



3131 Taylor Avenue Racine  
Wisconsin  
53405

### Introduction

Welcome to Crown Jewel Academy! (CJA) The information contained in this “Handbook” will introduce you to the philosophy and organization of the Academy. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child’s day a most rewarding experience.

### Our Philosophy

The Academy was created to meet the needs for high quality child care for the children of Racine county. We believe that creating a unique learning environment inspires growth, community, commitment, and participation from the families served, staff, volunteers and guests. We are certain that our approach to excellence will enrich the lives of each child served. We are dedicated to making a positive impact on the spiritual, mental and physical growth of our youth.

We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning. We will be happy to answer any questions you may have.

### Security and child Safety

At the Crown only, the staff and persons authorized by the parents will be allowed to handle each child. Each child has their own authorized list and emergency contacts. If a non-staff adult is not authorized by the parents to have contact with their child, they will not be allowed contact with that child.



## ADMISSION

Crown Jewel Academy is licensed by the State of Wisconsin, Department of Children and Families ([www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). We are licensed to care for no more than 77 children at any one time. We're inspected regularly to ensure that our center meets licensing standards.

Child care services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Crown Jewel Academy will provide care for children ages 6 weeks through 13 years of age.

## ***DAILY ROUTINE HOURS OF OPERATION***

The Crown is open from 6:00 a.m. to 6:00 p.m. Monday through Friday. January - December

The Crown is closed:

New Year's Day	Memorial Day
July 4 <sup>th</sup>	Labor Day
Christmas Eve.	Thanksgiving Day
Christmas day	

## Limitations

Crown Jewel Academy is not yet equipped to accept children with severe disabilities or medical needs at this time.

## Emergency Closings

There may be times when an emergency arises which requires the child care center to close. In any such situation we will ask the local radio and television stations to broadcast the closing. You can also call the center at 262-583-3320 to listen to our voice mail message for detailed information or the emergency closing contact at 262-496-6415. Should the Crown be required to close due to any electrical, environmental or safety concerns we will follow the Emergency Action Plan (EAP) which is available in office and posted on the Crown Jewel Academy website.

The center will have posted by the front door the following items for the public's review:

- Licensing rules
- License certificate
- Results of the most recent licensing inspection
- Notice of any enforcement action, stipulations, conditions, exceptions or exemption



The center will also have posted in the front waiting area the following items for the parent's review or on the Crowns website [www.crownja.com](http://www.crownja.com)

- Center policies
- Parental notices
- Observations (parental consent **shall** be granted for all children in room during event) DCF 251.04(6)(a)3 – 7 <http://dcf.wisconsin.gov>
- Crown Jewel Academy employees.

#### **Absent Child without prior notification**

Parents are responsible for the schedules they provide us with. We expect children to be in attendance on those days at those times. If a child who is scheduled to arrive at the center, does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. If a child is transported to the center and does not arrive and we have not been informed they will not be attending that day we will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

#### **Attendance methods**

Children may be enrolled on a full-time basis FOR 46 # HOURS PER WEEK, or a part-time basis 24 HOURS OR LESS PER WEEK. No child may be enrolled for less than 25 hours per week. Crown Jewel Academy will accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available.

#### **CONFIDENTIALITY**

To protect each family's confidentiality, Crown Jewel Academy will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those persons or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or her/his family. At the families' request and with written consent from the family we will transfer any child's record to the new setting whether it be a new child care facility, head start, public, private or parochial school, etc.

The Department of Children and Families licensing representative may visit and inspect any group child care center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff records and any other materials or other individuals having information on the group child care center's compliance with the DCF 251 rules.



### **Abuse and Neglect reporting`**

All child care providers are mandated reporters of suspected child abuse and neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. Racine county human services department 262-638-7720. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

### **Administrative structure**

Our administrative structure is as follows:

ADMINISTRATOR  
PROGRAM DIRECTOR  
ASSISTANT DIRECTOR  
TEACHERS  
ASSISTANT TEACHERS

### **Enrollment**

Parents interested in enrolling their children at Crown Jewel Academy must meet with the Administrator or Director to discuss their child's specific needs and to review program policies. We appreciate and respect each families' culture and values. We strongly believe that you as a parent have the right to make decisions for your child and we want to encourage you to give us as much information about your child as possible at enrollment. You're more than welcome to offer this information at parent-teacher conferences, via phone call, text or any other method or time you feel comfortable doing so. We want to work with you and your family to make the transition in to our center as comfortable as possible. We encourage you and the child being enrolled or any other family members to come and visit the center before the child's first day of attendance. With your permission we will pair you up with another family who has more experience with the center and would be willing to help you engage in the child care program. The center does have a designated dual-purpose space where staff and families can meet within the center for conferences, private conversations, meeting with their respective paired up family, etc. Front conference table or either the front office or rear breakroom.



The following items must be completed and returned to the center by the first day of attendance.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Photo Release Form

The Director will inform parents when updates are needed, giving 30 days' notice to submit updated forms. The following forms are due, completed, within 30 days after child starts attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations Due, signed by medical professional, within 90 days after child begins attending:
- Form DCF-60, "Child Health Report"

### **Method of enrollment**

1: Complete the application forms with the assistance of our helpful management team at the Crown.

2: Download and complete and return the Enrollment PDF file forms from the Crown Jewel Academy website at [www.crownja.com](http://www.crownja.com)

3: Pickup an enrollment packet in our front office located at 3131 Bldg. #5 Taylor avenue Elmwood Park Wisconsin 53405

### **Items provided by Parent**

For children under 3yrs of age see page 45, attachment 6. Three years and up, spare clothing and nap time comfort items.

### **Visiting**

Crown Jewel Academy has an open-door policy, however, access to our facility is highly guarded as a result of the national pandemic. Everyone entering the facility MUST wear a mask and have their temperature checked. Parents are welcome to visit the child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.



### **Pet Policy**

Crown Jewel Academy has no pets on the premises. Pets will not be allowed in areas accessible to children during the hours of operation.

### **Medication log procedure are as follows**

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 inside or outside of the center will be entered into the center's medical logbook. The director will review the medical log book every six months to ensure compliance.

### **Communicating with parents**

Crown Jewel Academy will make every effort to provide materials and resources to families in their native language and or in a way that they can be understood. If materials are not available in a family's native language, Crown Jewel Academy will seek assistance from DCF or utilize translation software to help make sure materials will be made available to families.

### **Feed Back**

Crown Jewel Academy will have available to families a suggestion form located in the front gathering area for families to comment on program, policies and procedures. Families will be selected on a random basis for an opportunity to participate in the advisory committee, board membership or other committees.

### **Our Philosophy**

*The Academy was created to meet the needs for high quality child care for the children of Racine county. We believe that creating a unique learning environment inspires growth, community, commitment, and participation from the families served, staff, volunteers and guests. We are certain that our approach to excellence will enrich the lives of each child served. We are dedicated to making a positive impact on the spiritual, mental and physical growth of our youth.*

### **Non-discrimination**

We will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. Parents must meet with the Administrator or Director to discuss their child's specific needs and to review program policies.



### **Americans with Disabilities Act**

Crown Jewel Academy will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>

### **Accesses to children's records**

Parents have full access to review their child's records. Please call the main number to make a request to review the records so that they can be prepared for you. Parents will have access to all entries regarding their child.

### **Use of children's photos**

Crown Jewel Academy may take photos or videos of children from time to time. These may be used in children's portfolios, for hanging on walls within the center, in the center's newsletter, etc. The center may also use the photos and/or videos in marketing materials. Photos will never be taken or used of you or your child/children without a signed and dated photo permission form.

### **DISCHARGE OF ENROLLED CHILDREN**

Child's progress communication between center and parents: It's important we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone or schedule a conference. To foster communication on a regular basis, Crown Jewel Academy provides written newsletters/parent bulletin board and daily conversations.

Crown Jewel Academy will regularly advise parents of their child's progress through daily sheets, daily conversations and scheduled conferences.

### **Rules and policy available to parent**

A complete copy of Crown Jewel Academy's rules and policies are available at [www.crownja.com](http://www.crownja.com) under the forms tab. A copy is maintained and available in the front office.



### **Circumstances and procedures for termination of enrollment**

#### **1: Child related:**

When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face to face conference. At this meeting, the teacher will state her concerns and discuss observations made of the child's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

#### **2: Parent related:**

If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the teacher will contact the parents for a face to face meeting. At this meeting, the teacher will state the concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that a common understanding can be reached.

### **Time frame**

If after 2 weeks the problem is still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final 2 weeks even if the child does not attend.

### **Involuntary discharge of a child could result for the following reasons**

Failure to pay fees on time. (Grounds for immediate termination, without notice)

1. Lack of parental cooperation
2. Inability of child care program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement.  
These steps will be documented in the child's file. The parent will be referred to other community resources.
3. Repeated failure to pick up the child at scheduled time.
4. Failure to complete and return required forms.





### **Parent initiated mutual decision, center initiated, and involuntary discharge**

A child may be discharged from the center for many reasons. Parents may initiate the termination. After an action plan has been tried without positive result, the center and the parents may come to a mutual decision to end the child's enrollment. If necessary, a termination may be center initiated.

### **Behavior related discharges**

Acting out, inability to follow classroom rules, inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior.

### **Steps will be taken prior to child's discharge**

All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

### **Documentation**

All meetings, behavior plans, and outcomes will be documented and placed in the child's file and available for parent review.

### **Outside agency involvement**

Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals from birth to 3, speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

### **Decision making**

All decisions regarding the discharge of enrolled children are summarized in the section above, Circumstances and procedures for termination of enrollment.



### **Discrimination issues**

If you feel your child has been discharged due to discrimination, please bring these concerns to the Director for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

### **Appeal process**

Should you disagree with the termination of your child for any reason, please discuss your concerns with the Crown Jewel Academy administrator.

### **Reasons: e.g. fee payment, policy compliance**

Crown Jewel Academy will give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed. Parents are expected to comply with all the policies and procedures of the Crown; failure to comply could result in the termination of your child's enrollment.

## **FEE PAYMENT AND REFUNDS**

### **Rules and policy available to parent**

A complete copy of Crown Jewel Academy's rules and policies are available at [www.crownja.com](http://www.crownja.com) under the forms tab. A copy is maintained and available in the front office.

Payments can be made

- Payment center within the Crown Jewel Academy website [www.crownja.com](http://www.crownja.com) my account
- Phone in.
- In person at the Crown
- Mailed in

Fees and Payments can be made as follows:

- Payment are due prior to the start of child care service.
- Payment can be made bi-weekly or monthly.



- Subsequent Bi-weekly payments are due on the last day of the previously paid week.
- Monthly payments are due on the first day of each month there will be a late fee of \$25.00 attached to each payment not received prior to the 5<sup>th</sup> day of the month in question
- If there will be a third- party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- There WILL be an extra fee assessed of \$25.00 for late payment or late pick up of a child at a rate of .50 cents per minute.
- You will be charged an additional fee of \$35.00 if your check does not clear the bank.
- Refunds WILL NOT be given for days when children do not attend for illness or other reasons.
- Crown Jewel Academy DOES charge a registration fee of \$85.00 per child and \$125.00 per family, unless a special promotion is in effect. Registration fee must be paid during enrollment.
- There will be additional fees for field trips and enrichment activities from time to time. Parents will be advised of any additional fees in writing at least one week in advance.
- There will be a standard 10% reduction in tuition for additional children from one family.
- Refunds will be executed if the Crown cannot provide service due to staffing.
- Employees with children enrolled at the Crown MUST make their childcare tuition payment on the first day of the month or prior to the 3 day of every month.

*For current fees, see the attached Rate Sheet.*

#### **Fee determination methods (attendance, parent sign in)**

Crown Jewel Academy will charge fees based on your child's hours of enrollment. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per week/month for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. Parents should review attendance sheets each week and sign them verifying hours of attendance.

#### **Fee calculating methods (hourly, daily, sessions)**

A full-time rate is charged for children who will be in care for 5 hours or more per day. An hourly rate is charged if children will attend fewer than 5 hours per week.

#### **Co-pays**

Tuition is due on the 1<sup>st</sup> of the month unless other arrangements are approved by the Crowns administrator. Any remaining Co-pay must be addressed by the 5<sup>th</sup> day of the month in question. Payments can be made at the Crowns payment station, [www.crownja.com](http://www.crownja.com) "My Crown account", or called in.



## CHILD EDUCATION

There is a religious component to our program. Crown Jewel Academy is a non-denominational Christian based organization and we do offer mealtime prayers, songs, stories or displays of the religious aspects we do celebrate religious holidays.

There is a child care worker/teacher assigned to each classroom in the center and staff to child ratios are always maintained. Depending on the number of children present on any given day there may also be an assistant child care worker in the classroom as well. Each group/classroom of children is supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm and assure safety.

Groups of children may be combined at the beginning and at the end of any given day. Being that Crown Jewel Academy is open in the early morning and late afternoon we have a written plan for activities which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Our plan includes opportunities for children to rest and eat and to use materials and engage in activities which for the most part do not duplicate activities planned for the major part of our program.

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Temperature below 55 degrees F.
- Wind chills of 0 degrees F. for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

Make sure your child/children wear sturdy shoes that will allow them to be active. Outdoor activities include but is not limited to running, playing, climbing, camping, eating and game play. All outdoor activities staffing will meet or exceed the state staff to child ratio set according to the DCF. Outdoor activities will consist of at least 15 minutes of teacher-led physical activity each time children are outdoors. Crown Jewel Academy presents a variety of fixed and portable play equipment items that will promote and allow for mastery of balance and coordination (tunnels, balance boards, safe climbers), travelling skills (tricycles, scooters, push/pull toys) and large manipulative skills (balls, hoops). Crown Jewel academy is situated on 5 acres of green space with play areas over 100 yards away from vehicular traffic, there are spaces for children of all ages, including infants. When weather does not permit outdoor play, Crown Jewel Academy has space available indoors for children to engage in physical activity, including physical activity like running and jumping.



### **Outdoor play space**

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces are not allowed. If we choose to provide a wading pool for the children, staff will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

**We DO NOT HAVE A SWIMMING POOL ON OR OFF THE PREMISES.**

**Infants and toddlers:** will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parents about the child's activities and disposition for that specific day.

### **INFANTS**

The infant program serves children from the age of six weeks until the age of 12 months. The program is designed to promote feelings of belonging and the loving care which help infants to grow and develop to their full potential. Children eat, sleep, and play according to his or her own schedule. Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classroom(s), we provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

### **TODDLER**

Our toddler program serves children from 18 months to 24 months. The toddler classrooms are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess. Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced. Our teachers offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in our toddler class settings when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long-lasting love for learning.



**Preschool age children:** will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy.

### **PRESCHOOLERS**

Crown Jewel Academy has six preschool classrooms that serve children age two through five years. Our preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten. Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, the arts and technology. Our skilled teachers prepare curriculum that is exciting and challenging, as well as supportive of each child's own learning style. Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, and reading in addition to larger spaces for group activities. To enhance learning experiences in our preschool we offer class trips to theatre, farm and children's museums.

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

### **Night Care**

We ARE NOT licensed to provide care between the hours of 9 P.M. and 5 A.M.

It is important that we communicate daily concerning the needs and interests of each child. Crown Jewel Academy offers parent-staff conference opportunities at least 2 times per year to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, Crown Jewel Academy provides scheduled conferences/written newsletters/parent bulletin board and daily conversations. To support healthy development, we intentionally include information about physical activity, gross motor development and nutrition in our communications with families.

Crown Jewel Academy staff along with parents and their input will plan activities and provide children with a variety of experiences. Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from



one another. Routines such as toileting and eating in intervals between activities are planned to avoid children waiting in lines or assembled in large groups.

### **Center schedule**

An overview of the planned curriculum is placed on our white board near the directors outlining the meal and foundational learning for the month.

### **Communication with parents**

Crown Jewel Academy will regularly advise parents of their child's progress through daily sheets, daily conversations and scheduled conferences.

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

Crown Jewel Academy has a written program of activities which are suitable for the developmental level of each child and each group of children. The program provides each child with experiences which will promote all the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, literacy and cultural diversity.

### **CHILD GUIDANCE POLICY**

#### **Crying, fussing and distraught**

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms; e.g. "you need to use an inside voice" rather than "don't yell"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for helping children develop self-control, self-esteem and respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is like an extended form time from all sources of reinforcement





(e.g., teacher and peer attention) following serious challenging behavior of selectively ignoring disruptive behavior. Children are removed for a brief. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring.... Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences." The child will be praised after completing the time-out and will be helped to rejoin the group.

**Specific guidance:**

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care. In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.

**Prohibited punishments:**

Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

**Transition techniques**

Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

**Classroom arrangement:**

Materials and programming are scaled to the developmental level, size and ability of children which will contribute to providing clear guidelines and promoting positive behavior:

**Parental Involvement in solving behavior:**

All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital.





## **Techniques used to control unwanted behavior such as biting**

### **Biting Behavior in Young Children**

The Crown recognize that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. Young children who bite, bite for reasons, all of them normal and developmentally understood.

*Common Reasons Why Children Bite:* Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, sign of affection, to obtain attention.

### ***Classroom Strategies Used to Minimize Incidents of Biting:***

We “shadow” the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that “biting hurts.” and we offer an object to bite such as a teething ring or cold cloth.

### **Action Taken When A Biting Incident Occurs**

- The child who was bitten is comforted;
- The child who bit is firmly told that “biting hurts” while we continue to comfort and focus on the child who was bitten;
- The bitten area is washed thoroughly with soap and water and inspected for broken skin;
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection;
- An injury/incident report is written for each of the children involved; Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior;
- Relevant articles are made available to parents and staff.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. Staff will help awake children find quiet activities. Crown Jewel Academy will launder the bedding after every five uses, or sooner if necessary.

## **CONTINGENCY PLANS**

Fire and Tornado evacuation plans will be practiced monthly. The Director or Administrator will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state.



### **Fire**

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be “in charge” to assure that all children are accounted for and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to THE DESIGNATED LOCATION OUTSIDE OF BUILDING. The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. The Director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to 3131 Taylor avenue bldg. 3 (gym) until parents or another authorized adult can be reached and come for them.

### **Tornado**

In the event of a tornado warning, the children will be taken to the lower level near the stair wells by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area always. The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge”. The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

### **Missing child:**

In the event of a missing child, staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately. The Director will notify the Department of Children and families within 2 hours after the occurrence. If a staff member is alone on the premise they will contact the five-minute emergency person.

In the event of severe weather children will be kept in doors and if necessary tornado evacuation plan will be initiated.

### **Procedures for extreme heat or cold:**

The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Temperature below 55 degrees F
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

If there is a threat to the building or occupants, we follow the American Red Cross Guidelines available at: <http://www.redcross.org/prepare/disaster> depending on what the emergency may be. If possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm



and in one area of the room until the threat has passed or police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

Loss of building services procedures are as follows, if the center should lose the use of heat, water or electricity before the center opens; parents will be notified by 5:00 AM and will be advised that the center is closed, and the parent will be responsible for finding alternate care for their child until the situation is resolved.

### **Child or staff injury**

If there is a medical emergency with a child or adult, staff will perform first aid, initialing check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety. If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to, Wheaton Franciscan Healthcare, 3801 spring street 262-687-4011. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

When children or staff is off-site for a walk or field trip, teachers will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed. If the injury is serious 911 will be called and taken to the nearest hospital.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be informed via text email phone call or told about the minor injury when they pick their child up.

### **Daily attendance**

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

### **Daily arrival/departure**

Times are recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed, and staff leave the center. Teachers will know the names of each child and their whereabouts ALWAYS.

### **Parents or authorized adults**

Are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will maintain classroom attendance records recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the children's whereabouts always. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

**Weapons**

Crown Jewel Academy does not allow weapons to be carried on persons (any person or employee entering the building), or on the premises. If a person is found to be in noncompliance with this regulation, they will be asked to vacate the premises and may be restricted reentry. If a person should refuse to vacate the premises the local authorities will be contacted. Note violation of this policy will constitute immediate termination with Crown Jewel Academy.

Premises means the tract of land on which the center is located, including all buildings and structures on that land.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

**Emergency Contact person:**

If there is only one staff person on site with eight or less children we will ensure that an emergency provider is available within 5 minutes. That person will be trained on Shaken Baby Syndrome (SBS) and will sign a document agreeing to serve as an emergency back-up.

**Procedure to allow pickup:**

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

**Unauthorized person**

If an unauthorized person arrives to pick up a child they will be informed of the center's policy and be asked to wait while we contact the parent or guardian for a written, faxed or emailed confirmation of consent. This procedure may be very time consuming and highly "NOT" recommended.

Emergency supplies such as radio and flashlight with extra batteries for both, first aid kit and blankets will be kept in the shelter area always. A flashlight is also kept in each classroom always.

Emergency phone numbers will be posted in each room occupied by children as well as in the centers office and kitchen. The address and phone number of the facility will appear on the phone list as well.

A MOTOR VEHICLE IS IMMEDIATELY AVAILABLE AT THE CENTER AT ALL TIMES IN CASE OF AN EMERGENCY OR THERE IS A PUBLIC OR PRIVATE RESCUE OR EMERGENCY VEHICLE AVAILABLE WITHIN TEN MINUTES OF A PHONE CALL

Special evacuation considerations Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any special evacuation needs the child will have and accommodations will be made to ensure their safe removal from the building.



### **Custody Issue Disputes**

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger. It is the policy of Crown Jewel Academy to promote family values and to partner with families to exemplify and assist in the safety of ALL children to and from the center regardless of the mode of transportation or position or legal guardianship of individual receiving the child. We WILL contact the local police department IMMEDIATELY and report the current situation (intoxication parent picking up a child or custody battle) as a child endangerment and request police presence.

## **HEALTH CARE**

### **Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the child's physicians authorize another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat, we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.
- Children under two years of age:
- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

### **Ill Child - Children who are ill are not to be brought to the center. Examples of children who are ill:**

- A temperature of 101 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours



- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

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

Children may return to the center when they are fever and symptom free, have been appropriately treated, or have been given medical approval to return to child care. 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.

### **Communicable disease**

In the event of a communicable disease exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our center, will be entered the center's medical logbook. All staff are required to report suspected child abuse or neglect to the local authorities.

### **Medications**

Crown Jewel Academy will administer medications under the following conditions:

Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.

### **Medications authorizations**

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

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will not double up. You will be notified and missed dosage will be documented in medical log.

### **Non-medicinal products**



Sun screen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name.

The center will maintain confidentiality of child and family regarding health care needs. Information will only be shared with those staff that provides care to the child.

Cleanliness will be maintained always. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

### **Diapering**

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

### **Sanitation of Toys**

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

### **Universal precautions**

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

### **Body secretions**

In the event body secretion are to be handled staff will use latex gloves and clean area with appropriate agents.

### **Hand washing**

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

### **Minor injuries**

Will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

### **Serious Injury**

If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to Wheaton Franciscan healthcare, 3801 spring street





2626874011. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

#### **Procedure for sharing information**

A child's special health Care Needs with everyone responsible to care for the child. "Special health care needs" includes children with physical, emotional, social and cognitive disabilities. When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for the child and will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

#### **Health related forms:**

All children will need to have a Health Report on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at Crown Jewel Academy. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

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

#### **Child biting health:**

Procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort. The incident will be documented in the medical log book and parent informed upon pick up.

#### **Mildly ill Child**

Mildly ill children will be isolated and parent, guardian, or alternate contact will be contacted to remove the child from the facility for home care or medical treatment which ever applies. Crown Jewel Academy is not staffed to care for Mildly Ill children.

#### **Admission and exclusion**

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting. Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.

#### **FEVERS**

A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the center after being fever free for 24 hours without any medication.





### **SEVERE COLDS**

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.

### **DIARRHEA**

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center. EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the "24 hours free from diarrhea" (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

### **VOMITING**

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center. EXPLANATION – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

RASHES: Rashes must be physician diagnosed for a child to be in the center.

### **MOUTH SORES**

Mouth sores with drooling are reason for exclusion, unless the child's pediatrician states the child is non-infectious.

### **CONJUNCTIVITIS**

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the center 24 hours after medication is begun.

### **TEETHING**

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

### **SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE**

Symptoms of contagious childhood diseases are reason for exclusion. The center however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not reason for exclusion.

### **SIGNS OF POSSIBLE SEVERE ILLNESS**



Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

### **ABSENCE**

Please call the center if your child will be absent and let us know why. Contagious illnesses must be posted in the classrooms, so other parents know what is going around. To be cleared by a pediatrician for group care, we need: 1. the child to be seen by a doctor,

2. a note from the doctor stating

(a) a diagnosis

(b) that the child is not contagious

(c) the date that the child may return to group care

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

### **Staffing**

Crown Jewel Academy LLC does not have a medical staff. In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the center:

Crown Jewel Academy management will have recurring training on Infectious disease control.

### **Monitoring and evaluation:**

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether or not the child has: Fever or elevated body temperature of 100° Skin rashes or unusual spots.

### **Programming**

Crown Jewel Academy in the event of a infectious disease outbreak will isolate the carrier and notify the emergency medical authority. We will notify In collaboration with the medical authority Crown Jewel may close for deep cleaning and sanitizing until cleared by medical personal and approved by the Administrator.

### **Infectious disease control**

911 will be called and the individual will be taken to Wheaton Franciscan healthcare, 3801 spring street 262-687-4011.

### **Emergency procedures**

911 will be called and the individual will be taken to Wheaton Franciscan healthcare, 3801 spring street 262-687-4011



## **NUTRITION**

### **Food service personnel orientation and training:**

The cook and any kitchen staff shall receive the annual mandatory training of at least 4 hours in kitchen sanitation, food handling and nutrition.

### **Meal time routines**

We will provide breakfast, lunch, morning/afternoon snack, late pm snack to all children in attendance at the times identified in the daily schedule. School-aged children will be offered an afternoon snack upon return from school. Children will primarily be served and eat family style from time to time. As caregivers we make sure the food we provide healthy, nourishing meals and understand that it is a child's role to decide whether and how much to eat.

### **Child guidance and food:**

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

### **Meal time socialization:**

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking unhealthy foods in front of children. Often, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves.

### **Menu requirements**

Preparation and changes, age appropriate menu, USDA guidelines

Crown Jewel Academy does not currently participate in The USDA Child and Adult Food Program. All food is prepared OFF the premises. When applicable we follow USDA guidelines when preparing and planning our menus. Serving sizes will match age appropriate amounts as outlined in the USDA guidelines. Any changes or substitutions in the menu will be posted with the original menu.

### **Early AM and late PM feeding**

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

### **Infant and toddler feeding**

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

### **School age children and eating:**

School age children will be offered a snack upon arrival after school.

**Specialty menus (vegetarian, kosher):**

Accommodations can, in most instances, be made when specialty menus such as vegetarian, and kosher are requested by the parent.

**Food allergies:**

If your child has food allergies parents must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen.

**Special diets:**

If your child has special dietary needs parents must notify the center in writing. Special dietary needs will be discretely posted in the classroom and the kitchen.

**Menu posting:**

WEEKLY/MONTHLY records of meals and snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

**Kitchen cleanliness, dishwashing:**

Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

**Food storage:**

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

**Food delivery:**

We will occasionally contract with The Olive Garden, Rocky Rococo's and Applebee's to provide one weekly meal.

**Special treats, holidays, etc.**

Birthday and holiday treats are allowed.

Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing a food-based treats with creative activities.

**Detailed kitchen instructions** (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids):

- Crown Jewel Academy DOES have a kitchen with a stove refrigerator and microwave. The kitchen has been inspected and meets all building code requirements.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all the sinks.



- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

### **TRANSPORTATION POLICY**

(Crown Jewel Academy does provide transportation for field trips and/or to and from school and/or to and from home.)

#### **Procedure to ensure no child is left unattended in a vehicle:**

Children may not be left unattended in a vehicle. A second adult, in addition to the driver, must be present if more than 5 children under age 5 are in the vehicle, or if more than 3 children are under 2 years in age or with a disability which limits their ability to respond in an emergency. The Driver will make a visual check of the vehicle above and below the seats when children enter or exit.

#### **Designated authorized adult**

If any authorized adult is not there to receive a child being dropped off, the parent, legal guardian or emergency contact will be called. If they are unable to be reached the child will be returned to Crown Jewel Academy.

#### **Notified in advance of any field trip**

Parents will be notified in advance of any field trip requiring the use of a vehicle.

A form outlining the date, time and destination of the field trip will be given to parents. No child may participate in a field trip without the signed permission form from parents. Children who are unable to attend a field trip will be given the option to stay home or remain at the Crown under staff supervision.

#### **Tracking policy when transporting children:**

To be sure no child is left unattended in a vehicle an attendance form will be carried along, with children checked whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.

#### **Transporting children with disabilities**

Children who have a limited ability to respond in an emergency: Special care will be given to all children with disabilities or limited ability to respond to an emergency. Staff will ensure that these children receive additional assistance in exiting the vehicle should an emergency occur.

When a child is transported to his/her destination, an adult must wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.

When regularly scheduled transportation is provided, such as to and from school or home, Crown Jewel Academy maintains a list of children to be transported, the transportation route and scheduled stops, name and address of the person authorized to receive a child if the child is dropped off at a place other than the child's residence and a written procedure to be followed when the parent or designated authorized adult is not at home to receive the child.

#### **Driver requirements:**



Drivers must be at least 18 years of age, hold a valid Wisconsin operator's license for the type of vehicle driven and have at least 1-year experience as a licensed driver. The driving record for all drivers will be checked annually. Smoking is prohibited in the vehicle while children are being transported.

**Center provided transportation:**

Crown Jewel Academy will provide transportation for field trips and/or to and from school and/or to and from home.

**Contracted transportation services:**

Crown Jewel Academy provide Transportation services. Contracted transportation services are provided through ANT Transportation Company located at 5910 77th Street, Kenosha, WI 53142. They can be reached at 262 744-9633.

**Use of staff vehicles:**

Crown Jewel Academy **DOES NOT** transport children in unauthorized staff vehicles.

**Required forms:**

All children who are transported will have the following completed and signed forms on file:

- Transportation Permission – Child Care Centers
- Field Trip or Other Activity Notification / Permission –Child Care Centers

**Child safety restraints:**

Vehicles must be equipped with car seats, booster seats and seat belts, appropriate for the age and size of children being transported. Children under age 13 may not ride in the front seat.

**Vehicle inspections:**

The vehicle must be registered in Wisconsin, seating area must be enclosed, and vehicle must be inspected annually.

**Vehicle alarm requirement:**

All vehicles that have a seating capacity of 6 or more passengers in addition to the driver that are owned or leased by the child care center or a contractor of the child care center and are used to transport children are equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting the child care vehicle.

Should there be an accident, Crown Jewel Academy's Administrator will verbally inform the licensing office within 24 hours and provide a written report within 5 business days after the incident.



## ORIENTATION OF NEW STAFF AND VOLUNTEERS

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

The orientation will include all the items on the Staff Orientation Checklist (DCF-2026) provided by the state. This form documents the date, the person being oriented and the person performing the training/orientation. see attach form DCF-F-(CFS-2026)

1. Review of DCF 251, Licensing Rules for Group Child Care Centers 251.05(2)(a)1.
2. Review of center policies required under s. DCF 251.04(2)(h) and (i) [251.05(2)(a)2.]
3. Review of the center contingency plans required under s. DCF 251.04(2)(i), including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(2)(a)3.; 251.06(3); 251.06(4)
4. First aid procedures 251.05(2)(a)4.
5. Job responsibilities in relation to the job description 251.05(2)(a)5.
6. Training in the recognition of childhood illnesses and in infectious disease control including hand washing procedures and universal precautions for handling body fluids 251.05(2)(a)6.
7. Schedule of activities of the center 251.05(2)(a)7.; 251.07(1)
8. Review of child abuse and neglect laws, how to identify children who have been abused or neglected and center reporting procedures 251.04(8)(b); 251.05(2)(a)8.
9. Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation 251.05(2)(a)9.; 251.05(3)(f)
10. Child management techniques 251.05(2)(a)10.; 251.07(2)
11. Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(2)(a)
12. Review of procedures to reduce the risk of sudden infant death syndrome (SIDS) prior to an employee's or volunteer's first day of work if licensed to care for children under 1 year of age 251.05(2)(a)12.
13. The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(2)(a)13.; 251.05(3)(h)
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met 251.05(2)(a)14.
15. Training in techniques of evacuating sleeping children if the center provides night care 251.10(4)(a) 16. Recurring emergency training will include first aid annually, CPR and AED biannually.

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



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

Emergency training must include CPR and Automated Electronic Defibrillators (AED).

## **CONTINUING EDUCATION**

### **Document continuing education**

Crown Jewel Academy will document continuing education hours on the form provided by the state. Employees will maintain their own record of continuing education. These records will be kept in the employee file and reviewed by the Director on a regular basis.

### **Scheduled staff meetings**

Staff are required to attend the regularly scheduled staff meetings. Agendas for these staff meetings will be kept on file for licensing to review. We will conduct staff meetings (Wednesday.) Staff will be paid for the time they spend at staff meetings.

### **Required continuing education**

Staff are not paid for the time they spend participating in the required continuing education.

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

### **CPR and AED training**

All staff must maintain a current certificate in child and infant CPR and AED training. Copies of certificates will be kept in employee files. Training in reducing the risk of SIDS and Shaken Baby Syndrome is also required.

### **Child abuse and neglect**

All staff will receive training every two years in child abuse and neglect recognition and reporting procedures and document in file.

### **Mandated reporters**

All staff are mandated reporters of child abuse and neglect and will make a report to Child Protective Services at 262638-7720. At Crown Jewel Academy all initial reports should first be made to the Director and/or Administrator. The Director and/or Administrator will make the report to Child Protective Services on your behalf with you as a witness and/or support your direct report.

### **Fire extinguishers**

All staff will receive training in the use of fire extinguishers as well as their location in the building.





Crown Jewel Academy will NOT reimburse staff for ALL trainings,

#### **Sources of continued education/study areas**

Any courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year the credits were earned and for two years after. A limited portion of continuing education can be obtained through reading pertinent information or viewing appropriate informational videos. The state provides a form to document this, Crown Jewel Academy will utilize a variety of community resources to obtain the required continuing education. Crown Jewel Academy staff will be allowed to study continuing education materials in staff office located on the lower level areas only.

### **PERSONNEL**

#### **JOB DESCRIPTIONS**

##### **Administrator**

###### **Qualifications:**

- At least 21 years of age
- High school diploma or GED
- One year's experience as a manager or satisfactorily completed 1 DCF approved course in business or program administration
- One year's experience as a center director or child care teacher in a licensed center or kindergarten or have satisfactorily completed 1 course in early childhood education or its equivalent.
- Possess certificate from The Registry, verifying training requirements have been met.
- Typically, but not always: The licensee will act as the Administrator.

###### **Duties:**

- Implement all state and center policies
- Report to DCF all necessary information required for licensing
- Day to day operations
- Center finances
- Maintain staff and children's files
- Hire/orient/evaluate staff; conduct criminal background checks



### **Center Director**

#### **Qualifications:**

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the DCF approved combinations as stated in the rules book.
- Possess certificate from The Registry, verifying training requirements have been met
- Supervise planning and implementation of center's program
- Supervise staff
- Conduct staff meetings
- Assist administrator in orienting new classroom staff
- Plan continuing education trainings for staff
- Spend not less than 2 hrs. a day assisting or guiding teachers during class time

Supervised by: Administrator

### **Center Assistant Director**

#### **Qualifications:**

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the DCF approved combinations as stated in the rules book.
- Possess certificate from The Registry, verifying training requirements have been met
- Supervise planning and implementation of center's program
- Supervise staff
- Conduct staff meetings
- Assist Director in orienting new classroom staff
- Plan continuing education trainings for staff
- Spend not less than 2 hrs. a day assisting or guiding teachers during class time

Supervised by: Director

### **Child Care Teacher**      **Qualifications:**

- At least 18 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rules book



- If working with Infants and Toddlers, must also have completed a course in the care of Infants & Toddlers.
- Possess certificate from The Registry, verifying training requirements have been met.

**Duties:**

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

**Assistant Child Care Teacher**

**Qualifications:**

- At least 18 years of age
- Satisfactorily completed 1 DCF-approved course or be enrolled in a training within 6 months after assuming the position.

**Duties:**

- Assist the child care teacher.
- When fully meeting training requirement, may be the staff person in charge for first two, or last two, hours of the day.

Supervised by: (Lead teacher)

**Cook**

Qualifications: Must be at least 18 years of age and will receive 4 hours of orientation and training each year on proper food handling, kitchen sanitation and nutrition.

**Duties:**

- Preparing menus
- Preparing meals and snacks
- Maintaining sanitary conditions in the kitchen
- Washing and storing dishes

Supervised by: (Director)



Work Hours: 0600-1800 Monday thru Friday

### Holidays

New Year's Day (January 1)	Memorial Day
July 4 <sup>th</sup>	Labor Day
Christmas Eve (December 24)	Thanksgiving Day
Christmas day (December 25)	

Crown Jewel Academy offers full-time and part-time positions. Hours of work are determined by enrollment. Staff is expected to show up for work on time and to be prepared to get started immediately. If you will be late you are expected to call as soon as possible. We design our staff schedule around the children's arrival time and departure time. We need to follow staff/child ratios always. If you are unable to work due to illness or other issues you are expected to call the Director as soon as possible to have your position covered. If you fail to do so, it may result in termination of your employment at Crown Jewel Academy.

### Expectations

#### Benefits

One week (30) hrs. of paid vacation will be granted after one year of employment to full-time employees (Vacation does not roll over). **Specifically speaking calendar years only means January 1st, to December 31<sup>st</sup>.** After one (1) year of employment, full time staff in good standing (without active letter of concern or correction) will be granted paid (qualifying) holidays. Paid (qualifying) holidays include: New Year's Day, July 4th, Thanksgiving, and Christmas Day. To be eligible to receive 6hrs holiday pay, all employees must work the last scheduled day before the holiday and the first scheduled day after the holiday. Eligible employees will also be granted one floating holiday each year which need to be prearranged with your supervisor/Director.

#### Probationary period

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

#### Annual performance reviews

The owner will conduct annual performance reviews with the Director and with all staff at Crown Jewel Academy. Results of the performance review will assist the owner in determining any wage increase.

#### Grievance Procedures:

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

**Disciplinary Action:**

If an employee's behavior is inappropriate or against an established policy s/he will be issued a verbal warning for the first offense. If the behavior continues or if an additional infraction occurs a written warning will be placed in the employee's personnel file. The third infraction would result in suspension or termination.

**Notification**

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

- Employee has been or is being investigated by any governmental agency for any act, offense or omission, including charges related to abuse or neglect of a child or other client, or misappropriation of property.
- Employee has a substantiated finding against them for a charge listed above.
- Employee has had a professional license denied, revoked, restricted or otherwise limited.
- There are other known convictions, pending charges or other offenses which could potentially relate to the care of children or center activities. The licensee will report such an occurrence to the licensing office no later than the next business day.

**Background check**

The Director will perform a complete background check within 60 days of hire and every year thereafter on:

All employees

All volunteers used to meet staff-to-child ratios

All individuals who are contracted by the licensee to provide services to children

The Department will conduct a complete background check every year on the Licensee.

**Shaken Baby Syndrome (SBS):**

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work in the center.

**Staff files**

Employee files will be maintained on all the staff at Crown Jewel Academy. The staff record checklist will be maintained to document completion of required forms for all staff. Staff are required to have physical exams upon employment. A negative TB skin test is also required upon employment.

Crown Jewel Academy is an equal opportunity employer. We will not discriminate in our hiring practices.

When a position becomes available we will advertise locally. Qualified applicants need to complete an application form and provide documentation of their training and experience in child care. Job descriptions will be available for all



positions. The owner or Administrator will interview Director candidates and the Director will interview for all other positions.

Since employment with Crown Jewel Academy is based on mutual consent, both parties have the right to terminate employment at will, with or without cause, at any time. The hiring of an employee does not constitute a contract between Crown Jewel Academy and the hired employee. Crown Jewel will provide worker's compensation insurance as required by law. We will withhold the appropriate payroll deductions for taxes and other insurances as required by law. Reduction of Hours: If enrollment numbers decrease, the Crown may need to reduce the hours of employees. We will try to give all employees as much notice as possible and we will attempt to fill enrollment positions through child recruitment efforts.

Time cards or time sheets will be maintained by each employee and reviewed by the Director. Falsification will result in disciplinary action and possible termination. Employees will be paid semimonthly. Each paycheck will include earnings for work performed through the end of the previous payroll period.

Other Benefits:  
Time off Awards

Overtime Pay  
N/A

Inclement weather closing - There may be times when an emergency arises which requires the child care center to close. In any such situation we will ask the local radio and television stations to broadcast the closing. You can also call the center at 262-583-3320 to listen to our voice mail message for detailed information. When the center is officially closed due to an emergency the time off from scheduled work will not be paid.

Crown Jewel Academy expects each member of the staff to conduct themselves in a professional manner as a mature adult, respecting each member contributions. Comments and complaints should be made to the Director. Employment and family records and conduct at the center are considered confidential.

In extreme cases of emotional instability, abusive behavior or theft, employees will receive immediate suspension without pay. Facts will be gathered about the incident and an employment decision will be made.

Alcohol/drug use policy – No person on the center's premises, vehicles or center field trips shall be under the influence of or consume alcohol or any other uncontrolled substances. Anyone engaging in such activity is subject to disciplinary action and possible termination of employment.

Smoking and/or the use of tobacco products are not permitted anywhere on the premises of the center indoors or out, in center vehicles or on field trips.

Dress Code: Employees are expected to dress in a professional manner that will allow them to appropriately perform their job duties. No long fingernails, high heels, short shorts or short skirts will be allowed.



### **Time off notification**

**The work schedule will be produced on a monthly basis. Employees are required to inform the director of personal time needed as far in advance as possible but not less than 2 weeks so the schedule will reflect their true schedule. Employee must work their schedule or find a qualified replacement for their shift.**

### **EXPECTATION**

1. We expect you to come to work on time and ready.
2. We expect you to let us know when you will not be at work as soon as possible but not less than 24 hours if at all possible.
3. We expect that you either schedule your appointments after work or rearrange your work schedule far enough in advance to pull in a replacement
4. We expect you to be aware and attentive to the kids in your care.
5. We expect you to be inviting to your parents and co-workers.
6. We expect you to function as see something say something mentality.
7. We expect you to maintain the toys and equipment in your room and tools that are assigned to you should be in good repair.
8. We expect you to let us know what you need for any curriculum you are planning at least 30 days in advance.
9. We expect you to provide feedback on any concerns issues doubts you may have.
10. We expect you to be communicative.
11. We expect you to be approachable.
12. We expect you to enjoy your job.

Parent Communication Procedures – Crown Jewel Academy strives to keep parents regularly informed on their child's progress. We do this by providing personalized daily sheets, daily conversations with parents and/or guardians and through parent teacher conferences. With parental consent and consultation, we try our best to coordinate programming activities with the local school district, Birth to Three agency and/or any other agency for those families who have children who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP)

Discrimination – Questions and/or concerns regarding discrimination issues in the workplace should be brought to the attention of the Director. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action which may also include termination of employment.

Sexual/other Harassment – Crown Jewel Academy is committed to providing a work environment which is free of any type of harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Any employee who wants to make a report regarding



harassment should immediately, after the incident make the report to the Director. Anyone engaging in any type of harassment is subject to disciplinary action and possible termination of employment.

Violence in workplace  
Is not tolerated under any circumstances.

OSHA standards

There will be a (90) day probation and each employee will have 12 hours of sick leave and 5 days' vacation leave after one year of uninterrupted employment. Each employee will receive a performance evaluation every month of their probation to ensure compliance with the mission of Crown Jewel Academy and the service to the customers. If any type of disciplinary concern needs to be addressed that may lead to extended probation or removal the employee will be notified in writing. The employee can follow the chain of command to grieve any adverse action.

Staff members are required to notify Crown Jewel Academy immediately but no later than the next business day of any investigation by any legal authority or government agency involving abuse or neglect of a child, adult or for the misappropriation of a client's property or has had their professional license denied, revoked, restricted or otherwise limited. In person, email, phone or text.





#### Attachment 1

##### Rate Sheet Infant and Toddler Tuition Rates

	5 days	4 days	3 days	2 days	1 day
Full Day	\$280	\$280	\$215	\$170	\$99
Half Day	\$210	\$210	\$160	\$130	\$70

##### Two Years-Old Tuition Rates

	5 days	4 days	3 days	2 days	1 day
Full Day	\$260	\$260	\$195	\$155	\$85
Half Day	\$190	\$190	\$140	\$110	\$65

##### Three Years-Old Tuition Rates (Preschool)

	5 days	4 days	3 days	2 days	1 day
Full Day	\$235	\$235	\$180	\$140	\$75
Half Day	\$180	\$180	\$135	\$105	\$60

##### Four Years-old Tuition Rates

	5 days	4 days	3 days	2 days	1 day
AM/PM	\$170	\$170	\$130	\$105	\$55
AM only	\$35	\$35	\$30	\$25	\$20
PM only	\$135	\$135	\$105	\$80	\$45
Full Day	\$230	\$230	\$175	\$135	\$70
Half Day	\$175	\$175	\$130	\$100	\$55

##### School Age Tuition Rates

	5 days	4 days	3 days	2 days	1 day
AM/PM	\$130	\$130	\$100	\$80	\$45
AM or PM	\$115	\$115	\$90	\$70	\$40
Full Day	\$225	\$225	\$170	\$130	\$65
Half Day	\$170	\$170	\$125	\$95	\$50
Early Release Rates:	Half day \$12.00	Full Day \$18.00			

#### Schedules

##### Full Day

A full day schedule allows families to drop off and pickup children **during planned schedule time** between the hours of 6:00 am and 6:00 pm.

##### Half Day

A half day schedule allows families a flexible (weekly) 5 hour per day schedule.



Registration Fee: Per Child \$85.00 /Per Family \$125.00

Accommodations for additional hours can be arranged occasionally. (Based on Clients need) must have a minimal of 4 children to schedule a new time service.

## Attachment 2

# Toilet (Potty) Training Policy

**Reason this policy is important:** Learning to use the toilet is a big event in a young child's life. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone.

## Procedure and Practices, including responsible person(s):

When a parent and caregiver believe a child is ready for toilet training (generally between 2–4 years of age) both the parent and caregiver will fill out an information sheet. (Toilet training checklist) \_\_\_\_\_ (staff title/name) is responsible for reviewing checklist and establishing communication with the family.

### 1. How to tell if a child is ready? The Child:

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements. (some may have bowel movements everyday and some may have to go 2-3 days a week)
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.

If the child has most of these skills, then they are probably ready to start toilet training. If they do not have most of these skills or have a negative reaction to toilet training, wait a few weeks or months until most of the skills are checked off. Starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

## Sanitation and Safety:

- Child size toilets or modified toilet seats with step stool are recommended. Potty chairs are not recommended to be used in a child care setting because sanitary handling of the potty chairs is difficult.
- The toilet and equipment should be cleaned with soap and water and disinfected with bleach solution (1/4 cup bleach to 1gallon water) when the seat or area is visibly dirty and at least once daily.
- Wet or dirty cloths should be placed in a plastic bag that can be sealed tightly. Rinsing is discouraged because there is more of an opportunity to contaminate hands and other surfaces. Each child should have a complete set of extra clothing at Crown Jewel Academy.
- Encourage children to wipe from front to back.
- Caregivers and children should properly wash hands after toileting, helping with toileting, cleaning area and handling contaminated items.



## Toilet (Potty) Training Policy 1/3

### Toilet Training Techniques:

- A calm easygoing approach works best.
- Caregivers will learn the words the child's family uses for body parts, urine and bowel movements to be consistent with what the child is doing at home. Also consult with family about strategies used at home so the process is consistent. (checklist)
- Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing) reinforce the child's success at each step.
- Help children recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before they can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained or discussing each step and practicing each step without actually using the toilet. (Example: have child sit on toilet dressed, flushing toilet).
- Caregivers should include toilet training into the daily routine such as reading books, songs and games that reinforce the skills needed to toilet train.
- Encourage parents to dress children in easy to remove clothing to help children be successful in undressing and dressing.
- When a child is giving the signs of having to use the toilet or tells you they have to use the toilet, take the child in and help undress them and on to the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or any successes they had.
- Never force a child to sit on the toilet against their will or for long periods of time if they do not want to. This could set up a power struggle and negative feeling toward the toilet training.
- Never punish for accidents. Occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may delay it.
- Supervise children during toilet training.

Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personnel.



## Toilet (Potty) Training Policy 2/3

**When the policy applies:** to all children who are considered to be in the toilet training years (2-4 years generally)

### Communication plan for staff and parents:

- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center.
- Staff in toddler rooms will receive additional training and parent information.
- A toilet training checklist is administered to families of children starting the toilet training process (see checklist).

### References:

CARING FOR OUR CHILDREN, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. 2<sup>nd</sup> Edition. American Academy of Pediatrics, American Public Health Association, and U.S Department of Health and Human Services. 2002 <http://nrc.uchsc.edu/CFOC/>

National Network for Child Care: Toilet training. 1995 [www.nncc.org/guidance/toilet.train.html](http://www.nncc.org/guidance/toilet.train.html).

California Child Care Health Program: Toilet Learning in Child Care 2004 [www.ucsfchildcarehealth.org](http://www.ucsfchildcarehealth.org)

**Reviewed by:** \_\_\_\_\_ Director/Owner

\_\_\_\_\_ Health Professional (physician, nurse, health department, EMS, Health consultant)

\_\_\_\_\_ Staff member

\_\_\_\_\_ Other (parent, advisory committee)

### Effective Date and Review Date:

This policy is effective \_\_\_\_\_ (date) and

reviewed yearly \_\_\_\_\_ (date) or as needed

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 200



## Dress Code Policy Policy brief & purpose

Attachment 3

Our dress code company policy outlines how The Crown expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of families, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### Policy elements

These dress code rules always apply:

- \* All employees must be clean and well-groomed.
- \* All clothes must be work-appropriate. Clothes that show any undergarments are prohibited. All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
- \* All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- \* Employees must avoid clothes with writing not including those provided by the Crown.
- \* All Employees must wear clothes toed shoes and dark bottoms

### Disciplinary Consequences

When an employee disregards The Crowns dress code, their supervisor will reprimand them. The employee should start respecting our dress code immediately. In most cases, supervisors will ask employees to returning home to change. Any exceptions to the dress code policy must be negotiated with prior to the start of your shift.



## Attachment 4

### Co-pays

Tuition is due on the 1<sup>st</sup> of the month unless other arrangements are approved by the Crowns Administrator. Any Co-pay must be addressed by the 5<sup>th</sup> day of the month in question.

Payments can be made at the Crowns payment station, [www.crownja.com](http://www.crownja.com) "My Crown account", or called in. Employees with children are required to pay for services on the first of every month and no later than the third.

The Following options are available to all employees.

- 1: Payroll deduction
- 2: Bank draft bi-weekly payment.
- 3: Co-work (\$10.00 per her work divided into the amount owed)

All employee tuition including the Co-work hours must be paid prior to the last payday of the month. As a team member of Crown Jewel Academy, I have been informed of my options regarding my co-pay portions of my child's tuition. If I choose to work co-work hour(s) I understand that they can NOT fall between the hours of 8am and 4pm Monday thru Friday. I am initialing my choice below.

\_\_\_\_\_: Payroll deduction

\_\_\_\_\_: Bank draft bi-weekly payment.

\_\_\_\_\_: Co-work (\$10.00 per her work divided into the amount owed)

The number of co-work hours required/agreed on this month are: \_\_\_\_\_

If co-work- hours are not met prior to the last payday of the month I authorize payroll deduction of any co-pay remaining. \_\_\_\_\_

\_\_\_\_\_ Team Member:



Director/Administrator:

Attachment 5

Item	Qty	Date used/needed	Misc. notes
Diapers			
Wipes			
Formula	_____	_____	
Snack	_____	_____	
Food	_____	_____	
Cereal	_____	_____	
Extra pacifier and lovey			
Extra clothes	Pants _____ Shirts _____ Sox _____ Onesie _____ jacket _____ sweater _____ Shoes _____	Pants _____ Shirts _____ Sox _____ Onesie _____ jacket _____ sweater _____ Shoes _____	
Bibs and burp clothes			
Bottles			



Labels			
Sheets/Throw			
Swaddles or Sleep sack			
Toy for teething			





## Staff breast feeding policy

Attachment 6

# Breastfeeding Rights for Mothers in Wisconsin

It's important that breastfeeding mothers in Wisconsin be aware of their right to breastfeed in public and at their workplace, and that employers be aware of their responsibilities to provide their female employees with the proper accommodations.

According to a Wisconsin state law established in 2010, a mother may breastfeed her child in "any public or private location where the mother and child are otherwise authorized to be."

In addition, the Federal Fair Labor Standards Act requires employers to provide a place for breastfeeding mothers to pump and reasonable breaks. This requirement applies to all women who are nursing their child during the first year of that child's life. The space provided for the mother should be a place other than a bathroom that is shielded from public view and allows her to lock the door or post a privacy sign that prevents her from being intruded upon. The space also must have a place to sit and a table (or other flat surface) for her to place the pump on. The federal law does not require employers to compensate mothers for the break-time.

The U.S. Department of Labor advises employers to be flexible in providing nursing mothers with appropriate break time. According to the Department, 2 – 3 breaks will be needed during an eight-hour shift, but it's important to realize that can vary for women based on the age of their child and their nursing schedule. Employers should also be aware that the mother will typically need 15 – 30 minutes to set up, pump, clean up and store the milk.

Crown jewel academy will provide nursing mothers with appropriate coverage so they will be able to go feed their children as needed. Employees will have the option to either clock out each time they go to feed their child, or have 15 minutes deducted after every 2.5 hours worked while that child is at the Crown



#### Letter(s) of concern

First level of discipline indicating employee was spoken to regarding a work-related issue. Letter of concern will remain active in an employee's file for 45 days. Letter(s) of concern could lead to other levels of discipline if original offense is repeated within stated time frame.

#### Letter(s) of correction

Second level of discipline, employee will be given this letter when corrective action is required immediately. Two (2) letters of correction will lead to reduction in pay. Three (3) letters of correction will lead to suspension or removal.