

Little Champs Academy (LCA)

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Philosophy/Mission Statement

Our goal at LCA is to assist and support our parents, and work together as a united team. It is our mission to help your family, and child, in every way by not only assisting them in their growing years but in gaining knowledge and purpose in life. We believe that children learn and thrive through love, kindness, understanding, patience, and guidance. We strive to fill their day with discovery, laughter, knowledge, exploration, wonder, experimentation, growth, and smiles. Lifelong friendships are found. Children are nurtured, individual characters are embraced, boundaries are tested and new limits are strived for.

Administration

LCA is owned and operated by Karen Tirella. The Director and the administrator report directly to her. Teachers and Assistant Teachers report to the Director.

Location

LCA1 is located at Northwestern Ave Franksville, WI 53126

LCA2 is located at 3015 Pritchard Drive in Racine, Wisconsin (Messiah Lutheran Church)

Hours of Operation

We are licensed to operate from 5:00 A.M. to 6:00 P.M., (530 a.m. For Franksville) Monday through Friday, unless there is inclement weather at which time management reserves the right to close the center at our discretion. We are open 12 months.

Non-discrimination Information

LCA is a for-profit organization serving families with preschool and childcare needs. Our services are rendered to all eligible (as determined by the Wisconsin State Department of Welfare License) regardless of sex, race, or creed. We embrace all children even those with special needs and challenges.

Admission Policies

Children are eligible for enrollment if they are between the ages of 6 weeks and fifteen years old, provided programming and enrollment space exists. We are licensed for 70 children (LCA1-Franksville) and 63 (LCA2-Racine). This does vary depending on the needs of the centers.

Parents must submit all enrollment forms prior to the child's attendance at LCA. We will not provide service to any child whose needs cannot be met or whose behavior endangers other children. Admission and Withdrawal to our center is at the school's sole discretion.

The Director will meet with all parents upon enrollment. At that time, the parent will have an opportunity to confer with the Director regarding the developmental and physical needs of their child. The Director will share with the classroom teacher any and all information pertinent to the needs of the child.

A child may be placed on a waiting list depending on availability. A completed enrollment form, a signed parent agreement form, and annual registration fee and first week's tuition before children start at LCA. Enrollment will take place as space exists in the following priority: Students with family members already enrolled in the program will have priority.

The staff of LCA will be introduced to all new families and a special introduction will be made to the staff that will have the child in their class. This should aid in establishing the open lines of communication between the parent and the staff.

Requirements for Enrollment

A tour of the center is required before enrollment is granted.

When enrolling your child there are forms to be filled out.

Examples:

- Medical forms (including verification of immunizations),
- Medical release forms,
- Child schedule and
- Payment agreement,
- Handbook acknowledgement
- Intake under Two
- Daily routine sheet

This paperwork is made available to parents upon registration, and should be completed and returned 2 days before the child can start.

When evaluating the center, please Schedule your tour online at Littlechampswi.com, and plan to visit with your child this way your child can observe the scheduled day and meet the other children and staff.

Parental Roles and Responsibilities

Parents are welcome to observe our Program. Supportive family relationships are essential to providing a good program for young children. Teachers are available for on-going communication with parent.

Pack a healthy, well rounded nutritional bag lunch

Please be sure your child has all the requires supplies that are needed on a daily basis

Please remember to call us if your child will not be here for the day. If we do not hear from you we will call you within 60 minutes of your child's expected start time.

Days Closed

LCA observes the following holidays:

New Year's Day, Good Friday, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve

Each family is required to pay the weekly fee whenever we are open, whether or not the child is in attendance. This includes holidays when the center is not open. Attendance sheets will be posted. If attendance will be extremely low during the Holiday Season, we may opt to close the school. However, parents will still be responsible for tuition. This weekly fee ensures that the child's spot is held for him/her. Drop-in care will continue to be charged on a daily basis.

Things to Bring and Not to Bring

Parents must provide an entire change of clothing (pants, top, underwear and socks) to leave in the child's cubby at LCA for use in the event of spills or soiling. Please mark each item with the child's name and check daily for clothing in need of laundering. If your child needs a change of clothing and none is found in the child's cubby, you will be called and asked to bring a set.

LCA is considered a Child Safe Zone; children should not bring any toys of destruction, which includes toy guns or weapons of any sort, dangerous materials of any sort, fireworks of any sort, or drugs of any sort. Electronic devices such as game systems of any kind, listening devices such as I-pods or MP3 players, should not be brought unless you have permission from your child's teacher. We will not be responsible for any lost or stolen items your child brings in with them.

Pet Policy

LCA recognizes that children learn responsibility and love by having pets. We do not have any pets at the center at this time. Occasionally we may have a frog or walking stick that the children may find on the playground. Parents will be notified before a pet would be added to our centers family.

Bulletin Board

Our parent bulletin board is located on the wall outside the classrooms. Items such as our license, rules, state regulation handbook and violations are available for viewing.

Emergent Care Procedures

Teaching staff is trained in infant/pediatric CPR and first aid. Minor cuts and abrasions suffered while at LCA will be washed with soap and warm water, and properly bandaged. Treatment will be logged in the medical log and parents will be notified of any injury. Please note that LCA is required to log any injuries observed on your child when they arrive that may have occurred outside of the school. First aid kit will be kept in all vehicles.

If a medical emergency arises parents will be contacted before any emergency treatment takes place, unless doing so endangers the child's life. Necessary steps will be taken, putting the child first (calling hospital, doctor, poison control, and so forth). If a parent is unable to be reached, any other adults listed on the child's Emergency Information Card will be contacted. If needed, the child will be taken to Ascension Hospital. If a medical emergency happens off-site, these same procedures will be followed.

Emergency Evacuation Procedure

In the event of a fire, students and staff will evacuate the premises immediately, gather on the playground. Fire drills will be practiced/documented monthly so the children are familiar in the event of a fire. The fire department will be invited to monitor the monthly drills and advised on other fire safety procedures.

In the event of severe weather/ tornado alert is issued, we will seek shelter in the lower level kitchen (Racine), or Hall (Franksville), away from all doors and windows. Children will crouch and cover their heads. This procedure is practiced/documented monthly.

In the event of a missing child while at LCA. , all available staff will search for the child. All exits will be manned by staff to ensure no person comes in or goes out until the child is found. Search of the entire building and playground including surrounding areas will be performed. If child is not located in the search or staff is unable to locate the child within 5 minutes' emergency personnel (police) will be contacted.

In the event of a flood all children will be evacuated to the upper level of the building while all parents are contacted to come immediately to pick up their children.

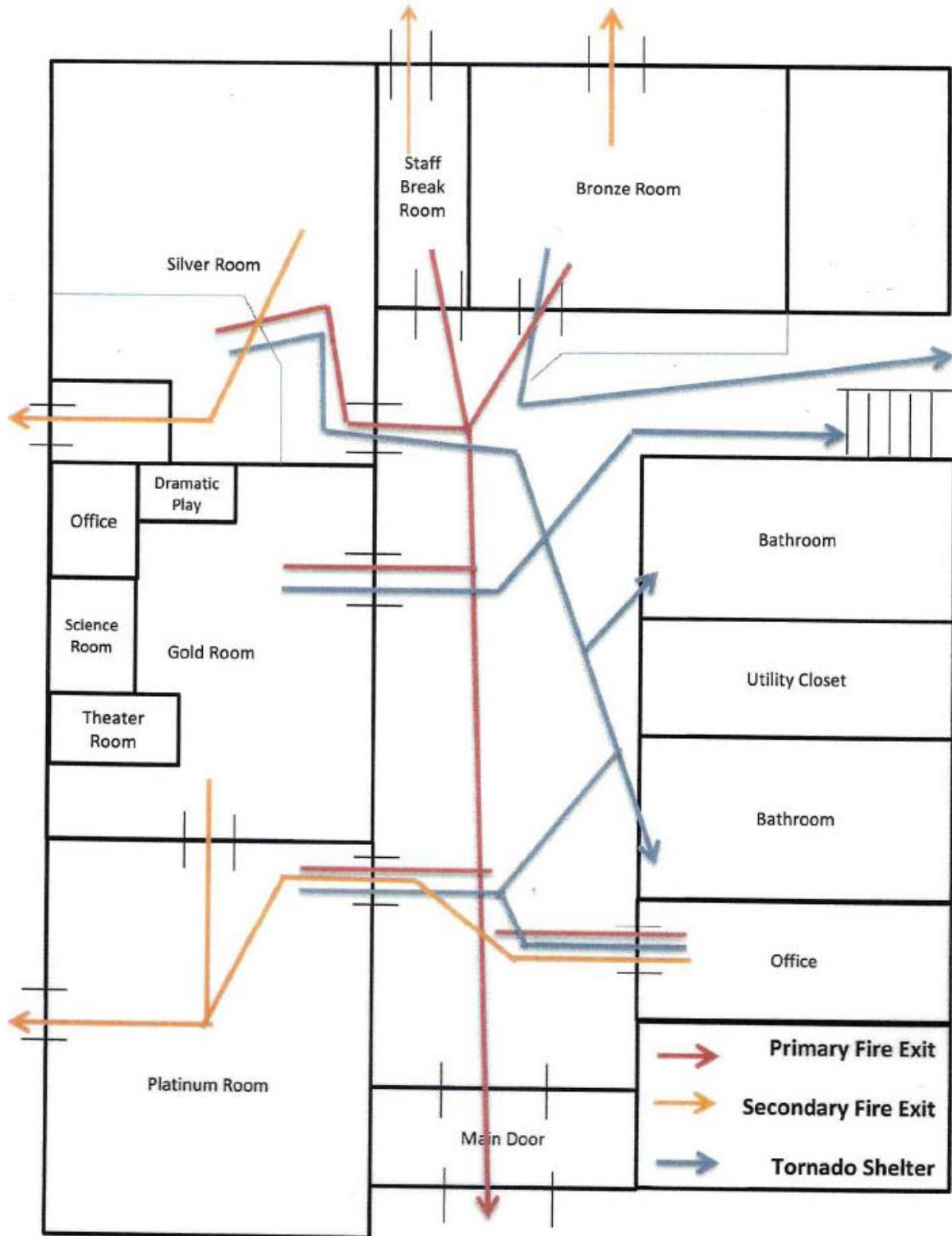
In the event of loss of power for more than 30 minutes, which includes, heat, water, or electric parents will be contacted to pick up their children immediately and the center will remain closed until power, heat or water is restored.

In event of a terrorist attack the children will be kept safe by the means deemed necessary in coordination with the type of threat at hand. If the threat is to the building the children will be evacuated to the playground while authorities are contacted. If the threat pertains to circumstances outside of the building, the children will stay in the building the building will be "locked down" while the authorities are contacted.

Teachers will bring their attendance forms and emergency cards with them at all times so that there is an accurate count of children. The Director is responsible for checking the rooms and giving the "all clear" signal.

An Emergency Contact List will be posted near the telephone in each classroom. This contact list will have the telephone numbers for ambulance, local police, fire, poison control, health department, licensing, child protective services, as well as two acting personnel who reside within 5 minutes travel time of the center. There will be an emergency vehicle on premises during operation hours at all times.

Emergency Supplies are located in each of the classrooms, where the flashlights, batteries, and blankets are stored. The Director is responsible for maintaining and checking these supplies on regular basis.



Education

The primary objective is to help children acquire academic knowledge and prepare them for their future. Each child is gently guided into learning what he or she can do and is encouraged to take pride in and derive satisfaction from personal achievements. Our goal is to help build a creative foundation for a lifetime of learning. We help develop self-confidence, positive self-image, problem solving, social interaction, self-expression, good communication skills, creative expression, curiosity, initiative, and the ability to concentrate and organize.

Teachers typically meet with parents weekly, but no less twice a year to review the student's progress and go through their portfolios.

Our program provides stimulation for large and small muscle development, as well as intellectual development. Children experience both active and quiet activities, both in groups and independently, indoors and out.

Routines such as toileting, eating and transitions between activities are planned to avoid keeping children waiting in lines or assembled in large groups. Our program provides enough structure so that the children are able to feel secure in their routines, with regularity in eating, napping, and organization of activities. This helps to prevent both excess fatigue and over-stimulation.

We are focused on promoting and developing positive social skills. Building trusting relationships with peers and adults is very important. Each child is given individual attention based on his or her own needs. Our center-based program is designed to allow children to learn and grow at their own pace. With the children's guidance, we are able to meet the needs of each child's developmental level.

Developmental Levels

Age Level #1 – 6 weeks to 24 months. Personal, social and emotional growth is most important at this age. Each infant will be encouraged to enhance each individual task that they are trying to achieve. When an infant is trying to grasp at an object, sit up, crawl, walk, or manipulate a toy, staff will work individually with each infant to help them achieve their goal. Infants will thrive and grow, as they will receive one-on-one physical contact with language, singing, rocking, snuggling, feeding and playtime. Infants that are non-mobile will have tummy time each day.

Age Level #2—24 Months to 30 Months. Short group activities are planned daily. Attention spans are short at this age; we do not want to discourage children. We prefer to build upon their interests and share the joy of uncovering the mechanics of everyday life. Children are surrounded with meaningful language to enhance the learning value of each new experience.

Age Level #3—30 Months to 42 Months. At this age children are beginning to develop special friendships. They learn to interact with their peers and develop friendships as well as the ability to share and work together. Group activities are longer and academic introduction begins. Activities are modified according to each child's individual creativity and self-expression.

Age Level #4—42 Months to 5 years. Kindergarten preparation is emphasized at this age level. Teachers prepare lessons geared toward readiness skills and self-expression.

Age Level #5—6 years to 8 years. The after school program will be a time to foster interpersonal relationships. Outdoor and inside child-directed playtime will be provided as well as teacher-directed games and crafts.

For all ages we encourage socialization and exploration!

Developmental Focuses

Reading Readiness—Oral language development; readiness for books; discrimination of sounds; repeating a pattern; discrimination of letters; ability to recognize their printed names.

Math Readiness—Concepts of big and small, few and many, more than and less than; basic numbers 1–20; telephone numbers; addresses; simple addition and subtraction; calendars; telling time.

Art—Primary and secondary colors; cutting, pasting, and gluing; painting with different kinds of media and textures; weaving; paper maché; mobiles; holiday projects; seasonal themes and personal creations.

Science—Lessons consist of a variety of simple experiments and hands-on experiences. It involves investigating, listening, and manipulating. It also means asking questions. The opportunities are endless.

Self-help Skills—The children are introduced to a variety of tasks often performed in everyday life. They include folding a blanket, setting a table, washing dishes, pouring water, and washing hands, buttoning, snapping, tying, and buckling.

Program of Activities

LCA uses an educational and environmentally focused curriculum. Our centers have been designed to structure the entire program. LCA are designed to stimulate creative learning while children play. Multiple uses and specific activities designed for each level of development are used. Our students get hands-on exposure the sensory table, dramatic play areas, arts and crafts, and fine motor manipulative.

Short walking field trips are planned for fun and learning. In addition to short field trips, we occasionally take all-day field trips during the year. Parents are notified one week in advance of any field trip, and the day before a reminder will be sent home. On such trips, we will ask for family chaperones. Most field trips incur no additional surcharge. A child is not obligated to participate.

Religious Practices

We are a nonsectarian, nondenominational organization. Neither Location has any religion affiliation, nor do we provide any religious instruction. That does not mean that the word “God” is never used, and LCA as a private institution, is not held to the same “separation of church and state” standard as public schools are. If you find that you object to a religious issue your child faces here, please discuss it either with the child’s teacher or Director.

Teachers organize class parties at their discretion. During Christmas, Hanukkah, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let your child’s teacher know, and an alternate activity will be available.

Substitute/Volunteer Policy

We maintain a roster of qualified teachers and teachers’ assistants, who are available for temporary classroom duty. We encourage parents to accompany classes on field trips, help chaperone classroom activities whenever possible.

Daily Schedule (This is a Guideline)

5:00am-7:00am	Breakfast Time
5:00am-7:45am	Table top activities/ small motor activities
7:45am-8:00am	Clean-up Time & hands washed
8:00am-8:30am	snack
8:30am-9:00am	circle time
9:00am-9:30am	art/music/science
9:30am-10:00am	Teacher guided activities
10:00am-10:45am	Outside Time
10:45am-11:00am	Clean-up Time & hands washed
11:00am-11:45am	Lunch Time
11:45am-12:00pm	Clean-up and Wash Hands
12:00pm-1:45pm	Nap Time (2-5year olds)
1:45pm-2:00pm	hands washed
2:00pm-2:30pm	Snack Time
2:30pm-3:15pm	Outside Time
3:15-3:30 pm	wash hands
3:30 pm-4:15pm	Teacher guided
4:45 pm-5:00 pm	wash hands
5:00-5:30 pm	Snack Time
5:30pm-6:00pm	Free Play
6:00pm	Center Closes

Equipment Policy

Our indoor and outdoor play equipment is child safe. It is scaled to the developmental level, size, and ability of the children, and is well constructed with no sharp, rough, loose, protruding, nor any areas of entrapment. All equipment is in good operating condition, and is securely anchored when appropriate. Any equipment over four feet in height is placed over an energy-absorbing surface.

Child development is fostered by allowing children to select from a variety of equipment that provides large muscle development and construction activities for the development of manipulative skills. Quality equipment encourages social interaction and provides intellectual stimulation while encouraging creative expression.

Indoor Play

Little Champs Academy toys are cleaned regularly and are rotated throughout the year to create interest and to supplement units of study.

Outdoor Play

Please dress your child appropriately for the current weather and in play clothes and tennis shoes. According to state law children are encouraged to participate in outdoor activities each day except for inclement weather (if it is under 20° or above 90°). During the school year, outdoor activity time is usually 45 minutes. In the summer, much more outdoor play is encouraged.

Naps

All children under the age of five are required by state law to have rest time. Each child is provided his/her own crib or cot and are encouraged to bring a blanket from home for rest time. Children who cannot sleep after 20 minutes will be invited to join in on activities that staff has prepared for non-nappers.

Television

We believe that television, when used properly, can be a highly effective educational tool. LCA does have a television and DVD/VCR for special programs used in conjunction with educational themes. At no time are children required to watch television.

Transportation

LCA will follow all state transportation rules. Transportation based on center and parent needs, however we reserve the right not to transport.

Drop-In Policy

Drop-in care will be provided at a rate + \$5.00 per day. Special arrangements may be made with the Director prior to service and is subject to availability of space

Releasing Your Child

Parents must bring children inside the building each day and sign in children at the desk in the hallway and take the child into his/her classroom. The center will only release the child to those authorized by the parent or primary person. This must be indicated on the enrollment form, and they must be over 18 years old. A written note or telephone call to the office is acceptable in emergency cases only. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If there are any custody matters that need consideration, please supply us with a copy of the court papers.

Please inform your emergency contacts that they will be asked for identification. This is not meant to offend anyone, but is simply a measure taken for the child's protection. If you are a new parent, please bring ID until we get to know you well. Anyone picking up or dropping off children cannot be under the influence of either drugs or alcohol.

Child Guidance Policy

This statement from the Wisconsin Rules for Licensing a Family Day Care sums up our policy: "Punishment that is humiliating or frightening to a child and other forms of physical punishment are prohibited. They will never be used even at the request of the parent."

Active and happy classrooms are a key to a good preschool center. Our teachers plan and implement stimulating learning programs designed to keep children challenged and constructively active. In such an environment, the need to discipline children is minimal, but it does arise. Our main goal is to stress the importance of respect: both for other people and for material possessions. Children are not allowed to hit/ shove other children or verbally abuse them. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. When children must be disciplined at LCA, the teachers choose the most appropriate method.

1. *Redirection of the Child's Behavior:* The teacher talks with the child, explains the problem, clarifies the "rule" or expectation, and redirects the child to an alternate activity. This is the only guidance you may use with children under the age of three.
2. *Time Out:* To remove the child from a situation in order to discontinue negative behavior, the teacher responds immediately with a brief explanation. The child is moved away from group activities for a period of two to five minutes, depending on the child's age. This may not be used for children under the age of three.

3. If the child's behavior is out-of-control to the extent that he/she can not stand or sit independently, the teacher will assist the child in calming down. Once the child has settled the teacher will then talk with the child about the situation.
4. In extreme cases when the child is out-of-control and is disruptive to the classroom activities, the teacher will remove the child from the room. The child will be taken to the Director's office. The child will remain in the the office under the guidance of the office personnel until which time the child regains composure and the situation is resolved.
5. *Removal of Privilege:* In order to use a consequence as a learning experience for the child, the teacher may remove a privilege that is logical in response to an inappropriate or unacceptable behavior. An example would be to not allow participation on a field trip since the child has demonstrated failure to listen to and/or cooperate, skills that are necessary for the child's safety during a field trip.
6. *Graduated Assistance:* If a child becomes a "disciplinary problem" by repeatedly committing the same offense, the child will be referred by the teacher or teacher's assistant to the Director to work with the child to resolve the situation. If a resolution becomes too difficult, the student's parents will be notified. In extreme cases, the child's enrollment may be reassessed.

Parents will always be notified when a child is spoken to or any other form of discipline has been used during the course of the day. To maintain consistency between the home and preschool environments, LCA will work with each family to determine the most appropriate methods of discipline.

Managing Crying, Fussing or Distraught Children

When a baby cries, he/she may be trying to say something. Here are the most basic causes that should be considered first. Is the baby wet? Is he/she hungry? Is he/she gassy? Is he/she tired? Is he/she over-stimulated? Try New Positions, Try Rhythmic Motion, Try Warmth, Try Soothing Sounds or Try Touch

Discharge of Preschool

If a parent decides to discontinue their child's relationship with LCA, we require a two-week written notice. This gives us time to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to school. Any outstanding fees must be paid before the child's last day. If legal action to collect fees becomes necessary, parent(s) will be responsible for legal fees incurred.

If LCA feels it can no longer enroll your child for any reason, the Director will notify you in person or phone. Examples of reasons for expulsion include (but are not be limited to):

Failure of parent to pay tuition.
Failure of child to adjust to LCA after a reasonable amount of time.
Our inability to meet the child's needs without additional staff.
Failure to provide state and center required paperwork.
Behavior that endangers other children or staff

Nutrition Policy

Meals are not prepare on site.

A monthly snack menu will be provided to all parents. The menu will also be posted on the centers bulletin board.

All meals are served in the classroom with children and teachers sitting together. An allergy list is posted in each room.

It is the responsibility of the parent to pack a healthy, well rounded nutritional bag lunch.

Families are welcome to celebrate special events (i.e., birthdays) by bringing in "treats" for their child's classmates. We welcome nutritious treats such as fruit, raisins, fruit, popcorn, etc.,.

Each infant and toddler will follow his or her own feeding schedule. All food and formula brought from home must be labeled with the child's name and dated. Children under the age of 12 months will be given breast milk (from parent) or formula provided by parent. Any leftover milk or formula will be discarded after each feeding so ensure you provide enough for the day.

Vitamin D whole milk will be available for children 12-24 months. Drinking water will be provided for all children throughout the day. Parents will provide baby foods and cereals with a feeding schedule until the toddler/child is eating table foods. Once a child is eating table foods parents must provide a healthy, well rounded nutritional bag lunch. Snacks will be provided to children eating table foods every three hours.

Financial Issues

Registration Fee

An annual non-refundable fee of \$65 for 1 Child, \$110.00 per family is due at time of registration and every January thereafter. This payment should be submitted with completed admission forms. Late Pickup is \$1.00 per minute, per child.

Tuition Fees

Tuition is charged on a weekly basis, and is due on Friday of each week for the following week. Each Month ends on the last Friday, and the next month starts on Saturday.

Overdue Tuition

Any outstanding balance could result in the denial of childcare services until the account is caught up and once again in good standing. Please notify the Director of any problems with your ability to pay your bill.

Payment Procedure

You may pay by check, automatic debit from your checking or saving account (ACH) or by credit card. If a check is returned, you will be notified, and assessed a \$35.00 returned check fee.

Childcare/Subsidy/(W2)

Wisconsin Shares, otherwise known as W2 is a program offered by the state of Wisconsin. This is a subsidy program to help single or low-income parents pay for childcare. The amount of payment to the childcare center is based on the parent's income. Generally, parents have a co-payment, which is the parent's responsibility to pay to LCA.

Parents who have enrolled in W2 remain responsible for their tuition. It is the sole responsibility of the parent to maintain their W2 status, and if W2 payments are interrupted or ended for any reason, the parent is responsible for all tuition, as well as any late fees or interest payments that are incurred. Parents are responsible for any change reporting to W2 that may be needed including schedule changes or changing in enrollment.

Discounts

We recognize that the expenses of raising a family can be overwhelming. To help alleviate some financial burden, LCA offers a 10% discount for multi-child families; and a 10% military discount. Only one discount can apply per family. The discount amount is deducted from the family's tuition charges only and do not apply to transportation charges, field trip expenses or any other supplemental charges.

Vacation Time Credit

Each calendar year a family may take up to three weeks' vacation while LCA is open at one-half the regular weekly fee. A two-week written notice of this vacation period is required. If no notice or less than two weeks' notice is given, the full weekly fee will be charged. No vacation can be granted until the child has been enrolled for three months.

Sick Time Credit

No tuition credit will be offered for days that a child is sick. The center operates on a tight budget with expenses that occur whether or not an individual child is present. Therefore, we do not reduce the tuition for absences due to illness.

Holding Fee

A holding fee (usually in the amount of a week's services) must be paid when the enrollment contract is signed; it will either be applied to the first week's care, or forfeited by the parent if the child does not come for care as agreed upon. Payment shall be made on Friday for the next week's services unless other arrangements have been agreed upon.

ACH Program

We offer an ACH program for all parents that pay monthly. This is a direct withdrawal from your checking or savings account to pay for your daycare. Your Ach amount will be for the amount of all your weekly tuition charges. If there are additional charges incurred they will be added to your ACH for that week. Any change to ACH will not be processed until the upcoming month and any change request will be approved or denied in writing based on the balance of the account.

Credit Card

We also offer an automated Credit Card processing program. This program is great for those who want to earn all those extra rewards that the credit card companies offer. We will be happy to charge your tuition and any other charges directly to your charge card once a month.

Schedule Changes

We require a two-week notice on all schedule changes. If less than two weeks is received the change will not take effect until 2 weeks, on the following billing. A \$10.00 schedule change fee will be charged for each schedule change request. Withdrawals also require 2 weeks notice.

Health Policy

Each child two to five years of age must have an initial health examination not more than one year prior to nor later than three months after being admitted to LCA , and a follow-up health examination at least once every two years after admission.

The health examination report shall be on a form provided by the Department of Health and Family Service and shall be signed and dated by a physician, physician assistant, or Health Check provider.

The health examination requirement may be waived if the parent of a child requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.

Each infant age 6 weeks to two years old must have a current statement from the parent or an intake for two years and under form completed about the toddler's habits of eating, sleeping, toileting and communication as well as an initial health exam not more than 6 months prior to nor later than 3 months after being admitted. Follow up exams at least once every six months after admission.

A child's health history completed by the child's parent shall be on file at LCA by the first day of attendance.

Little Champs Academy maintains a record of immunizations for each child to document compliance with s. 252.04, Stats., and ch. HSS 144 which is completed by the parent.

In all cases the child's confidentiality is protected.

SIDS Reduction Prevention

Sudden infant death syndrome is unexplained death of an infant under one year of age. Infants will always sleep on their back. No wedges or position devices will be used while in care at LCA. We will ensure that babies are slept in a safe crib, which will include a mattress that fits the crib with slats that meet or exceed safety standards and are required by the state. Babies will have tummy time at least three times a day while supervised by staff to help develop their muscles. The only exception to be considered is one that is short term, and accompanies a doctor's note.

Child Illness Policy

We are not equipped with a separate room to care for mildly ill children so, A child should be kept at home if he or she has a fever of 101° or more. If he /she has vomited or had diarrhea within the last 24 hours, please keep him/ her home. If your child vomits the night before and seems fine the next day, he is more than likely still contagious to others. You must wait 24 hours before bringing him/her to the center. It is the responsibility of the parent to call the center to report a child's absence. If a parent does not call to report the child absent, we will call within 60 minutes of your child's expected start time.

Illnesses are defined as:

- fever over 101°
- runny nose that is green or yellow
- conjunctivitis (pink eye)
- flu
- unusual rash
- severe cough
- rapid or labored breathing
- severe cold
- vomiting
- yellowish skin or eyes
- diarrhea
- head lice
- contagious illness that results in child being too ill to participate in daily activities

We will not accept the child for care if any of the preceding symptoms are present or have been present within the last 24 hours.

The child may return to school 24 hours after his or her temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24 to 48 hours (depending on the illness) after the first dose of an antibiotic.

Isolation Policy

If the child shows any of the previously discussed symptoms while at daycare, he or she will be removed from the group and held in the designated "isolation" area in his/her classroom. The child will be provided with his cot or crib, sheet and blanket. The parent or authorized adult will be notified to pick up the child. If a parent cannot be contacted within thirty minutes, Little Champs Academy will contact an alternate from the child's Emergency Card. The isolation divider will be kept in the Storage area until needed.

Communicable Disease Policy

We will not accept the child for care if he or she has a communicable disease (e.g., chicken pox). A doctor's release must be provided for a child to return to the program after experiencing a communicable disease.

Medication Policy

If your child is on medication that needs to be administered while he or she is at LCA, the medicine must be in the original prescription container and labeled with the child's name, the doctor's name, the name of medication, the dosage, the expiration date, and when the medicine is to be given. A Medication Permission form must be filled out and signed, giving the teacher permission to give medication to your child. The child's teacher will be responsible for dispensing the medicine, and you must discuss any medications with the teacher directly, to make certain that there is no confusion about the medication dispensing.

Cleanliness Policy

We take all the universal precautions to ensure the safety of the children and staff. Gloves are worn at all times when handling bodily secretions. Soiled gloves and diapers will be properly disposed of in covered garbage cans. Soiled clothes or bedding will be removed and placed in plastic bags and sent home to be washed, or laundered by the center's laundry facilities.

Children and staff wash their hands with soap and running water before and after all food preparation, meals, water table play, and toileting or diapering.

Toys are cleaned as needed and sanitized twice weekly with a bleach and water solution.

Building Safety

Extreme care needs to be taken when dropping off and picking up children. All cars should remain in the front of the parking lot, and the back area is for employee cars only.

Disposal of BioHazardous Material

All bodily fluids will be treated as hazardous materials. Employees will be shown how to safely discard these materials.

EMPLOYEE HANDBOOK

Equal Opportunity Guidelines

LCA gives equal employment opportunities to all qualified applicants without regard to race, religion, sex, marital status, handicap, national origin, or veteran status. All individuals shall be recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications and performances. Any questions you might have concerning equal opportunity may be addressed to the Director or the Administrator.

Orientation and Training

All new employees, substitutes, and regularly scheduled volunteers shall complete our orientation program within their first week at LCA. To embark on the orientation program, all new employees, substitutes, and volunteers must provide proof of negative tuberculosis or T.B. test, and may be required to have a pre-work physical. The orientation program covers all of the following:

- Review of center policies.
- Review of all licensing rules and state handbook as related in rule 251.05(2)(a)1 which explains state orientation.
- Training in emergency procedures, including the operation of fire extinguishers.
- First aid procedures.
- Job responsibilities in relation to the job description.
- Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids.
- Schedule of LCA activities.
- Review of child abuse and neglect laws and reporting procedures.
- The procedure for ensuring that all LCA employees know the children assigned to their care and their whereabouts at all times.
- Child management techniques.
- The integration of children with disabilities into the program.
- Confidentiality Policies
- Training for proper lifting and carrying of children.
- Training for proper lifting of materials weighing over 5 pounds

Child Abuse Detection and Reporting

All employees and volunteers of LCA who come into contact with the children at LCA must be trained in all of the following:

1. Child abuse and neglect law.
2. How to identify children who have been abused or neglected.
3. The process for reporting known or suspected cases of child abuse or neglect.

Sudden Infant Death Reduction

All employee's and volunteer's must complete and have documentation of (SIDS) training prior to the first day of work.

1. Sudden infant death syndrome is the unexplained death of an infant under one year of age.
2. LCA will always sleep infants on their back (considered to be the safest and healthiest sleeping position) unless the child's parent and doctor sign a waiver.
3. The alternate sleep position must be documented by the parent on the Initial Intake form.
4. LCA does not use wedges or position devices.
5. LCA cribs are safe, with slats that meet or exceed safety standards required by the state. Each crib includes a mattress that fits the crib.

Medical Log Book

A medical log will be kept at all times by the director, with entries made as necessary by the teachers and teacher's assistants, recording any injuries that any children display, whether or not they occur on LCA premises. The director will review the medical log book with the staff every six months and it will be documented in the book that this has taken place. The medical log consists of a sewn, ruled book, with entries made with no skipped lines and no erasures. All entries will be dated and signed, and the log will be reviewed every 6 months by the Director.

Confidentiality

All employees and volunteers of LCA will always keep confidentiality with all matters of the center.

Evacuation and Emergency Procedures

In-service training will be conducted by the fire department during one of our required monthly staff meeting. This will include training in the use of the fire extinguisher.

First Aid Procedures

Minor cuts and abrasions suffered while at LCA will receive proper care—specifically; they will be washed with soap and warm water and properly bandaged. Treatment will be logged and the parent will be notified when the injury occurred. We are required to log any injuries observed on your child that may have occurred outside of the school.

If a medical emergency arises, a parent will be contacted before any emergency treatment takes place unless doing so endangers the child's life. In such a case, necessary steps will be taken, putting the child first (calling hospital, doctor, poison control, and so forth). If a parent is unable to be reached, the alternate responsible adults listed on the child's Emergency Card will be contacted.

Job Responsibilities

Each and every LCA employee's primary focus is the happiness, safety, and well-being of our students. Teachers must come to LCA with a basic knowledge of early childhood development. Teachers will be informed of their specific responsibilities and given their class assignments by the Director. Teachers will be responsible for developing a weekly lesson plan, to be submitted to the Director on a weekly basis.

The Teacher's Assistants will be responsible to their assigned teachers, and it will be their duty to implement the class schedules and lesson plans, as well as assist the Teachers in their development.

Recognition of Childhood Illnesses

In-service training sessions will be conducted by the health department or other agencies during one of our required monthly staff meeting.

Continuing Education

LCA makes available to all staff members a program of in-services and training that enhance and enrich the teaching experience. Each staff member is encouraged to attend educational workshops and meetings as our work schedule and budget permits. The director is encouraged to attend these meetings and share any information and handout materials with the entire staff during monthly staff meetings.

Program topics include, but are not limited to, instruction in child development, individual assessment, special needs, cultural diversity, public safety, emergency medical procedures, communicable diseases, curriculum planning and developing, behavior modification, nutrition and food preparation, and financial budgeting. Training will be made available through various seminars, staff meetings, visits from community officials and professionals, and hired consultants.

A staff training log is used to monitor attendance and information covered during each training session. Each staff member is responsible for attendance at sessions of particular concern to his or her classroom and responsibilities. Registration fees, tuition reimbursement, transportation, and schedule changes should be discussed in advance with the Director. Employees must submit original certificates to the employee relations manager or director immediately upon completion of coursework in order to get proper credit.

Staff members are encouraged to further their education while in the employment of LCA. When an assistant teacher receives his or her teacher certification, he or she may qualify for an immediate increase in pay, in lieu of an annual increase. Staff members may qualify for immediate rate increases in lieu of an annual increase upon completion of any additional certificates or degrees.

LCA requires all staff members to be enrolled with the Registry within 1 months of employment.

LCA policy is to pay for half of the expenses of a course immediately upon completion. Courses must be approved by the director in advance. Employees will be reimbursed for the second half of the tuition after 6 months, if still in the employment of LCA. Employees are not paid for the time spent attending classes.

Continuing Education Requirements

Each Director and Teacher who works 20 hours a week shall participate in at least 25 hours of continuing education each year.

Each director and teacher who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.

Staff Meetings

To ensure that staff has the opportunity to receive pertinent information and clarification of problems and issues, we conduct staff meetings at least twelve times in a calendar year. We document the dates on which staff meetings have been held. Employees are paid for the time spent attending staff meetings.

Probationary Period

All LCA staff are considered probationary employees for a period of ninety days. It is a period of adjustment and adaptation on both the personal level and the job requirement level. The employee is expected to meet or exceed the initial demands of the position during this time period. Also, it is a time period for adjustment to LCA overall policies and work rules. If the employee fails to adapt successfully to the requirements of their position, the program or service component, or LCA as a whole, employment will be terminated. Termination during the probationary period can be made without notice and without recourse to the grievance procedure. If supervisors recognize unsatisfactory progress before the one hundred and eighty-day period is over, the Director will recommend termination, and termination will be effected.

Probationary employees will be evaluated at the discretion of the Director and Administrator; however, all probationary employees must have an evaluation completed at the end of one hundred and eighty days. After ninety days of employment, the Director will prepare a written evaluation for the Administrator, and if approved, will then discuss the evaluation with the employee, give a copy to the employee, and submit the original to the Administrator with the resulting recommendations. No increase in salary will be given upon completion of the probationary period unless approved by the Administrator prior.

The Administrator will review the evaluations and the recommendations made by the Director. These recommendations may be approved, modified, or disapproved and copies of any action will be given to the Director.

Limited-time employees who are hired for subsequent contract periods will be contract employees and not be subjected to the probationary period.

The probationary period is designed solely for determining an individual's suitability for a position and his or her level of competence in performing the duties of one in such a position. Satisfactory completion of the probationary period will enable the employee to continue in that position only for the duration of the period stated in the contract, or for the period of time deemed necessary by LCA for completion of certain tasks, or for as long as performance and behavior remain above satisfactory, and funds remain available to pay for the position. In all instances, continued employment is solely at the discretion of the Administrator and Director.

Employees are required to report to the Licensee, and the Licensee is required to report to the Department within 24 hours of any of the following occurring.

- a. The employee has been convicted of a crime.
- b. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
- c. The employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property.
- d. When a professional license held by an employee has been denied, revoked, restricted or otherwise limited.

While at Work

Hiring Process

Little Champs Academy uses the following procedure for hiring new staff. Minimum qualifications for each position are based on job analysis/job descriptions.

1. Determine the positional needs to be filled.
2. Place offerings with workforce development, and institutes of higher learning stating days, hours, and location of positions available.
3. Accept telephone calls, solicit resumes, and arrange interviews.
4. Review resumes and check references.
5. Select the most qualified individual(s) and set up a one-to-two week training period.
6. Have the new employee fill out all necessary paperwork including a criminal background check.
7. After preliminary background check is done, have the new employee work with another teacher until the complete criminal background check is approved.
8. Make reference/resource material available to new employees while creating their lesson plans.
9. Continue to hold staff meetings and inform employees of any available courses and/or workshops to further enhance their experience.
10. Perform regular staff evaluations to monitor staff development, and provide feedback and encouragement every 3-6 months.

Evaluation Procedure

An employee's performance review or appraisal is the systematic evaluation of the employee's performance in consideration of established performance standards and his or her potential for development. The objectives of LCA requirement for employee evaluation include:

- ☞ improving employee motivation
- ☞ providing the individual employee information concerning his or her strong and weak areas of performance and how he/she can improve.
- ☞ providing an objective system of evaluation for each employee on his or her performance relative to job standards and duties.
- ☞ providing accurate and complete information to be utilized for determining pay increases, promotions, transfers, and terminations.

An employee's performance shall be evaluated no less than once per year and as needed or as requested by the employee. All reviews will be conducted on the next review period following the date of hire. Employees may qualify for an annual increase in salary only if they have not received an intermediate increase for promotion or increased certification.

Prior to submitting the performance evaluation report, each employee will be given the opportunity to rate his/her own performance. Each supervisor shall meet privately with the employee and explain the evaluation to the employee. At the conclusion of the meeting, the supervisor will sign the evaluation and enter the date the discussion with the employee took place. The employee will also sign the evaluation attesting that he or she has read the evaluation, has had the opportunity to make any comments, and that he or she concurs or does not concur with the supervisor. This is a requirement for all positions at LCA.

The Administrator will give a copy of the evaluation to the employee.

The Executive Director will review all employee performance evaluations.

Outstanding performance on the job or conduct well above the standard expectations and requirements will be recognized.

When a written commendation is warranted and has received approval of the Administrator, the Director will prepare a letter to the staff member and make two copies. The original will be given to the staff member. One copy will be given to the Administrator, and the second will be filed in the employee's personnel file.

Grievance Procedure

Any employee of LCA who believes that he/she has a justifiable grievance shall take the following steps to resolve the grievance:

1. Discuss the grievance with the the Director within three working days of the incident and all attempts will be made to resolve the issue.
2. If a satisfactory solution is not reached, the employee may request in writing a formal meeting with the appropriate administrator within five working days of receipt of the immediate
3. If no resolution is reached at the second level, the employee may file a grievance in writing with the Administrator within five working days of the date of the second level meeting. The Administrator will discuss the written grievance with the employee within five working days of receipt of the grievance. The Administrator shall give a decision in writing within five working days of the conference with the employee. During the conference with the Administrator, the employee may be represented by counsel of choice if so desired.

Disciplinary Policies

These rules do not represent every conceivable type of offense, but reflect those most frequently encountered.

Misconduct not specifically described in these policies will be handled as warranted by the circumstances of the case involved. LCA may modify penalties imposed as a result of infractions of the rules when extenuating circumstances are found. Likewise, flagrant infractions of the rules of conduct may result in whatever action is deemed appropriate by the Directors.

All employees are expected to conduct themselves according to the highest standards of integrity and ethics. Standards of employee conduct normally expected in any place of employment will be the standards of employee conduct at LCA, whether or not such are in writing. As a basic standard of justice, employees are informed of the behavior expected of them through such avenues as job descriptions, personnel policies, and instructions of supervisors. Employees and administrators are expected to conduct themselves in a professional manner at all times. Complaints by employees should be conducted in the Director's office. Directors should counsel employees in private.

Failure to conform one's conduct to reasonable requirements will result in disciplinary action. Written reports of all disciplinary action will be prepared and placed in the employee's personnel file. Disciplinary action will be taken as soon as the facts are known and a fair judgment can be made. The following disciplinary actions may be taken, depending on the nature of the offense and circumstances surrounding the particular case. Discipline may or may not be progressive.

1. **Counseling:** Counseling should be used by the Director to explore with an employee the source of any problem and to find constructive ways to overcome any problem. Counseling will be conducted in private. The director will document the counseling session.
2. **Written Reprimand and Warning:** The employee is given written warning that he or she has violated LCA rules, regulations, or procedures, or otherwise exhibited unacceptable and/or inappropriate behavior, or failed to perform job requirements properly. The specific offense will be stated along with required remediation, and further sanctions to be imposed if the infraction is repeated.
3. **Suspension:** An employee may be suspended without pay for a period of up to two weeks. This measure is only taken lightly, it will only be done to preserve the professionalism of LCA and for the well being of our kids!
4. **Discharge:** An employee's association with LCA will be terminated in which event, the employee shall forfeit all benefits.

Disciplinary action will be taken only after communication of the specific reasons for the proposed action to the employee by his/her immediate supervisor. The Director has the right to impose any of the disciplinary actions listed, but only after discussion with and concurrence of the Owner. Disciplinary actions are normally utilized in accordance with the severity of the infraction.

Standards of behavior have been developed pertaining to employee conduct, performance, and responsibilities so that all employees can conduct themselves according to certain rules, good behavior, and conduct. The purpose of these standards is not to restrict the rights of anyone, but help people work together harmoniously according to the standards that LCA has established.

LCA retains the right to random drug testing.

Termination

This policy defines various types of separations from the employ of LCA.

1. **Voluntary Termination:** Voluntary termination occurs when the separation is initiated by the employee. The following are examples of voluntary terminations.

- a) Written or oral resignation.
- b) Absence from work for three consecutive days without notifying the supervisor.
- c) Failure to return to work upon recall from leave on the date designated.
- d) Failure to return from an approved leave of absence at the expiration of the leave.
- e) Retirement.

Exempt employees will be requested to give notice in writing or intent to leave not later than three weeks prior to their leaving. All other employees will be requested to give notice of intent to leave no later than two weeks prior to their leaving. Exempt employees are the Directors.

2. **Involuntary Termination:** Involuntary termination occurs when the separation is initiated by the employer. The following are examples of involuntary termination.

- a) Contract ends—an employee works until he/she reaches the contract end date that was specified on the date of hire.
- b) Release without fault—when an employee through no fault of his/her own, is unsuited for, or incapable of, performing work assigned, and no appropriate changes of assignment are available.
- c) Discharge—when an employee, who is suited for and capable of performing the work, is terminated for such reasons as outlined in the Disciplinary Procedures Section of the Personnel Policies; or for other reasons as might be deemed appropriate and/or necessary by the Executive Director.
- d) Reduction in force—when an employee’s services are terminated due to program changes and/or budget cutbacks. This might occur at any time and will be dictated by what is in the best interest of LCA without consideration to the employee’s work record, length of employment, or personal circumstances.
- e) Disability—when, on the basis of medical evidence, an employee is totally and permanently disabled from performing his/her work assignment and thus eligible for disability benefits.

An involuntary termination must be authorized by the Executive Director and are subject to the grievance procedure.

3. **Reasons for Immediate Termination may include, but are not limited to:**

- f) Physically or verbally abusing an enrolled child, staff member, or parent.
- g) Physically or verbally threatening a child, staff member, or parent.
- h) Sleeping on the job.

- i) Smoking inside/outside building in designated nonsmoking areas.
- j) Insubordination/confrontation on the school floor or in front of children.
- k) Stealing/dishonesty.
- l) No show/no call without a valid reason.

Hours of Work, Breaks, Lunches

1. LCA will pay wages comparable to those paid by other employers in the area to workers who perform the same or similar work. No wage shall be less than that designated by federal/state laws as the minimum wage.
2. The normal work week for all full-time employees shall consist of five working days of eight hours each, and each employee working 8 hours will take a 1 hour unpaid break (or at a minimum ½ hour unpaid break) Monday through Friday.
3. There is also 2 10 minutes paid Bathroom Breaks allowed during the day. Breaks may only be taken when adequate coverage is available.
4. Deviations from the normal work week or normal work day may be required on a regular basis. Adjustment may be made with respect to any employee's schedule by the Director so that the total hours worked per week do not exceed forty.
5. Those employees designated exempt shall be on a salaried basis and any regulations respecting work day or week shall be as designated by the Executive Director to meet the special needs of LCA.
6. LCA does not pay overtime to exempt employees. (Directors)
7. LCA employees are expected to adhere to the stated working hours. Frequent unexcused absences shall be grounds for discharge. It is the responsibility of the employee to notify his/her supervisor if he/she will be late or absent. Such notices should be given as early as possible, 2 hours before starting time except in extenuating circumstances as determined by the director.

Phone Policy

At LCA the teachers' primary responsibility is to the children, therefore, no texting or personal calls will be made or received while in a classroom. Messages will be taken and given to the teacher. Emergencies will be dealt with on a case-by-case basis.

Dress Code

Professional attire is expected at all times. LCA provides uniform shirts and they must be worn at all times with jeans, beige or black casual pants (shorts allowed in summer). From time to time new colors will be issued. However, all staff must wear the same color at all times. Sweatpants and worn out or stained attire is not allowed. A neat and clean appearance is expected at all times.

Holiday, Sick Leave, Vacation and Leave of Absence

Little Champs Academy adheres to the Family Medical Leave Act guidelines.

Paid Time Off (PTO) Policy

8. LCA offers PTO Hours to cover 9 Holidays, 4 Sick Days, and 5 vacation days in year 1. After completing the 2nd year of employment 40 Hours or 5 days will be added for vacation. After 5 years, one additional day will be added each year until 15 days are earned. PTO starts accruing after 90 days of service at the rate of 5.54hrs/80 hrs worked. After completing the second year of service, 7.077hrs/80 hrs worked, year 6 it goes to 7.385hrs/80, and each year goes up by .308 until 15 days vacation is achieved.
9. PTO requests for scheduled time off must be approved by the Director in advance. PTO requests for unscheduled time off must also be submitted to the Director upon return. Time off must be approved in advance whether payment is requested or not. Requests to take PTO Scheduled (vacation) time must be approved in writing 30 days in advance. All PTO must be submitted using the PTO request Form.
10. Pay in lieu of actual time off will not be allowed unless there is an extenuating circumstance and it is approved prior by the Administrator.
11. Directors get an additional 5 Vacation Days in their first year instead of waiting 2 years.
12. A Holiday schedule will be posted at the beginning of each calendar year. Eligible employees may request to be paid for any holiday that falls on their regular scheduled work Day. Requests will be made on the **PTO Request Form**. Vacation time during the holidays will be approved providing it does not cause undue stress on the remaining day staff, and the employee has the time available. Excess time off around holidays can potentially ruin the holiday for those needing to cover.
13. Employees leaving the employment of LCA by giving two weeks notice and working their scheduled time, will be paid up to 5 days of their accrued PTO at their standard rate of pay. All other terminations whether voluntary or involuntary will not be eligible to receive any pay for unused PTO. At the discretion of the Director, a resignation may be accepted immediately. (Final check is less Outstanding tuition and education).
14. A maximum of 5 PTO days may be carried forward into the following calendar year. Any PTO time that exceeds the above amounts will be forfeited, however, it is encouraged that proper planning is done to ensure that time off is taken!

Sick/Personal Leave (See PTO)

PTO for Unscheduled/Sick time should be used only for serious illness, not for medical, dental, or optical examination or treatment of the employee. PTO for any of these purposes must have advance approval of the Director based on scheduling needs. The employee maybe requested to provide documentation of appointments. Only one Sick Day per quarter will be paid.

1. PTO/Sick leave may not be taken in advance of it being earned.
2. Up to 5 days PTO may be used for extended illness, unless an employee requests leave of absence without pay.
3. An employee will not be permitted to return to work after an absence of two or more consecutive work days without an authorization from a doctor.
4. Sick employees must call in 2 hours before their start time to qualify.
5. Employees failing to comply with PTO/Sick leave rules and regulations shall not be paid for PTO leave. Accrual is 1 sick day per Quarter, other time off may not be used.
6. Employees may not come to work sick as it jeopardizes the health of the children and staff. (See Health Policy page 35)

Funeral Leave

Employees who have completed the probationary period may be granted time off with pay upon the death of a member of their immediate family. The amount of time off granted will be at the discretion of the Director, not to exceed 3 days.

For purposes of this Section, immediate family is defined as husband, wife, mother, father, son, daughter, grandparents, brother, sister, as well as in-laws, Mother-in-Laws, Father-in-Laws, stepparents, stepchildren, fiancé or fiancée.

Time lost for which payment is made in accordance with the provisions of this Section shall not affect eligibility for holiday pay.

Leave of Absence, Jury Duty, and Military Leave

1. The Executive Director may approve a leave of absence without pay to any employee because of sickness, disability, or other personal reasons. The application for such leave must be submitted in writing by the employee stating the reason for the request, giving two weeks notice where possible.

2. If the leave of absence request is for personal reasons including extended illness, injury, or pregnancy, it shall be accompanied by a statement from the employee's physician stating the nature of the illness or incapacity that causes the employee to be medically disabled for performance of his/her normal, regular work.
3. A leave of absence may be granted for a period not exceeding ninety days.
4. Time spent on such leave of absence without pay shall not be considered time in service for purposes of determining sick leave or vacation leave.
5. Should the employee decide to return before the expiration of the leave without pay, he/she may do so after giving the Executive Director a minimum of 5 day's notice, and providing proper certification indicating that he/she is capable of performing the regular job duties without restrictions.
6. Upon return from leave of absence, the employee will be reinstated in his/her former position or one of equal status and salary.
7. Employees who do not report back to work or contact the office on the date due back to work will be considered to have resigned.
8. When an employee requests permission to return to work after being granted leave without pay as a result of illness or disability, he/she must provide a statement from his/her physician which certifies that he/she is capable of resuming normal and regular work duties without restrictions.
9. Employment as the result of a vacancy created by an employee, because of leave of absence, shall be temporary in nature and shall last only until the regular employee returns to work unless another position opens suitable for the employee. Personnel records must indicate an employee status change for both the regular employee and the temporary employee.
10. If an employee requests time off without pay for personal reasons, and approval of the request would burden or unreasonably disrupt LCA functioning, the request may be denied. If the employee takes off in spite of the denial, the time off will be considered an unauthorized absence.

Jury Duty

Time away from the job with pay will be permitted when an employee is summoned for jury duty. The employee will receive the difference in what he/she receives in pay for jury duty and his/her regular pay. The jury summons must be submitted to the immediate supervisor and documentation of the payment from the court. No employee shall receive pay for any court appearance in which he/she is a defendant, witness, or plaintiff, as this would be considered personal business.

Military Leave

Employees who provide documentation that they must report for a military physical examination may use sick leave, in an amount not to exceed eight hours, for that purpose.

Short-term military leave may be granted to employees for a period not to exceed fifteen calendar days per year. To qualify for the benefits provided, employees must provide a copy of military orders to the supervisor prior to complying with the military requirements.

Military leave will be without pay.

Paid Holidays (any 9 of the Following)

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Black Friday
Christmas Eve
Christmas Day
New Year's Eve

Employee Health Policy

LCA teachers are subject to the same wellness guidelines as are the students. Teachers may not participate in LCA activities if they display any of the following symptoms:

- 👁️ fever over 101°
- 👁️ flu
- 👁️ unusual rash
- 👁️ severe cough
- 👁️ rapid or labored breathing
- 👁️ severe cold
- 👁️ vomiting
- 👁️ yellowish skin or eyes
- 👁️ diarrhea
- 👁️ head lice
- 👁️ contagious illness

Job Related Injury

An employee must always report an on-the-job injury immediately to the Director so the necessary accident report can be completed on that day. If the employee is unable to complete the written report the Director must do so.

An employee absent from work because of any occupational illness or service-related injury shall be entitled to reinstatement at the same rate of pay received prior to the date of such illness or injury; and upon approval of a doctor to return to work. Authorization to return to work when a contract period has ended shall not be binding upon LCA for subsequent hiring consideration.

Description of Benefits

1. Accumulation of PTO (paid time off) after one year of service.
2. Unemployment compensation.
3. Workmen's compensation.
4. Child care provided by LCA at reduced employee rate, provided adequate space is available. Additional discounts may be considered on a case-by-case basis for added services rendered. LCA policy will be reviewed periodically.

The Registry

In accordance with the licensing rules, each center director and teacher needs to obtain a certificate from The Registry within three months of hire.

Job Descriptions

Job Title: Center Director/Administrator

Responsible to: Owner

Employment Requirements and Qualifications:

1. The successful candidate must have at least one of the following educational qualifications:
 - Eligible to be a Day Care Center Administrator/Director as defined by The Registry.
 - A state-awarded preschool teacher's certificate
 - An Associate, Baccalaureate, or an advanced degree in early childhood education
 - A degree in a field related to early childhood education with experience in teaching preschool children and a state awarded certification to teach in a preschool program
 - A Child Development Associate Credential issued by the council for early childhood professional recognition
 - A certificate from the American Montessori society or Montessori international
2. A minimum of two year's experience as a child care teacher in a licensed day care center or early childhood program.
3. A working knowledge of the Wisconsin Administrative Code HFS 46.Licensing Rules For Group Day Care Centers. (PFS-205 Rev.4/97)
4. Continuing education encompassing local, state, and national requirements, standards and guidelines for child care programs serving children age two through eight years.
5. A minimum of one year's supervisory experience in a preschool setting.
6. The ability to design and implement child-centered curriculum, maintain administrative procedures and prepare accurate records and reports.
7. Experience in grant writing.
8. Excellent written and oral communication skills.

9. The ability to demonstrate familiarity with basic office machines and computers/software relating to budgeting.
10. Familiarity with and ability to comply with federal and state child abuse reporting laws.
11. A valid Wisconsin drivers' license, vehicle, and insurance.
12. Proof of an up-to-date physical and negative TB test.

Duties and Responsibilities

1. Ensure compliance with all state and federal Day Care Center regulations, including, but not limited to: the physical environment, teaching staff ratios, continuing education, records, confidentiality and building maintenance.
2. Develop center policies and procedures, review and enforce as needed.
3. Research /write state and federal grants and assist in fund raising activities.
4. Assist in the hiring of classroom staff.
5. Assist in the design and set-up of the physical environment.
6. Provide direct supervision, evaluation of and support for teaching staff, serving as a teacher as needed.
7. Order developmentally appropriate toys, equipment, and furniture to meet the needs of the children served.
8. Develop and implement before and after school care program.
9. Develop and implement a community/family volunteer program.
10. Work in conjunction with other community organizations to serve mutual needs.
11. Perform weekly walk through and safety check list.

Job Title: Teacher

Responsible to: Center Director

Employment Requirements and Qualifications

1. The successful candidate must have at least one of the following educational qualifications:
 - A license from the Wisconsin department of public instruction to act as a pre-kindergarten or early childhood exceptional education needs teacher
 - A one-year child care diploma from an institution of higher education
 - A state-awarded preschool teachers certificate
 - An Associate degree in early childhood education
 - A Child Development Associate Credential issued by the council for early childhood professional recognition
 - A certificate from the American Montessori society or Montessori international
 - Two non-credit department approved courses in early childhood education
 - Two years of credit from an institution of higher education with at least three credits in early childhood education or its equivalent
2. A minimum of one year experience as a child care teacher/volunteer in a licensed day care center or early childhood program.
3. Familiarity with and ability to comply with federal and state client confidentiality laws/regulations.
4. Continuing education encompassing local, state, and national requirements, standards and guidelines for child care programs serving children age two through eight years.
5. Excellent written and oral communication skills.

6. The ability to demonstrate familiarity with basic office machines and computers/software relating to three to five year old children.
7. Familiarity with and ability to comply with federal and state child abuse reporting laws.
8. A valid Wisconsin drivers' license, vehicle, and insurance.
9. Proof of an up-to-date physical and negative TB test.
10. Must be able to lift over 50 pounds.
11. Must be able to stand for 75% of the day.
12. Must be able to make quick decisions.
13. Must be creative and have strong planning skills.

Duties and Responsibilities

1. Ensure compliance with all state and federal Day Care Center Regulations.
2. Know and implement emergency procedures in appropriate situations.
3. Implement daily routines for center arrivals/departures, educational activities, record keeping etc.
4. Assist in the supervision/direction of teaching assistants/classroom volunteers.
5. Assist in the design and set-up of the physical environment.
6. Design lesson plans that are child centered, developmentally appropriate that respect individual rates of development.
7. Provide an environment of acceptance that supports and respects cultural differences.
8. Set clear, consistent limits, have realistic expectations, and use positive methods of child guidance.
9. Support each child's learning style using multiple strategies including experimentation, inquiry, observations, play, and exploration.
10. Support emerging literacy development through materials and activities according to the developmental levels of the students.
11. Promote each child's fine and large motor skills using active and quiet play.
12. Enhance each child's understanding of self as an individual and as a member of a group.
13. Ensure students' daily nutritional needs are met through meals and snacks.
14. Provide opportunities for each student to develop feelings of competence, self-esteem, and a positive attitude towards learning.
15. Support developmental progress based on observations and ongoing assessment of each child.
16. Report cases of suspected child abuse and neglect to the center director and provide follow-up.
17. Foster safety awareness among children.
18. Ensure policies and plans are posted and complied with regarding medical, dental, and safety procedures.
19. Conduct parent-teacher conferences to develop individual student educational plans.
20. Supervise outdoor and indoor play areas ensuring children's safety.
21. Participate in training to improve skills and professional competencies.
22. Provide opportunities for parent involvement.
23. Maintain equipment and ensure that supplies are on hand.
24. Plan and carry out field trips.
25. Prepare and submit all reports on a timely basis.

26. Assist in recruitment and enrollment of children.
27. Maintain rooms in a clean and safe manner through performance of necessary housekeeping.
28. Be a good role model for young children physically, emotionally, and socially.
29. Work as part of a team.
30. Perform other duties as required or assigned.

Job Title: Assistant Teacher

Responsible to: Teacher

Employment Requirements and Qualifications

1. Must be 18 years of age (State of Wisconsin Licensing Requirement).
 - Must have satisfactorily completed an assistant child care teacher training program approved by the Wisconsin department of public instruction
 - Have completed one non-credit department approved course in early childhood education
 - or completed one course for credit in early childhood education at an institution of higher learning or be enrolled in such
2. Familiarity with and ability to comply with federal and state client confidentiality laws/regulations.
3. Excellent written and oral communication skills.
4. Familiarity with and ability to comply with federal and state child abuse reporting laws.
5. A valid Wisconsin drivers' license, vehicle, and insurance.
6. Must be able to lift over 50 pounds.
7. Must be able to stand for 75% of the day.
8. Must be able to make quick decisions.
9. Must be creative and have strong planning skills.

Duties and Responsibilities

1. Assist in ensuring compliance with all state and federal Day Care Center regulations.
2. Know and implement emergency procedures in appropriate situations.
3. Assist in implementation of daily routines for center arrivals/departures, educational activities, record keeping etc.
4. Assist in the design and set-up of the physical environment.
5. Design lesson plans that are child centered, developmentally appropriate that respect individual rates of development.
6. Provide an environment of acceptance that supports and respects cultural differences.
7. Set clear, consistent limits, have realistic expectations and use positive methods of child guidance.
8. Support each child's learning style using multiple strategies including experimentation, inquiry, observations, play and exploration.
9. Support emerging literacy and numeracy development through materials and activities according to the developmental levels of the students.
10. Promote each child's fine and large motor skills using active and quiet play.
11. Enhance each child's understanding of self as an individual and as a member of a group.
12. Assist in family style meal preparation.

13. Provide opportunities for each student to develop feelings of competence, self-esteem, and a positive attitude towards learning.
14. Support developmental progress based on observations and ongoing assessment of each child.
15. Report cases of suspected child abuse and neglect to the center director and provide follow-up.
16. Foster safety awareness among children.
17. Ensure policies and plans are posted and complied with regarding medical, dental, and safety procedures.
18. Supervise outdoor and indoor play areas ensuring children's safety.
19. Participate in training to improve skills and professional competencies.
20. Assist family members and other community volunteers.
21. Maintain equipment and ensure that supplies are on hand.
22. Supervise children's safety on field trips.
23. Prepare and submit all reports on a timely basis.
24. Assist in recruitment and enrollment of children.
25. Maintain rooms in a clean and safe manner through performance of necessary housekeeping.
26. Be a good role model for young children physically, emotionally, and socially.
27. Work as part of a team.
28. Perform other duties as required or assigned.

ADDENDUM

Transportation Policies

LCA provides fee-based pick-up service to schools within a 15-minute driving distance of the center. The fee is currently at 75 Cents per mile. The parent will be responsible for miles to and from the school. LCA is responsible for each child from the time they are picked up until they are returned to the parent or to a responsible person designated by the parent.

Children are supervised at all times. After transporting a child to his or her destination, an adult shall accompany the child into the building or to the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.

When children are transported in a vehicle, there is at least one adult in addition to the driver in either of the following circumstances:

1. There are more than three children who are either under two years of age or have a handicap that limits their ability to respond in an emergency.
2. There are more than ten children under five years of age in the vehicle.

LCA maintains written safety precautions to be followed and implemented when transporting children with special needs who may have a limited ability to respond in an emergency. For safety sake, children with special needs will be helped out of the van and escorted to the building by the second daycare employee.

Each child under four years of age being transported in a vehicle with a seating capacity of twelve or fewer shall be seated and properly restrained in an individual child car safety seat. Each child weighing less than 80 pounds, less than 49 inches tall, or less than eight years of age shall be properly restrained in an approved safety seat or booster seat.

Passenger doors shall be locked at all times when the vehicle is moving.

Smoking is prohibited in the vehicle.

A child safe security system is installed in the childcare center provided van. The security system is an alarm system that ensures no child is left in the van. A buzzer sounds, when the vehicle shuts off. That promotes the driver to check every seat in the vehicle. This is to ensure that all of the children and their belongings have exited the vehicle. This check needs to be completed within three minutes otherwise an outside alarm will sound. The disable button for the alarm is located on the far back of the van insuring that the staff must climb through the van to disable it.

The director will submit a copy of any accident report to the Department of Health and Family Services within five days after the occurrence of an accident involving a vehicle transporting children. The following emergency information is carried in the vehicle for each child transported:

1. The emergency card.
2. Written consent from the child's parent for emergency medical treatment.

When regularly scheduled transportation is provided by LCA, we shall maintain the following information in writing at the center and carried in the vehicle:

1. A list of children transported.
2. The transportation route and scheduled stops.

3. The names and addresses of all persons authorized to receive a child if the child is dropped off at a place other than the child's residence.
4. Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.

When transportation services are contracted or chartered, the name, address, and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the center.

When LCA uses a center-owned or leased vehicle or arranges for operation of a vehicle by other than a licensed contract motor carrier, the following additional requirements shall be met:

The vehicle shall be:

1. Registered in Wisconsin.
2. Clean, uncluttered, and free of obstructions on the floors, aisles, and seats.
3. Enclosed.
4. Equipped with a first aid kit.
5. Equipped with a list of children transported.
6. Carry all insurance required by law.

The vehicle shall be in safe operating condition and at 12-month intervals the licensee shall provide the Department of Health and Family Services with evidence of the vehicle's safe operating condition on a form provided by the department.

LCA has on file a copy of the driving record of each driver of our vehicles.

Each driver shall:

1. Be at least 18 years of age.
2. Hold a valid Wisconsin operator's license for the type of vehicle driven.
3. Have at least one year of experience as a licensed driver.

It is a LCA's policy to document each transport of a child. There will be written documentation of the time the child enters and exits the vehicle. This policy will be performed each time that a transportation route is performed.

At each stop the driver will ensure that all children for that destination and their belongings exit the vehicle and will sign the children in and out on the weekly transportation log sheet.

If a child is not at the stop or designated pick up area the driver must remain at the stop until the child has been located or the driver receives proper notification that the child was absent from school, or from the center director as to the whereabouts of the child.

If a child is absent it is the responsibility of the parent coordinator or the center director to call the parents. The office personal must call the child's family within a reasonable amount of time after being notified from the class room the child is absent.