

# Kids Rule Academy

## Parent Manual

12308 N. Corporate Parkway #100  
Mequon, WI 53092

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

Center Administrator: **Alex Mazur**

Center Director: **Olga Bagdasarova**

262-242-5500

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

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## Table of Contents

Our Mission Statement and Our Philosophy	2
Enrollment/Center's Structure/Schedule Changes/Tuition/Payments	3-4
Future Enrollment/Before the First Day of Enrollment	5-6
Leave of Absence/Vacation Policy	7
Closures/payments While Operating During Pandemic	8
Parent Involvement and Communications	8
Webcam Access/Photography/Photo and Video Policy	9-10
Parent Visitation/Child Guidance and Discipline	10-11
Grievance Procedures/Discharge Policy	12
Health and Safety Policies/Immunization/COVID-19	13-16
Medication to use at the Center/Hand Washing/Personal Hygiene	16-17
Toilet Training/Sanitation of toys	18
Accidents and Injury Procedures/Parent Notifications/Medical Log	19-20
Allergies/Special Health/SIDS	20
Evacuation Procedures	21-22
Confidentiality of Records/Emergency Contact	23
Child Abuse and Neglect Policy	23
Curriculum/Program Guidance	24
Infant and Toddler Program/Daily Schedules	25-27
Preschool Program/4-K/Graduation	29-30
Transition Among Classrooms/Routines and Our Process	30
Summer Camp/Classroom Schedule/Nap and Quiet Time	31-32

Nutrition/Infant Nutrition	33-34
Outdoor Activities/Field Trips/Indoor Apparel	34
Closures/Inclement Weather	35-36
State Licensing Info/Questions/Concerns	36

## Our Mission

At the Kids Rule Academy (KRA), we provide a safe, loving, and nurturing environment that focuses on the self-esteem and development of children by allowing them opportunities to explore and strengthen their self-expression and self-discovery and embrace their curiosities and creative processes. KRA offers enrollment to children of all races, 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 learning! KRA strives to nurture an environment and relationships in which parents, children, and staff come together to learn and 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 learn from. Diversity is one of our greatest strengths, and it is within KRA's philosophy we bring together members of various communities to form a unique and warm learning environment for children to prosper!

## 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 in and participating in developmentally and age-appropriate experiences, lessons, and activities in a safe, warm, and loving environment. A child's natural curiosity and booming creativity during their young and formative years help to encourage their investigation, observation, and interaction with those around them. The activities available to children at KRA assist them in developing problem-solving skills and 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 children's very first teachers, KRA believes that parental involvement in learning is particularly important at our Center. We encourage parents' involvement by having an "Open Door" policy and by giving parents access to our webcams located in every classroom, cafeteria, and indoor and outdoor Playground.

At KRA, we strive to be inclusive and 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 are significant when 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 respect and celebrate each family's unique cultures, traditions, beliefs, and values. 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.

We believe that children learn best through meaningful play, so we designed our Center accordingly. Meaningful play encourages curiosity, discovery, and problem-solving, facilitating academic advancement and fostering a positive self-image. Accordingly, we engage children in meaningful play-based learning to help promote 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 from 7:00 am to 6:00 pm, 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 offers enrollment options for both full-time and part-time students, priority will be given to those **enrolled full-time**, as our space is limited. In short, if your child is enrolled in a part-time schedule and the class is full, and there is a new family who wishes to enroll their child into a full-time schedule; KRA will: First, give a 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 try to move the child enrolled into a part-time schedule to another classroom and to keep the same schedule. If none of these options work, KRA reserves the right to request that a family enrolled in a part-time schedule be unenrolled. It 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 Preschool**

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

## **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 preschool director at least 30 days before the effective date of the requested change. All requests for an 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.

## **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. A child's schedule determines KRA's weekly tuition amount, and it remains unchanged unless a parent requests a schedule change. It can also change with a child's age. KRA has a sliding tuition fee schedule for each age group, based on the child-to-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 before the effective date of the tuition adjustment.

Parents with more than one family member enrolled at KRA will receive a 10% discount on the least expensive tuition fee.

Although KRA does not offer daily enrollment, if space is available, it offers a "Daily Drop Off Rate" to children already enrolled in our Center for extra days above and beyond their 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 that take place off the KRA campus, depending on the cost of the trip and the transportation arrangements.

#### **Tuition Payment:**

Tuition must be prepaid for at least one whole week. It 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. It does not currently accept payment by credit/debit cards.

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

After 6:00 p.m., a \$5.00 per-minute late pickup fee will be charged. At the end of every calendar month, **KRA** will invoice parents for all extra 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 our office together with the Registration Fee (\$225 for children under 24mo and \$100 for children 24mo and older), **and the first-week tuition payment**. If the enrollment date is not guaranteed by KRA, all registration fees are refundable. If a specific enrollment date is guaranteed by KRA, the registration fee is non-refundable, and the 1<sup>st</sup>-week tuition fee is refundable only if requested for a refund

within 30 days before the guaranteed enrollment date. A complete Enrollment Package is required on the first day of enrollment. Medical Forms must be filed by a child's physician and returned to us within 30 days of enrollment.

**The following policy applies to first-time infant enrollment:** Upon filing a Registration Agreement, a Registration fee of \$225.00 and the first week's tuition payment are required to **secure the future enrollment spot. The first day of enrollment must be established** (note: the first day of enrollment can be adjusted at no cost once after the child is born by no more than 2 weeks. If an extension beyond 2 weeks is needed, please refer to our Leave of Absence (LOA) Policy.

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

### **Before 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 allows the child to become familiar with their new environment and the faces they will encounter. It also allows parents to bring the necessary supplies and paperwork, ask questions, and 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 initial enrollment. Items provided by the Center will be discussed during enrollment and orientation. Please ensure that you provide the necessary items for your child during 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 website, OR you can request it by email. You will immediately be notified of any changes to our policies and/or procedures.

For children aged six weeks to 24 months, an Infant/Toddler Intake Form must be completed at 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. It also helps our teachers 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, an 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. Suppose your request for LOA cannot be accommodated by KRA. In that case, you can choose to continue to be enrolled and to pay the 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 decide 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 manner that minimizes the possibility of needing to close the entire Center for quarantine due to COVID-19 or any other pandemic. If a limited closure is practical, KRA will limit the closure to an individual classroom if positive COVID-19 cases are reported.

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

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

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 the weekly tuition amount to enable KRA to pay its fixed expenses. This will ensure your child will be re-enrolled at KRA once we can 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 teachers' salaries.

## **Parent Involvement and Communications**

### **Parent/Teacher Communications**

Our goal is to communicate with parents daily. We have numerous procedures and policies in place to ensure that parents are kept updated about what is happening at the Center and their 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 communication. Teachers communicate with parents by email, phone, and text messages. As a courtesy, our teachers often email parents pictures of children and their everyday activities. Teachers will also inform parents of classroom information, upcoming events, and activities at the Center. Center licensing information (such as capacity, hours and days of operation, licensing visits,

and 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 yearly in October and April. Teachers often also call parents for brief discussions and updates. Parents are encouraged to meet and communicate with our teachers whenever they have questions, comments, and concerns or just because!

### **Web Cameras Access**

We give parents access to the Web Cameras in our classrooms, cafeteria, and indoor and outdoor playgrounds. **KRA is quite unique in this offering - there are approximately 5,000 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 content provided, with no audio. Web Cam access is password-protected. A new password is generated daily and posted by the "tuition drop-off box" near the front door. All parents must agree to the Terms and Conditions for webcam access before logging into our Webcams and must sign the **Webcam Licensing and Usage Agreement** as part of our enrollment package. **This feature is offered to parents as a courtesy at no additional cost.**

### **Photography**

KRA teachers may photograph and videotape children. **As a courtesy, our teachers will share photos and videos of your children with you daily.** We photograph and videotape your children to share with you the most precious moments of your child's day (For example, the first words or first steps taken at KRA truly belong to parents, so that we will share all those moments with you). Please refer to our Registration Agreement for permission to use your child's photos and videos 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 or videotaped inside the Center. All photo and video materials taken by KRA shall be KRA's property.

### **Photo and Video Policy**

KRA occasionally photographs and records videos of students and school events such as, but not limited to, concerts, holiday celebrations, art walks, project presentations, field

trips (outside or inside the Center), professional photo sessions, in-class special celebrations (for example birthday celebration), KRA's methods of working on a child's development, etc to highlight student experiences. Photos and/or videos may be used in various ways, including but not limited to social media, our websites, newspaper articles, emails to parents, promotions, and other school-related communications. In addition, KRA reserves the right for media representatives, professional photographers and videographers, and our social media and website administrator to occasionally visit our Center to highlight students and activities through photos and/or videos. Parents and our staff are encouraged to take photos and videos at KRA's concerts, special events, classroom activities, and holiday celebrations, and use them on social media for promotional purposes. By choosing to have your child participate in KRA's special events listed above, parents shall grant KRA full and unconditional permission to use photo and video materials on our website, social media, newspaper articles, promotions, and other school-related communications. Student names and/or personal identifiers **will not** be used when photographs and videos are posted on KRA's social media and website. All photographic and video materials are the property of KRA. The Disclosure will be a part of our Registration Agreement.

### **Parent Visitation**

KRA has an "Open Door Policy," and we strongly encourage parents to visit and spend time with their children at our center. Parents can get involved in various ways; for example, help in the classroom, chaperone on special events and field trips, make treats or snacks for holidays and birthdays and participate in special activities and events offered by the Center. Parents may visit and observe at any time without an 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 guide them to make the right decisions while interacting with

their peers. We believe that good manners and proper behavior begin at home and are instilled in children by their parents. Our teachers will encourage students to exhibit 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 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 naps. Appropriate techniques to manage transitions, frustrations, and procedures, such as waiting in line or waiting for their turn, include actions like allowing children to choose another activity, singing a song, playing finger plays, and/or engaging in guessing and memory games.

Our teachers will guide children's behavior and actions by setting limits and boundaries. We will educate and instruct children on expected behaviors and rules, and our staff will consistently model these behaviors in the classrooms. Behavior management techniques, such as "Thinking Times," will be used to help 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. Suppose a child continues to exhibit unacceptable behavior despite attempts at redirection. In that case, we will request a conference with the parents to consider how best to address the undesired behavior displayed, ensuring all children at the Center have enjoyable and safe visits. Suppose the undesired behavior continues despite the efforts to stop it. In that case, the following steps may include referring the parent to community resources that can further assist them and may involve temporary and/or permanent disenrollment from the Center.

**According to Wisconsin state licensing policies, actions that are aversive, cruel, or humiliating, as well as actions that may be psychologically, emotionally, or physically painful, discomforting, 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 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 strictly prohibited at our Center, even**

if requested by a parent. 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 remains unresolved, the parent/family should contact 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 to property by either parent or child
- Inability of the Center to meet the specific needs of the child
- Repeated failure to pick up the child at a scheduled 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 must be submitted to the director to terminate enrollment if the parent decides to unenroll a child. We would greatly appreciate as much advanced notice as possible when leaving our program and aim to give parents and families the same courtesy in return.**

Suppose KRA determines that it is best to unenroll a child and issue a 30-day notice of unenrollment to the parent. In that case, the parents shall be responsible for tuition payment for the 30 days following notification of unenrollment. We reserve the right to terminate 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 immediate termination.

Any parent who wishes to return to our Center after termination must go through the appeal process, which can be initiated by contacting the Center's director. 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 specific limitations or agreements to solve the issue/s. Please note: If enrollment was terminated due to non-payment, all fees, including late fees and penalties, must be paid before re-enrollment can be processed.

## **Health and Safety Policies**

### **Examination**

Children enrolled at KRA must undergo a medical examination by a doctor within six months 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 for children under two years of age and every two years for children two years of age and older, following admission.

### **Ill Children/sending a child home sick**

**If your child is ill, please notify the Center immediately.**

KRA has evident and common-sense sick policies. In general, we follow the recommendations from the Ozaukee Co. Health Department and the WI DCF. We use the Wisconsin Communicable Disease Chart as a guide for recognizing symptoms and for establishing safe return-to-school guidelines. Sending a child home sick is always a collegial decision made by at least TWO experienced people. If a teacher observes a child exhibiting symptoms, they shall call a Center Administrator, the Director, or another experienced teacher before making a decision. Together, these teachers shall discuss and observe the symptoms, and only then shall they make a collegial decision to send a child home sick. After the decision is made, it is non-reversible. Suppose a parent feels like their child's symptoms are not contagious and can be ignored, and a child can be exposed to others. In that case, this parent shall bring us a doctor's note describing the conditions for a child's safe return to school (the Children's Center of Wisconsin Clinic is 2 minutes

away from KRA). A runny nose alone is not enough to send your child home sick. However, a runny nose, in combination with other symptoms like fever, a consistent cough, lethargy, etc., may be enough to send a child home sick. Our policies are strictly enforced and designed to protect other children and staff from illness. Furthermore, we understand the importance of recognizing illness symptoms and taking action ASAP to prevent communicable diseases from spreading to others. Our teachers are not doctors; every time we send a child home sick, we use our best judgment, combined with life and professional experience, and "mother's instinct" when making this decision. Every time we send a child home sick, we hope we are wrong! Please be courteous and respectful of our sick child policy. Please refrain from arguing with our staff, and if you feel like we made a wrong decision to send your child home, please feel free to contact me by phone at 414-899-6612 OR by email at [amazur@kidsruleacademy.com](mailto:amazur@kidsruleacademy.com)

Thank you for understanding, and I hope everyone stays safe and healthy.

**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 a designated area of the classroom, away from other children (or in the office, if staff are available). The child shall be able to rest on their cot until picked up by a 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 their child is diagnosed with any communicable disease. Once notified, our staff will thoroughly sanitize the child's classroom, and an appropriate notice will be placed on the 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. The exposed children will be watched for symptoms when a diagnosis is made. 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 before enrollment. KRA also requires parents to update the Center on immunization records whenever a child gets a new vaccination. KRA does not require the flu and COVID-19 vaccines.**

### **COVID-19 and operating under a pandemic.**

COVID-19 has been added to the Wisconsin Communicable Disease chart as just another communicable disease. COVID-19 Vaccination is not required to enroll at KRA

### **COVID-19-related health policies (updated 5/15/2024)**

Although the Ozaukee County Health Department recently added COVID-19 to the list of communicable diseases as "just another" communicable disease, KRA will continue to treat positive COVID-19 cases very seriously.

Our "Temporary Operating and Health Policy While Operating Under the Worldwide Pandemic Caused by COVID-19" is no longer in effect. Going forward, KRA will follow the guidelines and recommendations of the Ozaukee County Health Department with the following exceptions:

1. If a staff member tests positive for COVID-19, this staff member will be required to quarantine for 5 days after symptoms start and may safely return to work on Day #6, wearing a face mask for the next 5 days.
2. If a child tests positive for COVID-19, this child will be required to quarantine for 10 days after symptoms start and may safely return to KRA on Day #11.

3. KRA may close a classroom for a short-term quarantine if both the Lead and the Assistant teachers test positive for COVID-19 simultaneously and/or if we have several positive COVID-19 cases in a classroom simultaneously.
4. KRA will use the UV Sanitizing System in all classrooms and common areas. It will also continue to clean and sanitize toys and our entire facility in the same way it did during the pandemic.

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

KRA will take unprecedented action in our cleaning and sanitizing process. The following actions 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 6 pm (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 remain in effect.

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

Our staff may administer medication only if the parent or guardian signs the "Authorization to Medicate" form. The form must be updated, and the parent must inform the Center of any changes immediately.

All medication administered to children must be in its original container (whether over-the-counter or prescription) with the child's name, dosage, directions for administration, and expiration date clearly marked on the label. Prescription medicines must have the pharmacy's name and contact information on the label. For health and safety reasons, no medication may be kept at our center without a current "Authorization to Medicate" form on file. 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 administered, the time and date, and the name of the person administering it. Such records 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. Medications requiring refrigeration shall be stored in the refrigerator and in a container out of children's reach. All topical solutions, such as but not limited to sunblock, 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 the sunblock 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 the child's Emergency Card, and an allergy list will be posted in every classroom, cafeteria, and 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 your 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 the 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 your hands are dry to prevent them from becoming dry or cracked.

### **Personal Cleanliness**

1. Children's hands will be washed upon arrival at the Center, after using the toilet, before and after eating, and other times as needed.
2. Staff shall wash their hands before handling 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 disposable tissue and placed in a plastic-lined container. Whichever person cleans up the fluids shall wash their hands immediately afterward.
4. Protective disposable gloves will be worn if there is contact with blood or tissue fluids. In this instance, hands will be washed with soap and water, and gloves will be disposed of in plastic bags.
5. Diapering shall be done in a designated area in the classroom on a plastic-lined changing table, and soiled diapers shall be disposed of immediately in a garbage can using the 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. The child's hands shall also be washed following a diaper change.
8. Any bodily secretions on the surface 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). After finishing the toilet, children will wash their hands with soap and water. 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 a plastic bag and into a child's cubby. Parents must pick up all soiled clothing on the same day.

### **Toilet Training**

When you feel your child is ready for toilet training, we encourage you to start this process at home. We will follow the training you start and encourage your child while in our care. A child must show signs of readiness for toilet training to be practical. The child in training must always wear pull-ups or underwear with 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 the urge to use the potty more than they would at home. Therefore, we will continue to use diapers until your child can and will announce that they must use the bathroom (not just at home but also at our Center) and until they can control their bladder and bowels for a few minutes beyond the announcement. Please refrain from using pull-ups for your child until 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 who keep our center spotless and clean daily. 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 6:00 pm. This is done to prevent the spread of germs and illness. Toys that are mouthed or come into contact with bodily secretions will be placed in a bin that is inaccessible to children until they 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, then sprayed with a bleach and water solution and/or Lysol solution 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 EXCEPTIONS!**
2. Staff will perform routine first aid treatment for minor injuries according to the training. Superficial wounds will be adequately cleaned with soap and water only and then covered with bandages. Ice packs will be applied to minor injuries and bruises as needed. Our Center will provide basic first aid items, including bandages, tape, soap, and ice packs. Parents will be notified of minor injuries when they pick up their child. Parents will be notified immediately in case of a more serious injury.
3. In case of a more severe injury requiring emergency medical care, 911 will be called, and the child will be taken to St. Mary's Hospital Ozaukee or another medical center advised by paramedics. A staff member will contact the parents immediately.
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 records will be kept in the child's permanent file and written in the medical log in the classroom.

### **Parent Notifications**

Parents will be notified:

1. If a child in this classroom is diagnosed with a communicable disease, a written note will be posted outside the classroom.
2. Parents will be notified immediately by phone and/or email in case of an accident or injury involving their child.
3. If the child suffers a minor injury, our staff member will notify the parents face-to-face at pick-up.
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 immediately by phone and/or any other means of communication. Police will also be called immediately.

## **Medical Log**

Records of all medical injuries and accidents shall be kept in the Medical Logbook in every classroom. The Medical Logbook shall be reviewed and signed by the Director at a minimum every 6 months to ensure that all possible preventive measures have been taken to ensure the health and safety of children at our Center. There shall be documentation in the logbook showing that reviews have taken place. The Center's medical log shall document all injuries and first aid administered. The Medical Logbook will report any change in a child's behavior. Our staff will visually inspect every child upon drop-off and during the first diaper change. Any injuries discovered at that time, such as but not limited to bruises, scratches, rashes, and 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 to ensure a consistent record and schedule of medication administered.

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

Special Health, Dietary needs/limitations, and Allergy Lists will be posted in every classroom, cafeteria, and office. This information will be stored in the child's file. The staff must review this list at our monthly meeting and every time a new child attends the classroom. This information must also be posted on the child's Emergency Card and must be highlighted. Children with severe allergies shall be offered (by the Center) a small table located apart from other children during lunch and snacks. We welcome and respect children with special dietary needs resulting from health challenges or religious requirements. Therefore, Parents have the choice of providing their child with food from home OR having the Center provide food. We serve 100% natural, USDA-certified organic lunch, fresh fruit and vegetables, 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 an 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. Our Staff will closely monitor all infants while they are asleep. Infants that are not yet mobile will spend time on their stomach (tummy time) while awake for exercise and movement development.

Parents provide mattress coverings (crib sheets), which 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 placement of the child in this position. A child can assume the most comfortable sleeping position when he/she can 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 kept at a warm and comfortable level so that blankets are not necessary for 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 is fully sprinklered for fire protection. KRA's building has a hard-wired fire alarm system that is monitored by a security company. If triggered, the fire department is notified immediately. Additionally, every classroom, hallway, and lower area is equipped with battery-powered fire, smoke, and carbon monoxide alarms.

#### **Fire Evacuation Procedure:**

1. Emergency evacuation drills will be performed every month.
2. In case of a fire emergency, the 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 them 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 the staff will push the cribs out of the building. The staff will bring the attendance sheet to ensure

that all children are accounted for and the emergency cards, which contain 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 displayed in every classroom.
5. Staff will call attendance and perform a head count when all children are gathered outside.
6. Staff will ensure 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 a single-file line and perform a head count as they line up. In the infant room, the children will be placed into two Evacuation Cribs, with four infants per crib, each equipped with large wheels. The staff will then push the cribs out of the classrooms. The staff will also have the sign-in/out binders and 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 is clear. Teachers will perform a head count each time they transition to ensure all children are accounted for.
3. Staff will ensure that all children are out of the classrooms and bathrooms and, if time permits, close windows and doors.
4. This procedure will be practiced monthly 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**

In the event of a flash flood, children shall stay in classrooms under staff supervision. 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 be at least 67°F. The staff will ensure a comfortable temperature inside their classrooms. In the event of a building service loss, such as water, electricity, or heat, classes will be canceled until the issue is resolved. If it occurs during a school session, parents will be notified as soon as possible, and children will be kept safe in heated or cooled areas of the building until their parents arrive to pick them up.

## **Emergency Contact Person**

When only one adult is present at the Center, an emergency contact person will be available 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 with access to children's records are not permitted to discuss or disclose personal information about the children and their families to any third parties unless written permission to disclose information is signed/authorized by parents. Authorized government agencies, including, but not limited to, the WI DCF, to have access to children's files and staff files. Upon request, a parent shall have access to all records and reports maintained in 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 suspected cases of abuse and/or neglect must be reported to the Director. Upon such a report, the Director will contact the Ozaukee County Department of Social Services, Human Services, and/or a local law enforcement agency to intervene. KRA's staff and volunteers shall be trained every two years on state child abuse and neglect laws. Hence, they can recognize children who may have been abused or neglected, and so they become familiar with the process for reporting suspected 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 a positive and nurturing learning environment where children can develop a respect for themselves and others, as well as a lasting love for learning. Our goal is to educate children. The children guide the activities we offer, and ultimately, we emphasize processes rather than the product, which helps 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 on 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 experiences that 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 choice 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!**

Our center's operating strategy and educational development model involve dividing every age group into two classrooms for optimal results.

For example, we offer Infant I classroom placement for children from 6 weeks to about 8 months old. Then, infants will be transitioned into our Infant II classroom when they become mobile (specific 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. Combining 2-year-old children into one classroom creates chaos, rather than an educational environment, akin to a babysitting service. Complete information about our curriculum can be found on our website. Our education curriculum learning (classroom time) runs from 9 am to noon.

In addition to our educational curriculum, we offer the following extracurricular activities every day:

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

The extracurricular activities schedule is posted annually.

### **Infant and Toddler Program**

KRA offers an infant/toddler program for children aged 6 months to 24 months. Our Infant/Toddler teachers and caregivers are dedicated to forming a strong bond with the children while attending to their daily needs. Teachers will maintain a daily activity report, which will be presented to parents at pickup. This report will contain information about a child's diapering, feeding, sleeping, and other daily activities. Frequent communication between parents and teachers is encouraged to ensure a smooth transition into our program and to provide the best possible care for every child. Infant classrooms do not have a set daily schedule and operate according to the child's needs. Toddler classrooms will follow the daily schedule posted.

## Daily Schedule and Developmental Activities in Infant Classrooms

There is no set schedule, and we operate according to the child's needs in our Infant 1 Classroom. Our main priority is to cater to the Baby's needs (feeding, changing, napping, relaxing, and happiness). We also understand that during the first year, infants grow at a tremendously fast rate. Most infants will be crawling and taking their first steps by the first birthday! During the first year, most babies will establish a routine for eating, sleeping, and toileting, but the schedule will vary according to the baby's individuality. Some babies need to eat more frequently than others, and some will take longer naps. The most important thing during the first year is developing trust, security, and respect for a baby's natural sleep patterns and rhythms.

**At KRA, we will work individually with every child during the day. We offer fun development-boosting activities for each area of a child's development, such as Social and Emotional, Language, Small (Fine) Motor, Large Motor, and Intellectual Growth by:**

- **To help babies strengthen their eye muscles and encourage alertness, they are exposed to black-and-white colors (for newborns) and bright colors** with various objects to look at. Brightly colored pictures are displayed around the room, along with moving objects and toys that feature bright or contrasting colors.
- **Tummy time** is offered to help develop strong muscles, strengthen neck muscles, and prevent the formation of a flat area on the back of a baby's head.
- **To help babies grow strong and healthy, they are offered opportunities to play and manipulate objects through mouth and hand play, explore by pushing buttons and pulling levers, fit things together, play "pat-a-cake," catch games, peek-a-boo, and hide games.**
- **Fingerplay** is offered to promote language development, fine motor skills, coordination, and self-esteem.
- **Listening to music** is offered so babies can learn the difference between fast and slow, loud and soft, one at a time and together.
- **Circle time with music, singing, clapping, and creative movements** is offered to encourage social and emotional development, language and cognitive development, and fine and large motor skills.

- **Manipulating activities and playing with a large variety of age-appropriate toys** are offered to develop a sense of colors, sizes, shapes, and textures, and develop eye-hand coordination.
- **Baby books** are offered to provide babies with visual stimulation, to help them learn to associate pictures with words, and to provide friendly sensory stimulation.
- **Storytime, reading and looking at baby books together, pointing to the objects, animals, and plants in book pictures, and naming them** are offered to promote bonding, language skills, and visual development.
- **Rhythm activities, nursery rhymes, and repetition sounds** are offered to help build language and speech skills, gross and fine motor skills, coordination, body awareness, and rhythmic proficiency.
- **Movement activities, such as reaching, rolling, waving arms and legs, sitting up, crawling, etc., are offered to develop large or gross motor skills, focusing on large muscle coordination.**
- **Sensory activities** encourage babies to see, smell, hear, and feel to promote sensory awareness.

Our teachers will work from a curriculum designed to nurture and guide the child's development in all areas during this rapidly 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 them move along the developmental timeline and achieve each of these essential skills. Our staff utilizes structured play and provides opportunities for movement in open play areas, both indoors and outdoors, to enable your child to develop and improve their large and small muscle group skills. We also engage in activities that help your child 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 consistently responding to verbal and nonverbal communications and 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 stimulate language development and skills further. 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 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 manner. 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 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, snacks, and extracurricular activities. Children are taught that they learn in the classroom, eat in the Cafeteria, and 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, respect, and the difference between 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 combines the Reggio Emilia Approach, developed in Italy by Loris Malaguzzi, and that of Dr. Maria Montessori. We combined the best elements from the two approaches to create an outstanding combo curriculum. Our curriculum primarily focuses on the preschool and primary ages of a child's development. Our Combo philosophy emphasizes that children are naturally curious and creative, and that education should capitalize on this readiness to explore the world with a sense of wonder and awe. Children thrive in environments with teachers and caregivers who foster a passion for learning and exploration, which begins right from infancy. Our Combo philosophy views the child as a competent and active participant in their education, and this is one of the core ideas that our Center revolves around. Our Combo approach is founded on principles and applies curricula that believe children act as collaborators and communicators. Their teachers act as partners, nurturers, guides, and collaborators in research within everyday life and activities. Exploring ideas through natural processes, nature, and the living environment is central to this philosophy and teaching approach. The environment is vital in this philosophy; it is referred to as the "third teacher" and is integral to the learning processes and curricula employed.

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

the world 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 of our philosophy, as it is an active part of their child's learning experiences. Furthermore, parents play a vital role in shaping their child's learning and welfare, and are essential in helping to foster 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 children collaborate in their discoveries is an essential part of how children learn to work individually and within groups. Working in these different environments helps foster each child's intellectual development and social skills.

Our Theme-Based curriculum meets each child's individual needs and helps all the children lay the foundation for the values and beliefs they will carry with them as they grow. The curriculum we embrace here at the Center is a fantastic approach to learning, making education more visible and interactive for children. Work and projects completed by children will be regularly and proudly displayed throughout the classrooms and the Center. We also encourage children to engage in in-depth studies of various materials, processes, and ideas. We offer them opportunities to explore through multiple visual, artistic, dramatic, and musical tools, as well as natural materials. Every day at the Center, we offer children group time and outdoor activities. Children will develop their physical, cognitive, language, and social skills in these various activities and learn about themselves.

### **The Pledge to the American Legion**

Our 3-K and 4-K classes will begin their day with the Pledge of Allegiance. During this, every day at 9:00 am, our staff and the students will be asked to stand up, turn to the US flag, cover their heart with the right hand, and say the following: **"I pledge allegiance to the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."**(1954 - current version, per U.S.C. &4). Our teachers will explain the reasons and history to the children.

### **4-K**

**Our primary goal for the 4-K students is to prepare them for a seamless transition to elementary school. Our 4-K curriculum is significantly more advanced than the one offered by public schools (please see the full 4-K curriculum on our website). Our 4-K curriculum incorporates a combination of Reggio and Montessori approaches. 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 designed to help students develop their early math, reading, self-help, social, and language skills. This is achieved primarily through motivating and engaging activities throughout the day. Students will still have opportunities to choose which activities to participate in during the day and will engage in daily games and playtime, both indoors and outdoors. We offer morning and afternoon group times, outdoor activities, and art time to 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 and differences and how to develop an appreciation for all of those within their own and other communities.

### **Graduation from our 4-K Program**

We believe that our 4-K grads deserve to be honored before their proud parents, other children, and families. Therefore, we offer the Graduation Ceremony and Concert in June of every year. To participate in the 4-K graduation, a child's 4th birthday must fall on or before September 1<sup>st</sup> of the previous year, and this child must be enrolled in KRA's 4-K program at the time of graduation.

### **Summer Camp**

**All children who turn 4 years old before the end of our Summer Camp will automatically be unenrolled from KRA on the Friday following our 4-K graduation ceremony.** Before this, in March of every year, families of these children will need to decide whether they wish to enroll their children in our Summer Camp. Our Summer Camp will be offered as an additional class and will start on Monday, following the 4-K graduation ceremony. The Camp will be offered first to families currently enrolled at KRA. We will then satisfy the requests of families whose children were previously enrolled at KRA. After that, if any enrollment spots are still available, we will offer it to the public. The Summer Camp will be offered for 11 consecutive weeks only. Parents shall make a financial commitment for 11 consecutive weeks, and the 30-day unenrollment notice shall not apply during the Summer Camp. Camp enrollment fees will be waived for children enrolled at KRA before the camp's start. At the end of Summer Camp, children who will be enrolled in KRA's Private 4-K will be automatically re-enrolled, and children who are going to the Public 4-K will be unenrolled. Summer Camp registration forms and fees (if applicable) must be completed and submitted to KRA by parents following the registration deadline.

## **Transition among classrooms**

Because we split every age group into two separate classrooms, KRA transitions (advances) children twice 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 transitioning to ensure that the child is ready for the next level. After the assessment, the teacher will recommend the transition to the Director. After reviewing the teacher assessment, the Director will recommend the transition to the parents and set the approximate transition date. After the transition date is scheduled, the teacher will introduce the child to his/her next classroom teachers and classmates. The teachers also assist with every transition to ensure 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 a parent or 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 the parents on the Emergency Card. Suppose occasionally parents wish to authorize someone not listed on the Emergency Card to pick up their child. In that case, a parent must contact the Center's Director and provide this person's full name. This person must provide a 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, 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

### Nap and Quiet Time

KRA is responsible and committed to providing all children enrolled with a quiet time so they can take a quality nap during the day. Nap/quiet time is generally scheduled between 12:30 pm and 3:00 pm for most classrooms. All children under the age of 4 are expected to nap. All children, including those in our 4-K program, will have the opportunity to rest on a cot for a minimum of 30 minutes after lunch. If a child does not fall asleep within 30 minutes, they will be given a choice to either quietly stay on their cot and read books, or get off the cot and color quietly, or engage in other quiet activities, allowing others to sleep. If a child does not nap and does not stay quiet (E.g., too young to understand that they are expected to remain quiet while others sleep), parents will be notified if this child consistently interrupts nap/quiet time for other children. Suppose it is determined that a child does not nap and cannot stay quietly in the classroom during nap/quiet time, and the only way to allow other children to have a quality quiet time is to take this child out of the classroom. In that case, parents will be offered a few choices such as but not limited to: a) change enrollment to Half Day in AM, OR b) look for alternative care options, OR c) KRA may be able to provide adult supervision for this child outside of his/her classroom (ex: in the indoor playground OR unoccupied classroom) during nap/quiet time. To do so, KRA will have to mobilize extra resources to ensure staff are available, and staff members may be asked to work overtime and skip lunch. This option may be offered at an additional tuition cost and considered on a case-by-case basis.

Every child should have his/her own blanket and crib sheet. KRA will provide each child with a cot on which to rest. The bedding will be stored on the child's cot during the week and picked up by parents every Friday for washing and sanitizing.

## Outdoor Activities

Our curriculum encourages daily outdoor activities and regular interaction with nature. Good weather in Wisconsin is rare. 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. We will offer educational and extracurricular activities, as well as snacks, outdoors if the weather permits.

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

Children aged 2-5 will play outside when the wind chill is above 25 degrees F and below 90 degrees F. Children under 2 will go outside if the wind chill is between 30 degrees F and 90 degrees F. **NOTE: The WI DCF recommends these temperature parameters; however, not every temperature and weather condition above 25- and 30 degrees (F) is appropriate for small children. We use common sense and a "mother's instinct" when determining whether outdoor play is suitable.**

Again, a child can only join us outdoors if they have the proper attire to do so; therefore, please ensure that you dress your child for the anticipated weather throughout the day. As appropriate, ensure your child has snow pants, boots, hats, mittens, a warm winter jacket, a light jacket or sweater during the spring and fall, and rain boots and a 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 warm summer days. Please also ensure that all clothing items brought to the Center are correctly labeled. **NOTE: Both indoor and outdoor shoes are required at KRA throughout every season.**

## Field Trips

Field trips to locations outside the Center will be offered to children aged 3 years and up (some field trips may also be available 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 can participate. KRA may charge parents fees for field trips to cover expenses, including bus transportation, tickets, souvenirs, and other related costs. We encourage parents to volunteer and to assist our teachers during field trips.

## **Indoor Apparel**

Because creativity, play, and free choices are 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 a little dirt or paint won't ruin. Alternatively, you may provide your child with an oversized shirt or smock for them to wear - but be forewarned that your child may forget to put on their smock/shirt before getting messy!

Particularly for children undergoing toilet training and those who have recently been trained (without much warning between needing to use the bathroom and needing to use it), please remember to dress your child in clothing that can be quickly removed—such as pants with elastic waistbands, skirts, and similar items.

## **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, no catering company in Wisconsin catering to children offers organic, USDA-certified meals for kids (everything provided is made with food from metal cans or plastic containers). We found a company that makes USDA-certified Organic meals in Illinois, so our Organic lunch is delivered warmly from Illinois every day. In addition to our Organic lunch, we offer fresh fruit and vegetables daily (fresh and not out of plastic containers). KRA also offers 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, they can choose to provide a bag lunch or snack. Please label all bag lunches and snacks, and notify a staff member if the item requires refrigeration.

## **Infant Nutrition**

Infants will either be fed "on demand" or according to a schedule provided to KRA by the parents. Parents must give 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 properly bagged and labeled with the time and date it was 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 cleaned and sanitized. 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 that were opened shall be covered, dated, labeled, refrigerated, and 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; instead, food shall be put into clean bowls provided by parents before serving. Infants too young to sit in a highchair shall be held by staff while being fed, and their bottles shall not be propped up. Infants who can sit in a high chair should be encouraged to eat with their hands or spoons while supervised.

**Parents must provide diapers, wipes, creams, sunscreen, and other necessary items for as long as the child requires them.**

### **School Supplies**

A checklist of supplies needed for each 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 wear indoor and outdoor shoes at all times, regardless of the season.

### **Pets**

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

### **Religion**

KRA is not affiliated with any religion or religious institution. During the holiday season, we can discuss the meaning, traditions, and customs of various major holidays from different faiths with children. Values are part of our curriculum; values such as kindness, doing for others, patience, and telling the truth will be taught in the classrooms so that each child obtains a basic understanding of these concepts. As we approach and learn about various religious traditions, we 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 on the last Thursday and Friday of every August for major cleaning, sanitizing, staff orientation, re-decoration, and preparation for the new school year.

## **Inclement Weather**

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

## **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 regarding this material or any licensing matters.

## **Questions and Concerns?**

Kid's Rule Academy welcomes any questions or concerns you may have. No question is small or insignificant. We recognize that we are 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 and the Operations Manager can be reached at 262-242-5500 (phone) OR [info@kidsruleacademy.com](mailto:info@kidsruleacademy.com) (email)

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