

CENTER POLICIES



**615 Jefferson Street
DeForest, WI 53532
(608) 846-9400
agrowingplacepreschool@gmail.com
www.agrowingplacepreschool.org**

TABLE OF CONTENTS

ADMISSION POLICY	2
ADMINISTRATIVE POLICY	4
DISCHARGE OF ENROLLED CHILDREN POLICY	7
FEE PAYMENT AND REFUND POLICY	7
CHILD EDUCATION POLICY	9
CHILD GUIDANCE POLICY	11
HEALTH CARE POLICY	12
NUTRITION POLICY	18
CONTINGENCY PLANS	19
PERSONNEL POLICY	25
ORIENTATION OF NEW STAFF AND VOLUNTEERS	29
CONTINUING EDUCATION POLICY	29

CENTER POLICIES

ADMISSION POLICY

<u>Location</u>	St. Olaf's School 615 Jefferson Street DeForest, WI 53532
<u>Mailing Address</u>	A Growing Place Preschool PO Box 415 DeForest, WI 53532
<u>Phone</u>	(608) 846-9400 Director of Teachers
<u>Terms of License</u>	The State of Wisconsin, Department of Health and Family Services, Division of Children and Family Services has issued a Day Care Center License to A Growing Place Preschool, Inc. Maximum Capacity: 40 Ages of Children served: 3 years through 5 years Hours of Operation: 8:15 am - 3 pm, Monday through Friday, September through June.
<u>Posting License & Violations</u>	The Day Care Center License will be posted on the Parent Bulletin Board. Violations will be posted next to the license.
<u>Classes</u>	(Green) 3 day am 3-4 yr. old class; 8:45 am-11 am M, W, F (Orange) 2 day am 3-4 yr. old class; 8:45 am-11 am T, TH (Red) 2 day 4K: 8:15 am-2:30 pm M, W (Blue) 2 day 4K: 8:15 am-2:30 pm T, TH (Yellow) 4 Day 4K am: 8:05 am-11:10 am M,T, W, TH (Purple) 4 Day 4K pm: 12:00 pm-3:05 pm M, T, W, TH
<u>School Calendar</u>	Classes shall begin the Monday following Labor Day and will end before Memorial Day. The first two weeks of school will include short sessions.
<u>Eligibility</u>	A child must be 3 years old and toilet trained by September 1 for the 3-4 year old class, and 4 years old and toilet trained by September 1 for the 4-5 year old class. Five year olds, who are not attending kindergarten, are also welcome.

Enrollment

Registration will be held during the month of March. Continuing students and alumni families will register first on a date set aside early in February. Families qualify as alumni for preschool registration if they have had a student enrolled in any previous A Growing Place Preschool (AGPP) preschool class. New student registration will follow on a date and time designated by the Board of Directors.

Upon completion of online registration and receipts of the \$250 registration fee, a confirmation email will be sent to families. In this email detailed information and what forms are needed will be explained. Those health forms need to be returned by Sept. 1st or the child’s spot will be forfeited and the next person on the waiting list will be contacted. The Registration Fee and the Volunteer Committee Commitment Fee will be due at the time of registration along with the completed registration form.

Enrollment for 4K will follow DeForest Area School District (DASD) policies and procedures.

Enrollment
Forms and
Health
Forms

When a child is registered for the preschool program, the following will be required:

Return of the:

- 1.) Child Health Report Form* completed by the child’s physician,
- 2.) the Parent Information Sheet,
- 3.) Emergency Medical Treatment Form.

Make the first tuition payment. September tuition is due by August 20.

Attend required parent orientation meetings in September and January to total 4 hours of parent training.

*The Child Health Report Form and Immunizations Record must be submitted no later than the first day of school. After September 1, new students will have 30 days to submit health forms to the school. In the event that a new student does not submit health forms within the 30 day deadline, the Board will request that the child remain out of school until such forms are completed and turned in.

All children must meet state immunization requirements or sign a State of Wisconsin waiver.

ADMINISTRATIVE POLICY

<u>Philosophy</u>	<p>This parent involvement preschool will be an educational organization devoted to preschool children.</p> <p>Its purpose is to provide a warm, inviting, and well-equipped setting where the children are free and safe to play and learn. The equipment and the program are both selected and planned to stimulate intellectual, emotional and physical growth.</p> <p>It is hoped that the children's experiences at the preschool will lead them to feel good about themselves, promote satisfying friendships and help prepare them for dealing with their expanding worlds.</p>
<u>Non-Discrim. Policy</u>	<p>This facility is operated in accordance with the U.S. Department of Agriculture Policy, which prohibits discrimination on the basis of race, color, sex, creed, age, handicap or sexual preference.</p>
<u>Fall Parent Meeting</u>	<p>The Fall Parent Meeting will be held on the first day of school. It is required by the State that all parents attend the meeting. This meeting meets the State's guidelines for parent training.</p>
<u>Conferences</u>	<p>There will be an Informal Conference Form sent home in the Fall to all parents. Parents and/or teachers may request an in-person conference at this time.</p> <p>Formal conferences will be held in the Spring for the 3-4 year old classes and the 4-5 year old classes.</p> <p>Parents and teachers are also able to request a conference whenever the need arises.</p>
<u>Center Policies</u>	<p>Center Policies, which must be adhered to by all families enrolled in the preschool, will be printed in the Parent Handbook and the Board and Staff Handbooks. The Parent Handbook is posted on AGPP website and available to all families. The Board and Staff Handbooks are located in the office.</p>
<u>Parent Information</u>	<p>All parent notices and information will be posted on the Parent Bulletin Board, located in the front hallway. In addition, they will also be posted by each classroom door as well as put in each child's bag to bring home.</p>
<u>Children's Records</u>	<p>All children's records will be filed by class color in the Children's Record File Box. Each classroom will keep the file box, with appropriate class records in the classroom closet. The Children's Record File Box will be kept confidential at all times.</p>

Attendance Records Attendance forms will be maintained for each class. Forms will be located on clip boards in each classroom. Forms will be kept in Director's file cabinet for one year, after the close of the current school year. Parent's are expected to notify the school whenever their child will be absent. If a child does not arrive at class, and parents did not report the absence, teachers will attempt to contact the parents or guardians via phone or email 30 minutes after their classroom starting time. Attempts to contact parents or guardians will be noted on that day's attendance sheet as well as any reported absences.

Medical Logs Medical Logs will be maintained for each classroom. The Medical Logs are located in the Children's Record File Box. All teachers will be instructed in the proper way to report accidents in the book. Parents will be notified, as soon as possible, in the event that their child has an accident at preschool. Notification is required whenever the use of an ice pack is necessary, skin is broken and bleeding occurs, or the child is visibly upset. In addition, any injury that the child comes to school with will be recorded as well.

Confidential Information Access to confidential information is limited to staff. Parent helpers should remember that personal information or observations of other children should be considered confidential. Children's behaviors should not be discussed with others. In addition, teachers will not discuss any child with the parent helper other than their own.

Social Services Policy Staff are required to report any suspected cases of child abuse/neglect to the Dane County Social Services Department.

Delegation Of Authority In case of an emergency, the delegation of authority is as follows:
1.) Director of Teachers aka Director 2.) Head Teachers (staff with most seniority on down) and 3.) Assistant Teachers (staff with most seniority on down).

If none of the above are available, the following Board Members should be contacted: President, Vice-President, Treasurer, Secretary, Volunteer Coordinator and Special Events Coordinator.

Snow Policy AGPP follows the DeForest Area School District for delays and school closings. In the event DASD closes school for a weather event, all AGPP programs will also be closed. Please watch local news networks or the DASD website for updates as they appear.

For the 3/4 year old preschool, if DASD delays or cancels school, there will NOT be preschool on that day. Lunch bunch (if offered) will not be open in the case of a cancellation of preschool.

For Holum Education Center 4K programs, if DASD has a delayed start, there will NOT be morning 4K. In case of a delayed start, there WILL be afternoon 4K. If DASD cancels school, both sections of 4K will be canceled that day.

For St. Olaf 4K programs, if DASD delays start time, full day 4K will be delayed to the time the rest of the district begins. If DASD cancels school, full day 4K will be canceled that day.

Classes may also be canceled at the discretion of the Director or Board President.

Emergency Closing Policy

In the case that preschool must close after it has already begun for the day, the following will be implemented: The decision to close will be decided upon by the Director and the Board President. Parents will be notified via email or phone notification. Teachers will remain at school until all children have been picked up.

Emergency Medical Plan

All parents must sign an Emergency Authorization Form at the beginning of the year or upon enrollment. Parents are asked to list hospital preference, medical requirements, allergies or beliefs staff should be aware of. If a minor medical emergency arises, the teacher in charge will first attempt to contact the child's parents, or contact the emergency contact person listed on their form. In the case of a serious medical emergency, 911 will be contacted first and the parents or emergency contacts will be notified after 911 is called.

Illness Policy

Parents are asked to refrain from sending their child to school when they are ill or show symptoms of coming down with a disease that may be communicable or cause the child undue discomfort, such as coughing, sneezing, etc. Helping parents with a communicable disease or symptoms should also not attend school.

If a child becomes ill at school, he or she will be isolated under the supervision of a staff member until the parent or authorized adult is contacted and picks up the child.

Parents are asked to notify the school when their child will be staying home. Call (608)846-9400, email, or send a message with the carpool driver.

All communicable diseases must be reported to county health officials.

Notify the Director or teacher if your child is ill with any communicable disease. All other parents will be notified within 24 hrs via email of the presence of such diseases in the school.

Medication Policy Medications will not be administered unless there is a special situation, such as an allergy attack, bee sting reaction, etc., and then only on written order from the child's physician and with the parent's written permission.

Court Order Denials When custody of a child attending the preschool is granted to one parent, the court order denial of the other parent must be obtained and those papers must be on file at the preschool.

DISCHARGE OF ENROLLED CHILDREN POLICY

Withdrawal From Preschool Withdrawal from the preschool shall be only on two weeks written notice and only for the following reasons:
(1) Serious and prolonged illness.
(2) Permanent removal of the family from the community.
(3) Agreement with the Board of Directors because of unsatisfactory adjustment of the child to the school or unsatisfactory participation by member family.
(4) Discretion of child's parent.

Dismissal From Preschool Dismissal from the preschool will be on request of the Board of Directors for:
(1) Failure to pay tuition.
(2) Failure to follow general membership responsibilities as outlined in the Parent Handbook.
(3) Inability by child to adjust as outlined in the Parent Handbook.

Termination From Preschool Termination shall not relieve the member family of the obligation to pay any tuition or other charges theretofore.

FEE PAYMENT AND REFUND POLICY

Fee Payment & Refund Policy The fee payment and refund policies are stated here in Center Policies and in the Parent Handbook.

Tuition AGPP is a NON-PROFIT organization with a tight budget. September's tuition is paid in August. This allows AGPP to know who is truly enrolled as well as have working capital to start the year. September tuition is non-refundable.

Tuition must be paid on time to assure a child's enrollment.

Below is a sample schedule:

<u>Date Tuition Due:</u>	<u>Payment Applies To:</u>
August 20	September
September 20	October
October 20	November
November 20	December
December 20	January
January 20	February
February 20	March
March 20	April
April 20	May

The tuition fee is based upon the total number of days in attendance for the school year. This total is divided into nine equal payments thus establishing the monthly tuition fee. There is no refund for snow days. It is AGPP policy that, because of limited class enrollment and anticipated expenses, no refunds will be granted. Refunds for school closures other than snow days will be evaluated by the Board of Directors on a case-by-case-basis. If a parent withdraws a child from school, the tuition for the remainder of that month will be forfeited. When a parent enrolls his/her child in the preschool, it should be with the intention of having the child participate for the full year.

Payment Procedure

Make checks payable to: A GROWING PLACE PRESCHOOL, INC.; please include child's name, teacher's name and class color code in the lower left corner of the check. If including payment for another activity with tuition check, please make a note of this on the check. Payments are to be mailed to PO Box 415, DeForest, WI 53532, or deposited in the tuition box at school, or delivered to the treasurer at his/her home. Insufficient check charges will be paid by the issuer of the check. Families are encouraged to use automatic checking withdrawal for monthly tuition payments

Late Tuition Payment

Tuition payments are due on the 20th of each month. If a payment is not in the treasurer's possession two days before the end of the month, AGPP can request it be brought to the treasurer's house. If tuition payment is not received by the first of the month for which it is being paid, the child will not be allowed to return to school. If a check is returned for non-sufficient funds more than once, AGPP reserves the right to insist that future payments be made by money order. AGPP reserves the right to ask a family to leave the program for being late, two or more times, in their tuition payments.

Absences

There will be no refund of tuition for any days that a child misses due to illness, vacation or snow days.

CHILD EDUCATION POLICY

Outdoor Play Space A fenced outdoor play area is provided for the children. Included in the fenced area are a sandbox, two slides, and multiple climbing equipment. The children will have outdoor large motor play in the Fall and Spring, weather permitting. The children will have indoor large motor play in the Winter. Special days for outdoor winter play will be based on weather conditions.

Curriculum Plan Yearly curriculum plans will be decided upon by the staff of the preschool. The yearly theme units will be decided in the month of May for the next school year. Weekly unit plans will be decided upon at monthly staff meetings, once school has begun.

Center Schedule 3-4 year old classes
8:45 Arrival/Group
9:15 Free Play
10:05 Large Motor Play
10:25 Bathroom
10:30 Fingerplays/Treasure Box
10:40 Free Play
10:55 Clean-up
11:00 Dismissal

4-5 year old classes
Red/Blue class
8:15 Arrival
8:20 Choice Chart
8:35 Morning Meeting
8:55 Project Table
9:00 Free Play and Literacy Groups
10:15 Second Step
10:25 Gym
10:35 Question of the Day
10:45 Lunch
11:15 Recess or Gym
11:40 Read Aloud
11:45 Rest Time
12:20 Group Time
12:45 Free Play/Math/ Journal
1:50 Mild Break and Snack
2:05 Read Aloud
2:15 Recess and Dismissal

4-5 year old classes

Yellow class

- 8:05 Arrival
- 8:15 Group Meeting
- 8:35 Center Choice Time
- 9:35 Clean Up
- 9:40 Small Group
- 10:00 Snack
- 10:20 Read Aloud
- 10:30 Music/Movement
- 10:40 Large Motor (indoor/outdoor)
- 11:10 Dismissal (from gym or playground)

4-5 year old classes

Purple class

- 12:00 Arrival
- 12:10 Group Meeting
- 12:30 Center Choice Time
- 1:30 Clean Up
- 1:35 Small Group
- 1:55 Snack
- 2:15 Read Aloud
- 2:25 Music/Movement
- 2:35 Large Motor (indoor/outdoor)
- 3:05 Dismissal (from gym or playground)

Develop-
Mentally
Appropriate
Curriculum

A Growing Place Preschool, Inc. is State Licensed. The curriculum is planned by the staff and is developmentally appropriate for all age levels.

The curriculum provides experiences in Cognitive Development, Intellectual Development, and Social/Emotional Development.

Curriculum activities include: Large/Small Group Times, Group/Individual Play, Art, Music, Science, Creative Dramatics, Books, Large/Small Block Play, Small Manipulatives, House Play, and Large/Small Motor Play.

Religious
Training

General seasonal celebrations will be included in classroom activities. Birthdays will be celebrated, unless a family requests otherwise.

Communi-
cation

Communication with parents includes, daily verbal communication, written notes, phone calls, information put in children's bags, monthly newsletter, and conferences during each semester.

The children's bags are to be used as a means of communication of information and programs beneficial to the child and school, subject to the Board's approval. For-profit solicitation is not allowed.

CHILD GUIDANCE POLICY

Child Management Techniques

A Growing Place's Philosophy sets the tone for child management. This parent involvement preschool will be an educational organization devoted to preschool children and their parents. Its purpose for the children is to provide a warm, inviting and well equipped setting where they are free and safe to play and learn. The equipment and the program are both selected and planned to stimulate intellectual, emotional, physical, and social growth. It is hoped that the children's experiences at the school will lead them to feel good about themselves, promote satisfying friendships and help prepare them for dealing with their expanding worlds.

To insure consistency in our purpose as defined in our philosophy and since many discipline problems can be avoided by being prepared, the teachers are involved in continual planning and organization of the room themselves. In the daily running of the classroom, the discipline philosophy is set by the good guidance of the teacher's understanding of the young child's developmental behavior and knowing the individual child. The children have freedom within limits. The limitations are consistent and few in number for this age level.

It is school policy that physical punishment is not permitted. This includes all punishment which is humiliating or frightening to a child: Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment;

Verbal abuse, threats or derogatory remarks about self or family;

Binding or tying or restricting movement or enclosure in a confined space such as a closet, locked room, box, or a similar cubicle;

Withholding or forcing meals, snacks, or naps;

Punishing for lapses in toilet training.

Redirection Technique

A teacher will use the redirection technique when it is necessary to direct a child's attention from one activity to another. This technique provides a positive guidance approach which reflects the discipline philosophy at AGPP. The discipline philosophy and redirection technique help a child develop self-control, self-esteem and respect for the rights of others.

When it is necessary to use the redirection technique more than once

with the same child, the teacher will contact the parents about the behavior. A plan that is agreeable to both the parents and the teachers will be implemented. Parents will be informed about their child's progress.

Time-Out
Technique

The time-out technique means removing a child from a situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior.

The time-out technique will be used only after the redirection technique has not solved the behavior problem. The time-out period will not exceed 3 minutes. The parents will be contacted when a time-out has been used.

Transitions

Time spent on transitions will be kept to a minimum. Teachers will use transition techniques to ease the transition time. Songs, fingerplays, music, etc. are some ways to help with the transition time.

Promoting
Positive
Behavior

Parents should review the school's philosophy, the Parent Handbook, and the Board and Staff Handbooks, all of which reflect AGPP's goals in promoting positive behavior.

HEALTH CARE POLICY

Notification
Of Parents

Every child shall have a physical examination not more than one year prior to and no later than 3 months after being admitted to the preschool.

Children must meet state immunization requirements or sign a State of Wisconsin waiver.

All parents must sign an emergency authorization at the beginning of the year or upon enrollment. AGPP needs to know if there is a hospital preference or any medical requirements, allergies or beliefs staff should be aware of. If a minor medical emergency arises, the teacher in charge will first attempt to contact the child's parents or contact the emergency contact person listed on their form. In the case of a serious medical emergency, 911 will be contacted first and the parents or emergency contacts will be notified after 911 is called. Teachers should be notified of any special instructions concerning medical problems.

Parents are asked to refrain from sending their child to school when they are ill or show symptoms of coming down with a disease that may be communicable or cause the child undue discomfort, such as coughing, sneezing, etc. Helping parents with a communicable disease or symp-

toms should not attend school.

Parents are asked to notify the school when their child will be staying home. Call (608) 846-9400 or send a message with the carpool driver.

Upon arrival at school please wait with your child or carpool children until they have been welcomed by the teacher. At this time the teacher will check briefly for common signs of communicable diseases or other evidence of ill health.

All communicable diseases must be reported to county health officials. Notify the teacher if your child is ill with any communicable disease. All other parents will be notified within 24 hrs via email of the presence of such diseases (chicken pox, strep throat, etc.) in the school.

Medical Log Entries Teachers are obligated to record in a medical log any accidents at school, no matter how minor, as well as any injuries a child comes to school with. Entries must be written in pen, using the total line, with no spaces. Teacher must enter how accident occurred and what the treatment was. Notification of parents is mandatory. Teacher must sign and date entry.

Staff Health Requirements All new personnel must have a physical exam and TB test upon employment at A Growing Place. The school will pay \$25.00 toward the cost of the physical.

All personnel must have on file with the Board: Health Form and Emergency Form.

Cleanliness Staff will maintain a clean and healthy body at all times. Each classroom will be cleaned and sanitized four times a year. Carpets will be cleaned during the Winter vacation.

Bathroom Supplies & Cleaning All bathroom supplies will be provided by the custodial staff of St. Olaf's Church. Each bathroom will be cleaned on a daily basis by a church staff member.

Ill Child Definition & Care Any child who shows symptoms of an illness such as sore throat, inflammation of the eyes, fever, lice, cough, skin rash, diarrhea, vomiting, or other illness or condition having the potential to affect the health of others, shall be considered ill. The ill child will be isolated from the other children and monitored by a staff member until a parent picks them up.

Medication
Procedures
& Storage

The following state guidelines will be adhered to when a child must receive medication while at school: No prescription medication or non-prescription medication including but not limited to aspirin, cough medicine or nose drops, may be given to a child, except under the following conditions:

- a.) a signed and dated written authorization of the parent is on file;
- b.) prescription medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date and physicians names;
- c.) non-prescription medication is labeled with the child's name, includes the dosage and directions for administering; and
- d.) a written report including type of medication given, dosage, time, date and the name of the person administering the medication shall be kept in the child's record and the center medical log.

Medications will be stored so they are not accessible to the children.

Confidential
Information

Confidential information is limited to staff only. When necessary, confidential information will be kept locked in a file separate from other files.

Universal
Precautions

Disposable latex gloves are kept in each classroom closet. Gloves should be worn whenever there is risk of direct contact with blood or other body fluids, for handling potentially infectious materials, when handling items contaminated with blood or body fluid, or when providing direct care to a child with an open wound, fecal incontinence, or diarrhea. Gloves should be removed by grasping the upper edge and pulling down, turning the glove inside out. Care should be taken to avoid contact with the soiled glove. Gloves and disposable items soiled with blood or other body fluids should be placed in a plastic bag and disposed of in the usual way.

Handwashing
Procedures
For Staff &
Children

Proper hand washing requires vigorous scrubbing with soap under a stream of running water for 20 seconds. In order to prevent the transmission of communicable diseases, all persons working with children at AGPP will wash their hands:

- Before and after providing direct care to children;
- After assisting children in toileting;
- After contact with children's blood, secretion, or excretion;
- After using the restroom;
- Before eating;
- After the removal of gloves used in the care of children.

Children will wash their hands before playing in the water table, before cooking, before eating snack, after toileting, and after touching an animal of any kind.

Sanitation All toys and equipment will be sanitized four times a year. The sanitization process will use the state guidelines for washing and disinfecting.

Toileting Whenever possible, children are encouraged to handle their own toileting procedures. Teachers will monitor the children and will make sure they follow through on handwashing when they are finished.

Minor Injury At Preschool Care of Child When a minor injury, such as a bump, bruise, or scrape, occurs at preschool, the following procedure will be followed: If the injury occurs inside the building, the Head Teacher will take the child to the bathroom and wash the scrape with soap and water. The teacher will apply a bandage over the scrape. If the injury results in a bump or bruise, the Head Teacher will have the injured child sit in a quiet place. He/she will apply an ice pack to the injury and monitor the child. The Assistant Teacher will be in charge of the class and will follow the usual schedule. The parents will be notified by phone or when they come to pick up their child. The injury will be entered into the log book.

If the injury occurs outside at the preschool, the following procedure will be followed: The Head Teachers will take the injured child into the school building. The Assistant Teacher will remain outside with the class and follow the usual schedule. The Head Teacher will alert the Helping Parent that an injury has occurred and request that the Helping Parent join the Assistant Teacher outside to help with the class. The Head Teacher will then follow the inside procedure as listed above.

Minor Injury At Preschool Care of Staff When a minor injury, such as a cut or scrape, occurs to a staff member, the following procedure will be followed: The staff member will wash the wound with soap and water and place a bandage over it. If the injury involves a bump or bruise, the staff member will place an ice pack over the wound. The other staff member along with the Helping Parent will take over the class until the injured staff member can return.

Serious Injury-Accident Policy At Preschool-Care Of Child When a serious injury or accident occurs at the school, the following procedure will be followed: If the injury occurs inside the building, the Head Teacher will immediately call 911. The Assistant Teacher will move the rest of the class away from the injured child. The Assistant Assistant Teacher will alert the Helping Parent of the situation and request that the Helping Parent remain with the class. At that time, the Assistant Teacher will immediately call the parents or the emergency contact person. The Head Teacher will remain with the child until 911 arrives.

If the injury occurs outside of the building, the Head Teacher will use the

portable cell phone to call 911. The Assistant Teacher will move the rest of the class away from the injured child. The Assistant Teacher will use the cell phone to call into the building to request the help of the Helping Parent. As soon as the Helping Parent arrives, the Assistant Teacher will notify the parents or the emergency contact person. The Head Teacher will complete the accident report form and enter the accident in the medical logbook.

The Director or Head Teacher will also notify the insurance company of the accident.

Serious
Injury-
Accident
Policy At
Preschool-
Care of
Staff

When a serious injury occurs to a staff member at the preschool, the following procedure will be followed: The uninjured teacher will alert the Helping Parent. 911 will be called. The children will be moved to another place, away from the injured teacher. As soon as possible, the uninjured teacher will call the Director and/or the Board President to alert them about the situation and to request a substitute.

Minor Injury
Away From
Preschool-
Care of
Child

When a minor injury occurs away from the preschool, the following procedure will be followed: If the minor injury involves a cut or scrape, the Head Teacher will take the child to the nearest bathroom, cleanse the wound with soap and water and cover with a bandage. The Assistant Teacher will remain with the rest of the class, instruct the class to sit in a designated area and remain there until the Head Teacher and child return. If the injury involves a bump or bruise, the Head Teacher will have the child sit down and apply a portable ice pack. The Assistant Teacher will remain with the rest of the class and instruct them to sit in a designated area. The Assistant Teacher will locate the child's emergency form and contact the parents to alert them to the situation. The Assistant Teacher will report back to the Head Teacher regarding the parents' decision for the further care of their child. The Head Teacher will continue to monitor the child until a parent arrives to pick him or her up. The minor injury will be documented in the medical log book as soon as possible.

Minor Injury
Away from
Preschool-
Care of Staff

The same procedure will be used as listed under Minor Injury At Preschool – Care of Staff.

Serious
Injury Away
From
Preschool-

When a serious injury occurs away from preschool, the following procedure will be followed: Using the portable cell phone, the Head Teacher will immediately call 911. The Assistant Teacher will gather the rest of the class and instruct them to sit in a designated area. The Assistant

<u>Care of Child</u>	Teacher will immediately call the parents or the emergency contact person. The Head Teacher will remain with the injured child until the paramedics arrive. As soon as possible, the Head Teacher will complete an Accident Report Form, enter the accident into the medical log book, and notify the insurance company.
<u>Serious Injury Away From Preschool-Care of Staff</u>	When a serious injury occurs to a staff member while away from the preschool, the following procedure will be followed: The uninjured teacher will alert the Helping Parent about the situation. 911 will be called using the portable cell phone. The children will be moved away from the injured teacher and will sit in a designated area. As soon as possible, the Director and the Board President will be called to alert them to the situation and to request a substitute if possible.
<u>First Aid Kit List</u>	The following items will be included in each first aid kit located in the closet of each classroom: a quick reference first aid manual, note cards and pen, thermometer, flashlight, blunt-tip scissors, tweezers, rubber ear bulb syringe, gauze pads, gauze bandages, assorted band-aids, bandage tape, muslin bandages, activated charcoal, packages of sugar, and a container for flushing eyes.
<u>Field Trip First Aid Kit</u>	The following items will be contained in the field trip first aid kit: first aid manual, note cards and pen, thermometer, blunt tip scissors, tweezers, gauze pads, gauze bandages, band-aids, bandage tape, muslin bandages, Syrup of Ipecac, packages of sugar, soap and cleansing pads and facial tissue.
<u>Lost Child Procedures At Preschool</u>	In the event that it is determined that a child is lost at preschool, the following procedure will be followed: The Assistant Teacher will remain with the class and contain them in a designated area. The Head Teacher will begin a search of the school. If the child is not promptly found, 911 will be called immediately. The parents will be notified. The Assistant Teacher will remain with the class, while the Head Teacher continues to search for the missing child. This procedure will continue until the child is found.
<u>Lost Child Procedure Away From Preschool</u>	In the event that a child becomes lost when away from the preschool, the following procedure will be followed: The Assistant Teacher will instruct children to sit in a designated area. The Head Teacher will immediately alert any available personnel and begin search for lost child. The Head Teacher will call 911 and notify parents. Assistant Teacher will remain with class and monitor them until the lost child is found.
<u>Hepatitis & HIV Policy</u>	The universal precaution procedure will be followed whenever dealing with an injury or accident that occurs to a child with hepatitis or HIV.

<u>Misses Medicine Dosage</u>	Staff will contact the parent for direction if a staff member has forgotten to give a medicine dose to their child. The missed medicine dose will be documented in the medical log.
<u>Child Biting Health Policy</u>	Staff will contact the parent and the medical physician listed in a child's file if the child has been bitten by another child and the bite breaks the skin. Staff will follow direction given by the physician.
<u>Poison Control</u>	When a staff member suspects that a child may have ingested a poisonous substance, the staff member will immediately call the Poison Control Center at (800) 222-1222. The staff member will follow the steps authorized by The Poison Control Center. The staff member will alert the parent or guardian as soon as possible.

NUTRITION POLICY

<u>Snack Policy</u>	Parents may choose to bring a snack to preschool for their child's birthday or to celebrate a holiday. Parents are encouraged to bring a healthy, nutritious snack.
<u>Special Treats Policy</u>	Parents may be asked to volunteer to provide special treats or snacks for holidays or special events.
<u>Detailed Washing Policy</u>	The state guidelines for washing dishes is posted in the kitchen by the sink. All parents and staff members are expected to follow the procedure, which cleans and sanitizes the dishes.
<u>Cleaning Aid Policy</u>	All materials used for cleaning will be stored in the locked, brown cabinet in each classroom. The bleach used in the kitchen for washing dishes will be stored under the kitchen sink. Additional supplies for cleaning will be kept in the locked storage closet.
<u>Allergies</u>	The Director will read and note all allergies of the children. An allergy sheet will be written for each class and placed in the front of the Children's Record File Box for each teacher to note. Parents will be asked not to use food items that children in the class are allergic to. Staff will provide a snack to a child with a food allergy, if such a food should be brought to school for a snack.

CONTINGENCY PLANS - FIRE/TORNADO AND OTHER EMERGENCY

<u>Child Locations</u>	Teachers are instructed to know the location of each child at all times. If a child leaves the room to wash hands, etc., the teacher will visually monitor that the child is doing such. The teacher will make sure that the child returns to the classroom within a reasonable amount of time.
<u>Telephones</u>	There is a telephone located in each classroom as well as in the school office.
<u>Emergency Numbers</u>	Specific emergency numbers for each child will be kept in the Classroom File Box that holds all of the children's records and forms. In addition, a set of emergency cards will be hung on a metal ring and posted close to the exit door. Specific emergency numbers for each staff member will be kept in the Personnel File Box and will be posted in the preschool office as well as in each classroom. The general emergency phone number of 911 will be used whenever such an emergency arises.
<u>Emergency Contact Person</u>	The Enrollment Form for each child contains an area to record an emergency contact person, to be used whenever the parent cannot be reached. The Enrollment Form is filed in the Classroom File Box that holds all of The children's records. The Enrollment Form information will also be included on the children's emergency cards that are posted by each classroom door.
<u>Inside Building Temperature</u>	The building temperature is maintained by the custodial staff at St. Olaf's Church. Each classroom provides individual controls that each teacher may use to regulate the temperature and to keep the room comfortable. The temperature in each classroom will be monitored and will not drop below 68 degrees. When the temperature in each classroom reaches 80 degrees or higher, the air conditioning will be turned on.
<u>Fire Extinguishers And Training</u>	There are three fire extinguishers located in the building, two in the hall and one in the gym. Yearly training will be provided to all staff members in the Fall of the year.
<u>Building Safety Standards</u>	The building safety standards are maintained by the church staff.
<u>Fire Evacuation Drills</u>	Fire Evacuation Drills will be practiced during the first week of each month. Smoke alarms will be tested weekly by the Director. Both will be recorded on the fire drill and smoke alarm schedule posted in the preschool office.

Staff responsibilities include teaching the children the correct way to leave the building. Head Teacher will lead all children out of the building. Assistant Teacher will be the last person out. All doors will be shut. Children's Record File Box will also be the Assistant Teacher's responsibility. Once all the children are safely out of the building, the teachers will count to be sure they have all children. They will wait to return to the building until it is safe to do so.

Tornado
Evacuation
Procedure

Tornado evacuation will be practiced in the Spring of the year. Teachers instruct the children in the correct method for Tornado Evacuation. It has been determined that the safest location for AGPP classes is in the bathrooms. Head teacher will lead children into the bathroom. The Assistant Teacher will be the last one to enter the bathroom. The children will sit on the floor with their legs crossed, clasp their hands behind their heads, and put their heads down in their laps. The Assistant Teacher is responsible for the Children's Record File Box. Teachers will help children into position and maintain calmness and reassurance. They will return to the classrooms when the dangerous event is over.

Building
Service
Loss

In the event that there is a building service loss such as heating, air, water, electricity, telephone or plumbing, and the loss occurs before school begins that day, school will be cancelled. If the loss occurs during school hours, school will close following the procedure for emergency closing.

Off Premises
Emergency
Treatment

The teachers will carry a cell phone whenever they are off the premises. In an emergency, the teacher will first call 911, and then call the parents and/or the emergency contact person.

First Aid
& CPR
Training

All staff members will be formerly trained in first aid skills every 3 years. All staff members will be formally trained in CPR every two years. Documentation will be placed in Personnel File and recorded on Continuing Education sheet.

Emergency
Supply
Storage

Flashlights, blankets, radio and batteries will be stored in each closet of each classroom.

First Aid
Kit Storage

First Aid Kits are contained in covered plastic boxes in each closet of each classroom.

Parent
Pick-up

A child will not be released to any person not authorized on the Enrollment Form in the child's file. In the event that a non-custodial parent arrives to pick up child, teachers will check form to see if authorization has been given and call custodial parent to inform them of situation.

If AGPP staff suspects that the adult picking up the child is under the influence of drugs or alcohol, AGPP reserves the right to refuse release of the child and to call 911 if appropriate.

When releasing a child to an unfamiliar, authorized person, staff will obtain a verbal description of the authorized person. When that person arrives teachers will ask for identification, such as driver's license. Teachers will explain to the child why this person is picking them up and make sure that the child is comfortable with the situation.

Extreme Outdoor Temperatures The children will not go outside to play on days that the temperature exceeds 90 F or if windchills are 0 F or below, or at the discretion of preschool staff.

CONTINGENCY PLANS - MISSING OR ABDUCTED CHILD POLICY

General Precautions Teachers are instructed to know the location of each child at all times while class is in session. If a child leaves the room to use the bathroom, the teacher will visually monitor the child until the child has returned to the room.

Missing Child At Preschool In the event that it is determined that a child is missing at the preschool:

- 1) The Head Teacher responsible for that child will search the entire premises inside and outside for the missing child.
- 2) The Assistant Teacher will remain with the other children keeping them calm and contained within the classroom.
- 3) If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, then the Director will be notified and Lockdown procedures will begin.
- 4) The Head Teacher will call 911 immediately with the following information regarding the missing child (to the best of their knowledge):
 - a) Name, age, height, weight, date of birth, and hair color;
 - b) Clothing worn that day or any other distinctive characteristics;
 - c) Time at which child went missing;
 - d) Environment analysis – suspicious persons/vehicles
- 5) Director will contact the parent/guardian of the missing child.
- 6) Director will notify President of the Board.
- 7) The staff will continue the search of the facility and surrounding area.
- 8) The Director will remain on premises and be the contact person with the local law authorities and parent/guardians of missing child.
- 9) The Director may ask law enforcement for an Amber Alert to be activated.

Missing Child In the event that a child becomes lost while on a class field trip, the following procedure shall be followed:

Away From
Preschool

- 1) The Assistant Teacher will instruct the children to sit in a group in a designated area and contain them.
- 2) The Head Teacher will begin to search the area for the child with any available personnel.
- 3) A Code Adam should be requested by the Head Teacher to the proprietor to contain the child within the establishment.
- 4) If the child is not promptly found, the Head Teacher should contact 911 and the Director at school.
- 5) The Director will then contact the parents/guardian regarding the missing child.
- 6) Director will notify President of the Board.
- 7) The Assistant Teacher may return to the school with the children.
- 8) The Head Teacher will remain on sight until authorities come to continue the search.

CONTINGENCY PLANS - PHYSICAL AND VERBAL THREAT POLICIES

Physical
Threats

The following information is a general response to physical threats that may present themselves at the preschool. This includes threats that come from outside the facility, as well as inside the facility. In every situation, the Director and preschool staff should evaluate the situation and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation, 911 should be contacted if it can be done in a safe manner.

All physical threats made inside or outside the preschool should be taken seriously.

Any physical threats directed towards preschool attendees or staff members will be reported to the Director and Board President and will be documented.

If the physical threat comes from within the preschool, the Director will notify the police of the incident and communicate with staff members who were involved in the incident.

- 1) Staff members involved in the altercation should be separated.
Appropriate administrative actions should be taken to ensure the safety and well being of the preschool attendees.
- 2) Preschool attendees should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.

If the physical threat comes from outside the preschool, the Director will be notified of the incident and will notify the police.

- 1) Preschool attendees should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.

Verbal
Threats

All Verbal Threats will be treated the same way as physical threats.

CONTINGENCY PLANS - BOMB THREAT POLICIES

General
Precautions

The following section is a general response for a bomb threat being made against the preschool facility.

Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

Any suspicious packages or letters should be reported to authorities.

Evacuation should be out of the facility and to another location as far from the facility as possible with respect to safety. The area being evacuated should be searched quickly for information that may be important for the responding law enforcement.

Upon arrival of the law enforcement response team, the Director will assist with any questions that the law enforcement response team may have.

No person should enter the facility until the law enforcement response team has been consulted and the situation has been resolved.

Telephone
Threat

The staff member taking the phone call should notify another staff member that a bomb threat is in progress so that:

- 1) The building may begin evacuation procedures immediately;
- 2) The Director/designee will contact local law enforcement via 911;
- 3) The staff member should keep the caller on the phone as long as possible;
- 4) Information should be recorded as quickly and accurately as possible.

The following information should be taken down:

- 1) The time the call was received;
- 2) The caller's exact words;
- 3) A description of the caller's voice

If possible, the staff member should also ask the following questions:

- 1) Where is the bomb located?
- 2) When is the bomb set to go off?

Written Threat The staff member that receives the written threat should handle the letter as little as possible and should save all materials that were contained in the letter. All materials involved in the threat should be turned over to local law enforcement authorities.

Local law enforcement should be contacted via 911.

The Director and Board President should be notified of this letter.

The building should be evacuated until it is determined that there is no longer any danger.

CONTINGENCY PLANS - EMERGENCY LOCKDOWN PROCEDURES

Overview Lock down procedures will be used in situations that may result in harm to persons inside the preschool/church parish, such as shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Director or public safety personnel.

Interior Lockdown In an **Interior Lockdown Situation**, where an intruder has entered the building:
1) The Director or designee will announce the lock-down over the emergency walkie-talkies. The alert will be made using the code word “**LOCKDOWN.**”
2) All preschool attendees are to be kept in their designated classrooms (Rooms 101 and 102) and classroom doors are to be locked from within with the deadbolt.
3) The Head Teacher is responsible for accounting for all children present, while the Assistant Teacher engages the children in quiet storytime activities.
4) The Director or designee shall call 911.

Neighbor-Hood/Community Disturbance In the event of a **Neighborhood/Community Disturbance**, where no person has entered the building:
1) Director or designee will lock all exterior doors and alert teachers/staff on emergency walkie-talkie or face-to-face with code word “**SAFETY ZONE.**”
2) The teachers will gather children and take them to the designated location: Room 104 – Fireplace Room.
3) The Head Teacher is responsible for Attendance Records and Emergency Cards.
4) The Assistant Teacher will take First Aid Kit and books to read to children while in Safety Zone.
5) The Director or designee will bring cordless telephone and Staff Emergency Information to Room 104 – Fireplace Room.
6) The Director or designee shall notify church staff and keep in contact with local authorities to keep informed of situation.

CONTINGENCY PLANS - EVACUATION PROCEDURES

General _____ In the event of an actual emergency, the staff will determine which of the
Evacuation following evacuation procedures to execute. The staff will lead the preschool
Procedures attendees to a designated Safe Haven* until the all clear to return to the preschool is given by local law enforcement authorities. If returning to the preschool is not permitted, the parents will be notified to pick up their child(ren) at the designated Safe Haven location.

Roll call should be taken to assure all preschool attendees and staff are accounted for.

Attendance Records and Emergency Cards for preschool attendees and staff shall be taken to Safe Haven.

Cell phone shall be taken to Safe Haven by Director.

911 will be contacted by the Director or designee.

Safe Havens- 1. Classrooms – Rooms 101 and 102 - Lockdown
On site* 2. Fireplace room – Room 104 – Neighborhood disturbance
3. Bathrooms – Tornado emergency

Safe Havens- 1. St. Olaf Church
Off site* 2. Deforest Public Library – Children’s area

Sheltering - Keeping the preschool attendees and staff on-site, but in a secure location within
On site the preschool facility. Examples: tornado emergency, lockdown situation.

Evacuation Movement of the preschool attendees and staff out of the preschool facility to a
Of Facility Safe Haven close in proximity until all clear is given. Examples: minor fire emergency.

Evacuation Movement of preschool attendees and staff out of the preschool facility and to a
Off site Safe Haven an ample distance away from the preschool facility. Examples: major fire emergency, bomb threats, chemical spill, utility emergency (gas leak).

PERSONNEL POLICY

Criminal Criminal history checks will be conducted for all staff members every
History 4 years as required by State Licensing Regulations.
Checks

Staff Each staff member is required to attend and participate in two staff

<u>Meetings</u>	meetings per month. Director will inform staff on Board proceedings, etc. Staff will plan activities to carry out unit plans for those two weeks. Attendance will be taken and recorded on a dated staff agenda.
<u>Whistle Blowing</u>	An employee who reports a violation to the state licensing representative can not be discriminated against or discharged from employment.
<u>Employment</u>	A person interested in employment at AGPP must submit a Cover Letter and Resume, expressing their interest in the job opening. Upon receipt of the Cover Letter and Resume, the interested person will be interviewed by the Director, Board President, one other staff member and one other Board member. The interested person will complete all necessary forms and turn them into Board President. If employment is offered, a contract will be issued.
<u>Job Openings</u>	Potential job openings will be advertised in the school Newsletter and local papers. If no response to ad, then ads will also run in the Madison papers.
<u>Job Descriptions</u>	All personnel must meet the educational requirements as defined in A Growing Place job descriptions and as required by the State Department of Health and Family Services. All personnel are to be familiar with and conform to the By-Laws, all policies and teacher job descriptions outlined by A Growing Place Board of Directors.
<u>Contracts</u>	Contracts will be written and distributed for the following school year, after school is closed for the current year. This usually takes place in June. Staff members should return signed contracts before deadline listed in contract. Contracts will be filed in Personnel File and a copy returned to each staff member.
<u>Probation Period</u>	A new staff member will be considered under probation from September through December. In December, Director will evaluate staff member, discuss evaluation with staff member, etc. If evaluation is acceptable to the Director and Board, then staff member will no longer be considered under probation.
<u>Performance Evaluations</u>	Performance reviews of established employees will be conducted twice during the school year. The first review, conducted during the first semester, will establish personal and professional goals for the second semester. The second review will take place during the second semester and will be of a more formal nature.
<u>Grievance Procedure</u>	Grievance procedure is based on the premise that an individual may strongly disagree with the decisions of the Board in regard to the individual's performance as outlined in the teacher job description and policies set forth by the Board.

Procedure:

1. Oral discussion with the Director.
2. The Director will handle the Grievance with staff, if appropriate.
3. If teacher is not satisfied with the intervention of Director, the teacher supplies written notice to the Board.
4. Teacher's written notice to Board on items of disagreement within 10 days, if oral discussion or Director intervention does not produce desired results.
5. Opportunity to give personal explanation to Board within 10 days of written notice.
6. All resulting Board decisions are based on two-thirds majority vote.

Discipline Procedure Discipline procedure is based on the premise that every individual has the right to be warned of the consequences of his/her failure to adhere to directives and policies established by his/her superiors.

Procedure:

1. Oral Warning.
2. Written Warning, including an outline on steps to improvement, signed by the teacher.
3. Final Written Notice of Termination. (One month notice as outlined in Teacher Contract.) Just Cause must be shown.

Hours Staff members refer to individual contracts for work hours, lunch and break times.

Payroll Director will keep the records for payroll each month. Director will issue payroll checks to staff. Records will be turned in to the Treasurer on an agreed date.

Overtime Pay Staff members will be compensated for overtime hours at their usual hourly rate as specified in their contracts. When an Assistant Teacher replaces the Head Teacher in the classroom, he/she will receive the regular hourly rate plus \$2.00 per hour. When a staff member is a substitute for another staff member, they will be paid \$10.00 per hour if they are hired as a Head Teacher under their normal contract, or \$8.00 per hour if they are hired as an Assistant Teacher under their normal contract. The Director will also be paid \$10.00 per hour to substitute for another teacher.

Workers Comp Any staff member who is unable to continue their employment shall be referred to the Treasurer to determine if they are eligible for Workers Compensation.

Staff Development Compensation The Director shall receive \$150.00 compensation to cover the costs for teacher development training. Each teacher shall receive \$150.00 compensation to cover the costs for teacher development training if employed 20 hours or less each week. Each teacher shall receive \$250.00 compensation to cover the costs for teacher development training if employed over 20 hours each week.

Alcohol, Drug Use Any staff member found to be under the influence of alcohol or drugs will be automatically dismissed from their employment.

Smoking Smoking is prohibited on school grounds at all times.

Dress Code All staff members will dress appropriately for school.

Time Off Policy Any staff member who needs time off will notify the Director as soon as possible. Time off will be reimbursed if staff member has sick/personal days available.

Holidays, Vacations, Etc. Vacation or leave of absence for employees will be based on experience and maximum time allotted will be equal to employees one work week. A Growing Place will follow the school calendar for DeForest Public Schools in regards to holidays, Winter vacation and Spring vacation, whenever possible.

Notification Of Crime, Investigation, License Changes The employee must notify the Director and the Board President as soon as possible, but no later than the next business day if the following should occur:
1. The employee has been convicted of a crime.
2. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect to a child or other client, or an investigation related to misappropriation of a client's property.
3. The employee has substantial governmental findings against them for abuse or neglect of a child or adult or for misappropriation of a client's property.
4. When a professional license held by an employee has been denied, revoked, restricted or otherwise limited.

The Board President must then notify the Department of Children and Families as soon as possible, but not later than the next business day.

Reason for Termination A staff member will be terminated if they fail to follow the directives and policies as set forth by this organization.

ORIENTATION OF NEW STAFF AND VOLUNTEERS

Time Frame Staff members will review the Fall Orientation Checklist, during the set-up week of preschool, which is usually the last week in August.

Orientation Checklist Each staff member will check each item discussed and will sign and date their orientation procedure worksheet. Items to be discussed will include- handbooks; center policies; forms; licensing rules; job responsibilities; meetings; tour of classrooms and school building; location of important items; pay schedule; parent cooperative role; classes at AGPP; classroom information; schedule of center activities; school year preparation; planning; classroom maintenance; shopping; telephones; gym equipment and playground; child whereabouts awareness; child management techniques; sharing child information with child care workers; contacting parents if child is absent; accommodating special needs children; emergency procedures/contingency plans; first aid procedures; childhood illnesses; and review child abuse and neglect laws.

CONTINUING EDUCATION POLICY

Documenting Continuing Education The Director will be responsible for documenting all continuing education credits. During the month of May, the Director will provide a summary sheet of all continuing education credits. Each teacher will fill out summary sheet. Copies will be placed in Personnel File; sent to the Registry; and given to each staff member for their home file.

Staff Meetings Staff meetings will be held once a month on Wednesdays from 3:45-4:45 pm.

Requirements For Continuing Education The State requires that a staff member working 20 hours or less per week will be required to obtain 15 hours of continuing education. Any staff member working more than 20 hours per week, will be required to obtain 25 hours of continuing education. AGPP takes advantage of educational opportunities, which aid curriculum development. Workshops considered may be offered by 4C's, WECA, or the Wisconsin Half-Day Preschool Association. Classes may be offered by MATC, UW Madison, or other agencies. In addition, the staff attends the yearly Early Childhood Conference at UW Whitewater.