



Parent Handbook

Menomonee Falls Preschool Cooperative
N88 W17658 Christman Road
Menomonee Falls, WI 53052
(262) 251-3550

www.menomoneefallspreschoolcoop.com

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Center Philosophy

Our philosophy here at the Menomonee Falls Preschool Cooperative is to enrich and enhance the growth and development of the whole child-physically, emotionally, socially, and intellectually. We strive to strengthen each child's capacity to establish healthy relationships with children their own age, to find joy in learning, and to respect themselves and others.

Mission Statement

Where a love for early childhood education and community collide. Our promise is to teach children through play. Parents are the forefront of their child's education. Therefore, we want to offer an opportunity for parents to be involved in every part of their child's preschool experience. Together we will provide a strong foundation for your child's education.

ADMINISTRATIVE STRUCTURE:

Board of Directors: Positions and Board Members may or may not change year to year as they are parent-filled positions.

Executive Board: Director, President, Treasurer, and Registrar. The Board sets forth all policies regarding the goals and operation of the school. Board meetings take place once per month except for the months of June, July, August and December. Parents are encouraged to attend the monthly board meetings. The Board Meeting are usually held the First Monday of the month at 7:00pm. Please see the monthly newsletter for any changes.

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ADMISSION POLICY

Menomonee Falls Preschool Cooperative is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by the Menomonee Falls Preschool Cooperative, Board of Directors as a non-profit corporation. An on-site Director will manage the day-to-day operations. The parent run volunteer Board of Directors is responsible for helping create and update policies and procedures. We are inspected regularly to ensure that we meet licensing standards. The Co-op is licensed to care for no more than 32 children at any one time. We will serve children ages 2 years 8 months to 6 years old.

Our school day sessions are between the hours of 9:00 a.m. and 12:00 p.m. (9:00 a.m. to 1:00 p.m. on Lunch Bunch days). We are licensed from September through May.

Toilet Trained:

Children must be toilet trained and able to wipe themselves to attend the Menomonee Falls Preschool Cooperative. State law does not allow pull-ups, diapers or any disposable type undergarment. We encourage parents of a newly toilet trained child/children to try the first few weeks of school even if they are not 100% toilet trained.

Usually when the child/children see their friends going “potty” they will go too.

- If your child/children are being withdrawn due to toilet training issues, prior to the start of the school year, a refund of tuition already paid will be granted. The \$100 non-refundable registration deposit **will not be refunded**.
- If your child/children are being withdrawn due to toilet training issues, and it is up to a month of the school year starting, a refund of tuition already paid will be granted. The \$100 non-refundable registration deposit **will not be refunded**.
- The Menomonee Falls Preschool Cooperative will not “hold” a spot open for the child/children needing to withdraw due to toilet training issues. We do encourage you to check back with the school once the child/children are 100% toilet trained. The child/children could be re-enrolled if there are spots available.

Parent Information Board: (We will post the following items for parents’ review at the front entrance)

- Results of the most recent licensing inspection, including any rule violations cited by the Wisconsin Department of Children and Families and any notice of enforcement action including, license revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed. Our license is posted for parents’ review in the hallway above the drinking fountain.
- Co-op Cleaning schedule
- Fundraising information
- Co-op upcoming events
- Community happenings
- The preschool newsletter

- E-mails from the Board of Directors or teachers
- Flyers in school bags are also ways to inform parents.

Insurance Coverage: Menomonee Falls Preschool Cooperative is covered by liability insurance which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

Parent Procedures and Information:

- School Closings: **If the preschool is closed due to inclement weather it will be announced via BLOOMZ App or by email. If either Menomonee Falls or Germantown School District is closed the preschool will be closed, too.**
- Please DO NOT park in front of the walkway
- Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure).
 - Parents or another responsible adult should walk each child into the classroom at the beginning of each class.
 - **Please do not arrive more than 5 minutes early to drop off your child.** The teachers need time to prepare their classrooms.
 - After class, parents should wait in the hallway by their child's classroom door until they are dismissed.
 - Don't forget to sign your child out before you leave.
 - Do not leave other children in the car unsupervised
- Children will only be released to persons listed on the enrollment form.
 - If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing, by e-mail, by phone, or by the authorization form found in the sign-in binder.
 - **Late Arrivals:** Please be respectful of the teacher's time, as well as the other students that arrive on time.
 - We realize that there are situations that might cause one to be late. However, being consistently late is frustrating to all involved, child and teacher.
 - ***If you are more than 5 minutes late, we will charge you a late fee of \$10 per 5 minutes you are late.***
 - Please be on time.
- If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.
- If your child is ill, you are to call (262)251-3550 and inform us that they will not be in. If we have not heard from you by 9:15 a.m. the teacher or director will call your numbers until we are informed on their status.
- If someone other than on your Authorized personal will be picking your child up, we will need a handwritten note and will check their ID prior to letting your child go.
- If your child will be on vacation, please notify their teacher 1-2 weeks prior.

- Orientation: We appreciate you attending the orientation the first week of school. This allows us to answer all questions you have and leaves the first day of school for your child to be about them.
- Parents are responsible for reading the Parent Policy Handbook. This can be found in the teacher's inbox, in the office and online on our website.
- Parent Helper: The "Parent Helper" role is optional; however, we highly encourage you to help out. This is your child's special day as well and they love sharing it with you. If you are "Parent Helper" please...
 - Arrive 10 minutes early
 - Touch base with the teacher to find out what you will need to do
 - Interact with the kids
- Menomonee Falls Preschool Cooperative does not have pets on the premises. Prior to adding pets to the center, staff will notify parents in writing.
- Extra Change of Clothes: "Accidents" can occur during a school day.
 - Please put an extra pair of underwear and pants in a Ziploc bag labeled with your child's name.
 - Each bag will be kept in his/her locker in case needed.
- Appropriate Dress: Please dress your child in play clothes.
 - The children do go outside every day, so please dress your child accordingly.
 - Tennis shoes are highly recommended.
 - Also, please dress your child warmly during the late fall and winter months (snow pants, boots, mittens/gloves and hat). Label all of your child's items with their name.
- To protect each family's confidentiality, Menomonee Falls Preschool Cooperative will not share information about a child or a child's family with anyone who is not authorized to receive this information.
- It is of utmost importance to keep your child and his or her information safe.
- If a room is needed during office hours for a quick meeting, conference or nursing please use our office or Room 214.
- Parents are always welcome to visit the preschool program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.
- Parents must meet with the director and teacher to discuss their child's specific needs and to review program policies. The director will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.
- Each family is only required to clean once per school year.
 - Cleanings are either on a Saturday morning or a weekday evening.
 - A Cleaning Buyout is available for parents that do not want to participate in the required school cleaning. Those parents who are unable to or wish not to participate in the assigned cleaning are required to pay a one- time fee of \$150.

Mandated Reporters Policy:

As a preschool, all staff is required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

Registration and Child Files Policy: Parents interested in enrolling their children at the Menomonee Falls Preschool Cooperative must first fill out a registration form. This form can be mailed, or hand delivered to our office.

- Parents are encouraged to set up a visit with the Registrar or Board President prior to submitting a registration form.
- A non-refundable \$100 registration fee must accompany the registration form or the registration will be considered incomplete.
- Any child that cannot be placed by the beginning of the school year shall have the entire amount of the registration fee refunded.
- The following items must be completed and returned to the center by the first day of attendance.
 - Form DCF-62, "Child Care Enrollment"
 - Form DCF-44, "Health History and Emergency Care Plan"
 - Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
 - Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations (*Due, signed and completed within 30 days of start date*)
- Form DCF-60, "Child Health Report" (*Due, signed by medical professional, within 90 days of start date*)
- The Director will inform parents when updates are needed, giving 30 days advance notice to submit updated forms.
- At orientation Parents will receive a Photo Release form. They will fill it out and it will be placed in the child's file. Only children whose form is filled out can have their picture taken.
- Parents have full access to review their child's records. Please call (262) 251-3550 to make a request to review the records so that they can be prepared for you.

Co-op Standards:

- We will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.
 - If you feel your child has been discharged due to discrimination, please bring these concerns to the director for a thorough review.
 - Personal culture and values are important to each family and the Co-op. We will gather more information on the intake form that your teacher will provide you. Please feel free to write more about yourselves on this form. We always welcome you to come in and share your culture or traditions with us.
- It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should

arrange with their child's classroom teacher, a convenient time to talk on the phone or in person.

- Each classroom will always have two primary caregivers, this will consist of the teacher and the teacher's aide
- Children will always remain with one staff member. Example of this is: If a child is in the hallway or in the bathroom a staff member is always with them.
- We do not have TV's, iPads or Computers for the kids to use. Therefore, we will not have screen time for the children.
- Smoking is not permitted anywhere on the premises of the center, indoors or outside.
- Menomonee Falls Preschool Cooperative in accordance with licensing rules per Wisconsin Department of Children and Families, DCF 251.06 (2 (c) addresses the presence of firearms and ammunition in a licensed group child care center as follows: Firearms, ammunition and other potentially dangerous items may not be kept on the premises of a center.
 - **Premises** - means the tract of land on which the center is located, including all buildings and structures on that land. Menomonee Falls Preschool Cooperative does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of the Preschool. If a person is found to be in noncompliance with this regulation, they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted. Anyone having questions regarding this policy should contact the Department of Children and Families at http://dcf.wisconsin.gov/memos/BRL/2011/2011_06.pdf.

Discharge of Enrolled Children Policies: If a family decides to leave and go to a different school, the Co-op will transfer the child's records with written consent from the parent or guardian. Menomonee Falls Preschool Cooperative will provide a written note or have a conversation with parents at time of transitioning.

- Circumstances and procedures for termination of enrollment
 - Child related:
 - Menomonee Falls Preschool Cooperative will regularly advise parents on their child's progress through scheduled conferences. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face-to-face conference. At this meeting, the teacher will state her concerns and discuss observations made of the child's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.
 - Parent related:
 - If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the teacher will contact the parents for a face-to-face conference. At this meeting, the teacher

will state her concerns and review and clarify school policy with the parents. The center director shall sit in if the teacher so asks. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a minimum 2 weeks' notice regarding the termination of their child's enrollment. If the parent has paid tuition, either in full or monthly, the treasurer will look whether or not a specific refund will be made.

- Parent initiated mutual decision, center initiated, and involuntary discharge:
 - A child may be discharged from the center for many reasons.
 - Often **parents initiate** the termination.
 - Occasionally, after an action plan has been tried without good result, the center and the parents come to a **mutual decision** to end the child's enrollment.
 - In some circumstances the termination may be **center initiated**.
- Involuntary discharge of a child could result for the following reasons:
 - Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
 - Lack of parental cooperation
 - Inability of childcare program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved. These steps will be documented in the child's file. The parent will be referred to other community resources.
 - Failure to complete and return required forms.
- Behavior related discharges: Acting out, inability to follow classroom rules, inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior.
- Steps will be taken prior to child's discharge:
 - All efforts will be made to work out an action plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected.
 - The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital.
 - If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.
 - All meetings, behavior plans, and outcomes will be documented and placed in the child's file.
- Outside agency involvement:
 - Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening.
 - Referrals to birth to 3, speech and language screenings are some of the outside agencies that could be utilized.

- Should the child require additional services that are not available directly through the preschool, an outside agency may be contacted to meet those needs.
- Staff will consult with parents before contacting any outside agency.
- As we will do everything to work with the family, we do not have an appeal process at this time.
- Fee payment policy compliance:
 - Menomonee Falls Preschool Cooperative will give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed.
 - Parents are expected to comply with all the policies and procedures of the preschool; failure to comply could result in the termination of your child's enrollment.

Fee Payments and Refund Policies:

- All tuition refunds will be at the discretion of the President, Treasurer, Registrar and Center Director.
- The refund policy for toilet training issues is different from the fee payment and refunds found below. This policy can be found on page 3 in the Parent Handbook.
- If tuition is paid in full, refunds after August 1st (for first semester) will have a minimum deduction of \$100 plus the \$100 registration fee.
- Tuition Refunded After Semester Starts, if tuition paid in full:
 - Weeks 1-2 Tuition paid less a deduction of \$100 and \$100 registration fee
 - Weeks 3-4 70% of tuition paid less \$100 registration fee
 - Weeks 5-6 50% of tuition paid less \$100 registration fee
 - Weeks 7-8 30% of tuition paid less \$100 registration fee
 - Weeks 9-10 10% of tuition paid less \$100 registration fee
- No refunds will be made after the 10th week of school (1st or 2nd semester). Refunds for 2nd semester will be based on the above schedule for new students.
- All parent refund requests must be in writing stating the reason for such request. The letter or e-mail must be sent to the President or the Center Director for review.
- **Tuition is due on the 1st of each month. If your payment is past the 5th of the month you will have to pay a \$25 late fee. If your check comes back to us as non-sufficient funds (NSF) you will be charged a \$25 processing fee. If you are 15 minutes late for pick up your child, you will be responsible for paying \$15 fee.** Payments are as follows.
 - 3K
 - \$1,285 if paid in full or
 - \$145 per month, August-April
 - 4K

- \$2,065 if paid in full or
 - \$235 per month, August-April
- Notes will be sent home for monthly Lunch Bunch dates (cost \$10 per day and runs from 12pm-1pm).
- We have several field trips throughout the year. Information on each one (date, cost, etc.) will be sent home with your child prior to the field trip.
- If a child were to start mid-month, they would be charged ½ of that month's tuition as their first payment.

Child Education Policy:

- The Wisconsin Model Early Learning Standards are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future.
- The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research.
- Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353.
- A schedule of daily activities is posted in each classroom.
- A program of activities is planned a week in advance.
- Staff uses a variety of resources in their planning.
- The activities focus on a weekly theme based on the interests of the children.

The following are some examples of the topics and skills your child will be introduced, but not limited to, throughout the year.

3K Program: For children 3 years old by December 31st.

- Seasons
- ABC's
- Farm Animals
- Days of the Week
- Cutting
- Shapes/Patterns
- Colors
- Counting and sequencing
- Weather and science
- Sharing
- Friends
- Healthy foods

4K Program: For children 4 years old by December 31st.

- Letters/Phonics
- Dinosaurs/Insects
- Space

- Musical Instruments
- Animals
- Numbers-sequencing, names
- Math
- Planting/Nature
- Colors/Shapes
- Healthy foods

- Menomonee Falls Preschool Co-op teachers have a written lesson plan of activities each school day.
 - Our lessons provide each child with experiences which will promote all of the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth and literacy.
- Menomonee Falls Preschool Cooperative staff will plan activities and provide children with a variety of experiences.
- Staff will have curriculum for the following week done a week prior, if a parent is in need of this information, all they need to do is ask the teacher.
- Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them.
- Children will have an opportunity to use a variety of art materials, manipulatives and housekeeping equipment.
- Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another.
- It is important that we communicate daily concerning the needs and interests of each child.
- The Preschool will offer parent-teacher conferences at least 2 times per year to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed before conferences, parents should contact their child's teacher to schedule an appointment.
- To foster communication on a regular basis, the Menomonee Falls Preschool Cooperative provides scheduled conferences/written newsletters/a parent bulletin board and daily conversations.
- Each Child will have a Portfolio that your child's teacher will keep for the year to help show development. You will receive all of your child's work at the end of the year.
- Both 3K and 4K take field trips throughout the year.
 - Emergency information for each child will be taken whenever the children leave the premises.
 - You will be notified in advance of any field trip.
 - Siblings are not allowed on the field trips.

Outside Policy:

- Children will go outdoors daily when weather permits, so dress your child appropriately for the weather.
- The children may be kept indoors during inclement weather such as any of the following:
 - Heavy rain
 - Temperatures above 90 degrees F.
 - Wind chills of 0 degrees F. or below for children aged 2 and above
 - Children will go outside at 10 degrees F
- There is an outdoor play space on the premises of the preschool.
- We do not apply sunscreen prior to going outside. If this is a concern for your child, please apply before they come to school.
- Outdoor playtime is not taken away as a consequence for challenging behaviors.

Child Guidance Policy:

- Children's behavior will be guided by setting clear limits or rules for children.
- We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms, e.g., "you need to walk" rather than "don't run."
- When biting occurs, the following will happen:
 - Child who bit will be told "No, we do not bite"
 - Child who was bitten will be comforted and bite will be cleaned.
 - Staff will remove the child who bit away from the situation and given a satisfying task to complete. During that time the staff will talk with the child about why they bit.
 - Child will be asked to apologize when they are ready
 - Both parents will be notified, no names will be given to parents.
 - If biting continues parents will be called and a meeting will need to take place to stop this behavior. If a child bites more that 4 times in a year the child could be released from our center as a safety precaution for the other children. We will always work with families to ensure this does not happen.
- When children are waiting in line, a song or activity will be done to help them stay focused. (ex. Simon says)
- If a child is crying, they will be helped in the following manner
 - Talked to in a kind and gentle tone
 - Kindly redirect them to a toy or safe place to calm down
- Undesirable behavior will be redirected to another activity.
- Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.
- Nine out of ten times, redirecting a child will be successful.
- In that instance where redirecting hasn't worked a "time out" may be used. "Time-out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children.

- If redirecting hasn't been successful a "time-out" may not be used with children under age 3, and never for more than 5 minutes. "
 - Time-out" means removing the child from the situation in a non-humiliating manner and placing the child in a designated location, within the classroom to interrupt the child's unacceptable or unsafe behavior.
 - The teacher or teacher aide will discuss with the child why he/she is in a "time-out." It is a "cool down" period for the child. The child will be praised after completing the time-out and will be helped to rejoin the class.
 - Teacher will reach out to parent and ask for their help in ways to control behavior and aide the child's behavior.
- Punishment which is humiliating or frightening to a child is PROHIBITED.
- Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, withholding or forcing snacks or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.
- Our program promotes play as a major contributor in helping children gain independence and learn cooperation. The rooms are set up for open play and are closely monitored. Staff will play with the children when the programming allows for it.

Contingency/Emergency Plans

- If an injury occurs at our center and your child will need to be taken to a hospital, we will most likely send them to Children's Hospital of Wisconsin, unless the first responders deem the ride is too long for the injury.
- A staff member will ride with your child and meet you at the hospital.
- Fire and tornado evacuation plans will be practiced monthly.
- The Director or Teacher will document dates of fire and tornado drills.
- Co-op staff will document the weekly testing of smoke detectors on a form provided by the state.
- If there is a snow day you will be notified by Bloomz and an e-mail
 - We DO NOT make up snow days.
- **Emergency Plan** *When an emergency happens call 911
- **Fire**
 - We will have the children line up and exit the building
 - Meeting area is at the Children's Community Center (behind Good Shepherd)
 - Teacher is responsible for making sure all children are accounted for and bringing the emergency bag with them
 - Aide is responsible for turning the light off and shutting the door behind them

- **Tornado**
 - When the Tornado siren goes off have the children line up
 - Teachers are responsible for verifying all the children are accounted for and then heading down to the Girls Bathroom (first floor Women's Restroom located next to Good Shepherd's Parish Office)
 - Aide is responsible for shutting the door behind them
 - All need to sit with their heads covered by their hands
 - Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed.
 - Return to rooms when safe
 - Tornado drills will be conducted monthly from April to October
- **Missing Child Emergency**
 - As soon as staff realize that the child is missing the remaining children will be left with another teacher.
 - Staff will enlist other staff for help and call out for the child and look for them
 - If child is not found in 10 minutes police will be called to help in the search
 - Child's parents will then be called to aid in search
- **Medical Emergency**
 - Teacher will stay with the child and administer first aid, Aide will be on the phone with 911
 - Aide will need to inform the other Teacher their children are coming over
 - Other Aide will run outside and flag down the emergency responders
 - Other Teacher and both parent helpers will be responsible for both classrooms (all the other children)
 - Once emergency responders have arrived and are taking care of the child, the Teacher will need to call the child's parent(s) (if possible, before will call parents as soon as we are able to)
 - Notify Director and write incident in the black book.
- **Lock Down**
 - Teachers are to get children in a safe corner of the classroom
 - Call 911
 - If a situation is not in lockdown but getting out of control Teacher is to call the other Teacher and say the code name (only the Teachers, Aides and Director will know this)
- **Locking of Classroom doors:**
 - While school is in session all classroom doors will be locked and shut
 - Children will always remain in their room, unless accompanied by an adult (i.e., bathroom, going outside)
 - Children can put their take home projects and or information in their lockers at the end of the class
- **Weapons**
 - We are a weapon free school zone
 - A sign will be posted by the door during school hours stating this

- If you see a parent/guardian with a weapon on please inform the Director right away and they will be responsible for reminding them of our policy
- **Background Checks**
 - Background checks are mandatory for all staff and the Board President
 - Parent Helpers (do not get background checks) are not allowed to take a child to the bathroom unless it is their own child and no other children are present. If other children are present, then an aide or teacher will need to accompany the other child.
- **Name Tags**
 - Name tags and or lanyard are mandatory for all staff to wear during operating hours
- **Attendance will be kept in each classroom**, as well as daily arrival/departure times recorded on the attendance form located outside of each classroom. If your child is ill or will be absent, please call the school.
- If a child does not show up at school and there is no previous notification, the teacher or teacher aide will call the number on file.
- **All emergency phone numbers** will be posted in each room occupied by children as well as in room 212. The address and phone number of the facility will appear on the phone list.

Health Care Policy: Children who are ill are not to be brought to school. Examples of children who are ill:

- A temperature of 101 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge
- If a child should become ill or seriously injured while at the center, parents will be contacted immediately.
 - Sick children will be isolated within sight and hearing and made as comfortable as possible.
 - Children should be picked up as soon as possible.
 - If the child is not picked up within one hour, the emergency contact person on the child's enrollment form will be called.
- Children may return to the center when they are fever free for 24 hours without being medicated, have been appropriately treated, or have been given medical approval to return to school.
- **In the event of a communicable disease** exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.
- **Medication log procedure are as follows:**
 - All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries

to a child's body received outside of center care will be entered into the center's medical logbook.

- The director will review the medical log book every six months and document this procedure.
- Parents will have access to entries regarding their child.
- **Medications**
 - Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.
 - All medicine must be in its original container, labeled with child's name, dosage and administration directions. Additionally, prescription medication should have the name of the doctor and pharmacy.
 - It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
 - We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will not double up. You will be notified and missed dosage will be documented in medical log.
- **Non-medicinal products:**
 - Sunscreen, insect repellent, and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name.
- The center will maintain confidentiality of child and family regarding health care needs. Information will only be shared with those staff that provides care to the child.
- **Cleanliness** will be always maintained.
 - Tables will be washed before and after meals and snacks.
 - Floors and bathrooms will be cleaned and disinfected daily.
- We will practice **universal precautions** when handling all blood injuries and bodily fluid.
 - All staff will use disposable gloves when treating blood injuries.
 - Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.
- **Proper hand washing procedures** will be followed to prevent the spread of disease.
 - Hand washing procedures will be posted at all the sinks.
 - When kids wash their hands they should put soap in their hands, add water and sing the ABC's.
- **Superficial injuries** will be washed with soap and water and covered with a bandage or treated with ice.
 - Parents will be told about the minor injury when they pick their child up.
 - The injury will be documented in the medical logbook. One is in each classroom.
 - All staff will have training in infant and child CPR, AED and first aid.
 - First aid supplies will be stored in each classroom.

- **When children or staff is off-site for a field trip**, teachers will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff.
 - The injury will be recorded in the medical logbook upon return to the center.
 - A cell phone will be carried along in case help is needed.
 - If the injury is serious 911 will be called and taken to the nearest hospital.
- **Special Health Care Needs**
 - When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child but will otherwise be treated with confidentiality.
 - When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.
- **Shaken Baby Syndrome (SBS)**
 - All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work.
- All children will need to have a **Health Report** on file.
 - The examination for a child aged 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance.
 - Physical exams for children over 2 years of age will need to be updated every 2 years.
- Children will need to be **properly immunized**, and an immunization record will need to be on file within 30 days of the first day of attendance.
- **Child biting health procedures** will be as follows.
 - The area of the bite wound will be washed with soap and water and a bandage applied.
 - If necessary, an ice pack for comfort.
 - The incident will be documented in the medical logbook and parent informed upon pick up.

Nutrition Policy

- Snacks and Lunches: **Parents provide the snack, juice or milk, cups and napkins.**
 - 100% fruit juice or milk is requested.
 - The preschool follows the Food Pyramid/USDA guidelines for healthy snacks
 - Please check with the teacher or see some healthy snack ideas listed on our website.
 - Special treats such as **cupcakes or cookies are welcome on birthdays.**
- Parents will be responsible for bringing the child's lunch and drink when they choose to stay for Lunch Bunch.

- Your child's lunch must meet all CACFD guild lines. Please go to this website for more information. https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf
- Your child's lunch will be supplemented if it does not meet the guidelines and you will be charged for that cost. See Director with questions.
- The Co-op will not store lunches in the refrigerator so please plan accordingly.
- Please label your child's lunch bag or lunch box.
- **Mealtime socialization:**
 - Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits.
 - Children will be encouraged to clean up after themselves.
- **Food allergies:**
 - If your child has food allergies parents must notify the center in writing.
 - Food allergies will be discretely posted in the classroom and discussed with your child's teacher.
- **Dietary Restrictions:**
 - If your child has special dietary needs parents must notify the center in writing.
 - Special dietary needs will be discretely posted in the classroom and discussed with your child's teacher.
- **Menu posting:** Daily records of snacks are available for parents to review.
- **Food storage:** Food will be stored up off of the floor and once opened, in airtight containers.

Sick Child Policy Amendment: COVID-19

The safety and well-being of all staff, children, and the family at the Menomonee Falls Preschool Co-op continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. Following this additional sick child policy will help us to do this.

Children will be monitored for signs or symptoms of COVID-19 daily. **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have been with others who have COVID-19

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent hand-washing at home

- Menomonee Falls Preschool Co-op will practice hand-washing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee tests positive for COVID-19:

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. Menomonee Falls Preschool Co-op will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of COVID-19

Returning to a childcare facility after suspected COVID-19 symptoms

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the childcare facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
 - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g., cough, shortness of breath)
 - If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g., cough, shortness of breath)

During this difficult and stressful time, we at the Menomonee Falls Preschool Co-op want you to know that we value the safety and well-being of you and your child(ren). For this reason, we ask that you take time to read through the following statements that we have put into place to keep everyone healthy and safe:

- If you meet any of the following criteria, please understand that you are at greater risk of contracting Covid-19, please take all safety precautions, at pick-up/drop-off a child at our program:
 - Older than 60 years old,
 - Pregnant,
 - Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma,

- Have symptoms of COVID-19 (fever, cough, shortness of breath),
- Have been in contact with someone with COVID-19 in the last 14 days, or
- Have returned from travel to areas with community spread of COVID-19 [as defined by the CDC](#) in the last 14 days

If your child becomes ill while in our program, you will be asked to pick-up your child within one hour of the program contacting you. Please have plans in place to ensure you or a designated person is available if this should occur. The only people who are allowed to pick up your child other than parents, are those who are listed on your enrollment form as emergency contacts.

- Please review your enrollment information to ensure we have your current contact information as well as emergency contact information.

Pandemic Procedures – These are the daily changes that are being made to help keep our students and staff safe

Welcome:

Teachers will be outside to pick up children. Please do not bring your children into the building per <https://dcf.wisconsin.gov/covid-19/childcare/families> (DCF guidelines)

- 8:50 – 9:00 Child is greeted outside
 - Parent gives hugs and says goodbye. Parents are welcome to wait in line with child.
 - Teacher Aide will play with students while teacher waits for all students to arrive
 - 3K - Grass area (or vestibule on northwest side of building if raining)
 - 4K - Playground (or vestibule on northeast side of building if raining)
 - Teacher will “sign in” all children upon arrival
 - Students MUST be dropped off no later than 9:05 am. If we are notified that you will be late, we can have a staff member wait for your child outside. However, it will not be your child's teacher or aide. We are asking parents to please make every effort possible to have your child at school on time as it is very disruptive to the day when children arrive late.
- **3K drop off Northwest side of building (by parking lot at normal Co-op entrance)**
- **4K drop off on the Northeast side of the building (by the Playground or back side of Co-op)**

Center/Carpet time:

- Wash hands before entering room (bathroom or hand sanitizer)
- Space kids out to the best of our abilities
 - Toys that kids end up putting in mouth or sneezing/coughing on will be sanitized immediately or placed in a separate bin to be disinfected at the end of each day.
- To facilitate effective communication between school and home, each child will be provided with a blue or red folder that is to be kept in their red school bag. There will be a “Home” side and “Bring Back” side. The items on the “Home” side are for you to keep. The items that need to be completed and/or sent back to school go on the “Bring Back” side (For tuition, permission slips, notes to the teacher, etc.).

- Individual art supplies will be used whenever able. Shared materials will be cleaned frequently.
- Each child will be responsible for bringing their own healthy snack AND water bottle EACH DAY (*See *Healthy Snack Suggestions* attachment). Please label the water bottle with your child's name. It will be used during snack and throughout the school day as needed.
- Birthday treats are welcome! If you choose to send a treat to celebrate your child's special day, please bring enough for the entire class. As always, any classroom allergies will be communicated at the beginning of the school year.
- Hand washing/sanitizing encouraged when able throughout the day.

Pick-up and Communication:

- Drop off/Pick up will be busy! If you would like to talk with your child's teacher, please call or email when possible. The teachers are also always happy to schedule time to talk with you in person!
 - Mrs. Peissig - 262-339- 2044 ginapeissig@outlook.com
 - Mrs. Winkler - 262-751-5648 tjwink3@gmail.com

*** Extra deep cleaning and sanitizing of the classrooms and bathroom will be done at the end of each school day.