Living Hope Academy

Parent Handbook

*Living Hope Academy Polices & Procedures*



**Living Hope Academy Center Philosophy**

The purpose of Living Hope Academy is to provide a safe early childhood developmental environment in a Christian atmosphere for families with young children. Living Hope Academy offers child-centered curriculum that allows students to develop their God-given potential. Living Hope Academy promotes curiosity; which will lead to developmental, cognitive and spiritual understanding and growth. Our ultimate goal is to create a love of learning.

**Admission**

Living Hope Academy is a Wisconsin licensed childcare program. Living Hope Academy is a year-round educational Early Childhood programs open to children ages 6 weeks to 6 years old, of any race, color, nationality, and ethnicity. The program operates Monday-Friday, from 6:00am to 6:00pm. The current capacity for the center is located on the license certificate, which is displayed on the parent board at the welcome desk.

There are not any limitations to enrollment, with the exception of the ages the program is licensed for. If parents have any educational, social, or developmental concerns, please discuss them with the Director at the time of registration. Living Hope Academy reserves the right to place children in classes by age or developmental age. This is done to maintain balance as well as assist in providing a positive and supportive learning environment for each child.

The program is closed every Saturday and Sunday, in addition the program is closed on the following Days: New Year’s Day, Independence Day, Easter Monday, Thanksgiving Day, and The day after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.

Living Hope Academy closings and early dismissals are made to assure the safety of our children and staff. Driving in hazardous weather is based on your judgment; if you wish to pick your child up early to avoid possible weather emergencies please feel free. Living Hope Academy reserves the right to close or alter the schedule as it sees fit. In such cases parents will be informed by phone call, email, and/ or text by the center director or designated staff member.

Licensing Rules, license certificate, results of the most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions or exemption will be posted on the parent board at the welcome desk, so they are visible to parents and the public.

Center policies, parental notices, observations and other parent information will be posted on the parent board at the welcome desk, so they are visible to parents. Center policies are given to each parent upon enrollment, and are always available upon request. Parental notices, observations and other parent information will be sent home with children, either attached to their daily communication sheet or in their child’s mail slot.

If your child will not attend on a regularly scheduled day, please let the director know within 24 hours before your child’s scheduled arrival time. If a child who is scheduled to arrive at the center does not arrive within minutes after the specified time on the schedule agreement form signed by the parent, and I have not been notified in advance of the child’s absence, I will attempt to contact the parent or guardian to determine the child’s whereabouts. All attempts, whether successful or unsuccessful, will be documented.

Parents must come into the building when dropping children off and when picking them up at the end of the day. A teacher will greet you and your child as you enter the classroom. Each classroom will have a sign-in/out sheet, which will assist in attendance records and the safety of each student. This is a great time to ask questions, or give any need-to-know information for the day. 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, I 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.

Part Time attendance is defined as 5 or less hours per day. Full Time attendance is defined as more than 5 hours per day. There are no minimum attendance hours.

Confidentiality is a key element to implement respect for everyone and strengthens our relationships. Living Hope Academy takes every measure possible to protect every family’s privacy. Communication about a child, behavior, or occurrence is done in private, away from others. Parent questions and/or concerns should be first brought to your child’s teacher via: written note, email, phone call, or in person. To protect each family's confidentiality, Living Hope Academy will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

### All child care providers are mandated reporters of suspected child abuse or 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 Racine County Human Services Department at 262-638-7720. Each child care teacher 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. Children are observed regularly for signs of injury, illness, or abnormal behavior. Unusual observations will be documented in the medical log book.

### Delegation of Administrative Authority:

SAFE Haven of Racine / Pamela Handrow (Licensee)

Sarah Hennegan (Administrator/ Director)

Lead Child Care Teachers

Assistant Child Care Teachers and Support Staff

Living Hope Academy currently has open enrollment. Enrollment packets are accepted based on space availability and a first come, first serve basis. All registration packet forms and fees must be submitted to the Director prior to the first day of attendance. Enrollment packet consists of the following forms: Child Care Enrollment Form, Emergency Contact Information, Immunization Record Form, Health History, Statement of Compliance, Media Release Form , Schedule and Tuition Agreement, Tuition Express Payment Form, Family Questionnaire, Health Report *(signed by a doctor),* and Infant/ Toddler Intake Form *(for children under two years of age).*

Parents can enroll or inquire about enrollment face to face at the center during hours of operation by scheduling an appointment with the director or visiting the center. Parents/ guardians will be given a tour of the center, introduced to staff, given a chance to ask questions, and receive an enrollment packet.

The center provides baby wipes (fragrance free), formula, sunscreen 50 spf, mosquito repellent, meals, and snacks.

Parents should send the following items to the center by the first day of attendance: diapers, bottles, and specialty food/ formula/ breast milk, lotions, 2-3 sets of extra clothes, outdoor appropriate clothing and accessories, winter apparel and accessories, an extra pair of shoes, a comfort item for their child, and 2 to 3 family pictures. The Expression/ Preschool Room sends home a school supply list each September of items needed for the classroom.

By providing an open and welcoming environment our teaching staff develop a supportive relationship with each student and their family. Our open-door policy is extended to each child’s family please feel free to come-in and observe what your child is learning. If parental access is prohibited or restricted by a court order, please provide the center with a copy of the court order. Living Hope Academy cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

Conferences are scheduled twice per year in April and October. Parents are welcome to contact their child’s teacher to request a conference or call at any time to help monitor how their child is developing.

A newsletter will assist families as to what we have scheduled for each month.

Planned Family Involvement Activities

* Student of the Month: Living Hope Academy will pick 4 students of the month and post them in the academy newsletter. Families of the students of the month are invited to choose a day and join your child for lunch at the Academy.
* Muffins with Mom: The Friday before Mother’s Day, Mom’s and their children can stop in the gym before drop off and enjoy a Muffin and Milk together!
* Doughnuts with Dad: The Friday before Father’s Day, Dad’s and their children can stop in the gym before drop off and enjoy a Doughnut and Milk together!
* Grandparent’s Lunch: The Friday before Grandparent’s Day we will invite all grandparent’s to attend a special lunch with their grandchildren.
* Throughout the year we will have opportunities for families to join us in special events; information will be posted on communication boards and in newsletters.

Living Hope Academy will not have pets on the premises, thus your children will not have access to pets.

Records concerning your child (i.e. enrollment forms, health records, written Parent/Teacher Conference Reports) are confidential and will be accessible to Living Hope Academy staff and the persons designated by the Department of Children and Families, or the Child and Adult Care Food Program when reviewing our records. These records are available for your review per a written request.

Information regarding medications a child receives while attending Living Hope Academy and any injuries sustained will be documented in a bound book designated as the medical log.

Child Care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry. Enrollment discrimination issues should be referred to: Department of Workforce Development (DWD) Equal Rights Division - (608) 266-6860.

Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the [Americans with Disabilities Act](http://www.ada.gov/). Americans with Disabilities Act discrimination issues should be referred to: OFFICE ON THE ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035- 9998, (202) 514-0301.

During the enrollment process, parents complete a media release form. The form allows the parent/ guardian to choose if the center is allowed to take pictures of your child, and if we are able to use the pictures for promotional purposes. If the answer is no, the academy staff will not take or use pictures of your child. You may update this form at any time with the director.

**Discharge of Enrolled Children**

**Communication of child’s progress between center and parents**

Parent /Teacher Conferences will be held semi-annually in April and October. Parents may request a special meeting with their child’s teacher at any time during the year. Staff are expected to communicate daily with parents regarding each child’s day. This may be in the form of written communication or verbal communication.

**Availability of Rules and Policies**

Parents will receive a copy of the Living Hope Academy Parent Handbook prior to enrolling their child in the program. Additional copies are available in the Director’s office. Copies of Licensing Rules for Group Child Care Centers are available in each child care classroom.

**Circumstances and procedures for termination of enrollment**

Written Notice

A two-week written termination notice is required from parents or guardians. You will be responsible for the last two weeks of child care whether your child is attending the center or not.. There are not refunds.

**Termination of child care by the Living Hope Academy**

In some circumstances, the Living Hope Academy may terminate care. In this case, Director and program staff will make every effort to involve the parents or guardians, and other resource persons (as appropriate) in order to decide together the best course of action for this child. Termination of care may result from the following instances: Non-payment for child care services and/or lack of adherence to our fee payment policies and procedures. (Immediate Termination) Abusive behavior and/or verbal threats by parents, guardians, or child toward program staff, other parents, guardians, or children. (Immediate Termination) Continued failure to comply with program policies. Child exhibits severe behavioral problems which could endanger safety of self and/or others. Lack of cooperation from parents with the program’s efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings or conferences. Child exhibits special needs, or needs related to a serious illness, not possible to be met in the program. In order to ensure that individual needs of children are met. We are also willing to work with agencies in our community to meet the needs of the children enrolled. If Living Hope Academy needs to terminate care, parents or guardians may be given a two-week notice in writing with options for alternative care will be discussed. Living Hope Academy also reserves the right to terminate immediately if necessary.

**Mutual Decision**

If the parent or guardian and the center mutually agree that the Living Hope Academy is not the most appropriate setting for the child, the parent/ guardian may withdraw the child immediately. No additional charges will be applied and parent or guardian will receive a refund of fees paid for any days after the withdrawal.

**Decision Making**

Final decisions regarding discharge of an enrolled child will be made by the Living Hope Lutheran Academy Board and the Living Hope Academy Director.

**Appeals Process**

If a family feels their child was wrongly discharged the following appeals process will be used: 1. The parent or guardian will state, in writing, the concern/conflict according to their view point, within 2 days of termination of enrollment. 2. A meeting will be held between the family, Living Hope Academy Board, and Living Hope Academy Director to discuss the situation and work towards a solution. 3. The Living Hope Academy Board will make a final decision concerning enrollment status within 2 days of the meeting.

**Documentation**

Staff will be completing documentation information regarding the concerns about children’s behavior or concerns in other areas. This documentation will also include information regarding what steps have been made to assist the child with growth in this area. Documentation of letters written regarding non-payment of fees will also be collected.

**Fee Payments and Refunds**

Policy is made available to parents in enrollment packet and this handbook. Monthly tuition is to be paid on the first of each month via Credit/ Debit Card or EFT through Tuition Express, Living Hope Academy’s tuition collection system. Living Hope Academy accepts Wisconsin Shares.

A standard return check fee of $35 will be charged to your account for any NSF or returned EFTs. A $10.00 per day late fee will be enforced. A $1.00 per minute per child late pickup fee will be enforced.

Each month a calendar for the next month is distributed in children’s mail slots. This is how your account will be billed for the next month. Calendars must be given to the Academy Director two weeks prior to the first date of new schedule month. There will be no refunds or pro-rated tuition for mid-month changes. This system allows for parents to indicate vacation periods without being charged.

If a child is ill, billing accounts will be credited, as long as parent contacts Director about absence. Refunds will be issued for over payments.

There is a one-time registration fee of $75.00 due upon enrollment. Monthly tuition amounts and discounts available are listed below. There is not a sliding fee scale or a referral bonus offered.

**Living Hope Academy Monthly Tuition Rates**

| Classroom | 5-day | 4-day | 3-day | 2-day | 1-day |
| --- | --- | --- | --- | --- | --- |
| Discovery  6 weeks – 1 year | $950 | $760 | $575 | $390 | $190 |
| Exploration (Full Day)  1 year – 2 year | $950 | $760 | $575 | $390 | $190 |
| Engagement Room (Full Day)  2 year – 3 year | $900 | $720 | $525 | $370 | $180 |
| Expression Room Preschool  3 year – 4 year | $850 | $680 | $520 | $345 | $170 |
| Before & After 4 or less hours per day  5 year – 6 year | $425 | $340 | $260 | $175 | $85 |

* Multiple child discount 20%
* Great Lakes Church member discount 15%

**Child Education**

**Educational Philosophy**

Living Hope Academy is an early childhood educational program offered with a strong curriculum base and faith our teachers strive to enhance the development of young people. The learning environment, activities, and daily schedule engage spiritual, social, emotional, physical, cognitive and creative developmentthrough hands-on activities, mealtimes, free and structured play times.

We believe that early childhood teaching is a continuous process of planning and observing.  Teachers plan activities that help children learn 2 weeks in advance and provide families with copies of curriculum in their child’s mail slot and posted in their classrooms.  As teachers observe, they learn about the children and can plan new activities and teaching strategies to challenge the children even further.  This is the process of “intentional” teaching-a process in which teachers think carefully about what they do and why they do it.  Our program uses The Wisconsin Model Early Learning Standard Framework to guide curriculum planning, which is the model for intentional teaching. The standards are listed below:

***All children are capable and competent.***

Development and learning begins at birth for all children in all settings. The Wisconsin Model Early Learning Standards support practices that promote development and protect young children from the harm that results from inappropriate expectations. In this they are aligned with ethical principles of the early childhood profession.

***Early relationships matter.***

Beginning at birth, a child forms relationships with adults who will guide their learning and development. Especially during the earliest years of a child’s life from birth to age 3, a child’s growth and development is shaped within the context of those relationships. Positive relationships are essential for the development of personal responsibility, capacity for self-regulation, for constructive interactions with others, and for fostering academic functioning and mastery. Warm, sensitive, and responsive interactions help children develop a secure, positive sense of self and encourage them to respect and cooperate with others.

***A child’s early learning and development is multidimensional.***

Developmental domains are highly interrelated. The Wisconsin Model Early Learning Standards reflect the interconnectedness of the domains of children’s development: social and emotional development, approaches to learning, language development and communication, health and physical development, and cognition and general knowledge.

***Expectations for children must be guided by knowledge of child growth and development.***

The Wisconsin Model Early Learning Standards are based on research about the processes and sequences of young children’s learning and development and the conditions under which children develop to their fullest potential.

***Children are individuals who develop at various rates.***

The Wisconsin Model Early Learning Standards recognize that there are individual rates of development and learning across any age range.

***Children are members of cultural groups that share developmental patterns.***

The Wisconsin Model Early Learning Standards acknowledge that children’s development and learning opportunities reflect the cultural and linguistic diversity of children, families, and environments.

***Children exhibit a range of skills and competencies within any domain of development.***

The Wisconsin Model Early Learning Standards support the development of optimal learning experiences that can be adapted for individual developmental patterns.

***Children learn through play and the active exploration of their environment.***

The Wisconsin Model Early Learning Standards reflect the belief that children should be provided with opportunities to explore, and apply new skills through child-initiated and teacher-initiated activities, and through interactions with peers, adults, and materials. Teachers and families can best guide learning by providing these opportunities in natural, authentic contexts. Positive relationships help children gain the benefits of instructional experiences and resources.

***Parents are children’s primary and most important caregivers and educators.***

Families, communities, and schools all have significant roles to play in terms of what opportunities are available to children, and how well a child is able to take advantage of those learning opportunities. Children who see themselves as highly valued are more likely to feel secure, thrive physically, get along with others, learn well, and feel part of a community.

Living Hope Academy uses Creative Curriculum when developing lesson planning which allows our teachers to focus on the five areas of development as outlined in the Wisconsin Model Early Learning Standards. The areas of development include Health and Physical Development, Social and Emotional Development, Language Development and Communication, Approaches to Learning, and Cognitive and General Knowledge. Teachers use a variety of activities such as: literature, art, music, movement, dramatics, indoor, and outdoor play to promote the individual, physical, interpersonal, and cognitive development of each student. Living Hope Academy will use observations, assessments and evaluations to aid in their curriculum planning and implementation.

***More Information on the Creative Curriculum***

1. Is based on 38 objectives for development and learning, which are fully aligned with the *Head Start Child Development and Early Learning Framework* as well as early learning standards for every state.
2. Presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what,” “why” and “how” of early childhood education.
3. Offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner.
4. Addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of every day.
5. Offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment.
6. Offers complete support for working with English- and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices.
7. Contains guidance for working with all learners, including advanced learners and children with disabilities.

***Vision & Philosophy - Observations, Assessments and Evaluations***

Living Hope Academy observes children so that we can get to know them better and become

more Intune with their specific personalities and individual needs. We believe that Teacher’s

observations will provide a clear picture of the whole child. Through our observations we will

be able to intentionally plan for the child. Living Hope Academy believes observation,

assessment, and evaluation is completed for four specific reasons in our early childhood

program, which will bring benefits for children served, the program itself, and the families that

we serve.

1. Plan and adapt curriculum to meet each child’s developmental and learning needs

2. Help teachers and families monitor children’s progress

3. All children will be screened and teachers will be able to recommend follow up for a

child with potential special needs

4. Evaluate and improve program effectiveness

***Program Expectations – Observations, Assessments and Evaluations***

1. Each child will receive a developmental screening two times per year ahead of parent/

teacher conferences. Developmental Screen Checklist will be provided (the early

childhood direction center)

2. Teachers will both observe to assess and observe to plan.

3. Teachers will use observations and screenings to compile an individual portfolio for

parent’s to review with teacher at conferences.

4. To collect documentation for portfolios, teachers will:

a. Observe a child or a group of children

b. Writing down what the teacher sees and hears (the anecdote)

c. Take a photo of child engaged in activity or select a work sampling

d. Put the anecdote and photo or sampling together on the collection form

5. Children’s photos, observations, work samplings, and screenings will be stored in a three ring binder for each child. Binders will be located in the classroom, in the storage

cabinet.

6. Parent Teacher Conferences will be scheduled in December and May.

7. Each classroom will have the following supplies located in their storage cabinet for use of the teachers for this process:

a. Digital Camera

b. SD card

c. Blank copies of forms for use in documentation and collection

d. Stapler and staples

e. Laminated copy of the developmental milestones Charts for reference.

**Spiritual Growth**

The staff at Living Hope Academy are mindful of the whole child; mind, body, and spiritual growth. Each day there is a Religion activity that is based off of a weekly theme from the Bible. A parent informational notice goes home monthly so that parents can see the religious activities their children will be participating in. Notices are also posted in the classroom. As a Christian organization, we will celebrate Christmas and Easter in the classroom.

**Outdoor Play**

Children will go outside every day, weather permitting, as part of our daily schedule. The enclosed playground directly south of the building will be used for outdoor play. There are playground structure opportunities and options for free play.

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

• Heavy rain • Temperatures above 90 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

**Center Schedules**

Classroom schedules are provided for parents at time of enrollment and posted in each classroom. Meals and snacks are scheduled so that children do not go longer than 3 hours without being served food and drink. An outdoor time is scheduled for each day.

**Communication**

Daily communication is done via face to face conversations and use of daily communication sheets specific for each child. There is a monthly newsletter distributed in children’s mail slot. Semi-yearly conferences are scheduled each April and October.

Infant/ toddler intake forms are completed upon enrollment and updated monthly by parents and teachers to ensure coordination with home for infant/ toddler routines.

There will not be swimming activities at Living Hope Academy.

**Activity transitions**

Living Hope Academy views transition times as opportunities for learning. We go out of our way to make transition time’s fun and engaging by eliminating lining up and minimizing wait times. We plan transitional activities in advance so that we are prepared. We give children adequate times to prepare for transitions, as children respond best to structure and routines, and consistency, thus enabling them to feel safe, secure, and more in control and competent.

**Rest Period**

State licensing regulations state “a child under 5 years of age in care for more than four hours shall have a nap or rest period for a minimum of 30 minutes” (HFS 46). If after 30 minutes children have not fallen asleep, they will be allowed to do a quiet activity, while their classmates are sleeping. You may send a “special stuffed animals” and/or pillow. Living Hope Academy supplies sheets and blankets. It is the Academy’s belief that rest time is a benefit to all children.

All Bedding is washed weekly. Please label anything brought from home.

**Walking Fieldtrips**

There will be no walking or transported field trips.

**Cultural Needs**

The Academy respects cultural diversity. To show our respect and recognition of it we may:

* Celebrate and observe holidays that teach about cultural diversity.
* Read books about children of color and teach familiar words in different languages.
* Engage in cooking projects and meals that represent various cultures.
* Listen to a variety of music.
* Involve parents and teachers in curriculum planning to ensure relevant cultural experiences are occurring in each classroom.

**Staff to Children Ratios**

| Children’s Ages | Ratio: Staff/Child | Maximum in a group |
| --- | --- | --- |
| Birth to 2 years | 1:4 | 8 |
| 2 yrs to 2 1/2 yrs | 1:6 | 12 |
| 2 1/2 yrs to 3 yrs | 1:8 | 16 |
| 3 yrs to 4 yrs | 1:10 | 20 |
| 4 yrs to 5 yrs | 1:13 | 24 |

**Toilet Training**

When your child begins to show readiness for toilet training, let your child’s teacher know that you are going to begin the process with your child and how you are going to do it *(key words you will use with your child to signal when they need to go, whether you are using a small potty or regular potty with them, etc.)* We will do our best to continue the routine into the school program. We do ask that you dress your child in clothing that is easy for them to pull up and down on their own to help facilitate the process while in care.

**Child Guidance**

At Living Hope Academy, we are committed to providing a safe and positive learning environment. We encourage children to practice self-control while maintaining respect for others and their belonging. The combination of these social skills will increase the self-esteem of the individual and the class as a whole. Teachers model appropriate Christian behavior and guide positive interactions through age-appropriate, play-based, and child-centered curriculum. This is a key component of the Creative Curriculum used to assist in lesson planning which will promote positive social interactions. Teachers create an open learning environment with a focus on communication. Clear boundaries and expectations are given daily, and highlighted as needed. Redirection, verbal, and non-verbal cues are also used to promote positive social behaviors. When situations arise, teachers will model appropriate behavior, reiterate peacemaking skills, and tell stories or scenarios that reinforce the desired behavior. Through this approach students learn to make good choices, develop techniques for gaining self-control, and communicate frustrations.

**Appropriate ways to manage crying, fussing, or distraught children**

We understand that sometimes children cry, are fussy, and become distraught during their day. The teacher’s first reaction will be to attempt to determine the cause of the distress. The distress may be due to hunger, comfort, or it might be the child just needs some extra time and attention. We understand that crying is normal, and that all children have times when they cannot stop crying. For times when this might occur, teachers are required to approach children in a positive, calm manner to offer comfort, assistance, or guidance to help the child transition to a happier, more content state or to assist them to work through the situation in a positive manner. At times, we may need your advice or assistance, and if necessary, we will call you for this advice or assistance. Using a calm approach helps the child calm down so as partners, the teacher and child can work through the situation.

Living Hope Academy staff does not use time outs as a method for guiding children’s behaviors. Instead we use a time away for children three years of age and older. In this procedure, children are asked to move away from the area for a short period of time. During this time the teacher will talk with the child about better ways to handle the situation. The child is then reintroduced to the situation. The teacher will remain nearby to encourage the child to use the appropriate behavior and “catch” him or her using appropriate behaviors.

Specific guidance techniques for all children

* Simple, clear and consistent expectations for all age groups. Simple behavior guidelines include: Treat everyone with consideration and respect, Only teachers or parents will open doors, Children remain outside of the kitchen, We use walking feet, Take good care of materials and equipment in the classroom and play yard, When playing indoors, we will use inside voices.
* Natural and logical consequences will be used. Natural and logical consequences are related to the misbehavior. Staff will respond immediately to resolve and intervene in inappropriate behavior. Acceptable techniques include the following: Proximity Control: often times, an adult presence is all that is needed to encourage children to make appropriate choices. Simply walking around the classroom, playground, sitting with children at mealtime, or keeping close to children’s activities is the most effective method of management. Redirection: discussing and assisting children to understand appropriate and inappropriate behavior choices. Redirecting children’s play or behavior to another area or piece of equipment that is more appropriate. Time outs in the traditional form are not acceptable.

**Prohibited punishments; informed parents that certain punishments are prohibited even at parental request**

Children will not be punished for lapses in toilet training. Meals, snacks, or naps will not be forced or withheld as a form of discipline. Outdoor play will not be withheld as a form of discipline. Even at parental request, no child will ever be hit, shaken, slapped, tied, bound, confined in a small space, spanked, or physically harmed as a form of discipline-at any time. Children will not be humiliated, frightened, verbally abused, threatened, nor have derogatory remarks made about them or their family-at any time.

**Techniques for transitions so that children are not waiting in large groups or in long lines**

Please see page 15 final paragraph under Transition

**Classroom arrangement, materials, and programming which will contribute to providing clear guidelines and promoting positive behavior**

The classroom environment will be arranged to assist the teacher in setting clear limits and discouraging inappropriate behaviors. Items in the classroom will be 18 developmentally appropriate, safe, and clean. The daily schedule will allow for flexibility to meet the needs of the children.

**Parental involvement in solving problems**

Contacting parent or guardian: parents or guardians will be involved in solving behavioral concerns. Discussion with parents regarding a child’s behavior will not occur in front of the child. Speaking in front of the child may damage his or her self-esteem.

**Techniques used to control unwanted/inappropriate behaviors, such as biting**

The procedures listed below will be used to control unwanted/inappropriate behaviors, such as biting. If a child bites or demonstrates another unwanted/inappropriate behavior, child care staff will utilize the following procedure.

* The child who demonstrated the unwanted behavior will be removed from the area. He or she will be given time to calm down. The teacher will then discuss with the child what the inappropriate behavior was and what should be done next time. If there is another person who was injured in this situation, the child will be required to check on the injured person to make sure he or she is okay. The child will then be allowed to return to play with the teacher monitoring the child to assist if the child begins to demonstrate the inappropriate behavior again or encourage or praise the child for a successful attempt to change his or her behavior.
* The child who has been injured will be comforted and if the child receives an injury, first aid procedures will be followed. The child may also be given appropriate terms to use in case another child demonstrate the inappropriate behavior towards them. (For example, the child injured may be given words like “stop”-if another gets too close, I don’t like \_\_\_\_ (the behavior), call for teacher’s assistance, etc.)
* Child care teachers will document any injury a child sustains on an accident log sheet and in the medical log/accident book. The parent of the injured child will be either notified at the end of the day, or if necessary, a call will be made by the child care director, assistant director, or head teacher.
* For the child who has demonstrated the inappropriate behavior, the teacher will write down a description of what occurred, including the time of the day and if there were other situations we should be aware of (child had a runny nose and was coughing, the other child took a toy out of this child’s hand, etc.) This will be done to help the program staff determine if there are patterns that need to be addressed. The parent of the child demonstrating the inappropriate behavior will also be told about the situation. If inappropriate behavior continues, the child care director and head teacher may request a conference with the family to determine the next appropriate step.
* In some situations, after the center staff has worked with the family, we may find that the Living Hope Academy is not the most appropriate setting for this child. In that case, a meeting will be held with the family to discuss additional options.

**Contingency Plans**

**Written plan for responding to fire**

The program will perform a fire drill and smoke detector test on a monthly basis. Teachers will be required to take with them their sign in/out sheet as well as the emergency information for the children in the group. In the event of a real evacuation, child care director and office personnel will make calls to parents while child care staff members attend to the needs of the children. Child care teachers will remain with the children until all parents have picked up their children. Fire extinguishers are checked and maintained annually. Staff are trained on proper use of fire extinguishers at orientation, and reviewed annually. Staff is informed of individual responsibilities prior to drills.

**Written plan for responding to a tornado**

Tornado drills will be practiced monthly during the months of March through October. Teachers are required to take with them their sign in/out sheet as well as the emergency information for children in the group. In the event of a real tornado, administrative staff will make calls to parents while child care staff members will attend to the needs of the children. Child care teachers will remain with the children until all parents have picked up their children.

**Written plan for responding to severe weather**

Living Hope Academy closings and early dismissals are made to assure the safety of our children and staff. Driving in hazardous weather is based on your judgment; if you wish to pick your child up early to avoid possible weather emergencies please feel free. Living Hope Academy reserves the right to close or alter the schedule as it sees fit. In such cases parents will be informed by phone call, email, and/ or text by the center director or designated staff member.

**Written plan for extreme heat or cold temperatures in the building**

The temperature in the building will be between 67°F and 90°F. If there is a problem with the heating or cooling system, loss of electricity, water, or other plumbing problems in the building affecting the childcare program, the parent or guardian will be contacted and the children will be sent home. If loss of heat occurs in the evening, the parent or guardian will be contacted and the children will be sent home.

**Written plan for responding to threats to the building or its occupants**

If there are threats to Living Hope Academy or it’s space, the parent or guardian will be contacted and the children will be sent home. If children are not able to leave the building, children will remain in their designated area, doors will be locked, and children will be required to stay away from all doors or windows. Staff will keep the children as occupied and engaged in activities as possible or as quiet as possible, depending upon the situation. The Mt. Pleasant Police Department will be contacted immediately.

If there is a threat to any occupant in the building, all doors and windows will be locked. No one may enter or exit the child care space. Children will be moved to an enclosed classroom so they are not near any windows. The Mt Pleasant Police Department will be contacted immediately.

**Flash flood procedures**

When the area has had rapid rainfall and Living Hope Academy must be evacuated due to the threat of a flash flood, the staff will follow this procedure:

1. Office staff members will monitor announcements of flood watch or warning.

2. Child care teachers will be made aware of the situation.

3. Parents will be called and if parents cannot be located, emergency contacts noted on the enrollment form will be contacted to pick up the children.

4. Children remaining will be moved to a higher floor level while we await parents arrival.

5. In the calmest manner possible, the child care personnel will transition the children to the nearest safe place possible.

6. The child care director will be called immediately to assist the group.

**As soon as children have been transitioned, teachers will stay with them while other personnel start calling parents, guardians, or emergency contacts to pick up the children.**

1. All children will be accounted for and assessed for injury.

2. In the case there is an injury, the proper authorities will be called if necessary and standard first aid procedure will be initiated immediately.

3. The staff will remain with the children to reassure them and keep them as calm and safe as possible.

**Loss of building services**

In the event that heat, electricity, or water services are not available at the building, parents, guardians, or emergency contacts will be called to pick up the children.

**Circumstances such as medical emergency, illness or other situation requiring immediate attention that may be disruptive to a child or children in the center.**

If a situation like the one described above occurs, child care staff will contact the child care director and 911 (if necessary), the child care director will go and assist immediately. Child care director will assist with the emergency while child care staff remove other children from the area, comfort and calm them. If an injured child or children need a child care staff member to care for them, an office staff member will then go with the other children and child care staff to assist.

**Child and staff injury procedure for both a severe injury and a minor injury occurring on the center premises**

If a child becomes injured while at Living Hope Academy, the following procedure will be occurring:

1. Superficial wounds will be cleaned with soap and water only and protected as necessary. Parents or guardians will receive an accident report on this minor injury and the injury will also be documented in the accident log/medical log book.

2. If the injury does not appear to be serious or life threatening, but may require medical attention, the parent or guardian will be notified and asked to determine the necessity of medical attention.

3. If it is necessary to call 911 for an ambulance, the parent will be immediately contacted. All ambulance fees incurred are the responsibility of the parent or guardian. A member of the child care staff will go with the child and stay with him/her until a parent or guardian has arrived. The child care staff member will take with them the child’s enrollment sheet and any other documentation regarding specific health information about the child.

4. In case of medical emergency treatment, all children attending Living Hope Academy will be transported to WFHC – All Saints located at 3807 Spring Street.

5. Written permission from the parent to call the family physician or refer the child for medical care in case of accident or emergency will be on file at the center.

6. Medical logs are kept and all accident records will be reviewed by the child care administration with the staff at least twice each year, typically during March and October in order to determine that all possible preventive measures are being taken.

If a child receives a minor cut or scrape, staff will first clean area with water and soap (if available), apply ice or a band-aid as appropriate for the injury. If there are bodily fluids involved, the teacher must wear disposable gloves. After a child’s injury, staff must complete an incident/accident form and document it in the logbook. Staff will share information with the parent or guardian at pick up time and get a signature from the parent or guardian on the incident/accident form. If a child has a more serious accident, where the child may need additional medical attention, the child care director must be notified as soon as initial first aid is received or immediately if an ambulance is called. Again after the child has received medical attention, an incident/accident report must be completed and signed by the parent or guardian and documentation of accident must be written in the accident/medical logbook and on the accident report form. If a child must see a physician due to an accident or injury received while at the center, the child care director will complete an accident report that must be submitted to the Department of Children and Families within 48 hours of the incident. Parents will be asked for the name of the physician, treatment center, and the diagnosis of the attending physician to add to this report.

**First aid procedures**

staff members will follow for minor injuries such as bumps, bruises, slivers, and scrapes include: 1. Wash broken skin with mild soap and warm water. Dry and apply bandage.

2. For bumps and bruises, apply ice or cold compress to reduce swelling and pain.

3. For slivers, if protruding from the skin, gently remove. If under the skin, wash with soap and water, dry and apply bandage.

4. No ointments, salves, or antiseptic lotions may be applied. Only soap, water, bandages, and cold compresses or ice can be used.

5. All minor injuries will be recorded in a cloth bound logbook including information on how the injury occurred (location and what occurred), child’s first and last name, date and time, first aid treatment applied, and staff member’s signature. An accident report form will also be completed. 6. Parents will be notified of the injury and date and sign the accident report form at pick up time.

7. UNIVERSAL PRECAUTIONS will be followed for handling of all blood and bodily fluids. Disposable gloves are available in each first aid kit, in each classroom, and by diaper changing stations.

**Daily attendance and child location at all times**

A parent or guardian must sign their child or children in at arrival time and out at departure time each day. Parents need to bring their child directly to his/her classroom or group. Parents or guardians should allow extra time to ensure that this transition is a positive one. Living Hope Academy does require the parent or guardian call the center to inform us when your child will be absent. If you do not call, a staff member will contact you to determine why the child is not attending. Child care teachers are responsible for knowing the name of the children, the number of children in their group and the whereabouts of all children under their care.

**Emergency contact person**

Located by each phone in the child care classroom, is a list of individuals who are available to assist the child care program at any time and can reach the center within 5 minutes.

**Procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified**

If someone other than the parent or guardian comes to pick up a child the following procedure will be used: 1. The individual will be asked to show identification. 2. The person requesting the identification will check to see if this person is authorized to pick up the child and will check with the administrative assistant and the classroom teacher to see if the parent or guardian has contacted the center regarding this change in person picking up the child. If that individual has been previously authorized and we have had confirmation from the parent or guardian, he or she will complete a child pick up form. 3. If the individual is authorized, but we have not had prior confirmation from the parent or guardian, we will contact the parent or guardian to get permission. He or she will complete a child pick up form. 4. If the person is unauthorized, but we have had written confirmation from the parent or guardian for the individual to pick up the child, he or she will be added to the list of authorized individuals to pick up the child. He or she will complete a child pick up form. 5. If the individual is not authorized to pick up the child and the parent has not given permission for this individual to pick the child up, the parent or guardian will be contacted and give permission for their child to leave with this individual. The parent or guardian will also be asked if this individual should be added to the authorization to pick up list. He or she will complete a child pick up form.

**Posting emergency numbers**

Located by the phone in the child care classroom is a list of emergency contact numbers.

**Motor vehicle availability or emergency vehicle availability**

An ambulance is available for emergency situations by dialing 911.

**Emergency supplies (flashlights, blankets, radio, extra batteries) and storage**

Each classroom will have a flashlight. Additional flashlights are available through the child care director’s office. Blankets, radio, extra batteries, and extra first aid supplies are located in the director’s office in the bin marked extra first aid supplies.

**Special evacuation considerations for children/staff with physical/mental disabilities**

For individuals in need of special evacuation considerations, a Living Hope Academy staff member will be assigned to help that individual evacuate the building. A backup person will also be assigned in case the regular person is not available to assist.

**Safe location for children after emergency evacuations**

FIRE - When children evacuate for a fire drill, they will leave the child care classroom, exiting into the main hallway, and then Turn left to the end of the hallway and exit the building. The will continue to walk around the building towards the east subdivision. A second exit route is available, by turning right at the end of the hallway and proceeding out door entrance/ exit A. Once outside continue east toward subdivision.

TORNADO – All classrooms will go to the expression room and use it as a tornado shelter.

**Children’s records and emergency situations**

In the case of an emergency evacuation, the classroom binder that has a copy of children’s enrollment form, including emergency contact information and health history will be taken with the group.

**Custody issue disputes**

In situations regarding custody of children enrolled in the Living Hope Academy, we require court verification of custodial arrangements. Parents should know that without legal documentation, we cannot presume one parent has more or less rights than the child’s other parent. Parents are required to settle their issues away from the program. If parents have a dispute and bring that dispute to the Living Hope Academy grounds, the Mt Pleasant Police Department will be called to escort these individuals away from the program. To protect all children enrolled in the program, if a situation occurred where parents had a dispute on the premises, all children would be removed from the area and taken to a safe location where they could not hear or see what may be occurring nor be aware of a visit from the police department. Licensee would report any situation that requires police contact to the State DCF department within 48 hours.

**Action to be taken when authorized pick-up person appears impaired by drugs or alcohol** If an authorized pick-up person arrives at the center and appears to be impaired by drugs or alcohol, the staff person in charge will attempt to keep the individual at the center, away from the children while another staff member contacts an alternate pick-up person. If the person who appears to be impaired by drugs or alcohol takes the child, the staff person in charge will contact the Mt Pleasant Police Department and give as much detail regarding the vehicle, including the license plate number if possible. This will be done to diminish the risk of your child, you, or another person being seriously injured.

**Procedure for releasing a child to a person who is not a parent or not authorized to pick up a child** Please see page 20, number 5 under procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified.

**Sleep Position Policy**

The policy for sleeping children is different for infants and toddlers from the sleeping arrangements for preschoolers. The sleep policy for infants and toddlers is as follows: All infants will be placed on their backs to sleep unless there is a written statement from your child’s physician, on file at the center that indicates your child is required to sleep in another position. Also, all child care staff working with infants and toddlers will be trained in Sudden Infant Death Syndrome (SIDS) risk reduction methods prior to working with infants. This training will not only discuss conditions that may or may not result in death from SIDS, but also prevention methods we will follow at the center. These prevention methods will include placing all infants on their backs to sleep, (unless otherwise indicated in a letter from your child’s physician stating other sleep positions required), and making sure that all sheets and blankets are tucked tightly under the mattress and be kept away from your baby’s mouth and nose. We will also not allow soft materials, such as sheepskins, pillows, fluffy blankets, bumper pads, or stuffed animals in the crib. Finally, no children will use the same crib unless the crib has had sheets and blankets changed and the crib has been completely sanitized between uses by different children. No two children will ever be placed in the same crib at the same time.

All staff will also receive Shaken Baby Syndrome prevention training

**Health Care**

Ill child definition, care, isolation, and removal

At Living Hope Academy, we define an ill child as:

* A child who has a temperature of 101 degrees or above.
* A child who has had diarrhea or vomiting within the last 12 hours.
* A child who has any new rash other than one on the diaper area.
* A child who requires one-on-one care.
* A child with head lice.
* A child that has skin or mouth lesions.
* A child who has been diagnosed with a communicable disease, but has not completed the minimum time required to be absent from the center for that particular communicable disease. (Please check with your physician or the child care director for additional information regarding the time period for your specific situation).

Because we want to keep illnesses to a minimum in the center and are not staffed to care for sick children, we ask that your child stay at home when he or she meets the criteria stated above. When a child returns to the center after an illness, he or she needs to be able to go outdoors when weather permits and participate in regular daily activities. If you feel your child should not go outdoors, you should keep him/her home from child care. If your child becomes ill while under our care, we will notify you and ask you to pick him/her up within one (1) hour. If you are unable to pick up your child within one hour after being contacted, you are responsible for arranging to have a RELIABLE backup individual come pick up your child. Please contact us with the name of this individual. If you cannot be reached first, an emergency contact person will be called to pick your child up. This is why it is very important for you to keep us informed of any changes in home, work, or cell phone numbers of yourself and emergency contact people. While your child waits for you to pick him or her up, he or she will be provided with his/her own cot and his her own sleep items in semi-isolation. The director or her designee will make the determination when a child needs to go home from the center due to illness.

**Communicable diseases exclusion and notification to public health**

Remember, some illnesses are highly contagious and may be subject to State Public Health Statutes. Rules and recommendations for return to child care are as follows: Chicken pox-7 days with all pox scabbed over and dry. Diarrhea-no diarrhea within last 12 hours. Vomiting-no vomiting within last 12 hours. Impetigo-dry, healing skin with no crusts. Conjunctivitis or “pink eye” –drainage from eye gone and child must be on medication for at least 24 hours. Lice-nit free. Fever-free for at least 12 hours without the aid of a fever reducing medication. Strep throat-on medication for at least 24 hours. 27 Coxsackie or “hand, foot, and mouth” disease-fever free for 12 hours. Scabies-after treatment of child and environment. When a child is suspected of having a communicable disease or condition, (such as-but not limited to-chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria, or meningitis), the Racine County Health Department and the Department of Children and Families will be notified by the child care director or designee. When a diagnosis of a communicable disease is made, the exposed child (ren) or staff member shall be watched for symptoms of the disease and the parents shall be informed by notices posted in the welcome area of the center. A child or staff member may be re-admitted without a statement from a physician after a communicable disease if the child or staff member has been absent for a period of time designated by the Health Department.

**Medication**

No prescription or non-prescription medication may be given to a child unless under the following conditions:

* A signed, dated, written authorization from the parent/legal guardian is current and on file.
* Prescription medications must be in original container and labeled with child’s full name, name of drug, dosage, and directions for administering, date, and physician’s name.
* Non-prescription medication must be in its original container and labeled with child’s full name, the dosage, and directions for administering.
* A written record of student name, medication name, and dosage amount and time in the student’s record as well as in the Academy medical log book.
* All medication will be kept in a location inaccessible to children; medication needing to be refrigerated will be stored in a covered container labeled medication in the refrigerator.

**Directions for use of medical log**

The Academy Medical Log is to be used to record the following: 1) Administering of all medication. 2) Serious and minor accidents requiring any kind of treatment. 3) Observations of injuries to a child’s body received outside of the Academy. 4) Anything the teacher feels should be recorded.

**Instructions for medication**

* Obtain written signed directions from parent on medication form for each incident of medication.
* Record on parent authorization form dosage, time, date, and name of person administering medication each time this particular medication is given to the child.
* Record first and last name of child, type of medication, dosage time, date, and name or initials of person administering medication in the bound Medical log.
* Record entries in the Medical Log in ink. No lines are to be skipped
* Return medications directly to parents or guardian if the physician’s directions include use overnight.
* Discard medications, which are no longer in use or are not picked up by parents in a manner, which will not make them accessible to children

**Errors in Medication or Missed Dosages**

In the event that dosages are missed or there are errors in medication administration (wrong dosage or wrong child), Child Care Administration and the children’s parent or guardian will be notified immediately.

**Cleanliness**

Children’s hands will be washed with soap and water before eating and after toileting. Children’s hands and faces will be washed after meals. Persons working with children will wash their hands with liquid soap and hot water before handling food and before/after assisting with toileting. Wet or soiled clothes will be changed promptly from an available supply of clean clothing. Wet and soiled clothing, according to licensing regulations, cannot be rinsed. These will be place in a plastic bag and sent home. Disposable gloves are provided for all staff to use when changing wet or soiled clothing, changing soiled diapers, or cleaning up blood or vomit.

**Sanitation of toys and equipment**

All toys and equipment will be sanitized on a regular basis.

**Universal Precautions**

Center staff will adopt universal precautions when exposed to blood and blood containing fluids and injury discharges of all children. All persons exposed to blood or blood-containing body fluids and tissue discharges will wash their hands immediately with soap and warm water. Single use disposable gloves will be worn if there is contact with blood-containing body fluids or tissue discharges. Hands will be washed with soap and water after removal of gloves. Gloves will be discarded in plastic bags. For spills of vomit, urine, feces, blood or other bodily fluids, Academy staff will clean and disinfect the area including floors, walls, toilets, tabletops, toys or other areas. Bodily Secretions Runny noses, eye drainage, and coughed up matter will be wiped with a disposable tissue, used once and placed in a plastic-lined container. Whoever does the wiping, will wash his or her hands immediately. Bodily secretions on surfaces will be washed with soap and water and disinfected with a bleach solution of 1/8 teaspoon to 2 cups water. This solution is made fresh daily. Hands will be washed immediately.

**Hand washing procedure for staff and children**

All staff and children at Living Hope Academy will utilize proper hand washing techniques. Hands should be washed and rubbed together from the wrists down with an appropriate soap under warm running water after toileting, before and after diaper changes, before and after each meal or snack, before and after sand and water play, or the handling of any live animal. Hands will also be washed after wiping your nose or assisting a child in wiping his/her nose, at the beginning of your day and before you go home, after cleaning up spills of any sort. Staff will model appropriate hand washing techniques and will assist children with hand washing as needed.

**Glove usage and disposal**

Gloves will be worn when changing soiled diapers. These gloves will be put with the soiled disposable diaper in a plastic bag, tied shut and thrown away in a plastic lined, covered garbage can. Gloves will also be worn when cleaning up blood or vomit. These gloves will be disposed of in a plastic bag and taken to the dumpster outside immediately.

**First aid-including minor injuries, handling, and parent notification**

The child care staff can care for minor injuries such as bumps, bruises, slivers, and scrapes. The staff will use the following procedures to care for these types of situations: Wash broken skin with mild soap and warm running water. Dry and apply bandage. For bumps and bruises, apply ice or cold compress to reduce swelling and pain. For slivers, if protruding from the skin, gently remove. If under the skin, wash with soap and water, dry and apply bandage. No ointments, salves, or antiseptic lotions will be applied. Only soap, water, bandages, and a cold compress or ice will be used. All minor injuries will be recorded in a cloth bound log book including information on how the injury occurred (where and how), the child’s name, date and time, first aid treatment applied, staff members signature and date. An accident report form will be completed too. Parents will be notified of the injury at pick up time on the day the injury occurs, if they were not contacted already. Universal precautions will be followed for the handling of all blood and body fluids. Disposable gloves are available in each first aid kit and in the diaper changing cabinet.

**Source of emergency medical care**

In the event of a more serious accident, parent or guardian will be notified immediately and an ambulance will be called if necessary.

**Procedure for sharing information on a child’s special health needs with everyone responsible to care for the child**

Information regarding a child’s special health needs will be distributed to everyone who is responsible for the child in one of the following manners: The parent will meet with the staff working with their child and review pertinent information. Written information will be distributed to staff working with the child. This information will be from the parent and reviewed by the center director and the parent to make sure information is accurate.

**Health related forms and requirements**

All children are required to have the following forms on file at the center: Health history form-required the first day of attendance Immunization record-due within 30 days of start date Health report, completed by your child’s physician-due within 30 days of start date

**Child biting health procedures**

It is not uncommon for your children to bite each other, or even an adult, out of frustration or in anger. In the event that a child bites, the following steps should be taken: Tend to the bite immediately. Gently wash the bite area with warm water and soap. If the skin is broken, apply direct pressure with a soft, clean cloth until bleeding slows, then apply a bandage. Academy staff will follow universal precautions procedures if the skin is broken and bleeding. If the skin is broken, parents or guardians and the child care director will be notified immediately. Incident will be recorded on an accident form and in the accident book/medical log and will include first aid treatment steps take, the child’s first and last name, the date and time of the injury and location of the bite. Academy staff will wash hands with soap and warm running water after tend to any bite injury.

**Mildly Ill Child Care**

Living Hope Academy does not provide care for mildly ill children.

**Nutrition**

Food service staff will be at least 18 years of age. They will also be properly trained in all of the licensing rules pertaining to food preparation, food storage, proper sanitation procedures, and anything else that pertains to their job description.

Breakfast will be served at 8:00 A.M., Lunch at 11:00 A.M., Snack at 2:00 P.M. and an additional snack at 5:00 P.M.

Food will not be used as a punishment. All children in attendance will be offered food at each meal time. Children will be encouraged to eat, but forcing children to eat is not allowed.

Breakfast and Lunch will be served in a family style where students and teachers will eat the same food together. This gives students the opportunity to build-on skills such as scooping, pouring and cleaning-up after themselves. When teachers eat with the class the students are more willing to try new things. Breakfast and Lunch will be served with 1% milk (for children over 2) or whole milk (for children under 2) to drink. Socialization is encouraged at meal times.

Water is available to all children at all times during operating hours.

Menu’s will be planned at least one week in advance and posted in each classroom and in the kitchen. A variety of foods will be served from each food group and all menus will meet USDA requirements. Any menu changes will be documented and posted.

Infants and Toddlers will be served age appropriate foods. All children under the age of 2 will be served food on their own timeline based on both their needs and parent requests. We will work side by side with parents to have consistency in feeding schedules both at home and at Living Hope Academy.

Food allergies should be noted on the child’s health history form and posted in each classroom and the kitchen within plain view of all staff that may be working with the children.

The kitchen with be free of clutter and debris. All appliances will be in good working order and kept clean and sanitary both inside and out. Counter tops and any other food preparation surfaces will be sanitized after each use to prevent cross contamination. All dishes will be washed by hand using the posted 3 step dish washing process and then will be air dried.

Food will be stored according to the Wisconsin Licensing Rules.

Special Holidays and Birthdays can be celebrated when first communicated with a lead teacher or director prior to bringing in a treat. All treats must be store bought.

**USDA Nondiscrimination Statement with Complaint Filing Procedure**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.  Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [(800) 877-8339](tel:(800)%20877-8339).  Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [(866) 632-9992](tel:(866)%20632-9992). Submit your completed form or letter to USDA by:

(1)  Mail:  U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: [(202) 690-7442](tel:(202)%20690-7442); or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Transportation**

Living Hope Academy does not provide transportation to or from the Academy.

**Orientation of New Staff and Volunteers**

All staff and volunteers will also receive on-the-job orientation with an experienced staff person. All employees and volunteers will receive an orientation covering the following before working with children.

1. Review of licensing rules – DCF 251 as required under 251.05(2)(a)1
2. Review of center policies required under 251.05(2)(a)2
3. Review of center contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers required under 251.05(2)(a)3
4. First Aid procedure required under 251.05(2)(a)4
5. Job responsibilities in relation to the job description required under 251.05(2)(a)5
6. Training in the recognition of childhood illness and infectious disease control, including hand washing procedures and universal precautions for handling bodily fluids required under 251.05(2)(a)6
7. Schedule of activities of the center required under 251.05(2)(a)7
8. Review of child abuse and neglect laws and center reporting procedures required under 251.05(2)(a)8
9. The procedure for ensuring that all child care workers know the whereabouts of all children assigned to their care at all times required under 251.05(2)(a)9
10. Childcare management techniques required under 251.05(2)(a)10
11. Procedure for sharing information related to a child’s special health care needs including any physical, emotional, social, or cognitive disabilities with any childcare worker who might be assigned to care for that child throughout the day required under 251.05(2)(a)11
12. Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) prior to employee’s or volunteer’s first day of work required under 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 required under 251.05(2)(a)13
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met required under 251.05(2)(a)14
15. Confidentiality
16. Emergency training including first aid, CPR, and AED (prior to first day of working in center)

All documentation of staff qualifications, training, and employment will be kept in a locked file cabinet in the Director’s office.

**Continuing Education of Staff**

Documentation of continuing education of staff is located in staff record folders located in the director’s office.

The staff at Living Hope Academy is held to the highest expectations. All employees will receive a copy of the Personnel Policies upon employment and will receive updated copies as they are issued. Job descriptions are updated annually.

Staff working 20 or less hours needs to complete 15 hours of continuing education each year. Staff working 20 or more hours needs to complete 25 hours of continuing education each year. Additional hours can be carried over to the next year. Reimbursement is available for up to 25 hours of continuing education per staff member per calendar year with approval from director.

Staff meetings will be held monthly. Staff meetings are paid. The purpose of meeting monthly is to provide information, motivate & Engage and plan creatively. Records of these meetings will be kept by the director for review by the licensing specialist.

Sources of continuing education can be found in the director’s office on the communication board or in the staff library, also located in the director’s office. Staff may choose any study area that will count for credit form The Wisconsin Registry.

Upon hire, an administrator, director, manager, teacher, assistant teacher, or volunteer will provide documentation of a physical within 30 days after hire.

-This will state the person is free form contagious disease

- The person is physically able to work with children.

Prior to entering a classroom each staff member or volunteer will be familiar and comfortable with licensing rules and regulations, LHA Policy and Procedures as they are outlined in this document. Employee orientation and training includes CPR/ First Aid/ AED, proper sanitation procedures, Shaken Baby and SIDS (Sudden Infant Death Syndrome), Abuse and Neglect laws and procedures for making a report, and proper communication through the use of communication log books, daily reports, parent/teacher conferences and monthly staff meetings.

Resources are always available to improve a teachers approach to a student’s individual needs.

**Personnel Policies**

Director must notify the licensee and then licensee must notify the department, as soon as possible, but no later than the next business day when: the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them for abuse or neglect of a child or an adult or for misappropriation of a client’s property; or has their professional license denied, revoked, restricted, or otherwise limited.

Caregiver background checks are performed every 6 months on all volunteers and staff members.

All employees must have a registry certificate and renew it annually. The academy will reimburse costs.

Staff files are located in the director’s office for review by licensing representatives and include the following forms: Staff Record Form, Staff Health Form and TB results (Due within 30 days of employment), Registry Certificate, Educational Qualifications, Continuing Education documentation, BID Form, Results of caregiver background check, documentation of staff orientation, including certificates and copies of necessary pre-employment trainings.

Staff hours are assigned 2 weeks in advance. Put into writing your request for days off to the academy director. Staff hours are based on enrollment needs.

WHAT YOU CAN EXPECT FROM LIVING HOPE ACADEMY: The Academy is committed to providing employees with: • Safe and orderly work areas • A work environment in which people are treated as individuals and are considered for employment, development, and advancement based upon their performance and contribution to LH’s success. • Encouragement and opportunity to come to us with their work-related problems and questions. We respect individual rights and will maintain a practice of fair, courteous, and prompt treatment. • An open line of communication to keep employees informed of significant developments, particularly those that affect them.

WHAT LIVING HOPE ACADEMY EXPECTS FROM YOU: The success of the Academy depends on the success of everyone in the organization. We want you to be successful and satisfied with your position. In order to be successful you are expected to:• Be available for work, and report to work, as scheduled • Perform your duties and responsibilities within your Supervisor’s expectations • Comply with Academy policies. In addition, you are expected to: • Promote a Team Spirit • Respect fellow employees • Work safely and immediately advise the Director of any unsafe conditions or individuals • Cooperate with co-workers • Treat Academy property with proper care and respect • Adapt to changes and improvements • Offer suggestions to aid in doing things better or more efficiently • Use good judgement and common sense • Represent the Academy in a Christian manner

DIVERSITY AND INCLUSION: Living Hope Academy is committed to diversity, equity, and inclusion. All of LHA’s students, families, and staff will be offered an environment that celebrates diversity and embraces inclusion. With this in mind, special care will be given with recruiting a diverse staff that coincides with the diverse population we serve. Each employee, during the orientation process, will take a 1-hour course online through [www.cceilonline.edu](http://www.cceilonline.edu) entitled, “Creating a Multicultural Environment”. The website states that “this course explains multiculturalism and anti-bias education. Upon successful completion of this course, students will be able to define the goals the multiculturalism, develop an anti-bias classroom, incorporate multiculturalism into learning centers and other classroom activities, and promote cooperative social skills in diverse classrooms.”

JOB DESCRIPTIONS: Specific job duties are specified in position job description. Employees will receive a copy of job description at hire. Job descriptions are based upon responsibilities to the job and linked to items on the staff evaluation. Each position has a different written job description. Academy Program Policies and Procedures can be found in the parent handbook. A parent handbook is given to each employee at hire, and it available upon request in the Academy Office.

JOB PREFORMANCE AND APPRAISAL: Job performance is the result of your skills, abilities, experience, and attitudes applied to your assigned duties and responsibilities. Satisfactory job performance means meeting the requirements of your position as determined by the Academy Direction, including a normal rate of progress when learning new responsibilities or a new position. Employees who fail to perform satisfactorily may be subject to reassignment, discipline, or termination. Written annual performance appraisal for all teaching staff including goals and professional development activities for the next year. Staff will complete an orientation at hire, complete a self-evaluation before their formal review, and receive a formal written review from their supervisor. Lastly the employee ad supervisor will create a professional development plan. The performance appraisal process includes multiple sources of evidence. Annual will be from their hire date, or for employees currently employed at the center, annually after their first review. The success and development of every member of our Academy Team is vital to the continued success of the Academy. We hire people who we feel are qualified to do the work assigned and who will be compatible with others with-in the Living Hope Family. We do our best to help new employees to familiarize themselves with their assigned position. With help and encouragement from the Director and co-workers, employees have the time and opportunity to become proficient in their position. We expect employees to measure up to the standards set for their position. However, if their performance is not up to the standards set for their position, they will be reassigned or terminated, New Academy employees may request a performance appraisal after their initial 90 days. The purpose of the appraisal is process is to provide employees with a comprehensive review of their performance. It also provides the opportunity to discuss concerns or to explore the potential for other opportunities with-in the Academy. Some examples of unsatisfactory job performance include, but are not limited to:

• Unsafe performance of job duties • Repeated mistakes • Avoidable waste of materials • Departing from standard job methods unless approved by the Director • Repeated tardiness or absenteeism or failure to provide proper notification when absent or late for work • Consistently fail to properly follow curriculum or preparing lesson plans in a timely manner • Failure to follow the Director’s instruction/direction • violation of a Living Hope Academy policy.

Some actions are so dangerous, improper, or illegal that immediate action must be taken in order to protect our students, our employees, the public, and Academy interests. The following are examples (not an all-inclusive list) of actions which are prohibited and which may result in immediate termination: • Any act which might endanger the safety or life of others • Refusal or failure to perform assigned work or follow a Director’s instructions • Engaging in harassment, as described in Academy Harassment policy • Falsifying Academy records • Deliberately abusing, destroying, damaging, or the unauthorized removal of Academy property, equipment or the property of others on Living Hope premises • Possession, use, or being under the influence of alcohol or an illegal drug/substance while on duty, Academy premises • Possession of firearms or weapons of any type while on Academy premises or when operating a vehicle for work-related business (Employees who are licensed by the WI Dept. of Justice to carry a concealed weapon may have their weapon in their vehicle.) • Disclosure of confidential Academy information to an unauthorized person. *Please note that while engaging in any of the above-referenced actions may lead to discipline, refraining from such actions will not guarantee your continued employment. Nothing in this section is intended to change the at-will employment nature of LH and its employees.*

ADVANCEMENT: The Academy’s intent it to give qualified employees preference over others when filling job openings with Living Hope. Openings may be announced to existing staff and sufficient time is allowed to existing staff to respond prior to advertising an opening to the Church-at-large or public. However, because of the experience, skills, and educational requirements of many positions, promotions from within the Academy are not always possible. Employee’s past performance, experience, qualifications, and potential are important factors that are considered in making promotion and transfer decisions.

EMPLOYEE CLASSIFICATIONS: Employees are classified by LHA according to the following categories: Regular Full-Time: employees who are regularly scheduled to work more than 38 hours per week and more than 10 months a year. Teachers, Lead teachers, and Directors are the only positions eligible for Regular Full-Time employment. Regular Part-Time: Employees who are regularly scheduled to work between 20 or more but less than 38 hours per week and more than 5 months a year. Regular Part-Time employees are not eligible for benefits provided by Living Hope. Part-Time: employees who are scheduled regularly to work less than 20 hours per week. Part-Time employees are not eligible for benefits provided by Living Hope. Temporary: employees who are employed (full or part-time) for a specific period of time, e.g., summer help or project, less than 5 months a year. Temporary employees are not eligible for benefits provided by Living Hope. Contract: individuals who are employees of an employment agency, assigned to work at Living Hope. Contract workers are not eligible for benefits provided by Living Hope. If a contract worker is hired after working an initial period (90 days), through an employment agency, his/her hire date will be the date of employment as an employee if Living Hope Academy. Benefits eligibility will be based on the hire date as an Academy employee. Exempt: employees (typically salaried) who are exempt from the minimum wage, maximum hours, and overtime pay provisions of the Fair Labor Standards Act (FLSA) and state wage hour laws. Exempt employees do not receive over-time pay. Non-exempt: hourly employees who are covered by the FSLA and state wage and hour laws and are paid time and one-half for hours worked in excess of 40 in a week.

EMPLOYEE RECORDS: LHA maintains a personnel file for each employee. Your file contains your employment application, paperwork that you completed when you were hired, and other pertinent documents created during your employment at LHA. In general, your personnel file will not contain any material that has not been reviewed by you prior to being placed in it. We rely on the information in your employee file to ensure the accuracy of numerous things related to your employment at the Academy. Promptly inform the Academy Director of any changes in your: Name, address, phone number, marital status, any changes to your employee emergency contact. Also, the number of “allowances” you wish to claim for income Federal or State tax withholding. Any change that could affect coverage under a Living Hope provided benefit program. Employee background checks will be processed prior to employment and every 6 months thereafter. Employees who wish to review their personnel file must contact the Academy Director to arrange a convenient time to do so.

PERSONAL LEAVE OF ABSENCE Employees who have been employed by the Academy for at least 3 months may request a personal leave of absence. Employees must submit personal leaves of absence in writing, to the Director, at least 14 days in advance of the desired start day and are subject to approval. The Academy will consider requests for personal leaves fairly and objectively, taking into account both the employee as well as the Academy. Living Hope will attempt to place an employee returning from an approved personal leave in their former position. If the position must be filled prior to the employee’s return, the Academy will attempt to place the employee in a comparable positon, or will consider them when an appropriated opening occurs. The maximum length of a personal leave of absence is 10 weeks. Failure to return to work after the completion of an approved personal leave of absence will be considered a resignation, retroactive to the start of the leave.

DRESS CODE In order to maintain the confidence of everyone we come in contact with, it is vital to our continued success that Academy employees are required to maintain attire, grooming, and personal hygiene that is appropriate for the work they perform. Inappropriate attire will be addressed by the Director. Safety related issues must also be considered. The Academy Director is responsible for ensuring that employees understand and adhere to the attire, grooming, and personal hygiene requirements of their position. Employees who arrive at work wearing inappropriate attire will be required to leave and return after they have changed into appropriate attire. Non-exempt (hourly) employees will not be compensated for the time they are away from work while changing into appropriate attire. One Academy Polo shirt will be provided at the time of hire, additional shirts may be purchased by the employee. Black Pants must be worn with the polo.

ABSENCES Employees are expected to be at work and on time each day they are scheduled to work. The absence of any employee, including reporting late or leaving early means additional work for other employees. Employees must contact the Director as soon as they determine they will not be at work as scheduled. In the case of an absence due to illness, employees are expected to call the Director at (262) 989-9695 the night before or prior to the scheduled start of the workday. Employees who incur extended absences due to illness or injury may be required to provide a health care provider’s confirmation for their absence and for their ability to return to work. Excessive absences (even if the employee calls to report the he/she will be absent or tardy or has a doctor acknowledgement of the absences) may result in termination.

TARDINESS A tardy is defined as being late for your scheduled start time, and is considered “excused” only when the employee calls at least one-half hour in advance, and the tardy is for a compelling reason. If a call cannot be made in advance, employees are expected to call as soon as possible. The Academy will determine what constitutes a compelling reason for a tardy. A tardy for a non-compelling reason, and failing to call the Director according to Academy policy, will be considered “unexcused”. A pattern of tardiness, whether excused or unexcused, may lead to disciplinary action, including termination. An employee who fails to call in or report to work for two consecutive scheduled work days, will be considered to have abandoned his/her position and considered terminated. Compensation & Benefits It is the Academy’s intention to fairly compensate employees based on the job they perform and their personal level of performance within that job. Salary and benefits schedules are made available to employees upon hire. Additional copies are available upon request in the Academy office.

SALARY SCALE Salary Scales are given to employees at hire, after each evaluation, and additional copies are available in the Academy office.

PAY INCREASES The wage and salary structure for Academy employees is reviewed and proposed by the Academy Director. Individual wage and salary reviews may occur at least yearly for all employees. Salary increases may or may not result from salary reviews. Employee salary reviews may be held in conjunction with performance reviews.

BUSINESS EXPENSES Employees are reimbursed for approved business-related expenses, upon submission of receipts and expense reports to the Business Office. Employees are expected to submit expense reports in a timely manner to ensure proper accounting and prompt reimbursement. Sales tax will not be reimbursed. Please see the Director or the Business Office to receive a proper tax exemption form. Expenses submitted after 90 days may be rejected.

TIME RECORDS: SIGNING IN AND OUT In order to ensure that paychecks are accurate and that the Academy is compliant with state and federal payroll recordkeeping requirements, all employees are required to record their time worked each day. Employees are informed by the Director on how to properly record and report their time worked. Employees are expected to record through the Time Clock Wizard, Academy’s chosen software to track attendance, employee information, and benefits: • TIME IN when reporting to work at the beginning of the day • TIME OUT when leaving for break • TIME IN when returning from break • TIME OUT when leaving work at the end of the day. Employees must record time out and time in when taking a break, lunch, or leaving their workstations or leaving the LH campus for personal reasons. Employees must not sign in until they are ready to begin work. Employees may not sign in or begin work early or sign out or work late unless the Director has approved them doing so. If you made an error, forgot to punch in/out, or need assistance with the software: please contact the Director directly. New employees will be given password information upon completion of new hire paperwork from the Director.

BREAKS Non-Exempt employees will receive a 15 minute paid break for 4 hours worked. Example: If an 8 hour day is worked, employees will receive a 30 minute paid bread to be taken separately or together. The Academy serves a Family Style lunch, which encourages teaching staff to eat the same meal at the same time as their students. Sharing a meal together allows for increased discussion, trying new foods and supporting independence.

PAID TIME OFF (PTO) Regular Full-Time Employee Paid Time Off Policy: Less than a year: 8 hours awarded monthly effective on their start date, 1-2 years employment: 96 hours per calendar year awarded in January, 3-5 years of employment 120 hours per calendar year awarded in January, 6-10 years of employment 160 hours per calendar year awarded in January, 11 + years of employment 200 hours per calendar year awarded in January, Regular Part-Time, Part Time, Temporary and Contract employees are not eligible for paid time off.

HOLIDAYS Living Hope Academy observes the following holidays for which all Regular Full-Time employees receive regular pay. • New Year’s Day • Memorial Day • Fourth of July • Labor Day

• Thanksgiving • Christmas Day. The following applies to Holiday pay: 1. Holidays falling on Saturday will be observed on the Friday and Holidays falling on Sunday will be observed on the following Monday. 2. A Holiday that falls on a scheduled vacation day or on an employee’s time off for sickness will be recorded as holiday time. 3. A Non-Exempt employee’s unexcused absence the day before or the day after a holiday will result in loss of holiday pay. (PTO hours or a doctor’s written excuse may constitute an excused absence). 4. To be eligible for Holiday pay, eligible Non-Exempt employees must work their scheduled day before and after the holiday unless they have an excused absence or use PTO hours.

BEREAVEMENT LEAVE Regular Full-Time employees are eligible for up to 5 paid days to make arrangements for or attend the funeral of immediate family members: • Spouse • Child •Parent • Sibling. Up to 2 paid days will be provided to make arrangements for or attend the funeral of a: • Grandparent • Grandchild. Additional time off may be requested as PTO hours, or taken as unpaid.

JURY DUTY Employees who are summoned for jury duty are expected to immediately notify the Director and submit a copy of the summons or other documentation indicating the dates(s) and time(s) of service. Time off to fulfill the obligation will be granted, without loss of pay, provided the proper documentation is submitted.

WORKERS’ COMPENSATION INSURANCE If you are injured in the course of employment, you must immediately notify the Academy Director and complete an Accident Report in detail and have it co-signed by the Director or a witness. If approved, medical bills are paid by Academy’s Workers’ Compensation Insurance carrier. If you are unable to work due to a work-related injury or illness, you may be eligible for weekly benefits, as set by state law. Premiums for Workers’ Compensation insurance are paid by Living Hope Academy. Employees’ Workers’ Compensation insurance benefits may be negatively affected if they test positive on a post-accident/post-injury drug and/or alcohol test.

**Confidentiality** In the course of your work, you may have access to confidential information regarding Living Hope Academy. It is one of your most serious responsibilities that you in no way reveal any confidential information and that you use it only in the performance of your duty as an Academy employee. To protect confidential information: • Discuss work-related matters only with other employees who have a need-to-know or access to such information; do not discuss with persons outside LH. • Do not discuss confidential work-related matters in public places. • Ensure that if you have visitors to our facility they do not have access to confidential information. • Keep confidential information appropriately secured when not in use. Former employees must not disclose any confidential information to anyone. Living Hope will enforce all rights to prevent the disclosure of confidential information, including litigation where necessary. Employees who violate this policy are subject to disciplinary action, up to and including termination. If you are unsure what is considered confidential information, ask the Academy Director. Counseling/Disciplinary Process Corrective action may be initiated when it is believed that an employee’s performance deficiencies or behavior can be resolved through counseling and/or disciplinary action. The process is intended to be “corrective” rather than “punitive.” Counseling/disciplinary action is at the discretion of the Academy and does not alter the Academy’s right to terminate “at-will.” Even if counseling or discipline is initiated, it may be discontinued at the Academy’s discretion. Living Hope Academy reserves the right to terminate employees without taking any counseling/disciplinary action. The following forms of counseling/disciplinary action may be used but not limited to, at LH’s discretion: • Verbal Counseling • Written Counseling • Suspension • Termination. LH reserves the right to begin discipline at any level, including termination, regardless of prior disciplinary action, if it believes circumstances warrant such action.

GRIEVANCE PROCEDURE The Academy recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. The Academy encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps are suggested guidelines for the employee to ensure that the situations, difficulty, or complaint is most effectively and efficiently handled. 1. Where possible, the employee is to first orally bring the matter to the supervisor’s attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.) The matter should be put I writing at this time. 2. If the grievance is not resolved between the employee and the immediate supervisor or if an employee wishes to bypass a discussion with the immediate supervisor, the employee should then discuss the matter with their supervisor’s supervisor. 3. If the grievance is still not resolved, the employee should then discuss the matter with the Board of Directors.

DRUG AND ALCOHOL POLCIY The academy is committed to providing a workplace that if free of illegal drugs/substances and alcohol. Employees are prohibited from reporting to work or working while under the influence of alcohol or drugs, including legally-prescribed controlled substances, e.g., prescription medicine, unless the use is with a doctor’s order for the employee, in the amount prescribed, and the doctor has advised the employee that the substance does not adversely affect his/her ability to safely perform his/her job duties. It is also a violation of LH’s Policy to possess, use/consume, manufacture, distribute, sell, dispense, or trade (whether for profit or not for profit) drugs, other controlled substances, alcohol, or a product designed to disrupt the testing for such substances during working hours or while on Living Hope Academy premises, or when operating a vehicle on work-related business. Additionally, using illegal drugs/substances at any time including when off-duty, is a violation of this Policy. All employees are subject to drug and/or alcohol testing, if suspected of being impaired or under the influence of drugs or alcohol while on duty or on Living Hope Academy premises. An employee who is suspected of being under the influence of alcohol or a drug will be immediately removed from all work-related responsibilities and subject to testing. Employees’ who are removed from their position because of suspicion of being under the influence of alcohol or a drug, may be asked to undergo a medical test. Transportation will be arranged before employee leaves premise. No medical test will be administered without the consent of the employee. However, if an employee withholds consent or refuses to sign the required paperwork, Living Hope may discipline the employee up to and including termination. If a medical test shows the presence of alcohol or an illegal drug/substance or the presence of an adulterant (a product intended to disrupt the effectiveness of the drug testing process) the employee will be subjected to discipline up to and including immediate discharge.

SMOKING/USE OF TOBACCO PRODUCTS Smoking and use of tobacco products is prohibited on the premises of Living Hope Academy during hours of operation; Monday-Friday 6:00am – 6:00 pm.