



All 'Bout Children Preschool

Bilingual Preschool & Kindergarten Readiness Program

Parent Handbook

Welcome to the All 'Bout Children Preschool. We are pleased to have you become a part of our family. This Parent Handbook has been designed to orient you to our program, and to serve as a guide to our policies and procedures. Please see us with any questions that you may have.

Heather Butkiewicz *Director / Administrator*

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Stonewood Village Shops - Tidewater (yellow) & Nantucket (grey) buildings

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Table of Contents

ALL 'BOUT CHILDREN PRESCHOOL	1
Mission	1
Philosophy	1
Goals	1
Program Descriptions	1
Bilingual Preschool (1 – 5 years old)	1
Infant Care (6-weeks – 1-year-old)	1
Before/After School Program (5 – 12 years old)	1
Confidentiality Policy	2
Curriculum	2
Communication	2
Licensing	2
Non-Discrimination Policy	2
Non-Profit	2
Parent Participation	3
PRESCHOOL POLICIES, PROCEDURES & GENERAL INFORMATION	3
Age Requirements	3
Hours	3
Calendar / Schedule	3
Summer School	4
Waiting List	4
Transition of Children Between Classrooms	4
Celebrations	4
Dual Purpose / Common Spaces	5
ENROLLMENT POLICIES AND FEES	5
Fee and Payment Policies	5
Registration	5
Tuition	5
Payment Methods	5
Sibling Discount	5
Late Pick up Fees	5

Withdrawing Your Child	6
Vacations, Sick Days and Absences	6
Unscheduled Closures	6
Tuition Refunds	6
Unpaid Tuition	6
Returned Checks	6
SAFETY POLICIES	6
Signing Children In and Out	6
In Case of Accidents	7
Behavior Issues	7
Safety Drills and Severe Weather	7
MEDICAL RECORDS, VACCINATIONS, HEALTH AND HYGIENE	7
Medical Records	7
Vaccinations	7
Special Health Care Needs	7
Allergies	8
Contagious Diseases	8
Child Illness	8
Return to School After Illness	8
Medications	8
Hygiene	9
CLASSROOM POLICIES	9
Daily Schedule	9
Daily Snacks	9
Meals	9
Volunteers	10
Field Trips	10
Personal Items	10
Birthdays / Half-Birthdays	10
Clothing	10
Discipline Policy	10
Homework	11

Updated 1/18/2023

Screen Time	11
Outdoors	11
Toilet Training	11
Bathroom Policy	11
Diapering / Toileting	11
APPENDIX A – General Daily Schedule	13
APPENDIX B – Child & Adult Care Food Program (CACFP) Meal Requirements	14
CACFP Meal Pattern Requirements – Ages 1 to 12	14
CACFP Meal Pattern Requirements – Birth through 11 months	16
APPENDIX C – Toilet Training policy:	17

ALL 'BOUT CHILDREN PRESCHOOL

Mission: All 'Bout Children Preschool focuses on the whole child by providing quality care and education in a bilingual (English & Spanish) atmosphere. Throughout each day, we will strive to nurture self-esteem, self-sufficiency, problem solving abilities, responsibility, creativity, character skills and cooperation among children and their families. We value a caring, active atmosphere that fosters an active partnership between home and school.

Philosophy: We believe children engaged in active learning and play build a personal knowledge of the world around them through action, engagement and reflection. We believe that children make meaning of these experiences through interactions with teachers, parents, the community and each other.

Goals:

- Encourage a strong sense of self in each student
- Having an environment that encourages child initiation, participation and appropriate social interaction
- Provide appropriate meaningful play that is an opportunity to build future academic pursuits
- Provide academics in both Spanish and English
- Provide kindergarten readiness skills
- Providing feedback to parents of their child's daily activities

Program Descriptions:

Bilingual Preschool (1 – 5 years old): This program, with a focus on a dual language, provides a nurturing, warm, relaxed atmosphere in which support and encouragement are offered to each child. Our thematic curriculum emerges throughout the year as teachers create a learning environment that focuses on the interests of the children. Our talented teachers infuse literacy, math skills, art and the sciences into the curriculum as it progresses. Manipulative materials, blocks, books, outdoor play, field trips and cooking activities add important accents to the program. Each of these activities is carefully designed to provide successful experiences to help build confidence and self-esteem which foster the total development of each child.

Infant Care (6-weeks – 1-year-old): This program is designed to work with infants from 6-weeks to 1-year-old.

Before/After School Program (5 – 12 years old): The Before/After School Program is for Burleigh Elementary School (Brookfield, WI) students only as we are one of the Burleigh Elementary bus stops. This program is designed to work with students in a multi-age group from ages 5 to 12 years old, including preschool afternoon day care children. There will be play time, group time to learn new concepts, games, sensory fun, art, stories, singing and dancing. There are no specific scheduled activities for elementary school children, but students will have materials to play games, do their homework and outside play time after school.

Confidentiality Policy: Information contained in both child records and staff files shall be treated as privileged and confidential information. Unauthorized removal of records or unauthorized divulgence of parent's or guardian's, staff or program confidential information is a strict violation of All 'Bout Children Preschool policy. Violation of these rules by staff members is considered serious and may result in discharge without warning. All staff and student observers must always comply with these professional ethics and never discuss with children, families or staff outside of the Preschool or Preschool functions. Student observers should use a "pseudonym" for children in their observation forms, journal entries, etc. and the word "teacher" to describe any staff member. Staff members are NOT permitted to post pictures, names, or videos on Facebook, Twitter, or any other personal social media.

All 'Bout Children Preschool does not release information in a child's record to anyone without parental or guardian written consent. A child's parents or guardians shall, upon request, have access to his or her child's records.

Curriculum: Our curriculum and overall goals for each student follow the guidelines in the Wisconsin Model for Early Learning Standards (WMELS). WMELS guidelines allow for work plans to be based on the child's age and individual developmental state.
(www.collaboratingpartners.com/wmels-about.php)

Additionally, each year we provide parents with an Ages & Stages Questionnaire (ASQ), (www.agesandstages.com) to both inform us of each child's developmental state as well as provide parents with a tool for pediatric or other resource evaluations.

We also utilize Teaching Strategies Gold (teachingstrategies.com) for our curriculum planning, assessment tool and method of communication to parents of their child's developmental progress. Assessments are compiled three times a school year, in the fall, winter and spring with fall and spring assessments leading up to parent-teacher conferences. Teaching Strategies Gold follows your child throughout their time at All 'Bout Children and is a portfolio of their progress throughout the years.

Communication: All 'Bout Children Preschool provides daily communications regarding your child's activities throughout the day using Brightwheel (mybrightwheel.com), a free downloadable app for mobile devices. Brightwheel documents specific daily activities including nap times, meals, diaper changes, medication updates, milestones and any other activities requested.

Licensing: All 'Bout Children Preschool is licensed by the state of Wisconsin. We are also evaluated and rated by the Wisconsin Department of Children and Families, YoungStar system (dcf.wisconsin.gov/youngstar). All 'Bout Children Preschool is inspected regularly by the state of Wisconsin to ensure that it meets or exceeds health, safety and other state requirements.

Non-Discrimination Policy: All 'Bout Children Preschool is an equal opportunity provider. We accept applications for admission and employment without regard to race, religion, gender, national origin, color, creed, physical or mental disability or any other protected status.

Non-Profit: All 'Bout Children Preschool is a 501c3 nonprofit organization. Once your child is enrolled, all guardians of the child become members of All 'Bout Children Preschool. You will be provided notice of this membership. Membership will allow the caregivers to vote on fundraising activities, by-laws, and how monies from grants received are spent.

Parent Participation: All ‘Bout Children Preschool is governed by a Board of Directors that consists primarily of current parent members but is open to anyone interested. The Board has responsibility to oversee all Preschool activities, review finances, supervise staff hiring and termination, and provide twice-monthly guidance with improvement opportunities. Board membership is updated annually in the May timeframe in preparation for the upcoming school year.

Parent surveys are provided twice a year, in October and April, to solicit parent feedback and suggestions for improvements. But, by no means are these surveys the only period that suggestions are welcome. Contact a Director at any time to propose changes or provide feedback. Action plans are established at subsequent Board and Staff meetings and communicated to all surveyed parents. Successive surveys determine the effectiveness of the implemented changes.

PRESCHOOL POLICIES, PROCEDURES & GENERAL INFORMATION

Age Requirements:

Infant / Toddler Rooms: 6 weeks – 2-years-old

Preschool Rooms: 2 – 5-years-old

Before and After School Care: 5 – 12-years-old

Hours:

Daycare: 7:00 am – 6:00 pm

Bilingual Preschool: (open to 2 to 5 years old)

Monday – Friday “Morning” - 9:00 am to 12:00 pm

Monday – Friday “Afternoon” - 12:30 pm to 3:30 pm (4 – 5-year-olds only)

Calendar / Schedule: Generally, we follow the Elmbrook School District’s schedule for the school year, including holidays, with the exception of their teacher conferences and teacher work days.

The school will be closed during the following holidays and in-service days:

- September: Labor Day
- October: In-service day
- November: Thanksgiving Day and the Friday after
- December: Christmas Eve & Christmas Day with the period between Christmas and New Year’s Eve for day-care only and New Year’s Eve
- January: New Year’s Day
- March / April: Good Friday and Spring Break
- May: Memorial Day
- July (summer session): July 4th

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If any of the above holidays fall on a weekend, often a Friday or Monday will be the observation of the holiday. Please refer to the specific preschool or daycare calendars for the specific dates.

Summer School: In addition to the school year, All 'Bout Children Preschool separately offers a summer school program for roughly 10-weeks over the summer months. Each week is themed and can be signed up individually. Details and enrollment are offered in January.

Waiting List: If space is not available in our program, interested parents may place their child on our waiting list. The list is organized on a first listed, first served basis with parents contacted as space becomes available in our program. Interested parents, once contacted, have a limited time to then fulfill the enrollment requirements. If the contacted parents are not interested or do not fulfill the enrollment in time, the next name on the list is contacted.

Transition of Children Between Classrooms: All children graduating from one class- room to the next start a transition period to their new classroom during the last couple of months while in their current class. A graduation ceremony is held in June with family members in attendance to end the school year. After the ceremony, the children officially start to spend time in their new, future classroom. Infants have an additional potential transition period to the one-year-old classroom in January. Infants may start the transition process already three months before the new year.

The infants will visit the one-year-old classroom starting roughly 3 months prior to their graduation. The infants will visit one time a week, with the infant teachers, to participate in different daily activities such as circle times and free play.

The one-year-old classroom will visit the two-year-old classroom with their current teacher again roughly one month prior to graduation. The children will participate in circle time and free play.

The two-year-old classroom will visit the three-year-old classroom roughly one month prior to graduation. The two-year-old children visit their future classroom with their current teacher and will participate in circle time and eat snacks with the three-year-old classroom twice a week up to graduation.

The three-year-old classroom will visit the four-year-old classroom two weeks prior to the graduation ceremony. The three-year-old children visit their future classroom with their current teacher. The children will participate in daily activities such as circle time, free play, and [Spark Physical Education](http://www.sparkpe.org/early-childhood) (www.sparkpe.org/early-childhood).

The four-year-old classroom children may participate in the open houses offered by the surrounding school districts.

Celebrations: Prior to the start of a new school year and part of the transition for both new children and parents, a potluck meal is held in August and all Preschool families are invited to attend. The potluck acts as a meet-and-greet activity where teachers and directors introduce parents to each other and to the members of the parent board. Each person is provided with a name tag to connect parents to children and to classroom teacher(s).

Additionally, a mid-school year family event is held in January and all Preschool families and staff are invited to attend. The event helps foster and maintain the relationships among children, parents and teachers.

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In the April / May timeframe another celebration is held to honor mothers and fathers. The Mother's/Father's Day program invites families to the preschool and children provide entertainment and gifts that they have made for their parents.

Dual Purpose / Common Spaces: At different times during a day the children may be participating in activities within the large-muscle rooms located in the basements.

Similarly, the play yards located outside are common spaces used by all the children. Generally, the two-year-old through four-year-old children will use the play yard attached and on the north and east side of the Tidewater Building (yellow). Infants and one-year-old children use the separate play yard located on the west side of the Nantucket Building (grey).

Moms who are breastfeeding can use either of the teacher's lounges located upstairs in each of the preschool buildings.

As needed, the teacher's lounges, upstairs in both buildings, will be available to parents and teachers to have private conversations.

ENROLLMENT POLICIES AND FEES

Fee and Payment Policies: As we continue to improve our facilities and resources, tuition fees are reviewed annually and are adjusted in the fall. Nonrefundable fees and applicable rules are as follows:

Registration: A registration fee of \$50.⁰⁰ is charged when you enroll your child at All 'Bout Children Preschool. This fee is charged yearly and must be paid when your registration form is turned in. This fee is charged to cover administrative costs and is non-refundable.

Tuition: Tuition bills are provided to parents by the 20th of each preceding month. Tuition must be paid by the 1st of each month unless previous arrangements have been made. If tuition is paid after the 1st, a late fee will be charged equaling \$20.⁰⁰ for each business day your tuition is late. After one week of delinquent tuition and if payment arrangements aren't agreed upon, your child may be withdrawn from the preschool. If payment arrangements are scheduled to pay weekly, you must pay each Monday, or first successive weekday if Monday is a holiday, or similar late fees will be incurred.

Payment Methods: All' Bout Children Preschool accepts payment via the following methods: cash, check, credit card (Visa, Discover or MasterCard), money order or cashier's check as well as an online payment method. A convenience fee of \$5.⁰⁰ is charged for all credit card transactions. If the online payment method is preferred, see one of the Directors for the link to the online payment system.

Sibling Discount: If you have more than one child enrolled you will receive 10% off the tuition for the 2nd child. Additional children are also discounted at the 10% rate.

Late Pick up Fees: If a child in evening after-school care or daycare is picked up after the normal closing time of 6:00 pm, a fee of \$5.⁰⁰ per minute is charged unless alternate arrangements were previously made.

After normal preschool session completion times; 12:00 pm for the morning session and 3:30 pm for the afternoon session; any child not picked up after 5 minutes past the ending time will be charged at the current childcare rate, again unless prior arrangements were made.

Withdrawing Your Child: Should you need to withdraw your child from the preschool, we require two weeks' written notice prior to the child's final day. Reimbursement will then be calculated and returned for any overpayment. If the 2-week notice is not given, any reimbursements given will automatically be minus the 2 weeks.

Vacations, Sick Days and Absences: To maintain our high standard of quality, we budget for a specific number of teachers as well as everyday expenses and resources based on the planned number of children in each classroom. Therefore, there are no refunds for normal child sick days, inclement weather closings, closing due to unforeseen facility issues (loss of water or electric service), or a child's unwillingness to attend preschool and/or before/after school care and scheduled school vacations days.

A certain number of planned vacation days are allowed, without being charged for the time away, if a written notice is provided a minimum of 2 weeks prior to the absence. New students to the program start their vacation days on their start date. Students who are continuing, or off for the summer, will start their vacation days on the first day of Preschool (September). If a child's normal attendance is 4 or 5 days a week, up to 10 days of allowed, uncharged vacation time can be used (with 2-weeks' notice). Children with a normal attendance of 1 to 3 days a week are allowed up to 5 uncharged vacation days (with 2-weeks' notice). Any vacation days beyond the allowable will be charged as normal attendance days. We also require 2-weeks' notice for before/after school care children and no uncharged vacation days are provided for before/after school care children.

Unscheduled Closures: Generally, if the Elmbrook School District closes, then we will be closed as well. If the weather is predicted to be, or becomes sometime during the school day, 30 degrees-below-zero with wind-chill, we will also close.

Serious communicable diseases:

If your child has had a direct exposure to a serious communicable disease, we ask that you keep them home until the incubation period is over. By doing this, you 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, 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 somebody 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 mixing, 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: Rest assured that if a child with a communicable disease has been in attendance, we will disinfect the preschool before the children arrive the next day. We are sanitizing 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 them of the exposure, so that those who want to avoid the risk will have the option to do so.

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 child care 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.

Tuition Refunds: Tuition refunds for extenuating circumstances (unexpected moves, illness, etc.) will be made at the discretion of the Directors. Considerations for refunds will be based on the time of the school year and the possibility of filling the vacated class position.

Unpaid Tuition: At the discretion of the Directors, enrollment may be terminated if tuition payment is not received within one week of the due date. Re-enrollment will require paying the full registration fee.

Returned Checks: A \$25.⁰⁰ fee will be charged for any returned checks. We reserve the right to refuse any subsequent payment by check.

SAFETY POLICIES

Signing Children In and Out: Each day, during drop-off before the school day and pick-up after the school day, we require you to sign in on the computers available at the school entrances. This provides the record of attendance and is used to determine any late fee calculations. If instruction on the use of the sign-in / sign-out computer process is necessary, seek out a staff member for help.

We will release your child only to parents or guardians with legal custody or persons over the age of 18 who are designated on the Emergency Contact and Child Release Authorization form. Adults other than parents will be required to show proper photo ID. To authorize an individual other than the parents or legal guardian(s) with the ability to drop-off or pick-up a child, see the Directors to update the required forms.

In Case of Accidents: We take every precaution to make sure your child is safe and secure while in the care of All 'Bout Children Preschool. In the event of an accident or injury, we will administer the medical attention required. All incidents, which may have or have caused injury, will be documented on an Incident Report that is sent home with the parents with another parent-signed copy placed in the child's records. Additionally, the incident is recorded in each classroom's Medical Logbook. If parents or guardians can't immediately be contacted, individuals listed on the Emergency Contact form will also be contacted.

Behavior Issues: Because we provide education in a group setting, we must be concerned for the welfare and safety of all our children and staff. When a particular child's or parent's behavior threatens the safety of, or becomes abusive toward other children or staff in the preschool, we reserve the right to discharge the child immediately.

Safety Drills and Severe Weather: To prepare for fire or severe weather, we have regular drills and practices, so your child can react in a safe and orderly manner. If an actual emergency requires evacuation or shelter of our preschool, we will notify parents as soon as the children are safe. Closings due to severe weather will follow the response of the Elmbrook School District and be announced on a local radio and/or TV station. Check with the Director for the designated stations. We also consult with the Brookfield Police and perform active shooter drills, however the children believe it is a fire drill as the rally location is the same.

MEDICAL RECORDS, VACCINATIONS, HEALTH AND HYGIENE

Medical Records: In the interest of your child's health, and that of all the children at the preschool, you must submit your child's current medical and immunization records prior to enrollment. These records must be updated in accordance with state law.

Vaccinations: The Centers for Disease Control (CDC) has released recommended guidelines for vaccinating young children (www.cdc.gov/vaccines). All 'Bout Children Preschool and the American Academy of Pediatrics strongly support the program and urge you to follow those guidelines. We also follow state immunization regulations and recommend consulting with your family doctor concerning medical matters.

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 classroom. When specialized equipment is needed, such as a nebulizer or EpiPen®, the child's parent or a medical professional will train the staff in the correct procedures for use.

Allergies: Please inform a Director about any allergies your child may have so that we can take the right precautions to protect his or her health. All 'Bout Children's Allergy Information and Emergency Health Care Plan form must be completed prior to the first day of school and updated annually.

Contagious Diseases: We will keep you informed of any instance of contagious disease affecting children who may have had direct exposure at the preschool and we will immediately report such diseases to the local health authorities. From time to time we may distribute educational literature about children's health issues. If a child is absent because of a contagious disease, he or she may not return to All 'Bout Children Preschool without a physician's written statement indicating that the child is no longer contagious and is able to participate in school activities.

Child Illness: Children who are ill are not to be brought to the preschool. Some examples of illnesses include:

- A temperature of 100.4 degrees F (38°C) 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
- Has a constant, thick colored nasal discharge

Return to School After Illness: Children may return to the preschool when they are symptom and fever free for at least 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 child care as adapted from the Division of Public Health (dcf.wisconsin.gov/childcare/licensed).

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

If a child should become ill or seriously injured while at All 'Bout Children Preschool, 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 within one hour of being contacted if at all possible. If the child is not picked up within one hour, the emergency contact person on the child's enrollment form will also be called.

Medications: The staff will only administer medications under the following conditions:

- Prescriptive and non-prescriptive medication will only be given to children if there is a doctor's authorization and parents complete the provided authorization form.
- Over the counter medication will only be given for up to two weeks, without needing an updated doctor's authorization. Over the counter medication will not be provided to a child whose temperature is measured above 100.4°F with the school's thermometer.

All 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 locked medication box that is inaccessible to the children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator. No expired medication will be administered. 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 the center care will be entered into the center's Medical Logbook.

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

CLASSROOM POLICIES

Daily Schedule: Though our curriculum determines the specific activities and content delivered in each classroom, and the exact order of activities may be shifted or swapped to avoid overlap between the classrooms in common areas, a general daily schedule can be found in Appendix A.

Daily Snacks: In addition to water or milk offered at every snack, snacks for children aged 1 through 12 years old will consist of two of the following components: fruit or vegetable, grain, meat or alternative (protein). Portions are dependent upon the child's age. A snack menu is given roughly monthly to parents. See Appendix B as a reference to the listing of Wisconsin's meal pattern requirements, based on age, for snacks and portion sizes.

Meals: For all meals throughout any given day, All 'Bout Children will provide water or milk (whole milk 1-2 years, skim milk 2 years and older). Optional hot lunch is available for children for purchase at a cost of roughly \$2.⁹⁵ per day. This rate varies with the number of children participating in the hot-lunch program and the actual rate will be communicated to parents each month. Quality Catering (www.n-cubator.com/qualitycatering), or other approved service, provides our hot-lunch program. Lunch is generally served between 11:30 am -12:30 pm. No lunches will be served after 12:30 pm as it interferes with other scheduled activities. An exception to this schedule will be observed in the infant program where children are fed based on their own individual schedules. Breakfast provided by parents will not be served to children 2-years and up after 8:00 a.m.

Meals may also be provided by parents. Parents must send in meals that will not need to be warmed up and parent provided meals must follow the Child & Adult Care Food Program (CACFP) meal requirements for the child's age group. If a child's meal does not have the required meat, fruit, grain and vegetable, any missing item(s) will be provided by All 'Bout Children Preschool. If a child continues to not have the appropriate food groups approved by the Child & Adult Care Food Program, a hot lunch will be provided to the child at a cost of \$2.⁹⁵ a day.

Please leave the lunch box on your child's hook or in the mailbox. Please provide an ice pack in the lunch box for any required refrigeration. Send food in small, covered plastic or glass containers so food can be saved if your child only eats a portion. All commercial items (Ex: Pouches) will be placed in a bowl for your child to eat.

Lunch remains will be saved to take home, unless they are "spill-able" items in disposable containers. This helps parents to determine what their child has eaten that day. Lunch should also be sent "ready-to-serve" with meat, vegetables and fruit already cut to appropriate serving size. For infants and toddlers, fruit should be peeled, and food cut small enough to swallow whole according to the child's development ability.

Parents need to provide food, formula, and a supply of bottles/nipples from home for children in the infant room. These must be permanently labeled with the child's name. Bottles will be heated in a

bottle warmer in the infant room. Baby food jars must be factory sealed. If they are already opened, we will not be able to serve them. The baby food will be served at room temperature. No solid food or juice will be served to children less than 6- months without instructions from a health care provider and parent permission.

Volunteers: Parents and guardians may volunteer at the school at any time. We ask that you let your child's teacher know the specific time(s) you would be available to come to either help in the classroom or simply observe.

Field Trips: Field trips give your child hands-on, real-world learning experiences outside of their daily classrooms. Field trips may include nearby businesses, parks, museums or the local fire station. Parental permission is required for field trip participation and some field trips have a fee. If the field trip requires transportation, a school bus will be rented from either the current (Go Rightway) or former (First Student) Elmbrook School District's contracted bussing companies.

Personal Items: Your child will be using fun, educational materials at the preschool every day. Therefore, to avoid loss or breakage, we ask you to keep your child's toys or special personal items at home. For occasional show-and-tell and sharing times, your child may bring in an item as long as it is safe and labeled with his or her name. If your child loses anything, contact the Director immediately. We will be glad to look, but we cannot be held responsible for lost or damaged items.

Birthdays / Half-Birthdays: We'd love to help celebrate your child's birthday. We welcome any commercially prepared treat you would like to provide, but please send enough treats for every child in your child's classroom. Please discuss and schedule your plans with your child's teacher as classroom allergies may limit the allowable treat.

Clothing: Your child should wear comfortable, washable clothes. You may want to dress your child in play clothes or send an oversized paint shirt to wear at preschool. All our activities at our preschool are supervised, but spills and accidents sometimes occur. Additionally, our outdoor classroom activities can also dirty and stain clothing. To avoid losing a favorite sweater or jacket, label all clothing that might be taken off or changed during the day. We cannot be held responsible for lost or damaged clothing. Please provide your child with a backpack to take back and forth to school. We can't accept plastic bags, or bags with more than a 12-inch strap as both are potentially hazardous with small children.

Discipline Policy: Staff is directed to keep an open line of communication with parents and/or guardians. Should any misbehavior, behavioral change or positive incidents occur with a child, staff is directed to talk directly with the parent or guardian.

Learning self-control is just a normal part of growing up, and our policy is never to embarrass or ridicule a child when he or she misbehaves. Corporal or physical punishment is never allowed at All 'Bout Children Preschool. Instead, we use positive strategies that strengthen the self-esteem of children. Most situations can be handled by redirecting a child to another, more appropriate activity or behavior.

Homework: All 'Bout Children Preschool may provide hands-on, take-home activities, so children and parents can extend the learning experience and have fun together. Parents can best support their child's learning by reading with their child each day.

Screen Time: Children from birth to 35-months will not be provided any amount of screen time. Children from 35-months to 5-years will be provided up to 30 minutes per week of smart-board time to help promote Handwriting Without Tears, math, sight word recognition or another approved curriculum activity.

Outdoors: All 'Bout Children Preschool is nationally recognized as an Outdoor Classroom by Nature Explorer and considers the outdoors as an extension of the classroom. Supervision is always a priority during our outdoor walks and play time. Please note, sunscreen and bug spray must be approved for use and provided by parents.

Toilet Training: Children attending the program do not need to be toilet trained. If your child is not toilet trained, please send in an ample supply of pull-ups and baby wipes to the preschool. Child care regulations do not permit us to teach children until 18 months of age to use the toilet. As soon as you and your child are ready to begin, let us know. Children will not be taken to the toilet if they are in a diaper, they must be in a pull-up. Generally, we want to be following the same routines regarding potty-training that are being used at home. Please read attached appendix C for toilet training guidelines.

Bathroom Policy: At All 'Bout Children Preschool, children will be allowed to use the bathroom one child at a time. A staff member stands in the hallway, supervising the children's use of the bathroom at all times. The child's privacy is respected at all times, but staff will check on the child if they have been in the bathroom for a lengthy time. Staff will assist with buttons, belts, zippers and wiping when needed.

Diapering / Toileting: Staff uses only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use.

For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Plastic pants do not meet health and safety standards for group care. Cloth diapers cannot be rinsed by staff, as state health codes prohibit rinsing diapers in public toilets. They will be placed in a sealed plastic bag and put in your child's mailbox. Please take it home on a daily basis.

Parents of children who wear diapers are responsible for having an adequate supply at the school. Diapers should be clearly labeled with your child's name to avoid mix-ups.

All children are changed as needed and checked once every 1½ - 2 hours. Staff will wash hands before and after diapering each child. If you want staff to apply diapering ointment, please provide what is needed with your child's name written on it with permanent marker, and directions on when to be used. If you are out of diapers and the room uses one from the emergency supply, please be sure to return one to them.

Thank you for being part of our All 'Bout Children Preschool family! We look forward to growing with your child and nurturing a love for learning and engagement with the wonderful world about them.

APPENDIX A – General Daily Schedule

- 8:00 - 8:30 Free Play
 Blocks, Dramatic Play, Books, Open Art, Music, Manipulatives, Sensory Table,
 Science, Math
- 8:30 - 9:00 Music & Movement
- 9:00 - 9:15 Circle Time
 Good Morning Song, This is...Song, Count Number of Friends, Weather, Days of the
 Week Song, Months of the Year Song, English/Spanish Words of Week, Theme Book
- 9:15 - 9:45 Hand-washing, Snack (Bathroom, Diaper Changing)
- 9:45 - 10:15 Outdoor Play (Indoor if bad weather)
- 10:20 - 10:30 Hand-washing / Dancing
- 10:30 - 10:45 Spark P.E.
- 10:45 - 11:00 Circle Time
 Color, Shape, Letter of the Week, Number, English/Spanish Words of Week, Theme
 Book
- 11:00 - 11:25 Art, Sensory, Math, Language Arts Activities
- 11:25 - 11:55 Free Play
 Blocks, Dramatic Play, Books, Open Art, Music, Manipulatives, Sensory Table,
 Science, Math
- 11:55 - 12:05 Clean Up, Wash Hands
- 12:05 - 12:30 Lunch
- 12:30 - 1:00 Bathroom, Wash Hands, Teeth Brushing, Free Play
 Blocks, Books, Manipulatives
- 1:00 - 3:00 Rest Time or Quiet Time- Books or Manipulatives
- 3:00 - 4:00 Clean up, bathroom, wash hands, snack
- 4:00 - 4:30 Outdoor Play (can stay outdoors longer if nice)
- 4:30 - 6:00 Free Play
 Blocks, Dramatic Play, Books, Open Art, Music, Manipulatives, Sensory Table,
 Science, Math

APPENDIX B – Child & Adult Care Food Program (CACFP) Meal Requirements

This list is for reference only and is an excerpt from the Department of Children and Families (DCF) Licensing Rules for Group Child Care Centers (DCF 251); January 1, 2009, pages 50-51.

CACFP Meal Pattern Requirements – Ages 1 to 12

	Age 1 & 2	Age 3, 4 & 5	Age 6 to 12
BREAKFAST			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Juice ^(a) , fruit or vegetable OR Fruit(s) or vegetable(s)	1/4 cup	1/2 cup	1/2 cup
3. Grains / Breads: ^(b)			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving
Cereal: cold dry	1/4 cup or 1/3 oz ^(c)	1/3 cup or 1/2 oz ^(c)	3/4 cup or 1 oz ^(c)
Cereal: hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal: hot cooked	1/4 cup total	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz.	1 1/2 oz.	2 oz.
Alternate protein products ^(g)	1 oz.	1 1/2 oz.	2 oz.
Yogurt: plain or flavored, sweetened or unsweetened	4 oz. or 1/2 cup	6 oz. or 3/4 cup	8 oz. or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp
Peanuts or soy nuts or tree nuts or seeds	1/2 oz. = 50% ^(d)	3/4 oz. = 50% ^(d)	1 oz. = 50% ^(d)
3. Vegetable and/or fruit ^(e) (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^(b)			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving
Cereal, cold dry	1/4 cup or 1/3 oz. ^(c)	1/3 cup or 1/2 oz. ^(c)	3/4 cup or 1 oz. ^(c)
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup

	Age 1 & 2	Age 3, 4 & 5	Age 6 to 12
SUPPLEMENT: Select two of the following four components:			
1. Milk	1/2 cup	1/2 cup	1 cup
2. Juice ^{(a) (f)} , fruit or vegetable	1/2 cup	1/2 cup	3/4 cup
OR Fruit(s) or vegetable(s)	1/2 cup	1/2 cup	3/4 cup
3. Grains/Breads ^(b)			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving
Cereal: cold dry	1/4 cup or 1/3 oz. ^(c)	1/3 cup or 1/2 oz. ^(c)	3/4 cup or 1 oz. ^(c)
Cereal: hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate:			
Meat, poultry, fish, cheese	1/2 oz.	1/2 oz.	1 oz.
Alternate protein products ^(g)	1/2 oz.	1/2 oz.	1 oz.
Egg, Large ^(h)	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz.	1/2 oz.	1 oz.
Yogurt: plain or flavored, sweetened or unsweetened	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup

(a) Must be full strength fruit or vegetable juice.

(b) Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

(c) Either volume (cup) or weight (oz.), whichever is less.

(d) No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

(e) Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

(f) Juice may not be served when milk is the only other component.

(g) Alternate protein products may be used as acceptable meat alternates.

(h) One-half egg meets the required minimum amount (1-oz. or less) of meat alternate.

CACFP Meal Pattern Requirements – Birth through 11 months

The infant meal pattern shall contain, as a minimum, each of the following components in the amounts indicated for the specific age group. The minimum quantity of food shall be provided to the infant but may be served during a span of time consistent with the infant’s eating habits.

Birth through 3 Months	4 through 7 Months	8 through 11 Months
BREAKFAST		
4 - 6 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)}	4 - 8 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)} 0 - 3 T. infant cereal ⁽²⁾ (optional)	6 - 8 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)} 2 - 4 T. infant cereal ⁽²⁾ 1 - 4 T. fruit and/or vegetable
LUNCH OR SUPPER		
4 - 6 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)}	4 - 8 fl.oz. formula ⁽¹⁾ or breast milk 0 - 3 T. infant cereal ⁽²⁾ (optional) 0 - 3 T. fruit and/or vegetable (optional)	6 - 8 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)} 2 - 4 T. infant cereal ⁽²⁾ and/or 1 - 4 T. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or 1/2 - 2 oz. cheese or 1 - 4 oz. cottage cheese, cheese food, or cheese spread 1 - 4 T. fruit and/or vegetable
SNACK		
4 - 6 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)}	4 - 6 fl.oz. formula ⁽¹⁾ or breast milk ^{(5) (6)}	2 - 4 fl.oz. formula ⁽¹⁾ , breast milk, or fruit juice ⁽³⁾ 0 - 1/2 bread or 0 - 2 crackers (optional) ⁽⁴⁾

(1) Shall be iron-fortified infant formula.

(2) Shall be iron-fortified dry infant cereal.

(3) Shall be full-strength fruit juice.

(4) Shall be from whole-grain or enriched meal or flour.

(5) It is recommended that breast milk be served in place of formula from birth through 11-months.

(6) For some breast-fed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.

Definition of Infant: Any child less than 12 months of age.

Definition of Infant Formula: Infant formula defined by USDA is “any iron-fortified infant formula intended for dietary use as a sole source for food for normal healthy infants served in liquid state at manufacturer’s recommended dilution”.

Infant Formula/Breast Milk: The decision regarding feeding infants breast milk or the type of infant formula is one for the infant’s doctor and parents/guardian to make together.

Definition of Optional: Optional foods must be served as each infant becomes developmentally ready for the specified foods.

APPENDIX C – Toilet Training policy:

Children attending the program do not need to be toilet trained. Childcare regulations do not permit us to teach children until 18-months of age to use the toilet. It takes three- to twelve-months from the start of training to daytime toilet independence. The more readiness skills that a child possesses, the quicker the process will be.

When you know your child is ready to start using the toilet this is what we ask:

- Start your child out at home over the weekend, then for the first month they should be in Pull-Ups. Then we will have you change to the thick cloth underwear for training. We will also need plenty of extra clothes (pants & underwear) for those times where the child does not quite make it.
 - Please have your child wear elastic waist pants or dresses only.
- We will ask your child if they need to use the toilet every hour to two hours. If the child verbalizes that they do, then we will accompany them to the bathroom and help them to remove pants and underwear / Pull-Ups.
- The only reward we are able to use is a sticker chart – you, the parent, can decide if they get a sticker each time they sit or only if they go.
- All of our toilets have a small seat and a step stool for the training children.
- Parents also need to be working diligently on toilet training at home.

Children will not be taken to the toilet if they are in a diaper, a onesie (snaps below), or in clothes that have suspenders, snaps, buckles, belts or zippers.

Skills that let you know your child is ready to toilet train:

- Physical Skills:
 - They can recognize the feeling of urgency.
 - They can control the urge to go.
 - They are able to pull pants up and down with minimum assistance.
- Emotional Skills:
 - The child wants to please adults.
 - The child wants to be a "big" girl or boy.
 - The child likes to imitate others.
 - The child can follow directions.
- Communication Skills:
 - The child can communicate that he or she has already gone or messed up their diaper.
 - The child can communicate that they are in the process of eliminating.
 - The child can predict and communicate that they need to go to the toilet soon