



## **Kid Zone at Goodland Montessori**

### **POLICIES AND PROCEDURES/ PARENT HANDBOOK**

Created April 2018  
Updated May 2021

A Program of THE Academy  
[www.theacademy-wi.org](http://www.theacademy-wi.org)  
262-635-2600

## **PHILOSOPHY**

Montessori - Our wrap around child care program provides a safe and happy place beyond the school day for children enrolled in Racine Unified School District's 3 and 4-year-old Montessori Program, PCOC program and K5 – 2<sup>nd</sup> grade students. The program provides an environment that challenges and encourages the children to participate in various activities while supervised by a caring and qualified staff.

## **INTRODUCTION**

The Kid Zone program is a state licensed wrap around program administered by SAFE Haven of Racine Inc. SAFE Haven of Racine Inc. is governed by a Board of Directors. The Board of Directors supervise the paid Center Administrator. The Kid Zone Director reports to the Center Administrator, and all teachers and assistant teachers report to The Center Director.

Kid Zone will provide care during school hours and alternate with the actual school 4K classes either in the morning or the afternoon. Kids Zone will provide before and after school care throughout the school year as defined by the Racine Unified School District calendar. The Montessori program will be held at 4800 Graceland Blvd Racine, WI 53406 in room 123 with its own entrance through door 18. Licensed capacity will be determined by space provided by the Racine Unified School District. The current license for the site will be posted on the Kid Zone Board at the site and will state capacity for that individual site along with any citations, ages, hours, months and days of operation. A copy of the Group Daycare Rule Book is available upon request. A five-minute emergency contact list will be posted on the Kid Zone Board. Parental notices, observations, and other parent/guardian information will be posted on the Kid Zone Board. The policy and procedures/ parent handbook is an important part of the enrollment agreement between the Kid Zone program and the parents or guardians of the children who are enrolled. A parent handbook will be issued to each family upon enrollment and will also be located at the site, available upon request. All families and staff should be familiar with the parent handbook and will be expected to adhere to the policies stated in it.

Any information that is pertinent to all families will be posted on the Kid Zone Board, included in newsletters, or sent home in memo form. Any information pertaining to an individual child or family, including children's records and medical logs will be kept confidential and will, therefore, be discussed with the parent/guardian privately or will be addressed in writing, either mailed or handed to parent/guardian directly by a Kid Zone staff. Any other pertinent information will be kept at the site and at SAFE Haven of Racine Inc. These records are considered confidential. Only the child's parent/guardian, Kid Zone Staff, or licensing specialist may view them.

Parents/ guardians may visit the center at any time. Parents should feel free to ask questions about any activities but should make every attempt to do this at a time that does not distract the teachers from his/her duties while children are present. Parents may also feel free to call the Center Director or the Center Administrator at any time.

Conferences may be arranged at the request of either the parent or the program staff.

## **ADMISSION AND ATTENDANCE**

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of gender, race, color, creed, national origin or ethnic background. We enforce the Americans with disabilities act at the center.

**Eligibility:** A child may be registered for enrollment in the program at any time. Children must be enrolled in either Goodland Montessori or Bull Early Education Center and between 3 and 8 years old.

**Openings:** Openings are determined on the basis of the number of children permitted by the program's license. When openings occur, they are decided on a first come first serve basis.

### **Registration & Enrollment:**

1. If the parents wish to enroll their child, they will be provided with a set of Enrollment forms. Prior to the child's first day of attendance the parent will complete all forms and submit them to SAFE Haven of Racine Inc. either by email or visit to 9605 Spring Street. A completed set of forms is required for each child in the program. Required forms are:
  - a. CFS – 62 Child Care Enrollment Form
  - b. CFS – 2345 Health History and Emergency Plan Form
  - c. DPH 4192 Day Care Immunization Record
  - d. Kid Zone Payment Agreement
  - e. CFS – 104 Alternative Arrival/ Alternative Release Agreement Child Care Centers.
  - f. Signed Health Report from the child's DoctorThe Program expects the forms to be kept current. The parent must provide changes or new information to Kid Zone, such as emergency contacts, names of employers, phone numbers, and expected arrival/departure times.
2. Parents/guardians will indicate the days and times they expect their children to attend the program. They will be responsible for updating this information as it occurs and will also be expected to inform the teacher by phone of unexpected changes due to illness, etc. The parents will be charged the time they have indicated on their enrollment form. Changes can be made in writing as needed.

### Montessori Hours of Operation Schedule:

Monday - Friday

10:20-2:00 K3/ K4 care

2:00-5:30 all ages afternoon care

Children must be brought to program and picked up from program by school staff or parent/ guardian. Alternate Arrival and Release Forms must state the arrival and departure specific information.

Kid Zone Staff will assume the responsibility in assuring each child is signed in and out each day.

The teacher will know where the child is at all times while in their care.

Parent/guardian (or designated adult) is expected to check their child out at the program site. No child will be allowed to leave the program site unless in the company of a parent/guardian (or designated adult).

Children will be allowed to leave with persons other than the parent only if written permission has been given to the teacher/director on the Enrollment Form or in writing by the parent/guardian. If a one-time exception is made to this schedule, the parent/guardian should provide the teacher/director with the information prior to the date.

If a child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the program. Parent/guardian must provide the teacher/director with the information in writing on an Alternate Arrival/ Release Form.

The sign in sheet will determine attendance, and billing will be done accordingly.

### **CHILD NOT IN ATTENDANCE POLICY**

If your child will not be attending Kid Zone please notify the Program Director and leave a message if Program Director is unavailable.

If your child does not show up and no phone call was received the following procedures will be taken.

1. Staff will call the office to see if child attended school that day or if they know the whereabouts of child.
2. If child was in school child will be paged and parents will be called to find out if child is accounted for.

3. If child was not in school, parents will be called to find out if child is accounted for.

## **MISSING CHILD POLICY**

1. Procedures for child not in attendance policy will be followed first.
2. Staff will search inside and out and police will be called if the parent guardian does not know the whereabouts of the child or does not answer the phone.
3. Center Director and Center Administrator will be contacted.

## **MEALS AND SNACKS**

The Kid Zone program does not employ food service personnel.

Students will be served breakfast and lunch through Racine Unified School District's contracted lunch provider.

The children will clean up their places including throwing away leftovers. If a child spills, they will be responsible for cleaning up any spills he/she has made. The teacher will disinfect the tables before and after eating using soap and water, bleach and water, followed by water.

A menu listing snack and breakfast foods, including serving times, will be posted for parents to review on the Kid Zone Board.

All children will be encouraged to sit together politely and socialize during meal or snack time. Staff will serve food to the children and will sit with them while they eat. The child has the option to refuse any food offered.

Parents may want to provide a treat in honor of a child's birthday, etc. In this case, they should contact the teacher to determine the number of children to be served and for the teacher to plan the snack/meal in advance.

Food will not be withheld as a form of punishment or given as a reward.

Food allergies should be noted on the child's health form and written in the staff communication log for assistant teachers, teachers, center director, center administrator, and any substitute teachers to view. All staff is required to view the communication log and initial the pages daily.

### ***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. 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](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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. 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; or*

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

*This institution is an equal opportunity provider.*

## **DISCIPLINE AND DISCHARGE**

Policy noncompliance or behavior related issues are reasons the Kid Zone Program would discharge enrolled children.

Parents may initiate discharge for their personal reasons in writing as soon as they know the date they would like to discharge child.

Children are entitled to a pleasant and harmonious environment during the Kid Zone program.

We cannot effectively maintain the desired environment for all children while serving children whose behavior is chronically disruptive. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such

behavior that requires constant attention from the staff, inflicts physical or emotional harm to other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner.

1. The problem at hand will be explained to the child and suggestions for ways in which to solve it will be discussed between the child and the teacher.
2. The child will be given a 3-minute time out so that he/she will have time to cool off and consider his/her actions. All time outs will occur within sight and sound of the teacher.
3. If the situation continues after several attempts by staff, the parent/guardian will be informed and asked for their input and help.
4. Should the problem still persist, and the child has received 3 or more problems in a 30-day period, the director and/or administrator will be asked to speak directly to the child. This will be done in the hope that another person may be able to approach the child in a fresh manner and be able to impact a solution.
5. Should the problem continue at this point a letter will be sent to the parent and/or the director/administrator will make a personal phone call to the parent/guardian. The parent/guardian will be informed that if the situation does not improve immediately a conference involving all parties will be held. All parties, including the child, will have a chance to state their concerns and their suggestions for solutions. Every attempt will be made to work together to finally solve the problem, but it should be noted by everyone that this is an absolute last resort. At this point a solution must be agreed upon and adhered to. No further discussion will take place other than to track progress.
6. If there is another related incident following the group conference the teacher will inform the director. The director will discharge the child immediately and may call the parent to come and get the child.
7. If the severity of the original problem is great enough that it could endanger the safety of the child, other children, or staff the director/administrator reserves the right to discharge the child immediately and will inform the parent of the reason for this decision.
8. All Accumulated fees are due at the time of discharge. Any fees paid in advance will be refunded at the time of discharge.

Time outs will not last longer than 3 minutes.

According to licensing regulations, the child guidance procedure will never include punishment that is humiliating or frightening to a child such as hitting, spanking,

shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training. These and other forms of physical punishment are prohibited and will never be used, even at the request of a parent.

SAFE Haven of Racine Inc. does not discriminate in employment practices or clients served. If a discrimination issue does occur. Please contact Center Administrator to schedule a sit-down meeting to try to work through the issue at hand, if no resolution can be made, the Board President will be scheduled to sit down and resolve issue.

Parents have a right to appeal any decision made to involuntarily discharge their child, they must submit in writing a letter stating the reasons their child should remain in the program. Letters shall be submitted to the board of directors within 5 days of decision.

SAFE Haven of Racine Inc. Board of Directors

9605 Spring Street

Racine, WI 53406

There will be no outside agency involvement in discharge decisions.

## **EDUCATIONAL POLICY**

Our Educational Policy is as follows: The educational program is based on sound principles of child development. Our goals are to give children a sense of self worth by helping them develop at their own individual pace while learning basic skills. Children will feel confident and secure enough to explore and grow in a stimulating educational and social environment.

The program will offer a variety of activities which include recreation and games, arts and crafts, reading, music, time to work on homework, large and small motor skill activities (both indoors and out), and free time for children to pursue their own interests in a safe friendly environment.

Center Director is responsible for planning curriculum 2 weeks in advance. Teachers are responsible to implement curriculum.

All children will experience; Large and small motor skills, creative, social, intellectual, and cognitive activity opportunities.

Transition from one scheduled activity to the next will be implemented without line standing or large groups, except when washing hands.

Kid Zone staff are required to follow a daily schedule and stick to it whenever possible. There is a visual schedule chart in the classroom for the children to refer to so they can see what is coming up next. During each section of the daily schedule the staff are required to give the children a 5-minute warning when the activity will end and announce what activity will come next. At this time the staff start a timer for 5 minutes so that the children know when the timer goes off it is time to get ready for the next activity. There are index cards available to staff of transition songs and chants to sing or say with the children to make transitions smoother and to keep the children's attention during the transition periods. Kid Zone will do whatever is necessary to meet the needs of each child. Kid Zone is open to adjusting their transition activities to meet the needs of an individual child when necessary.

Kid Zone offers non-denominational programming providing as much exposure to other backgrounds and cultural heritage as possible. This will be done through crafts, games, children, or other cultural awareness activities.

Every attempt will be made to integrate special needs children within the confines of the space provided by the Racine Unified School District.

Holidays will be observed with consideration of different cultures present. Parents will be informed when holidays are observed. Parents can make the determination as to whether or not they want their child to participate.

Outdoor activities and playground time will be incorporated into the group's activities daily, weather permitting.

Programming will be done to reflect the child's ability to help plan and implement their program. This will include inside and outside play, quiet times, homework times, group game times, developing assets, craft times, introduction to other cultures, etc.

Center schedules will be posted on the Kid Zone Board.

Children may rest on cots that are provided for them during scheduled rest/ nap times, and upon request.

Breakfast is served to each child at 8:00am. Lunch is served to each child at 11:00am.

No pets will be allowed in the program. Children will not have any access to pets.

There will be no religious training.

Swimming is not part of the program.

Children might go on walking fieldtrips during the course of the school year, parents will be given 10 days notice before, and have to sign a permission slip.

Kids Zone will use the Creative Curriculum for Preschool. Please read below for more information about the curriculum

(credit to: [https://shop.teachingstrategies.com/page/73756-creative-curriculum-system-preschool.cfm#product\\_overview](https://shop.teachingstrategies.com/page/73756-creative-curriculum-system-preschool.cfm#product_overview))

The Creative Curriculum for Preschool is an award-winning curriculum for preschool success. Comprising the Foundation, five research-based volumes that provide the

knowledge base of the curriculum, and the Daily Resources, which offer step-by-step guidance in the form of Teaching Guides and additional daily teaching tools, The Creative Curriculum for Preschool is fully aligned with the Head Start Child Development and Early Learning Framework and state early learning standards.

Using exploration and discovery as a way of learning, The Creative Curriculum for Preschool enables children to develop confidence, creativity, and lifelong critical thinking skills.

#### The Creative Curriculum for Preschool

- 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.
- Presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what,” “why” and “how” of early childhood education.
- Offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner.
- 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.
- Offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment.
- Offers complete support for working with English- and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices.
- Contains guidance for working with all learners, including advanced learners and children with disabilities.

## **HEALTH AND SAFETY POLICY**

Kid Zone’s procedure for sharing information on a child’s special health needs with everyone responsible to care for the child, is to write in staff communication book on 1<sup>st</sup> page located in the teacher box.

Each child upon arrival shall be observed by the teacher for symptoms of illness and injury. If child appears to be ill or injured the teacher will record observations in the medical log book, and immediately inform the center director.

Each site will have an isolation area for ill children to rest until parent/guardian can pick them up. The isolation area will have a cot, sheet, and blanket. The isolation area will

be within sight and sound of teacher and have a divider for privacy. The isolation area will also include activities for the child.

An ill child is defined as a child who shows symptoms of a sore throat, inflammation of the eyes, fever, lice, ringworm of the scalp, fever over 100F, rash, vomiting, diarrhea, or other illness or condition having the potent to affect the health of other people.

If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) the teacher/director should know what to do if a problem should occur during program hours. Necessary medication should be available and the appropriate form for its use should have been completed. Any information regarding a medical condition will be considered confidential.

In case of accident or illness, parent/guardian of the child will be called immediately.

In serious cases, the child will be taken to All Saints Emergency Room by emergency vehicle for treatment and the parent/guardian will be called as soon as possible. If an accident/illness occurs off-site, Parent/guardian will be notified immediately. If the parent/guardian can not be reached or can not pick the child up from the off-site location staff will try to bring the child back to the on-site location.

Bodily secretions such as runny noses, eye drainage, and coughed-up matter will be wiped up with a disposable tissue used once and place in the covered garbage. Teacher shall wash hands immediately after disposal.

Kid Zone staff will adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children. All people exposed to blood or blood-containing body fluids and tissue discharges will wash their hands immediately with soap and warm running water. Single use disposable gloves will be worn if there is contact with blood-containing fluids or tissue discharges. Hands will be washed with soap and water after removal of gloves. Gloves will be discarded into plastic bags. Staff will disinfect floors, walls, bathrooms, tabletops, and toys upon contact.

A child's hands will be washed with soap and warm running water before breakfast and snacks, and after using the bathroom. Teachers will wash hands with soap and warm running water before handling food, and after using the bathroom. Cups, bowls, plates, and utensils will all be disposable after each use. Wet or soiled clothing will be changed promptly from available supply of clean clothing.

The program will keep a first aid kit on site that will include only; bandages, gauze, medical tape, scissors to cut medical tape, disposable gloves, and an ice pack. Teachers will clean minor cuts with soap and water and place a band-aid over minor cuts. All minor or major injuries will be recorded in the medical log book.

Teachers will make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They will call the police to give the child and parent/guardian a ride home. Teachers will not under any circumstances give transportation to a parent who appears impaired by drugs or alcohol.

The program's license requires caregivers to report suspected cases of child abuse to Racine County Human Services. This includes the reporting of parent/guardian who appears to be impaired by drugs or alcohol.

Each teacher/director is required to take a child abuse awareness course every two years. This training can count towards their continuing education hours.

The license requires caregiver to record all medical emergencies, accidents, distribution of prescription drugs, distribution of non-prescription drugs, and evidence of abuse in a medical logbook kept at each site. The book will be bound and pages numbered. The director will review the logbook twice a year.

When minor injury occurs, the staff will apply an ice pack (or ice) or wash the area with soap and water as appropriate. When this type of minor first aid is issued the parent/guardian will be notified at the time of pick up. When a situation is deemed serious enough by the staff to warrant intervention by emergency services the city of Racine/town of Caledonia emergency number (911) will be dialed.

Should an illness or injury occur while the group is away from the site, the same procedure will be followed. Emergency and medical forms, sign in/out sheet, and site cell phone will be carried any time the group leaves the site and the same attempts will be made to reach parents or 911.

Medication will be stored in its original container away from the reach of children. The teacher according to written directions will administer it. The parent/guardian will sign the form for administration of medication.

If a child misses a medicine dosage, or there is an error in distribution. Teacher will immediately inform parent/guardian by phone. If unable to reach by phone, teacher will inform parent/guardian upon arrival to pick up child. Teacher will also record any missed medicine dosage or any errors in distribution in the medical log book and inform center director.

Persons who work directly with children, except volunteers, shall have a health examination 12 month prior to beginning work at a specific day care center or within 30 days after beginning work at the center. The results of the examination shall be stated on a form provided by the State of Wisconsin. The report shall be dated and signed by a licensed physician, physician assistant or Health Check Provider. The report shall indicate that the person is free from any communicable disease, which presents a safety

or health risk to children, including tuberculosis, and which is transmitted through normal contact, and the person is physically able to work with young children.

If a child is found to have a communicable disease, the child will be excluded until 24 hours after the child is symptom free. Kid Zone Staff will notify the health department, licensing and parents of the exposed children.

Bathroom supplies; toilet paper, soap, and paper towel, will be provided at each site.

A person may request from the department in writing an exemption based upon adherence to religious beliefs in exclusive use of prayer or spiritual means for healing in accordance with a bona fide religious sect or denomination.

No licensee, employee, volunteer, visitor, or parent with symptoms of a serious illness, a communicable disease which presents a safety or health risk to children, or whose behavior gives reasonable concern for the safety of children may be on the premises of the center.

No person with a history of typhoid, paratyphoid, dysentery, or other diarrhea disease may work in a center until it is determined by appropriate testing that the person is not a carrier of the disease.

All tables will be cleaned with soap and water, bleach and water, and water before and after eating. All dishes and utensils are disposable and shall be disposed of in the proper container immediately after use.

When toys are soiled they will be cleaned with soap, bleach and water.

Teachers will provide (on site) a written plan for working with any child who has special needs. This procedure can be used for all children who need special attention. This plan will be written in the staff communication log so substitutes will be able to refer to any special concerns of the teacher.

Emergency contact list for each staff person is maintained on site and a copy resides at SAFE Haven of Racine Inc. with the program administrator.

### **FIRE/TORNADO AND OTHER EMERGENCY POLICIES**

Emergency numbers and 5min. emergency contact will be posted on the Kid Zone board. There will be a motor vehicle available at each location in case of an emergency.

A fire evacuation plan is posted at each site. In case of a fire, the staff will take all of the children to a spot safely removed from the building and designated by site. They will take the sign in sheet, cell phone, and the emergency numbers with them. After making

sure all children are accounted for and safe, they will then notify parents and Kid Zone has copies of the children's files to aid in the location of parents or emergency contact people.

A tornado plan is posted at each site. In case of a tornado, the staff will take the children to a safe spot within the building as designated and posted at each site. They will take the sign in sheet, cell phone, flashlight, and the emergency numbers with them. After making sure all children are accounted for and safe, they will notify parents and SAFE Haven of Racine Inc. Kid Zone has copies of the children's files to aid in the location of parent's or emergency contacts.

If child or staff member with physical/mental disabilities exists there will be special evacuation procedures written and posted.

A flashlight with working batteries will be provided at the site for the teachers to use in case of emergency.

The site will have a working fire extinguisher, which is inspected once a year by a qualified person. All fire Extinguishers bear a label indicating its present condition and date of the last inspection. All staff members are instructed in and knowledgeable about the use of fire extinguishers.

Within 6 months of employment, staff members will obtain child and infant cardiopulmonary resuscitation certifications. Each staff person will keep his/her certificate up to date. This training and maintaining can count towards their continuing education hours.

Flash Flood Procedures are as follows; teacher will take children, sign in/out sheet, cell phone, and children's information binder to the highest point of the building. Parent/guardian will be called immediately.

When there is a custody issue dispute, a legal document (copy) shall be kept in the child's file. The custodial parent shall ensure that the center has the most current document, making updates as necessary.

Outdoor play will not be allowed in inclement weather. This includes but is not limited to: Temperature (including wind chill) falls below 0 degrees, Extreme Heat Advisories, Ozone Action Days, Heavy Rains, and Thunder/Lightning.

The inside temperature of the building will not be below 67 degrees F or above 80 degrees F. When the temperature exceeds 80 degrees F fans will be used to circulate the air. The Heat is maintained from one main system. If an emergency arises, with the heat the maintenance department will be notified. The same will follow for central air conditioning services. Every attempt will be made by staff to make sure all children are

comfortable if such heating/cooling emergencies occur. Phone numbers will be posted. We will have a second adult available within 5 minutes FOR EMERGENCIES ONLY.

Staff will report to the department after the situation is no longer an emergency.

Emergency supplies will be located in teacher box, they shall include: flashlights, radio, extra batteries and blanket along with a first aid kit.

## **EMERGENCY CLOSINGS**

The Kid Zone program will close due to weather or building related emergencies when determined by the Racine Unified School District. Parents should listen to WRJN radio for announcements of closings made by the Racine Unified School District. If a building emergency makes it impossible to use WRJN to inform parents, every attempt will be made to reach each parent by phone as quickly as possible. When Racine Unified School District cancels after school activities Kid Zone will be required to close early. We will notify parents and close as close to the end of the school day as possible while still giving parents enough notice to make arrangements to pick up their children.

## **VISITORS AND OBSERVATIONS**

Parents of enrolled children are welcome to observe the program at any time.

Other community members or prospective clients may also be allowed to observe at the discretion of the Kid Zone staff. We prefer that community visits be arranged in advance.

Because of insurance and licensing restrictions, it is not possible for children observing the program to participate.

## **FEES AND PAYMENT POLICY**

The program salaries, supplies, and administrative expenses are supported entirely by fees. Current fee information is listed in the enrollment information.

1. Payments are due on a weekly basis with payment due on Monday for the current week. The Tuition Express form in the enrollment packet will be used to set up automatic payments. This is the only form of payments we accept. Cash, personal checks and Money Orders are no longer accepted. The fee will be determined by the number of hours the child was signed up for and the number of hours the child was in attendance according to the sign in sheets and registration forms. If fees are more than two weeks past due, the child will be

dropped from the program. Reinstatement may occur on a space available basis when all fees have been paid.

2. Payments will not be accepted at Kid Zone sites. If you have fallen behind and need to make a payment other than using tuition express you will need to do so at the main office. The Academy 9605 Spring St., Mount Pleasant, WI 53406; Door A.
  3. If the entire child's required enrollment forms are not completed and returned to the program by the day the child is scheduled to start Kid Zone, the child will not be able to attend until these completed forms are submitted to the program. The Parent/Guardian will be responsible for payment of fees starting from that date in order to reserve the enrollment spot until which such time as the completed forms are returned.
  4. If there are two or more children using this program the 2<sup>nd</sup> child, and thereafter, a 10% discount will apply.
- Copies of your payment agreement or this policy are readily available to you at each location.
  - Parents may view and change their records at anytime by requesting so to staff.
  - If a child is going to be on vacation the parent needs to inform the center in writing of the dates the child will be absent. If proper notification is not given, Kid Zone will charge their normal weekly amount.
  - If a child is sick, please call 262-898-0971 to receive a credit for the day or days the child is sick. In addition, parents are expected to call their center's phone number to inform staff of the child's absence. Leaving a message is permissible.
  - If an overpayment is made refunds will be given upon parent's request. Credits on account may apply to future services. The refund will be mailed to parents in the form of a check.
  - If there is cost for any field trip 10 days notice will be given, and payment shall be expected on the 10<sup>th</sup> day.
  - Programs
    - Part Time – less than 20 hours
    - Full Time – more than 20 hours
  - Fees are calculated weekly, daily, or hourly – according to the billing cycle parent/ guardian signs up for.

## **TRANSPORTATION**

Transportation to and from this program is not provided. There will not be any transportation-related field trips.

## **MILDLY ILL CHILD CARE**

Kid Zone does not provide care for mildly ill children.

## **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 Kid Zone 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 from 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, 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.

## **Consistent Staffing Policy**

It is very important that children form strong relationships with trusting adults both at home and in their childcare setting. Therefore, we have 3 regular staff members at Kid Zone. We do use substitutes when staff need off but we can ensure that there will

always be 2 consistent staff members present. It is very important that the children in our care are familiar with the staff so we can provide as much consistency as possible while they are away from home.

### **Media Policy**

Kid Zone staff are allowed to show one video on the smart board per week that is age appropriate and goes along with the weekly theme. The video should not exceed 30 minutes. Children must have another activity available if they do not want to watch the video.

### **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 KID ZONE: 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 Kid Zone'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 KID ZONE 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: Kid Zone is committed to diversity, equity, and inclusion. All of '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 their work environment. 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 Kid Zone 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 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 Safe Haven of Racine Inc. 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 Safe Haven of Racine Inc. Contract: individuals who are employees of an employment agency, assigned to work at Safe Haven of Racine Inc. Contract workers are not eligible for benefits provided by SHOR. 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 Kid Zone. 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 FLSA 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: 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 . 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. The Academy 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 position, 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** Kid Zone 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 Kid Zone. 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 Kid Zone. 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 The Academy.
- 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. The Academy 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. Kid Zone 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 The Academy'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 in 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 POLICY** The academy is committed to providing a workplace that is 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 The Academy'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 Kid Zone 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 Kid Zone 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 Kid Zone during hours of operation; Monday-Friday 6:30am-5:30pm