

Kids Rule Academy

2909 W. Mequon Rd.

Mequon, Wisconsin

Group Childcare Center Policies 2013 – Updated 03/15/2015

1. Admission: 251.06(2) (1)1.

a. The Kids Rule Academy will be licensed for a capacity of about 100 children between the ages of 6 months to 12 years old. The Kids Rule Academy will be open from 7:00a.m. till 6:00p.m., Monday through Friday, 12 months a year.

The Child care center will not have any limitations for enrollment.

The childcare center will be closed for all federal holidays. For emergency procedure, parents will be notified by phone and email. We will close for emergency such as snow storms by going by the M-T school district closings. You can catch school closings by watching Channel 12 & Channel 6 or on the radio.

b. All children must have a completed registration form and all forms required by licensing and The Kids Rule Academy prior to the start of their enrollment.

c. Licensing rules will be kept on the shelves outside the office for parent viewing .Parent notices, licensing certificate, licensing stipulations, conditions, exemptions and exceptions shall be posted on the family information board in the hallway of the school so it is always accessible to parents.

d. The Kids Rule Academy policies book will be kept on the shelf outside the school office. Parent information and notices will be posted on the Parent information board in the hallway of the school where it is always accessible to parents.

e. All children who are absent and have not notified the school by a parent or guardian shall be called by a representative of the school.

f. Part time attendance is considered a maximum of 5.5 hours between 7:00 a.m. to 12:30p.m.and fulltime is considered a maximum of 10 hours between the hours of 7:00a.m. and 6:00p.m.

g. Confidentiality shall remain between administrator, teachers and parents Persons having access to children's records shall not disclose or discuss any information or facts about the children or relatives. The only ones that will have access to the children's records will be the parents or person that has written authorization, agency with authorization, license representative, the director and teacher. Anyone who breaks confidentiality shall be warned and written up.

h. It is the responsibility of administrators, teachers and/or volunteers that if there is any suspicion or witness any type of child abuse or neglect, the administrator and or director will report it immediately to the Department of Children and Family Services. Protocol will be that it shall first be reported to the

administrator and or director before reporting it. All staff shall receive training every 2 years in child abuse laws, how to detect the signs of child abuse and neglect and the procedures to report it.

i. The administrative structure for The Kids Rule Academy shall be the owner, Alex Mazur and then the administrator/director. Staff shall first talk with the director and then the owner if satisfaction is not received. If it is an emergency and the administrator/director and the owner is not available, our emergency contact person who is within 5 minutes away will be contacted.

j. As of the first day of school, parents will need to provide all the proper enrollment information. The child's emergency card, enrollment form, health history form with information including child's name, address, birthdate, date of enrollment, parent's name and phone number. Emergency contacts, physician's numbers, allergies, authorized to pick-up from school and authorization for medical treatment. You will have 30 days to provide the medical form along with a record of their immunizations. The form needs to be signed on the back by the doctor and dated with the child's last physical. Infant/Toddler's will also have a completed intake form. All forms with the exception of the medical form need to be in by the first day of attendance.

k. Parents may inquire about enrollment over the phone or visit our website. Information will be sent to you by mail, email or phone conversation plus a visit to the facility for a tour. Enrollment is completed by filling out the enrollment form along with the registration deposit of \$100 which is non-refundable.

l. A list of 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.

m. The Kids Rule Academy has an "Open Door Policy". This allows parents to have access to come in at any time to observe, read to children, and help with events or projects. The only time anyone is not welcomed is if they are prohibited or restricted by a court order. The center will give parents an opportunity to share information about their children through planned conferences at least twice a year or by appointment whenever necessary. We will also provide with a password to view the classrooms at any time through the web camera provided in each classroom which can be accessed through our website.

n. Pets will not be allowed at the school besides any small pets that are contained in a small cage, such as fish, hermit crabs or hamster etc. It will be up to individual classrooms to make the decision to have a small pet and they will be allowed two at the most. Children will be supervised by the teacher when interacting with the pet.

o. Parents will be notified by email or letter if anyone in the school obtains any pets in the center.

p. Each child shall have a current file that will include all the necessary enrollment forms prior to the start of their enrollment. These forms will include: the enrollment form, health history, medical, immunizations and a copy of the emergency card and an intake form if they are under the age of two. These records will be accessible to a license representative upon request. All records will be kept in a safe and secured file cabinet located in the office.

q. The medical log book will keep a record of all children's injuries and medications that are administered. The log book will be reviewed every six months by the administrator and staff to make sure preventative measures has taken place. Documentation will be entered in the book of the review. The medical log will be kept in the office where staff will have access.

r. The Kids Rule Academy's philosophy is that we will provide the opportunity for all children to learn and grow by providing developmentally appropriate experiences in a, safe and nurturing environment. We recognize that all children are unique individuals, have different abilities, interests, needs and learning styles. We are a play-based center that believes children will grow socially, emotionally, cognitively and physically through exploring and discovering the world around them. Their curiosity and creativity during their investigating, observing and interacting with others will help develop problem solving, language and their self-image. We are aware that parents are a significant part of their child's education .Children learn best when the parents are involved. The main connection for home and school is the involvement of family and community.

s. The Kids Rule Academy prohibits discrimination against its families, prospective family's employees or applicants for employment. On the basis of race, color, national origin, age sex, disability, gender identity religion, political beliefs, marital status, family or parent status, sexual orientation or all or part of an individual's income is derived from any public assistance program. We are an equal opportunity program that promotes equal treatment for all.

t. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities.

2. Discharge of Enrolled Children: 251.04(2) (h) 3.

a. A child's progress will be communicated to the parents through conferences that will be scheduled twice a school year. Once in the fall and the other in the spring. Communication between the parent and the teacher will be ongoing or whenever it I necessary. Teachers will also communicate with the parents at drop off and pick-up times. It is also required of all teachers to acknowledge incoming parents and children.

b. Rules and policies will be available to parents at any time. Each family will receive a parent manual when they enroll in the program. The policy book will be kept on the shelf outside the office for all parents to access.

c. The Kids Rule Academy reserves the right to terminate enrollment immediately with out notice for the following reasons: failure to pay tuition, failure to keep fee's current with fees owed, failure to complete and/or submit required forms, lack of parental cooperation, failure for child to adjust to program or the center's environment after a reasonable amount of time, physical or verbal abuse of any person or damage to the property, if the center feels it is unable to meet the child's needs, if parents fail to follow policies of the center outlined in the parent manual, serious illness of child or false

information provided by parents on enrollment or intake forms. KRA **may** give Thirty days' notice to terminate the enrollment. If the director decides for termination, the parent **may** be given a thirty day written notice to terminate the enrollment. So the parent can find an alternative provider. We reserve the right to terminate the enrollment immediately if the child imposes a threat to the staff or other children. **We reserve the right to terminate the enrolment for any reason at any time with or without reason.** If the childcare center decides to terminate the enrollment of a child the parent will be responsible for the tuition payment for the 30 days following the notice.

d. The time frame for termination must be thirty day notice by parents planning to leave the program or if the director decides for termination, the parents may be given thirty day notice. We would appreciate as much advanced notice as possible when terminating and will give the same courtesy in return

e. If a parent wishes to end their enrollment for any reason, a 30 day written notice to the director is required. Parents will be responsible for tuition payment for the thirty days following the notice.

f. We reserve the right to terminate enrollment if a child's behavior poses a threat or a danger to the staff or the other children in the center and/ or immediate termination if we determine that the center is unable to meet the child's needs.

g. Steps prior to behavioral discharge will be a meeting with parents, incentives tried with the child, intervention from our psychologists, child find coordinator or any other specialists so that we can meet the needs of the child. If we determine that the child's needs can't be met than a two week written notice shall be given.

h. Documentation will be kept on any child that has any kind of behavioral or learning disability so that we can reference back to parents or outside agencies for help to meet the needs of the child. Documentation will be kept confidential, only allowing parents and outside agencies to review it.

i. Outside agencies will be called in if we find that we are not successful in meeting a child's needs. Outside agencies are called in to observe and help give us ideas on how to handle the situation and meet the child's needs. Outside agencies will get permission from the parents before observing any child.

Decisions about any child's termination will be between the parent's and the director. Ultimately, the parents will have the final decision unless the child is a threat to the staff or other children in the center. Then the decision will be made by the director.

j. A childcare center will not discriminate on the basis of race, color, national origin, age sex, disability, gender identity religion, political beliefs, marital status, family or parent status or sexual orientation.

k. Any parent who would like to return to the center must go through the appeal process. They will first have to meet with the director to determine if the family is eligible to return. It will also depend on what the issue was and if it can be rectified with certain limitations or agreements to fix the problem. If enrollment was terminated for non-payment, all fees including late fees and penalties must be caught

up and paid before the child can return. If enrollment is terminated for noncompliance, all the compliances must be worked out before child can return.

3. Fee Payment and Refunds: 251.04(2) (h) 1.

a. The fee policy will be accessible to the parents on the enrollment form that is signed at the time of enrollment and it will be in the Parent Manual and posted on line on information board in the hallway.

b. Children's records will be kept in the office in a file cabinet. Parents, director, staff and licensing specialists will have access to them upon request.

c. At the time of enrollment, a registration fee of \$100.00 will be collected by the center upon acceptance of the enrollment form. Payment for the program can be made in full for the year or monthly as agreed between the parent and the center. Payments can be made directly to the center by personal check, cash or money order. The center will issue a written receipt for every payment made. A fee of \$ 35.00 will be charged as a late fee for late payments or if your check comes back as NSF. A monthly tuition must be paid to the center on the first of every month. If the tuition is not paid on or by the 5th of every month, a \$35 late fee will be accessed. A monthly tuition must be paid in the beginning of every month to cover the ongoing months.

d. A late fee will be charged if you are late picking up your child. There will be a 10 minute grace period and after that a \$1.00 per minute will be charged for every minute that you are late after the grace period. If this becomes a constant issue and you abuse the grace period, the grace period will be abolished and you will be charged the \$1.00 per minute from the closing time. At the end of every month based on information collected through the month, the center will give the parents an invoice for any extra fees or charges that may have occurred during that month. Charges incurred will be due upon receipt of invoice.

e. There will be no fee adjustments for sick days, vacations, unforeseen emergencies, weather closures, or holidays or staff days as noted in the calendar. Please consult the school calendar carefully.

f. Lunch and snack will be included in the monthly tuition.

g. Refunds will be considered if the family is moving of the area, the family or the center decides we cannot meet the needs of the child; the child becomes ill or for any other unforeseen reasons. A thirty day written notice must be given to the director to terminate enrollment. Tuition may be prorated for any of the reasons listed above. Registration fees are non- refundable.

h. Our tuition fees will include all classroom materials in our **Typical Classroom Schedule:**

7:00 – 9:00	Early birds/Arrival
9:00 – 9:15	Class Starts/Center Choices

9:30 – 10:00	Group Time (Good Morning Songs, Discuss Days, Activities, Stories)
10:00 – 10:30	Art/Science/Math/
10:30 – 11:00	Bathroom Break/Snack
11:00 – 11:30	Outside/Indoor Gym
11:30 – 12:00	Stories/Flannel Board/Singing/Games
12:00 - 1:00	Lunch/Bathroom Break
1:00 – 3:00	Nap/Rest Time
3:00 - 3:30	Snack/Bathroom Break
3:30 – 6:00	Departure – Free/ Choice Outside/Indoor Gym

including lunch and snacks, Extra fees will be charged for field trips depending on the cost of the program and the cost of the transportation. Extra fees will be charged if the child stays later than his/her pick up time. If for any reason, parents call and ask to extend the child's day, they will be charged at the rate of \$10 per hour. For example, if a part time child can't be picked up at 12:30 p.m. and the parent needs the extension for a later pick-up time at 5:00 p.m., the parents will be charged an additional \$45 for that day. Only in a true emergency a child can be picked up by the parent during the nap time, which is between 1:00 p.m. and 3:00p.m. The school has the right not to grant an extension if the space or staff is not available at the time.

i. There is a sliding fee scale for each age group depending on the child/teacher ratio. A 10 % discount will be given to siblings. The 10% will be taken off the least expensive tuition. \$150 bonus (discount off tuition) will be given to any family that refers another family to the program and the family signs-up.

j. Fees will be determined by the age of the class, the child/staff ratio, the amount of days the child attends and whether the child attends half day or full day. Attendance will be taken daily in the beginning of the day. Parent sign-up sheets will be kept in a place where it is easily accessible to the parents when they drop off and pick-up .Parents must sign their child in by initially it and the time of drop-off and at pick-up time. The same must be done at pick-up time, initialing it and the time of pick-up.

k. Full time attendance is considered when the child is signed up to come between the hours posted. Fulltime children are required not to be in attendance more than a ten hour span. Part time is considered when there is designated time of attendance up to a 5.5 hour span.

l. Fees are calculated on a monthly basis. The price will also depend on how many days that are attended 2, 3, 4 or 5 and if they are full or part time. Lunch and snack are included.

4. Child Education 251.04 (2) (i) 3.

a. The Kids Rule Academy is not a religious based preschool. All religions are welcomed. Holidays will be treated simply as sharing age appropriate informative information through books, art, traditions, foods,

etc. The purpose of learning about different religions is to teach diversity, teach the seasons and to build a sense of community, family and togetherness.

b. A written schedule or plan for early and late care will be written and posted in the room where the children will be.

c. It is the policy of The Kids Rule Academy that children will participate in some kind of outside physical activity on a daily basis. The playground area is located in the back yard of our facility. It is fenced in and children can access it by walking in the back of the facility. The playground allows a grass area for running around, swings and climbing equipment. The surface under the playground will be a 9 inch thick padding of wood chips.

d. A warm nurturing environment with developmentally appropriate curriculum will be offered to our Infant/ Toddlers. It will give the children the opportunity to develop a strong bond with teachers while taking care of the child's daily needs. Infant/toddlers will work on all areas of development embracing fine motor skills, language and movement. These skills including cognitive skills will be enhanced through play and interaction with others.

e. A warm, nurturing environment with a developmentally appropriate curriculum will be offered to preschool age children. Consisting of art, science, music, dramatic play, math, block play and language shall fulfill the needs of the children physically, emotionally, socially and cognitively.

f. A warm, nurturing environment with a developmentally appropriate curriculum will be offered to school age children. Consisting of art, science, music, dramatic play, math, block play and language shall fulfill the needs of the children physically, emotionally, socially and cognitively.

g. A daily schedule of each room's activities for their class will be posted in their classrooms to be accessible for the teachers, parents and licensing specialists.

h. Communication will be shared with the parents in several different ways. Parents will be able to connect with the teachers at drop –off and pick-up time. Wipe off boards will hang outside of each classroom, so children and teachers can share the events of the day. A weekly reflection or newsletter with the concepts that the children learned that week along with pictures will be emailed home, so parents can be a part of their child's learning.

i. Our family centered preschool embraces culture, traditions, beliefs and values of each family and the community. We work on educating to get a better understanding of children's culture and home environment. We believe that acceptance of diversity is meaningful to working in a partnership with parents and accepting not only diversity but accepting differences and similarities in lifestyles and parental choices.

j. The preschool does not have a pool on the premises. The only pool that the school will be using will be small wading pools. The pool will be emptied daily and disinfected before it is used again. When children are in the wading pool, the school will follow staff to child ratio requirements.

- k. There shall be enough play equipment inside and outside or activities for each child to have an opportunity to play or interact with others. If during the transition, there is a line, the teacher can sing songs; play hand games, guessing or memory games to keep the children busy while they are waiting.
- l. The parents will be notified by a permission slip when the children are taking a field trip. Walking field trips shall be within a few blocks of the school. The child to staff ratio shall be met.
- m. The type of curriculum that we will be using is the Reggio Emilia Approach. The curriculum is based on the principles of respect, responsibility and community through exploration and discovery in a supportive and enriching environment based on the interests of the children through a self-guided curriculum.
- n. The curriculum plan time frame will be ongoing hands on curriculum that is derived by the children being able to observe, investigate and discover.
- o. The staff will be responsible for planning their own developmentally age appropriate plan to work with their age group keeping in mind the Reggio Approach.
- p. It is the educational philosophy of the Kids Rule Academy that the children are encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and all children have the ability to learn. Our preschool program recognizes the children's varied abilities, interests, needs and learning styles. Our belief is that all children learn best through meaningful play. Our play-based, child centered aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image. Parents are considered the first teacher. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

5. Child Guidance: 251.04(2) (I) 5.

- a. Children who are crying, fussing or distraught shall be given immediate attention to. They will be nurtured and loved to calm them down and find out what is bothering them. After determining the problem, the teacher will try to redirect and get them interested in something else. The SIDS training that each staff person is required to take deals with what not do to when a child is unhappy.
- b. The Kids Rule Academy with the teachers and with the help of the children will set goals or rules to follow. The children helping to establish these rules will give them the opportunity to better themselves, develop self-control, self-esteem and learn respect. Being a part of the set up process will also help the children to know what the expectations are.
- c. The Kids Rule Academy tries not to use "Thinking Time" unless it is absolutely necessary. If a child continues to have a problem after we have tried to redirect, problem solve or talking with the child, we will ask the child to sit down to think about what they are sitting down for and how we can make it better. Children will only be required to sit down for a minute per their age. We will follow this

procedure if a child continues to hit, take away toys, bite or is aggressive in any other way and only if the child continues and all else fails. "Thinking Time" will never exceed more than 5 minutes.

d. The Kids Rule Academy will use "Redirection" first by removing the child from the situation and turning his interest towards something else or by using "Thinking Time", sitting the child down for a minute per their age and not more than 5 minutes to rethink about why they are so angry." Thinking Time" will only be used if nothing else has worked.

e. The Kids Rule Academy prohibits any punishment that will injure, demean, embarrass or take away a child's self-esteem or self-image. This would include spanking, pinching, grabbing, shaking, and twisting, slapping verbal or derogatory remarks or any other physical abuse that can harm a child physically or emotionally. Even if the parent gives permission to punish in any of these ways. This type of punishment is prohibited and will be reported to DFHS.

f. There shall be enough play equipment inside and outside or activities for each child to have an opportunity to play or interact with others. If during the transition, there is a line, the teacher can sing songs, play hand games, guessing or memory games to keep the children busy while they are waiting.

g. The classroom set-up at The Kids Rule Academy shall be arranged in centers so as children can have a choice of where they would like to play. This will limit the amount of children in each area so that positive behavioral can be provided. The classroom will also be set up where there are no high barriers so children can be supervised at all times. There shall also be enough activities or toys that each child has the opportunity to play and learn.

h. If a child displays behavioral problems that the staff has had no success in solving, we will first talk with the parents to see if they have any suggestions or how they handle these situations, so that we can be consistent. If that doesn't work, we will then ask the parents to come and meet with the director and the teacher to see what incentives we can do to help the child. If we don't resolve the issues, we then would meet with the parents again and suggest that we bring in some outside resources.

i. The techniques we use at The Kids Rule Academy are first close supervision of the children at all times. We try to be proactive before anything happens. We always use redirection first, than thinking time for a few minutes if nothing else works. If there is a situation like biting, we will redirect and try to stay close to the child, so we can catch them before it happens again. If it keeps happening, depending on the age of the child and if they are teething, we supply some kind of teething ring.

6. Contingency Plans: 251.04(2) (I) 6. and 251.06(3)

a. The written plan for responding to a fire will be to follow the evacuation plan that is hanging by the door of the classroom. The teacher will have the children line up single file at the door and take them out the exit door that is closest to the classroom and that is on the evacuation plan. The teacher will walk the children as far away from the building as necessary to keep the children safe. The teacher will be responsible for counting the children before they leave the room, when they get outside and when they can return to their room. The teacher is also responsible for taking the children's emergency cards,

the attendance sheet and closing the door behind her. The children may return to the room when the all clear is announced. Fire drills will be done monthly so teachers and children can practice the procedures.

b. The written plan for responding to a tornado will be to follow the evacuation plan that is hanging in the classroom. The teacher will have the children line up single file at the door and will lead them outside to the hallway away from windows or glass doors having them crouch down covering their heads against the wall. The teacher will be responsible for counting the children before they leave the room, when they are against the wall and when they get up and return to their room. The teacher is also responsible for taking the children's emergency cards, the attendance sheet and closing the door behind her. The children may return to the room when the all clear is announced. Tornado drills will be done monthly so teachers and children can practice the procedures.

c. The written plan for a missing child is that a lock down will take place immediately. 911 and the child's parents will be called immediately after the director and staff do an initial search of the premises. The director and available teachers or anyone else available in the building will search outside, around the building, the streets, downstairs, bathrooms, classrooms, closets and all other open and hidden areas that a child can get into. The search will continue until the child is found.

d. The written plan for all other emergencies will be dealt with on an individual basis. Medical issues depending on the severity will be handled by the teacher and director. Parents will be called and we will decide if the injury requires medical attention or if 911 needs to be called. Severe weather will be handled as tornadoes are handled. If the building is affected in some way, the proper people will be notified. If we need to close the building parents will be called to pick-up their children immediately. Staff will be made aware of all these procedures through orientation and they will be posted in each room.

e. First aid kits will be placed in every room and will be taken when the class goes outside or goes on a field trip. If a minor injury occurs such as a scrape or minor bruise, the area will be washed with soap and water and if necessary, a band aid will be put on to protect the area. If a child falls and bumps his head and there is a large bump, ice will be applied to the area. The parents will be called immediately. Depending on how the child is doing and the severity of the injury, the parent will decide if further action needs to be taken. The child will be watched closely in case any symptoms occur. At that point if we feel it necessary, 911 will be called. Any injury that we feel needs immediate attention we will call 911 and parents will be called. Staff injuries will be handled in the same way as a child except if necessary the staff's emergency contact. All injuries whether minor or severe, child or staff will be written in the medical log book and an accident report will be filled out. The log book will be kept in the office along with the accident forms. The filled out accident form will be put in the child's or staff's file.

f. A daily attendance sheet will be kept on a clip board always accessible for the teacher. The teacher will take attendance first thing in the morning. The teacher will take the clip board wherever the class goes to have a record of who is in attendance. If another teacher takes over the clip board will be given to the new teacher.

- g. Emergency contact persons other than the parents will be available on the child's enrollment form in their file and on their emergency card kept with the teacher.
- h. A child will not be released to any other person besides the parents unless the person is listed on the emergency card. If the person shows up to pick the child up and the parent have not notified us, we will first call the parent for permission and we will check the person's driver license. If the parent calls to let us know that another person is picking up, we will still check their driver's license.
- i. A first aid kit will be taken with us when we are transported in any vehicle that we use for a field trip.
- j. The director will fill out any necessary reports that are required by the state in a timely fashion.
- k. Emergency numbers such as fire, police, DFHS and poison control will be posted in every room where it is easily accessible.
- l. The only availability for a vehicle will be the teachers vehicles in case of an extreme emergency or 911 will be called in case of emergency.
- m. Emergency supplies such as flashlights, blankets, radios or extra batteries will be kept in an emergency box in the office.
- n. All evacuation plans are conducive for any one with physical or mental disabilities.
- o. After an emergency evacuation that we cannot return to the building we have made arrangements with the church across the street.
- p. In case of an emergency, the children's emergency cards a long with the attendance sheet will be taken by the teacher from each classroom.
- q. In custody disputes, the parent will need to inform us of the information and a court order will be needed to put in the child's file. All staff will need to be made aware of the situation.
- r. If any parent or person comes to pick up a child and we feel that they are impaired in any way from drugs, alcohol or illness, we will not allow the person to take the child. We will ask the person if we can make other arrangements for them. If they refuse and insist to take their child, we will delay them and call the police.
- s. No child will be released to anyone who has not been authorized by the parents to pick up. We will first call the parent for permission and we will ask for their driver license. The child will not be released unless the parent has given us permission and they must be added to the pick-up authorization.

7. Health Care 251.04(2) (i) 2.

- a. SIDS training will take place for all new staff within 6 months of being employed if you are teaching children under the age of 5. It is required that you either take training with a certified SIDS trainer or watch the video.
- b. The definition of illness is any person who is vomiting, has diarrhea, a fever of a 101° or higher, having the potential of infecting other people. The parent will be called immediately to pick up the child within an hour of being called. In the meantime, the child will be isolated in the office away from other children. We will lay them down on a cot and make them comfortable until they are picked up.
- c. A child with a communicable disease such as German measles, mumps, hepatitis, etc. will not be allowed in school until the physician says they are not contagious anymore or the incubation period is over. A communicable disease will be reported to the Health Department and parents in the school will be notified by email and a communicable disease form stating the disease and incubation period will be posted at the classroom doors.
- d. The Medical Log notebook will be kept in the office at all times and teachers will be aware of where it is located. Each teacher or person who witnesses the injury of a child will be responsible for filling out the medical log. It will include the date of the injury and how the incident happened and how it was taken care of, signed by the person who witnessed it, filling in all the lines used. They will also be responsible for filling out the accident form appropriately and putting it in the child's file. Depending on the severity of the injury, the teacher will need to call the parent immediately or for minor injuries he parent can be told at pick up time. When medication needs to be administered, it must be recorded in the book with the child's name, dosage, time administered and initialed by the person who gave it. The medical log should be reviewed and signed by the director every 6 months,
- e. If a child needs medication during the course of the day, the parent first needs to fill out a medication form with the instructions for administering it. The medicine shall come in the original bottle with the name of the child, the dosage and the instructions for giving it. The medication will be kept in a locked box in the classroom, away from the reach of the children. If the medication needs to be refrigerated, it will be kept in the locked box in the refrigerator.
- f. The medication administering authorization will be filled out and kept on file each time the child needs to be given medication. The parent needs to include the name of the child, name of the medicine, the dosage and the instructions for administering it. If the medication needs to be given for several days, the form is good for 7 days and then a new form needs to be filled out
- g. All medications given to a child should be entered into the medical log book when administered. It should include the child's name, dosage, time administered and then initialed by the person giving it. This should avoid any errors in administering it.
- h. The teacher or the director shall notify the parent immediately if there have been any errors in the administering of medication. All discussions will be kept confidential between the parent, director and teacher.

i. A child's hands shall be washed with soap and warm running water before snack and meals and after toileting and diapering. Their face and hands will be washed after meals. Anyone working with children will wash hands with soap and warm running water before handling food, after assisting with toileting or diapering or handling any bodily secretions from a child with a disposable tissue.

Disposable soiled diapers shall be disposed of in a covered diaper pail lined with a plastic bag and is opened by a foot pedal for hand free access. Soiled clothes and bedding shall be changed immediately, put in a plastic bag and sent home for parents to wash.

k. Toys and equipment will be sanitized at least once a week or after every use or when it has been contaminated by any kind of bodily secretions including a child putting a toy in their mouth. All toys or equipment will be thoroughly washed in a solution of 1 Tbsp. of bleach to 1 quart of water and then rinsed in hot running water.

l. Staff shall use universal precautions when being exposed to any kind of bodily secretions including blood, blood containing bodily fluids or bodily injury secretions. The staff person attending to a child that is bleeding or has any bodily secretions will wear gloves and then dispose of them in a plastic garbage bag and then washing hands with soap and warm running water. All toys, furnishings, counters, floors will be washed down with a disinfecting solutions.

m. All staff and children will wash their hands with soap and warm running water. This will take place after toileting, diapering, before and after snacks, handling food or after being in contact with any kind of bodily secretions and after wearing gloves. Disinfecting soaps do not replace soap and warm running water.

n. Plastic gloves will be used every time you diaper, help with toileting, handling food or if you are in contact with any kind of bodily secretions. After use they are to be disposed of in a plastic bag and hands are to be washed with soap and warm running water.

o. Every staff member will be trained in first aid. First aid should be used for any kind of injury. A first aid kit with bandages, tape, Band-Aids, and gloves will be available in each classroom and in the office.

p. Minor superficial cuts will be washed with soap and warm water and covered by a Band-Aid. It will be written up in the medical log book and an accident report. Parents will be notified at time of pick-up.

q. Written permission to receive medical attention from the child's physician will be obtained from the parent in case of a serious medical emergency. Parents should be called immediately to report the injury and if the child will be going to a medical facility (St. Mary's Ozaukee in Mequon). First aid procedures will be followed until other medical help has taken over.

r. If an injury occurs while we are away from the school, the same procedures would be in effect. A first aid kit and the emergency cards is always taken with the by teacher. If they child needs medical attention, the teacher should know where the nearest hospital is. Parents should call them immediately and told what has happened and where the child has been taken. The medical log book and accident

shall be filled out when you return back to the school. If medical treatment is needed by a physician or medical facility, the accident report needs to be sent to licensing within 48 hours.

s. Written permission shall be obtained from the parent giving permission for the school authorities to seek medical attention from the child's physician or a hospital. The school will develop a plan for the closest hospital or other medical physician.

t. All information or special care about a child who has any kind of special needs will be shared by the parent with the director and the teacher who will be caring for the child. We will work together with the parent or any outside agency that can help the child progress.

u. All health forms such as health history form and the medical form with the immunizations can be found at the school, our website or online under the DCF website.

v. All children entering the school need to be immunized unless the family has any religious beliefs forbidding them to be immunized. If the child does not have their immunizations, than the parents needs to sign the area on the medical form that they refuse the immunizations. All children under the age of 2, needs to have their medical form updated every 6 months. Every child over the age of 2 shall have a physical when entering the school. The physical is good for 2 years before another one is needed. A medical form needs to be filled out by the physician along with a list of immunizations the child has had, dated and signed by the physician. This form needs to be kept in the child's file. You have 30 days from the start of school to return this form. This form will be kept in the child's file and will be available to the director and the teacher who cares for the child. The health history form needs to be filled out completely on both sides and returned by the time the child starts school.

w. Our biting policy is when a child bites, we will remove the biter immediately and get him involved in something else, talking to him sternly about biting being unacceptable. We will check the area where the child was bit, wash it with soap and warm running water. If the bite drew blood, we check to see if the child is up to date with their tetanus shot. We call both sets of parents not divulging any names to inform them of the situation. We inform the biter's parents that it broke the skin and they can determine whether or not further treatment is necessary. The incident is reported in the medical log and accident form. If any medical assistance is needed, the accident needs to be sent and reported to licensing within 48 hours.

8. Mildly Ill Child Care N/A

9. Nutrition 251.04(2) (i) 9.

a. Food personnel will be trained and orientated and documented annually and will receive at least 4 hours of training in kitchen sanitation, food handling and nutrition.

b. Children will prepare for lunch by first washing hands with soap and warm running water. They then will sit down at the table to be served lunch. Meals will be served with enough time for socialization.

- c. Food will be served to children depending on the number of hours a child is in attendance. Food will be served at flexible intervals so no child will go without food for more than 3 hours. Food will meet the U. S. Department of Agriculture child care food program minimum meal requirements.
- d. The children are served their meal with enough time for socialization.
- e. Monthly menus for snack and meals will be posted in the kitchen and on the Parent Information board in the hallway visible to the parents. When there is a change on the menu, the change will be posted on the menu for parents to see. Menus are to be kept on file for 3 months so any changes will be made on the menu. Menus will be planned a month in advanced and will include diverse types of and child friendly healthy foods.
- f. USDA requires each child to have a protein, meat or protein substitute, a grain, fruit and vegetable or 2 fruits or 2 vegetables including milk. USDA requirements will be posted in the kitchen.
- g. Early and late feedings, except for an infant's schedule will not take place at our site. We will serve 2 snacks and lunch. Children will be on a schedule of every 3 hours for snacks and lunch during the time they are in attendance.
- h. All infants and toddlers will be fed according to their own individual schedule. Food and formula brought in from home will be properly labeled with the child's name and dated and refrigerated if required. Formula provided will be of the iron enriched type and it should be made according to the directions. Formula or breast milk will be offered to children 12 months and younger. Whole milk will be served after age of twelve months unless otherwise instructed by the parent's. Any substitute milk or formula will be given only with written permission of the child's physician. Leftover formula or milk will be discarded and bottles will be rinsed. Drinking water will be offered to infants and toddlers several times a day. A child unable to hold their own bottle shall be held. Bottles will never be propped. Leftover baby food should be labeled and dated and then stored in the refrigerator. It must be discarded after 36 hours. Some kind of highchair or seat with safety straps shall be provided for children who cannot sit up yet. Children should be encouraged to use self- help skills, using utensils and cups. Children should be encouraged to eat a variety of foods. Feeding children directly from food containers is prohibited along with warming breast milk in the microwave. Procedures for heating food, milk and formula should be posted.
- i. School age children will receive a snack when they arrive at the school.
- j. Children who have special menus that they have to eat will be asked to bring in their own food to accommodate their child.
- k. A special diet because of a food allergy will be served per request of the parent. All staff and personnel will be made aware of the allergy. Allergies will be posted in each classroom, office and in the kitchen.
- l. If a special diet is requested because of a medical condition, then the parent needs to supply the food and a written request of the physician is required.

- m. Menus will be posted for the month on the Family Information Board in the hallway where parents can easily see.
- n. All food utensils, dishes, countertops or anything used for food preparation will be washed in a 3 step process. They will be scraped and rinsed, than washed in 110°-120° water with an effective dishwashing soap. Then they need to be rinsed in hot water and sanitized in water with 1 1/2 tbsp. of bleach. Then they should be air dried. Counters should be sanitized with a disinfectant
- o. All perishable food should be stored in a refrigerator kept at 40° with the freezer being kept at 0°... Each refrigerator and freezer needs to be equipped with a thermometer. Non- refrigerated foods must be stored in a clean, dry, well ventilated and lighted storage room where nothing can get in it. Dry foods such as flour, sugar, etc. need to be stored in containers with a tight lid or a zip locked bag. Everything should be stored off the floor.
- p. Food delivery vehicles need to have clean cabinets or storage to keep food in during transit. Refrigerated food needs to be stored and kept at 40° and hot food at 150° or higher.
- q. Special holiday or birthday treats can be brought in. Parents must let us know when they would like to bring it in and we can remind them of any allergies. We will need to know if there is anything in it that can harm the child because of allergies.
- r. if meals are served in the school, the kitchen needs to be equipped with refrigerator, stove, microwave and sink. All equipment and tables shall be kept in a clean and sanitized area and stored in an area that is not contaminated. All foods prepared should be from the planned menu. The foods should meet the requirements of the USDA. All foods should be fresh whole foods. They should be prepared in a kitchen that is clean and has been inspected by someone from licensing, Hands should be washed before preparing foods, and gloves need to be worn while prepping and when serving the food. Dishes and utensils should be washed in the 3 step process and then air dried. All cleaning aids shall be labeled and stored away from the children. Brooms, mops, etc. should be cleaned and stored away from the food prep area.

10. Transportation 251.04(2) (i) 9.

- a. No child will be left unattended on a bus. When getting on the bus the children will be counted and when they leave the bus, they will be counted. The teacher will be responsible for having the children's emergency cards and attendance cards. The teacher will also walk up and down the aisle to check to make sure that no one is left behind.
- b. When The Kids Rule Academy takes a field trip, a permission slip is given to the parent to sign. The permission will include the place where we are going with the address. The time of departure and the time we will be expected back. The cost of the trip and any other information they will need to bring with them. The permission slip is expected back before the field trip takes place. Reminders about the trip are sent out by email several times before the trip.
- c. Teachers carry their cell phones, so they are able to call the school if needed.

- d. Teacher's will carry the children's emergency cards and attendance sheet whenever they take the children anywhere.
- e. The driver must be at least 18 years old, have a valid driver's license and have at least a year's experience of driving and a clean driving record.
- f. We will be using a contracted school bus that the school district uses.
- g. All children will have permission to take a field trip and on their enrollment form, the parents have checked if they give permission for the child to be transported. Our school age children will sign a school transport form.
- h. We will only be transporting children on field trips and we will be contracting out school buses which do not have child restraints.
- i. if we have a child with a disability, we will ask the parent or a volunteer to join us and that child will have one on one care.

11. Orientation of New Staff and Volunteers 251.04(2) (i) 8.

- a. New staff employees shall go through orientation reviewing all policies and procedures and be completed within the first week of the start of work.
- b. This chapter deals with staff orientation, staff qualifications, continuing education, and courses needed, SBS, SIDS, staffing, scheduling, communication with staff and parents, ratios, supervision and policies.
- c. All staff should be aware of all policies and they will be reviewed periodically throughout the year.
- d. All staff will review the fire and tornado evacuation procedures and where the evacuation plans are located in the rooms during the orientation at the beginning of the school year.
- e. All staff will learn first aid procedures, how to take care of minor or severe injuries, where first aid kits are kept and how to fill out the medical log book within the first week of starting work.
- f. Each staff person will have a description of their job. The description it will give each staff member a better understanding of the expectations of your job.
- g. Staff will become familiar with all procedures related to childhood illnesses, Infectious diseases, procedures and handling bodily fluids during the orientation.

- h. Teachers will develop a schedule of activities for their classroom including a morning circle time, activities, outdoor time, music, bathroom time, snack and lunch times. The schedule will be posted in the room so parents can refer to.
- i. Each staff person will read the booklet on Child abuse and neglect rules. It will be signed and kept in their staff file. It will be renewed every 2 years.
- j. Staff will learn that to keep track of their children they will need to count the children leaving the room; they will count at each destination point and will do the same when they return. Teachers will keep the emergency cards and attendance sheet with them at all times. The same procedure of carrying emergency cards and attendance sheet will be followed when the children are transported.
- k. All teachers will be orientated on redirection, thinking time, biting issues and other child management techniques.
- l. The procedure for sharing information from a parent about a child's physical or learning disabilities will be shared with the staff so we can come up with ideas on to how to best meet the child's needs.
- m. All new staff will be trained on Sudden Infant death Syndrome. They will attend a separate class during the orientation week.
- o. Staff will learn during the orientation that if a child is absent from school it is their responsibility to follow up with the parent to see why they didn't come to school.
- p. The information gathered from the parent on their child's disability will be shared with the teacher who has that child and the director. Taking that information, we will come up with a plan on how best we can meet this child's needs by mainstreaming them into the class or obtaining outside help to come and work with them. We will work together with the parent to make the child a part of the class.
- q. As part of the orientation, teachers will be talked to on the importance of confidentiality. All information on children, staff, and families is to be kept confidential. If any information is to be shared the parent needs to give permission to share that info.
- r. All personnel will be required to take CPR, AED and First Aid within 6 months of the start of work. Once taken, it is good for 2 years, than it has to be renewed.
- s. The procedure for tracking transported children will be to call the bus company to get a hold of the bus driver and teachers carry their cell phones so the school can get a hold of them.

12. Continuing Education of Staff 251.04(2) (i) 7.

- a. All staff, directors or administrators will be responsible for 25 hours of continuing education every year. It will be documented on the state form or any other way of keeping track of their hours.
- b. All staff will attend at least 9 staff meetings a year or once a month to receive pertinent information, brainstorm or plan future events. There will be documentation of each meeting that it had been held.

C. Each staff member, director or administrator that works over 20 hours a week will obtain 25 hours of continuing education. If they work less than 20 hours, they are required to obtain 15 hours of continuing education.

d. All staff, directors and administrators are required to take CPR AND AED training within 6 months of starting work. The training is good for 2 years and will have to be renewed.

e. Child abuse and neglect training needs to be done within the first 6 months of starting work for all new staff people. Everyone needs to review it every 2 years and documenting it that it has been done.

f. If any staff person suspects any kind of child abuse or neglect, it must be reported to the director or administrator and then it will be reported to the Department of Social Services.

g. All staff will be trained in fire evacuation and will learn how to use the fire extinguisher upon starting work.

h. Some continuing education courses will be set up by the school. If a staff person takes a course on their own, they will not be reimbursed or depending on the situation. Any classes that are needed for licensing will be set up by the school and paid for by the school.

i. Continuing education hours can be used toward the year that they were earned or carried over for the 2 years after. If continuing education is done through credit courses, they can be used for the year that they were earned or the following 2 years. There will be no work release program. It will be also depend on the individual situation.

j. Continuing education can be done through formal credit courses, conferences, lectures, outside speakers, seminars, correspondence courses, and observation times.

k. Study areas can be in the area of child development, caring for special needs children, health, nutrition, CPR/AED training, first aid, child guidance, supervision of staff, business or administration or communication.

13. Personnel 251.04(2) (h) 2.

a. Each staff member will have a job description describing their job and the expectations of the job.

b. Hours of work, lunchtimes and breaks will be scheduled by the director with input from the staff person.

c. Holidays, vacations, absences, sick days or leaves will be set up by the administrator and director as part of the schools policies.

d. Probationary period will be 3 months and then it will be decided on the future of the employee.

e. Performance evaluations will be performed each year to evaluate the strengths and weakness of the employee so as to improve the quality of their teaching. Grievance procedures will be to first talk with

the director and then to the administrator. Disciplinary procedures will be talking with the director first, being written up twice and if it hasn't improved, they will be asked to leave.

f. The staff procedure for reporting an employee to licensing will be first contacting the director or administrator and then they must notify licensing right away or by the next day to report that they have been convicted of a crime, being investigated by a government agency, if there is any claim of child abuse or neglect, misappropriation of a client's property or if they hold the license and it has been denied or revoked.

g. Caregiver background checks will be done before the person is hired and then every year after.

h. All staff including teachers, directors or administrators will apply to the Registry for a certificate within 3 months of the start of employment. Their certificate will be kept in their file.

i. All new staff who work with children under the age of 5 years old will attend the Shaken Baby Syndrome class within 6 months of starting employment. It can be taken with an in person trainer or watching the video.

j. Each staff person will have their own file with all their records which will be kept in a file cabinet in the office.

k. All new staff will have a report of a physical exam and a TB shot within 12 months prior to the start of work or within 30 days after.

l. Staff records will contain their name, address, birth date, background information disclosure, complete background check, staff record, and record of physical exam, Registry certificate, staff orientation checklist and documentation of SIDS and proper identification.

m. Termination because of "whistle blowing" will be determined whether or not the reason the person they are blowing the whistle on is true or it is a personnel vendetta or if it has become a habit.

n. When a new person comes to apply for employment they will fill out an employment form, produce a resume with references, a complete background check will be done and an extensive interview. They will also be asked to also work in the area where they are applying to.

n. If a job becomes open within the school, it will be posted within the school first, in case other staff would like to apply for it.

o. Contracts will be offered when the person starts their employment and then each year after that at the beginning of the start of school.

p. Forms needed for new staff include physical exam and TB form, direct deposit form, background check, W4, IT9, copies of a valid driver's license and a social security card.

q. New staff will be informed of their salary, when they are paid, when salary increases occur and any other information pertaining to payroll.

- r. All staff will be informed of what benefits they are entitled to, personal time, vacations, overtime pay, procedures, for inclement weather closings, workman's comp, SSI, staff developments and child care arrangements.
- s. New staff will be told that there will be no alcohol consumption, no smoking on the premises, dress codes, sick time and time off procedures.
- t. Staff will communicate with the parents at drop off, at pick-up time, if the child becomes ill, when the child has an injury, early dismissal because of inclement weather or if the teacher wants to let them know how the child is doing or if there is a problem. Teachers will also schedule 2 conferences during the year to communicate about the progress of the child. Staff will always be available to communicate with parents at any time.
- u. Staff will be terminated if they have verbally or physically abused or neglected a child, stolen from the school or staff, committed a crime, have a problem not following procedures continually, not doing their job or if the director sees that the staff person is insubordinate or can't get along with other staff.
- v. Staff will be informed of the availability of parking.
- w. All staff who are attending to children during lunch will be expected to sit with the children during mealtime.
- x. All staff will be made aware of policies such as voluntary termination, the nondiscrimination statement, discrimination, delegation of authority, grievance, sexual harassment, violence in the workplace and OSHA standards during our yearly orientation.

