

All 'Bout Children Preschool Policies

17700 W. Capitol Drive
Brookfield, WI 53045
262-894-5437
allboutchildrenpreschool.com
<http://www.allboutchildren.shutterfly.com>
Policy Effective Date: 06/05/2017

ADMISSION POLICY

All 'Bout Children Preschool is licensed by the State of Wisconsin, Department of Children and Families (DCF). It is owned and operated by Jacob Magyar and Heather Butkiewicz as a corporation. An on-site Administrator and Director will manage the day-to-day operations. All 'Bout Children Preschool is licensed to teach no more than 40 children at any one time, per building. We will serve children ages Birth to 12 years old. We are open Monday through Friday, from 7:00 AM to 6:00 PM, January through December. No service will be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day and Good Friday. If a holiday falls on a Saturday, we may be closed the previous Friday. If a holiday falls on a Sunday, we may be closed the Monday following.

We are inspected regularly to ensure that we meet licensing standards. **Smoking and Firearms are not permitted anywhere on the premises of the center, indoors or outside.**

We will have the following items for parents' review at the front entrance: license certificate, a complete copy of operating policies and procedures, the results of our most recent licensing monitoring visit, a copy of the licensing regulations, and any other parental notices that are needed.

All 'Bout Children Preschool is covered by liability insurance in the amounts required by the Department of Children and Families.

There are fish and a rabbit on the premises. If any other pets will be added in the future, a notice will be posted to inform parents in advance, and whether or not children will have access to the pet(s). Any allergies children may have will be taken into consideration.

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will also take daily attendance to know the names and number of children at the center at all times. If children are absent without prior notification then a parent will be contacted in one of these ways: Brightwheel message, text or phone call.

To protect each family's confidentiality, All 'Bout Children Preschool will not share information about a child or a child's family with anyone who is not authorized to receive this information. For the purpose of program regulation, the licensing specialist does have access to all center records. Media release will be on file for each child at the center. If a media release is not signed by the parents, photos of a child can't be taken.

As a preschool and daycare, all staff are required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. We must notify the proper authorities if we suspect that any child is being improperly treated.

We do not practice any religious holidays or say a prayer at meals.

Our administrative structure is as follows:

Administrator
Program Director
Lead Teachers
Teachers

Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child(ren), we will need to be notified in writing or by a telephone call in advance. The person picking the child(ren) up may need to show a driver's license or other photo ID.

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, All 'Bout Children Preschool provides scheduled conferences during 1st and 3rd quarter, quarterly newsletters, a parent bulletin board and daily conversations.

All 'Bout Children Preschool will provide preschool for children between the ages of 2 and 5 years. We will also provide childcare (before and after school care) for children ages 6 weeks to 12. We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. Children need not be toilet trained for preschool or daycare. If a child is not toilet trained, they will need to come to school in a pull-up if they want to work on toilet training (per toilet training policy). All children will be enrolled for a trial period of 2 weeks. During the trial period either the program or parent may terminate childcare without advance notice.

Items provided by parents (and labeled):

Pull-ups/diapers, wipes and any ointments needed for a child not potty trained
Breakfast-Daily
Cold Lunch-Daily (if not paying for hot lunch)
Preschool supply list – preschool students only
Nap-time blanket(s) and pillow if needed (put all nap items in a labeled pillowcase)
Extra clothing appropriate for the season
Formula/Baby Food
Bug spray and/or Sunscreen

Items provided by center:

Snacks
Beverage for snack time (milk or water)
Crib
Sheet
Utensils

**ENROLLMENT PROCEDURES and
DISCHARGE OF ENROLLED CHILDREN**

Parents interested in enrolling their children at All 'Bout Children Preschool must meet with the Director to discuss their child's specific needs and to review program policies. If a translation is needed we will be able to use Word's Translate Documents. The following items must be completed and returned to the center by the first day of attendance.

- Form CFS-62, "Child Care Enrollment"
- Form CFS-2344, "Health History and Emergency Care Plan"
- Form CFS-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form CFS-61, "Child Care Intake for Child Under 2 Years" (if applicable)

The Director will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms.

Due, completed, within 30 days after child starts attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Due, signed by medical professional, within 90 days after child begins attending:

- Form CFS-60, "Child Health Report"

Children will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance.

For Preschool, children may be enrolled in the morning session from 9:00-12:00 pm for two through five days. Four to five-year-old Students may also be enrolled in the afternoon session from 12:30-3:30 pm for one through five days, or in full day preschool from 9:00 – 3:30 pm.

For daycare, children can be enrolled anytime between 7:00 am and 6:00 pm. All students, who are in a 2K an up class, go to preschool from 9:00-12:00 p.m.

If you come to pick up your child later than closing, which is 6:00 pm, we charge a late fee of \$5.00 per minute, unless alternate arrangements are made. If you pick up your child 5 minutes past the preschool time, you will be charged the current childcare rate. The AM session ends at 12:00, and the PM session ends at 3:30. The school closes at 6:00 pm.

Meals will be provided by parents. There is an option to buy a hot lunch from Quality Catering.

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
- Lack of parental cooperation.
- Inability of the program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at scheduled time. (Given a maximum of 5 warnings)
- Failure to complete and return required forms within a 1 month time frame.

We will give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to the parent's failure to keep current with fees owed.

FEE PAYMENT AND REFUNDS

Fees are to be paid weekly, bi-monthly (1st and 15th), or monthly (by the 1st). If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

- Cash, check and credit card (Mastercard or Visa) are accepted.
- NO refunds will be given for days when children do not attend for illness, vacation or other reasons.
- The Director will establish a regular rate based on each child's hours of enrollment.
- There will be a 10% reduction for additional children from one family.

There will be a \$50 dollar registration fee.

Current fees appear on the rate sheet:

All school fees must be paid within 7 days of their due date or the child will be in danger of being withdrawn from the preschool.

If a parent picks up their child after closing time (6:00 pm), we charge a late fee of \$5.00 per minute, unless alternate arrangements are made. If parents pick up their child more than 5 minutes past the end of preschool 12:00 pm and or 3:30 pm, they are charged the current childcare rate.

If a child will not attend on a regularly scheduled day, parents should let the Director know by 8:00 AM.

All 'Bout Children Preschool will announce any tuition increases at least two weeks in advance.

Returned checks: There will be a fee of \$25 charged for a returned check. We reserve the right to refuse any subsequent payments by check.

There are no refunds for normal sick days, inclement weather closings, closing due to loss of power or water, unscheduled closings due to communicable diseases, or child's unwillingness to attend. If Elmbrook School District closes, we automatically are closed. If the weather is 30 degrees below zero with a wind-chill, we will be closed. Families whose children come 4-5 days a week have 10 days of vacation time to use, with a minimum of a 2-week notice. Any more than 10 vacation days and you will be charged for your normal attendance days. Families whose children come 1-3 days a week have 5 days of vacation time, with a minimum of a 2-week notice. Any more than 5 days of vacation and you will be charged for your normal attendance days. Tuition refunds for extenuating circumstances (unexpected moves, illness, etc.), that last more than a week, will be made on a prorated basis at the discretion of the Director and/or Administrator. Considerations for refunds will be based on the time of the school year and the possibility of filling the vacated class position. Families will be charged for the following vacations days we are closed for Labor Day, Inservice Training Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, Christmas Eve, New Years, Good Friday, Memorial Day, and Fourth of July.

School closing: We reserve the right to temporarily close the school if there has been a mass exposure to a serious communicable disease. The length of time that we remain closed will be based on the county health department's recommendations.

Tuition Requirements: Families are contracted for a specific weekly/monthly schedule as indicated in your enrollment paperwork. Payment for this contracted schedule is required every week/month, year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. While we understand the burden families may face if they cannot work due to childcare disruptions, we also must look after the welfare and retention of our staff and future longevity of the program. No credits are given for illness or other unforeseen closures due to health emergencies.

Additional fees will be charged for various activities here at the preschool (dance, soccer, etc..) and off-site field trips.

HEALTH CARE POLICY

Special Health Care Needs

When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to work with that child but will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted in the weekly curriculum binder located in each classroom. When specialized equipment is needed, such as a nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

Child Illness

Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 100.4 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness

Children may return to the preschool when they are symptom and fever free for 24 hours, have been appropriately treated, or have been given medical approval to return to childcare. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

We will report all communicable diseases, when required, to the local health department, to the licensing agency, and to parents of all enrolled children.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Serious communicable diseases:

If a child has had a direct exposure to a serious communicable disease, we ask that they be kept home until the incubation period is over. By doing this, we avoid exposing all of the children in the program and inconveniencing a great many families. These serious diseases include: Strep Throat, Chickenpox, Rubella, Measles, Mumps, Scarlet Fever, Staphylococcus/MRSA, REV, Roseola, HIV, TB, Fifth Disease, any Hepatitis strain, Mono/EBV, Pertussis, Bacterial meningitis, or COVID-19. Please inform the school of this exposure within 24 hours so we can take necessary precautionary measures. While it is obvious that a child needs to be kept home when they are ill, it is also important to know that they should not be in school after exposure to a serious communicable illness. This is especially relevant if someone in your home has been diagnosed with a communicable disease. Remember that day 1 of the incubation period dates back not to when it was diagnosed, but actually 24 hours after antibiotics are administered to the carrier. Please make sure to wait long enough to see if symptoms crop up before returning, to be sure they are not bringing it with them.

School closing: We reserve the right to temporarily close the school if there has been a mass exposure to a serious communicable disease. The length of time that we remain closed will be based on the county health department's recommendations.

Reducing transmittance: If a child with a communicable disease has been in attendance, we will disinfect the preschool before the children arrive the next day. We sanitize high touch surfaces many times throughout the day, washing hands with soap and water even more frequently than usual, spending as much time outside as possible, and practicing social distancing. Before children come back, we will notify parents of the exposure, so that those who want to avoid the risk will have the option to do so.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury via Brightwheel and when they pick their child up. All 'Bout Children Preschool will maintain a medical log where we will document the administration of medication, accidents or injuries that happen when children are in care and observations of injuries to a child's body received outside of care. Parents will have access to entries regarding their child.

We will practice universal precautions when handling all blood injuries and bodily fluids. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Elmbrook Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR/AED and first aid. First aid kits will be stored in each classroom and outside play-area.

When children are off-site for a walk or field trip, staff will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log upon return to the center. A cell phone will be carried along, in case help is needed.

We will practice universal precautions when handling all blood injuries and bodily secretions. All staff will use disposable gloves when treating blood injuries or bodily secretions. Injuries will be properly washed and sanitized. All of the materials used to treat the injury, or bodily secretion, will be wrapped in an airtight plastic bag and disposed of immediately.

If a child has a toileting accident during the day a staff member will assist them if necessary. The staff member will wear gloves at all times and soiled clothing will go in a plastic bag for the parents to take home.

Medications

The staff will administer medications under the following conditions:

Non-prescriptive medication will only be given to children if there is a doctor's authorization and parents have completed the authorization form provided.

Prescriptive medicine must be in its original container, bearing the label with the child's name, dosage and administration directions. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.

All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook.

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks.

Furnishings, toys, and other equipment will be washed or cleaned when they become soiled. They will be cleaned with a disinfectant and sanitizer from Cintas Corporation.

All children will need to have a Health Report on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at All 'Bout Children Preschool. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after the first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for

children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

Any child who attends the morning session, and the afternoon session will have a rest period. Any child that is in care for 4 or more hours, that is under age 5, will have a rest period and can get up after 30 minutes for quiet play. All 'Bout Children Preschool will send home bedding to be laundered after every five uses, or sooner if necessary.

A crib will be provided for each child under one year of age. Children age one and older will sleep in sleeping bags/mats or blankets provided by the parent.

CARE OF MILDLY ILL CHILDREN

We are not licensed to include care of mildly ill children. A child is considered "mildly ill" when it is a common, temporary illness that is non-progressive in nature, and is not listed on the Department of Health's Communicable Disease Chart, which is available in the office.

If a child becomes ill while at the center, the parent will be contacted immediately, and the child will be kept as comfortable as possible under supervised isolation until the parents' arrival.

Infants and Toddlers:

Diapering: Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be disposed of in a plastic-lined, foot-activated garbage. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and staff member will be washed. The changing pad will be cleaned and disinfected.

Toys: Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it, and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly, or sooner if needed.

Shaken Baby Syndrome (SBS), CPR/AED, Child Abuse & Neglect, and First Aid

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work. All staff must also have CPR/AED and First Aid training within 6 months of being hired. All Toddler/Infant staff must have SIDS training.

NUTRITION POLICY

Children who attend during the morning or afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours. Daycare children will have a morning snack, lunch and afternoon snack.

Older children will eat family style and will be allowed to serve themselves. Snack time will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be sanitized before meals and

snacks and everyone will wash their hands before and after eating. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Snacks will not be withheld as a form of punishment.

Birthday and holiday treats are allowed but should be store purchased and not homemade. Please try to provide nutritious choices low in fat and sugar.

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name and date opened. Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk will be disposed of immediately.

If your child has special dietary needs or has food allergies parents must notify the center in writing. Food allergies and special dietary needs will be listed for staff to view in a medical binder.

Food will be stored up off of the floor and once opened, in airtight containers.

Refrigerators (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.

Dishes will be washed and sanitized in accordance with licensing regulations, manually following the posted 3-step procedure: wash, rinse, sanitize.

Hot lunch menu and snack menu are posted by the front doors on the bulletin board. Hot lunch is delivered daily, and put into the warmer or the refrigerator.

Snack schedule:

Snacks are provided by the preschool.

Snacks will be served at approximately 10:15 am and 3:15 pm each day for the preschool.

Snacks (or breakfast) for extended childcare will be between 7:00 and 9:00 am. Afternoon snack will be at 3:30 pm.

Snacks for after school students will be at 4:20.

If a child stays for lunch, lunch will be eaten at 12:00/12:05 for any preschool children that may stay. A catered hot lunch can be purchased, or a cold lunch will be provided by the parent.

All parents will be given information about requirements for food groups and quantities specified by the U.S. Department of Agriculture Child Care Food Program, which is included at the back of the policies and the 2 pages of the Parent Handbook.

EMERGENCY PREPAREDNESS

FIRE, TORNADO, ACTIVE SHOOTER, LOST CHILD

Attendance will be kept in each classroom daily and arrival/departure times recorded. During AM arrival and pick-up and PM arrival and pick-up, teachers will be kept aware of children they're responsible for. Teachers will know the names of each child and their whereabouts at all times.

Fire, Active Shooter and Tornado evacuation plans will be practiced monthly. The Director will document dates of fire and tornado drill and check the smoke detectors (weekly) on a form provided by the state.

In case of an emergency that would require an evacuation (Fire, Active shooter, or Flash Flood), children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all

children are accounted for and all families can be notified. Children will be assembled at the back of Stonewood Village behind Savvy Bride, 17700 W. Capitol Drive. The director will call 911 (police) for an active shooter, or the fire department, and parents will be notified.

There will be a fire extinguisher located on each level of the preschool.

Shelter in place procedures: The Director will determine if All 'Bout Children Preschool will need to shelter in place. Shelter in place will take place if All 'Bout Children Preschool has been notified by police, news, or other forms of communication that there is an event taking place nearby that involves law enforcement. The Director will Vox the teachers and personally go to all classrooms to inform the teachers that they need to shelter in place. The director will call 911 to inform them of the event. If children are outside playing at that time, teachers will bring the children into the classroom and go to the shelter in place locations. The teachers will make sure to relocate the first aid kit, close all blinds or curtains in the classroom, and pick up some toys for the children to play with until the all clear is announced. The teachers in the grey building who are on the first floor of the building will move the children into the nap room, away from windows and teachers from upstairs classrooms stay in their classrooms. The teachers in the yellow building will bring their children to the Desert Room, and the basement room will go into the large muscle room.

Lockdown will take place if there is a dangerous person inside or immediately outside of the facility. The Director will Vox and text the teachers that all doors need to be closed and locked. All teachers will be asked to verify quietly via a written Vox, or text, that the exterior doors are locked, and classroom doors are closed. The children will be kept inside the rooms, away from doors or windows. In the grey building: the teachers in the upstairs classrooms will take the children to the bathrooms and lock the doors. The teachers on the first floor will move the children to the hallway near the Director's office and barricade themselves in there. In the Yellow building: The Rainforest Room and Desert Room will go into the Director's office- all lights will be shut off.. The Forest Room and Savannah Room will go into the hall area near the steps to upstairs. The Director will call 911. Teachers will only leave their areas once they hear an "all-clear" signal, via Vox or text, from the Director.

In the event of a tornado warning or severe weather, the children will be taken to the basement (**or other appropriate space**) by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a lost child, staff will check all areas of the school. The lost child procedure that is located in each classroom, will be followed. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified.

If a child who is scheduled to arrive at the school, via transportation other than the parent, does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, the Director will call the parent to inform them that the child has not arrived.

If the school should lose the use of heat, water or electricity before the school opens; parents will be notified by 8:00 AM and will be asked to not bring their child that day.

If the school should lose the use of heat, water or electricity while children are in attendance, the Director will call the parents of all children and ask them to pick them up within 1 hour.

When there is only one staff person on site, we will ensure that an emergency provider, Heather Butkiewicz or Jacob Magyar is available within 5 minutes. They are both trained on Shaken Baby Syndrome, CPR/AED and First Aid, and will sign a document agreeing to serve as an emergency back-up.

All emergency numbers are posted in each classroom.

EDUCATION POLICY

All staff will have information about Developmentally Appropriate Practices, and we will review this information at least annually.

All 'Bout Children Preschool staff will plan activities and provide children with a variety of experiences.

Language development: Books, writing materials, music, stories and games, fingerplays, and poems

Large muscle skills: Balls, hoops, bubbles, running, jumping, dancing and outdoor play

Small muscle skills: Puzzles, art and craft activities, manipulative toys and blocks

Creative expression: Dramatic play props, puppets, musical instruments and movement activities

Self-help skills: Cleaning up after ourselves, helping with snack preparation, daily responsibilities, and dressing ourselves

Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another.

Children **will go outdoors daily** when weather permits. The children age 2 and above will be kept indoors if the temperature is below zero degrees with the wind chill. Children will also stay indoors when it is raining or when the temperature is above 90 degrees. If the inside temperature rises above 80 degrees, we will provide fans or air-conditioning; if it falls below 67 degrees, we will call for furnace repair and contact parents to come for their children.

Children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science/social studies, large and small muscle movement, art and language arts.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

A schedule of daily activities is posted in each classroom. Activities during the day will be designed for a wide age range of children working and playing together. A program of activities is planned a week in advance. Staff will use a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review.

School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities.

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping

and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. Parents will use this report to share information with us about the child's night and morning activities and disposition.

CHILD GUIDANCE POLICY

Children's behavior will be guided by setting clear limits or rules for children. Time-outs will not be used. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms; e.g. "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, the Director will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from school.

In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding snacks; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Guidelines for discipline are located in the Staff Handbook.

PERSONNEL POLICY

All 'Bout Children Preschool is an equal opportunity employer. We will not discriminate in our hiring practices. When a position becomes available we will advertise locally. Qualified applicants need to complete an application form and provide documentation of their training and experience in childcare. Job descriptions will be available for all positions.

There will be a 90-day probationary period for all new employees. Wages are based on training and experience.

Criminal Background Information/FBI Background Check:

The Director will need to do a complete background check within 60 days of hire and every year thereafter on

- All employees
- All volunteers used to meet staff-to-child ratios
- All individuals who are contracted by the licensee to provide services to children

The FBI background check will only be conducted once.

The Department will conduct a complete background check, as required by law, on the Licensee.

Staff must notify the licensee when any of the following occurs, ASAP, within 24 hours. This responsibility will be explained during new staff orientation. "Employee" refers to anyone subject to a caregiver background check, including substitutes and volunteers serving as staff.

- Employee has been, or is being, investigated by any governmental agency for any act, offense or omission, including charges related to abuse or neglect of a child or other client, or misappropriation of property.
- Employee has a substantiated finding against them for a charge listed above.
- Employee has had a professional license denied, revoked, restricted or otherwise limited.
- There are other known convictions, pending charges or other offenses which could potentially relate to the care of children or center activities.

The licensee must report such an occurrence to the licensing office no later than the next business day.

Employee files will be maintained on all of the staff at All 'Bout Children Preschool. The staff record checklist will be maintained to document completion of required forms for all staff. Staff are required to have physical exams upon employment.

The Directors will conduct annual performance reviews with all staff at All 'Bout Children Preschool. Results of the performance review will assist the Directors in determining a wage increase.

All 'Bout Children Preschool offers full-time and part-time positions. Hours of work are determined by enrollment. Staff is expected to show up for work on time and to be prepared to get started immediately. If you will be late you are expected to call as soon as possible. We design our staff schedule around the children's arrival time and departure time. We need to be in compliance with staff/child ratios at all times. If you are unable to work due to illness or other situation you are expected to call the Director or Administrator as soon as possible so she can make arrangements to have your position covered. If you fail to do so, it may result in termination of your employment at All 'Bout Children Preschool.

Employees who work 4-6 hours will receive an extra 15-minute bonus on their paycheck in lieu of a 15-minute break, but only if they are on time for work.. Full-time employees will receive payment for 30 minutes in lieu of two 15-minute breaks. The first 15 minutes will be based on if the employee is on time in the morning. Those that work 6 + hours will receive a minimum of a 30-minute unpaid lunch break. Staff is required to attend the regularly scheduled staff meetings. Agendas for these staff meetings will be kept on file for licensing to review. Staff will be paid for the time they spend at staff meetings.

Time sheets are monitored electronically and will be reviewed by each employee and the Administrator. Falsification will result in disciplinary action and possible termination. Employees will be paid semimonthly. Each paycheck will include earnings for work performed through the end of the previous payroll period.

Since employment with All 'Bout Children Preschool is based on mutual consent, both parties have the right to terminate employment at will, with or without cause, at any time. All 'Bout Children Preschool will provide worker's compensation insurance as required by law. We will withhold the appropriate payroll deductions for taxes and other insurances as required by law.

All 'Bout Children Preschool expects each member of the staff to conduct themselves in a professional manner as a mature adult, respecting each member's contributions. Comments and complaints should be made to the Director. Employment and family records and conduct at the center are considered confidential.

Sick Days: Staff members should not work anytime they have a fever or other communicable disease. Please call the Director as soon as you know you will be absent. Staff who call in sick may be expected to provide a doctor's excuse, upon request, for the day they are absent, on that day before 6:00 pm. No individual shall be permitted to have contact with children or be permitted to work in a capacity where illness could be transmitted to the children.

Tardiness: Repeated tardiness is the reason for dismissal.

Time Off Request: At any time a staff member is requesting to deviate from their scheduled time (i.e. Personal day, late arrival or early release, etc.) or have deviated from their scheduled time (i.e. sick) a Time-Off Request will need to be filled out and submitted to the Director/Administrator for approval. Planned requests for time off should be submitted as early as possible, at a minimum of two-weeks prior to the scheduled absence, for proper planning to find your substitute. Time off will be approved if we are able to find a substitute. Time off is not accumulated from year to year, it must be used up by the anniversary of the date of hire.

Dress Code: Employees are expected to dress in a professional manner that will allow them to appropriately perform their job duties. Exposed body piercings, long fingernails, high heels, short shorts, short skirts and shirts with inappropriate verbiage and pictures are not considered appropriate work attire. Tattoos are fine, as long as they are not offensive. Sandals in the summer are also allowed.

Resignation/Termination/Disciplinary Action: All 'Bout Children Preschool employment termination/resignation may be initiated at any time by either an employee or by All 'Bout Children.

Guidelines:

- 1) Reasons for employment termination may include but are not limited to:
 - Violation of All 'Bout Children Policies
 - Layoff
 - Unsuccessful completion of probationary period
 - Actions or behavior not covered by policy but deemed harmful to staff or clients.
 - Failure to rectify performance issues as outlined in the Disciplinary Action
- 2) An employee voluntarily terminating employment (Resignation) shall be required to give and fulfill the proper notice period in order to separate in good standing. The notice period is a minimum of two weeks. Employees may be removed from duties prior to the expiration of the notice period at the discretion of the Director without affecting compensation owed.

Procedures:

- 1) Upon termination of employment employees shall be paid only for days they have worked. Sick leave/Vacation/Personal days are not paid upon termination.
- 2) Exit interviews may be conducted by the Director.
- 3) Employees who become unable to work due to an illness or injury will be encouraged to speak to the Director.
- 4) The Director will then remove the employee from the email system, Instagram, and the All 'Bout Children Preschool Facebook group

Disciplinary Action:

- 1) If an employee's behavior is unacceptable (or goes against any policies), she/he may be issued a written warning, which will be placed in the employee's personnel file. If there is no improvement in actions or behavior employee may be given a 2nd warning or possible termination
- 2) If the Director feels that the employee's actions or behavior goes against our policies, the employee may be dismissed without a warning
- 3) In extreme cases of emotional instability, abusive behavior or theft, employees will receive immediate suspension without pay. Facts will be gathered about the incident and an employment decision will be made

Reduction of Hours: The Administrator/Director has the right to change (increase or reduce) staff hours at any time. The Fair Labor Standards Act does not preclude (prevent from happening) an employer from reducing the number of hours the employee is scheduled to work.

Grievance Procedures: In the event an employee has a grievance regarding an employment issue, s/he needs to discuss it with the immediate supervisor. If still unsatisfied with the decision, the employee may discuss and/or negotiate the issue with the Director. However, the Director will make the final decision.

Conflict Resolution Process:

STEP ONE

Employees should attempt to resolve issues with employees involved. This attempt should take place in private. Issues should be approached with humility and the intent to learn. The conversation should focus on problem solving and improving the overall process.

STEP TWO

If issues cannot be resolved, the employee should direct their concerns with the Director.

STEP THREE

The Director may call a meeting to facilitate a resolution and increase understanding between employees. Employees may direct their concerns through mail, email, phone or private discussion. Resolving issues will be treated with confidentiality and respect, in a timely manner, serving as a learning experience.

The resolution of conflicts in the workplace typically involves some or all of the following processes:

1. Recognition by the parties involved that a problem exists.
2. Mutual agreement to address the issue and find some resolution.
3. An effort to understand the perspective and concerns of the opposing individual or group.
4. Identifying changes in attitude, behavior, and approaches to work by both sides that will lessen negative feelings.
5. Recognizing triggers to episodes of conflict.
6. Interventions by third parties such as the Director to mediate.
7. A willingness by one or both parties to compromise.
8. Agreement on a plan to address differences.
9. Monitoring the impact of any agreements for change.

CONTINUING EDUCATION POLICY

All 'Bout Children Preschool will utilize a variety of community resources to obtain the required continuing education. We will document continuing education hours on the form provided by the state.

Employees working more than 20 hours per week must earn 25 hours of continuing education each year. Employees working 20 or fewer hours must earn 15 hours of continuing education each year.

A limited portion of continuing education can be obtained through reading pertinent information or viewing appropriate informational videos. The state provides a form to document this,

If we include topics that pertain to programming rather than All 'Bout Children Preschool business, staff meeting hours can be counted as continuing education. Staff meetings will be held monthly in order to share information, discuss issues and concerns and provide continuing education.

We will use the forms provided by the state to document all continuing education. Employees will maintain their own record of continuing education. These records will be kept in the employee file and reviewed by the Director on a regular basis.

All staff are required to maintain a current certificate in child CPR/AED and First Aid. Copies of certificates will be kept in employee files. Training in Shaken Baby Syndrome and Sudden Infant Death Syndrome is also required. Child Abuse and Neglect Training will also be done yearly in September, or within the first month of a new staff person being hired.

ORIENTATION OF STAFF

All staff, volunteers and emergency providers will have an orientation within one week of assuming responsibilities.

Volunteers will have a background check done, they will always be under direct supervision, and will have an orientation done using the Staff Orientation Checklist.

The orientation will include **all** of the items on the Staff Orientation Checklist (CFS-2026) provided by the state, as well as the Staff Handbook. This form documents the date, the person being oriented and the person performing the training/orientation. This orientation will include, but is not limited to:

- Review of Wisconsin Rules for Group child Care Centers
- Review of center policies
- Review of contingency plans, including fire, tornado, flash flood, severe weather and the operation of fire extinguishers
- Prevention and response to food or any other allergic reactions
- First aid procedures
- Administration of medication
- Job responsibilities
- Training in:
 - Recognition of childhood illnesses, Infectious disease control
 - Hand washing procedures
 - Universal precautions for handling body fluids
- Schedule of activities of the center
- Review of child abuse and neglect laws and center reporting procedures
- Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times
- Child management techniques
- Procedure for sharing information related to a child's health care needs with
- Review of how to reduce the risk of SIDS
- Procedure for notifying a parent or guardian when children are absent from the child care center without notification
- Information on any special needs that a child enrolled may have, and how those needs will be met

- Building and physical premises safety
- Handling and disposing of hazardous material or biocontaminants
- Training in techniques of evacuating sleeping children (nap time)

The Director will be responsible for the orientation of all other employees.

The orientation checklist will be reviewed regularly and it will guide the Continuing Education Plan for the center. Items such as child abuse and neglect, emergency procedures and licensing regulations will be review at our regular staff meetings.

Staff will be trained to manage the established system of knowing the whereabouts of all children. Parents are encouraged to call if their child will not be attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child.

All staff will know the schedule of classes which are located in every classroom.

All staff will be part of the Registry. All 'Bout Children will pay the registering fee with the Registry. If the employee does not work a full year, the Registry fee will be deducted from their final paycheck.

JOB DESCRIPTIONS

Administrator

Qualifications:

- At least 21 years of age
- High school diploma or GED
- One year's experience as a manager **or** satisfactorily completed 1 Department of Children and Families approved course in business or program administration
- One year's experience as a center director or child care teacher in a licensed center or kindergarten **or** have satisfactorily completed 1 course in early childhood education or its equivalent.
- The licensee will act as the Administrator.

Duties:

- Implementing all state and center policies
- Reporting to Department of Children and Families all necessary information required for licensing
- Day to day operations
- Center finances
- Maintaining staff and children's files
- Hiring/orienting/evaluating staff; conducting criminal background checks

Center Director

Qualifications:

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the Department of Children and Families approved combinations as stated on pp. 52-53 DCF 251.05 (e) 1-5 of the rules book.

Duties:

- Supervise planning and implementation of center's program

- Supervise staff
- Conduct staff meetings
- Assist administrator in orienting new classroom staff
- Plan continuing education trainings for staff
- Supervised by: Administrator

Teacher

Qualifications:

- At least 18 years of age
- Degree in teaching preferred
- Meet training and experience requirements in one of the combinations approved by the Department of Children and Families as stated on p. 53 DCF 251.05 (f) 1-4 of the rules book.

Duties:

- Lesson plans, implementing the plans
- Supervising daily activities for classroom
- Interacting with children and parents
- Maintaining classroom in orderly and clean fashion
- Supervised by: Center Director
- Keep up with continuing education

Assistant Teacher

Qualifications:

- At least 18 years of age
- Satisfactorily completed 1 Department of Children and Families -approved course, or be enrolled in a training within 6 months after assuming the position.
- Meet training and experience requirements in one of the combinations approved by the Department of Children and Families as stated on pp. 53-54 in DCF 251.05 (g) 1-3 of the rules book.

Duties:

- Assist the child care teacher.
- When fully meeting training requirements, may be the staff person in charge for the first two, or last two, hours of the day.
- Keep up with continuing education
- Supervised by: Teacher