



---

# Parent Handbook

*The Academy Policies & Procedures*

---



---

## The Academy Center Philosophy

The purpose of The Academy is to provide a safe early childhood developmental environment in a Christian atmosphere for families with young children. The Academy offers child-centered curriculum that allows students to develop their God-given potential. The 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

The Academy is a Wisconsin licensed childcare program. The 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. The 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.

The 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. The 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.

---

# Parent Handbook

---

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. The 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, The 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

The 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. The Academy cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

---

# Parent Handbook

---

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: The 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.

The 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 The 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 The 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. 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 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 Academy**

In some circumstances, The 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 The Academy needs to terminate care, parents or guardians may be given a two-week notice in

---

# Parent Handbook

---

writing with options for alternative care will be discussed. The Academy also reserves the right to terminate immediately if necessary.

## **Mutual Decision**

If the parent or guardian and the center mutually agree that The 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 SAFE Haven Board and The 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, The Academy Board, and The Academy Director to discuss the situation and work towards a solution. 3. The 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, The Academy's tuition collection system. The 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.



## The Academy **Daily** Tuition Rates & Policy

*Updated October 2018*

Age	Full Day (More Than 5 hours)	½ Day (5 hours or less)
Under 1 year old	\$50.00	\$35.00
1 year old	\$46.00	\$31.00
2 year old	\$42.00	\$26.00
3 year old	\$40.00	\$24.00
4 year old	\$38.00	\$22.00

*20% Sibling Discount on older child – 15% Great Lakes Church Membership Discount*

- Each month, Parents are given a calendar to complete the days and hours their child will be attending. Parents are billed according to what they sign up for. If you do not sign up for a date and you end up needing services – you must call or email The Academy to see if we have room.
- Parents will be given 5 days per year to credit for absences or scheduling changes, once their 5 days are reached, they will not receive credit for additional days missed. Parents are billed for what they sign up for.
- Payments are due on the 1<sup>st</sup> business day of each month via automatic payment withdrawal, unless approved dates of payment have been agreed upon. All families must sign up for the tuition express service.
- Payments not made by the last day of the month will result in a \$25.00 per week late fee (starting the last day of the month and each week thereafter until balance is paid) and suspension of children from attending until balance is paid in full.



---

# Parent Handbook

---

## Child Education

### **Educational Philosophy**

The 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 development through 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.

The 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. The Academy will use observations, assessments and evaluations to aid in their curriculum planning and implementation.

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

---

# Parent Handbook

---

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***

The 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. The 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 parents 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 The 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 The Academy.

### **Activity transitions**

---

# Parent Handbook

---

The 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. The 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 The 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.

The 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

---

# Parent Handbook

---

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 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.



---

# Parent Handbook

---

## 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**

The 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. The 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 The 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 The 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 parent's 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.

---

# Parent Handbook

---

## **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 The 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 The 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. The 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 Handbook

---

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 The 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. They 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 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 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.

### **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 The 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.

---

# Parent Handbook

---

- 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 Cocksackie 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**



---

# Parent Handbook

---

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 placed 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 The 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

---

# Parent Handbook

---

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

The 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% unflavored milk (for children over 2) or whole unflavored milk (for children under 2) to drink. Socialization is encouraged at meal times.

Water is offered 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 The 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 will 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:8008778339). 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](tel:8666329992). 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:2026907442); or

---

# Parent Handbook

---

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

This institution is an equal opportunity provider.

## Transportation

The 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 The 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 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, The Academy 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.