallway.

Parents are required to maintain social distancing of at least 6 feet while inside KRA wherever possible.

Parents are encouraged to spend as little time inside the Center as possible.

Parents are encouraged to use our main door for entrance and to use the door by our office to exit the school.

Parents are encouraged to use hand sanitizer while inside KRA.

Parents and all KRA staff shall wear face mask while inside the Center - no exceptions.

Sippy cups & water bottles shall be taken home daily for washing & sanitizing.

All food and milk leftovers shall be taken home at the end of each day (We will not allow anything to stay in our refrigerators overnight due to possible power outages).

Toddlers, 2 year old, 3 year old, and 4-K classmates will not be mixed, will not share classrooms, and will not cross at any time. These classrooms will teacher be administered only by the teachers assigned to these classrooms. Please note: If one is unable to be in the classroom the other teacher assigned to this classroom will attempt to administer this classroom along. If such administration is impossible due to factors like student/teacher ratio, Director will be assigned to this classroom as substitute teacher.

Each Infant classroom and Toddler classroom will be administered by two teachers assigned to each classroom and one substitute teacher for three classrooms.

Children will continue to transition to another classroom based on age and personal development.

Cafeteria use: Only ONE classroom can be in the cafeteria at any time. Every classroom will have its own lunch schedule (30 min per class). 4-K students will eat lunch in their classroom. Snacks will be served in classrooms.

Playgrounds (Indoor and Outdoor) will NOT be shared and only ONE classroom will be allowed on playground at any time.

Children's' hands will be washed and/or sanitized by teacher immediately at drop off, and washed and sanitized very frequently throughout the day, at the minimum every hour (note: our existing hand washing guidelines and sanitizing shall also apply).

Our staff will take children's temperature at drop off in presence of the parent, and at a minimum 3 times per day using non-contact infrared digital thermometers.

All staff members will take their own temperature at the time the staff member comes to work, and at a minimum 3 times per day.

Parents shall not bring children into the Center, and staff shall not come to work for 14 days if:

- They traveled outside the USA within the last 14 days
- Anyone in the family has been in contact with a person who has tested positive for COVID-19
- Anyone in the household where the child resides full or part time is on self-quarantine for COVID-19
- Anyone in the household where the child resides full or part time shows ANY COVID-19 OR Flu like symptoms

If a child is expected to have temperature higher than normal, due to known causes such as, but not limited to: recent vaccination, a note from doctor's office shall be presented to the Center director prior to attending.

A child will be isolated immediately and then sent home if the following symptoms occur: temperature over 100.4 degrees, dry cough, difficulty breathing or shortness of breath, loss of smell or taste, fever or chills, fatigue, muscle or body aches, sore throat, nausea or vomiting, diarrhea, congestion or runny nose (NOTE: these symptoms were taken directly from the CDC website as COVID-19 reported symptoms, dated 5/13/2020).

A child must be temperature and/or other clinical symptoms free for 24 hours before returning to KRA.

If a child was sent home OR if a child stays home due to any flu like symptoms, before returning to KRA this child must have a note from the doctor stating that this child may return to pre-school on the date specified, and this child does not have COVID-19 - NO exception.

KRA shall treat ANY flu like OR COVID-19 like symptoms as EMERGENCY and a child showing such symptoms will be isolated immediately and will stay under our staff member's supervision until picked up by a parent in one hour or less. Note: runny nose by itself will not be considered a flu like or COVID-19 like symptom. We are going to use our best judgment to determine and to identify the symptoms, but for the safety of all children and staff, please understand that we will err on the cautious side.

All KRA staff members will be trained on how to identify the flu like symptoms and COVID-19 symptoms, as well as how to properly isolate a child showing such symptoms every month at our staff meetings.

KRA Isolation procedure for a child showing the symptoms described above:

- A child shall be isolated immediately in one of the empty (NOT USED BY KRA) classrooms, specifically designated for, and located in our Education Wing, and stay under our staff supervision until picked up by a parent.
- Such classroom shall be equipped to accommodate for children of all ages including infants.
- A staff member supervising a child in isolation shall be dressed in a protective gear and shall keep the same a safe social distance from the child where possible.
- Parents shall be notified immediately by phone and email and shall be available to pick up a child within one hour or less.
- A parent shall communicate to Center's Director about their child's health and wellness daily after being picked up from our health emergency isolation classroom.

All soft toys (those that cannot be washed) shall be removed from all the classrooms and playgrounds.

#### **Cleaning and Sanitizing during the Pandemic:**

KRA will take an unprecedented action to our cleaning and sanitizing process. The following action will be taken but not limited to:

- All common areas will be sanitized every hour during the day (KRA employs a full time DAYTIME Custodial worker for this)
- The entire school will be professionally cleaned every day after 6pm (KRA employs a full time EVENING Custodial for this)
- Teachers will sanitize classrooms, clean furniture, and wash toys every day
- **Our Germicidal UV Sanitizing System will be on every night between 12am-5am**

All KRA's existing health policies will continue to apply.

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