

2023-2024 4K Family Handbook



Fort Atkinson Preschool and Childcare

First Congregational Church
31 West Milwaukee Avenue
Fort Atkinson, Wis. 53538
Phone 920-563-2084

Open Mon.- Fri. 6:30 a.m.- 5:30 p.m.
Preschool and School Age Programs
4K Fort School District Program

Children Ages 2 ½ (and potty trained) - 10 welcome.
State Licensed Program-Five Star Center, YoungStar WI
Accredited by the National Accreditation Commission

Find us on Facebook <https://www.facebook.com/fortpreschool/> or on the web at www.fortpreschool.com

Any current COVID-19 policies/procedures supersede any related policies in this handbook. Please see the latest COVID-19 Policies/Procedures on our website.

WELCOME TO FORT ATKINSON PRESCHOOL AND CHILDCARE!

Dear Families,

Welcome to Fort Atkinson Preschool and Childcare. Fort Atkinson Preschool and Childcare was established in 1969 to provide services to preschool children. Since then it has progressed to provide additional services to school age children, including before and after school programs and a full day summer program. We also partner with the Fort Atkinson School District to provide collaborative 4K services.

We believe family members are their children's first teachers and in order for children to be successful we need to work together with you as a team. At any time you have a question, concern, idea, compliment, complaint or need please contact me, we value your input.

This handbook is designed to help you navigate our school, to educate you about our rules, regulations and policies and to help make your time with us easier. From time to time our Family Handbook requires updates or clarifications and we will send you updates as needed. Please take the time to read this handbook carefully. If you have a question that is not answered here, please let us know.

We are committed to providing an age appropriate education for your child and a positive experience for the entire family. We look forward to working with you and caring for your child!

Sincerely,

Jennifer Graf,
Director

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CENTER PHILOSOPHIES

MISSION STATEMENT

Fort Atkinson Preschool and Childcare is a service of the First Congregational United Church of Christ. It is a non-profit self-supporting facility. Fort Atkinson Preschool and Childcare's purpose is to offer quality childcare programs to parents who work, go to school, need an occasional day out or have emergency situations.

Fort Atkinson Preschool and Childcare does not discriminate based on age, race, color, sex, handicap, religion or national origin. The school is licensed by the State of Wisconsin to accommodate 75 children. As such, Fort Atkinson Preschool and Childcare is mandated by law to follow state licensing codes and to provide childcare according to regulations based on our facility and available staff.

Our license and inspection reports are in our entry for parents to view.

PHILOSOPHY

Fort Atkinson Preschool and Childcare utilizes a play-based, developmentally appropriate, child-oriented curriculum. This curriculum is based on learning through play and encourages:

- A. Respect for each child as an individual.
- B. Individual responsibility of each child toward him/herself, his/her peers and adults.
- C. Independence, self-reliance and a positive self-concept.
- D. Direct involvement in the learning process emphasizing creative and spontaneous problem solving.

Fort Atkinson Preschool and Childcare's main concern is the child. Classroom programs work to foster independence and a positive self-concept in each child. We believe that each child is an important individual and strives to create an environment where children can grow to learn the value of being both universal and unique.

Our curriculum is based on the Wisconsin Model Early Learning Standards and developmentally appropriate practices. Developmentally appropriate practices require teachers to meet children where they are and help them to reach goals that are both challenging and achievable. It includes five developmental domains:

1. Healthy and Physical Development
2. Social and Emotional Development
3. Language Development and Communication
4. Approaches to Learning
5. Cognition and General Knowledge

A resource book is available on the Parent Resources Shelf in the hall if you are interested in becoming more familiar with the learning standards. You can also access them at https://www.collaboratingpartners.com/documents/WMEELS4thEdition_web_edit2.pdf.

In addition to the above our 4K programs incorporate school-district provided curriculum included but not limited to Everyday Math, literacy and technology programming.

CENTER INFORMATION

LOCATION AND PARKING

The center is located at 31 Milwaukee Ave. W. in Fort Atkinson, WI. We are in the lower level of the First Congregational Church. Street parking is available (2 hours limits apply in some spaces between 9 am-5 pm) and there is free parking in a public lot behind the police department.

Please be aware making a u-turn on Milwaukee St. in front of the preschool is against the law and police officers have issued tickets when it is observed.

There is one designated handicapped parking spot in front of the building for those with state issued placards. We do have parents/guardians/parishioners with disabilities who frequently use the space so please respect their needs.

Please do not park in the loading zone which is indicated by a sign and diagonal lines on the pavement, this space is reserved for deliveries and buses, not parent drop offs.

DO NOT LEAVE CHILDREN UNATTENDED IN VEHICLES WHILE PICKING UP FORT ATKINSON PRESCHOOL AND CHILDCARE STUDENTS. Siblings and other children being cared for by parents/guardians are more than welcome to come inside.

CONTACT INFORMATION

The phone number for the center is 920-563-2084. The phone is generally answered by staff between 630 am-530 pm, Monday-Friday. In the event the phone is not answered or you call during non-business hours a voice mail system is available.

Upon enrollment you will be provided with the email address of the center director, assistant director and your classroom teacher. Staff frequently check email and it is a great way to communicate. Please do not use Facebook messenger to communicate with staff.

HOURS OF OPERATION

Fort Atkinson Preschool and Childcare is open year-round, Monday through Friday, 6:30 a.m. to 5:30 p.m. We are closed for the eight designated holidays listed in this handbook and an additional day for inservice/staff trainings between summer and fall sessions, the date to be announced annually. A list of dates Fort Atkinson Preschool and Childcare is closed is distributed at the beginning of each year.

4K classes operate from either 8 am-11:10 am or 11:50 am-3 pm Monday-Thursday. Be aware that our 4K staff has planning and/or lunch breaks before 4K and between 4K sessions. Please do not bring your child into the classroom until teachers open the classroom doors. Wait WITH your child outside the classroom door, other children who are in the center at that time are part of our paid childcare programs and staff are not able to watch 4K children unless they are enrolled.

4K families who are late in picking up will find their children in the wraparound room (or office if no space is available). You will be charged for a full day of care \$36.50 regardless of what time you arrive. Repeated late pick up will be reported to Fort Atkinson School District and may be considered child abandonment.

There is wraparound care available to 4K families outside of regular 4K hours for a fee (limited space available). This is contract based care, there is no drop in wraparound care available. Please see the office if you are interested in wraparound care.

INCLEMENT WEATHER

In the event of inclement weather Fort Atkinson Preschool and Childcare will close if Fort Atkinson School District closes.

Check the closed parent Facebook page and your email for closing announcements from the center.

4K parents will receive an automated phone call from the school district with specific information about 4K cancellations.

OTHER CENTER CLOSURES

In addition to weather related closures the center may be required to close if the center: loses heat, air conditioning, electricity, does not have running water, plumbing problems, phone failure, major construction repairs or any other situation that could jeopardize the health and safety of the children or staff.

If loss occurs prior to opening parents will be notified via email and Facebook.

If loss occurs while children at the center parents will be notified and children must be picked up within one hour.

STATE OF WISCONSIN LICENSE

The Fort Atkinson Preschool and Childcare Center Family Handbook, outlining all Center philosophies, policies and procedures and the Wisconsin Administrative Code, HFS 46, and Licensing Rules for Group Day Care Centers are available upon request. They are also available on the parent shelf in the hallway for reference purposes, please do not remove these copies from the center.

Our state license and the record of our last licensing visit are located on the parent board in the office. You can also visit

<https://childcarefinder.wisconsin.gov/provider/providerdetails.aspx?ProviderNumber=2000556962&LocationNumber=1&q=C7-0F-12-C9%3aMHwwfHx8fEZPUIQgQVRLSU5TT058NTM1Mzh8Mjh8VHJ1ZXxUcnVlFRydWV8VHJ1ZXxUc>

[nVlfFRydWV8VHJ1ZXxUcnVlfFRydWV8VHJ1ZXxUcnVlfFRydWV8VHJ1ZXxUcnVlfFRydWV8VHJ1ZXw1fGJ8MHwwfHxkfEZhbHNlfDB8RmFsc2U%3d](https://www.dcf.wisconsin.gov/youngstar) to view our most up to date license information with the Department of Children and Families.

4K classrooms and the children and families enrolled in 4K only are also required to follow state licensing laws.

YOUNG STAR

In July of 2011, the Department of Children and Families began a Quality Rating Indicator System in our state called Young Star. Child care centers are rated on a scale of two to five stars based on their quality. Fort Atkinson Preschool and Childcare is a Five Star Center. For more information on Young Star please visit their website at <https://dcf.wisconsin.gov/youngstar>.

NATIONAL ACREDITATION COMMISSION (NAC)

Fort Atkinson Preschool and Childcare is accredited by the National Accreditation Commission for Early Care and Education Programs. As an accredited center, Fort Atkinson Preschool and Childcare is recognized as an early care and education program that exemplifies excellence in the care of young children. Fort Atkinson Preschool and Childcare ensures a high quality program for children that is conducive to their individual growth and development, provides professional training opportunities for staff, and demonstrates that the center exceeds minimum state licensing requirements for child care programs.

RELIGION

Because Fort Atkinson Preschool and Childcare is located in the First Congregational United Church of Christ, religious pictures and banners hang in hallways upstairs and at times may be observed. Children's questions will be answered in a factual manner. No religious dogma is taught, but the ethical principle of being kind to one another is emphasized. The staff will adhere to parental and/or family religious preferences if our office is advised.

HOLIDAYS

Fort Atkinson Preschool and Childcare celebrates many traditional holidays in a secular fashion (Easter Bunny on Easter, Santa at Christmas, etc...) as do most of our families. In addition, families are encouraged to share their traditions with us and to come into our classrooms to celebrate their culture and family traditions.

Families are asked to indicate which holidays they celebrate on their intake forms. If there is a family in a specific classroom who objects to any given holiday being celebrated we will work with the family and classroom teacher to provide alternatives (for instance if a family objects to Halloween that classroom may opt to do a harvest or fall unit or celebration).

Our goal is for our children to be able to celebrate the traditions they celebrate at home and in the community as well as to learn about others' customs and holidays that they may not celebrate. We teach and encourage respect for all families and the traditions they follow.

FORT ATKINSON PRESCHOOL AND CHILDCARE GOVERNING BODY

The Church Council of the First Congregational Church is the governing body with the Preschool Director reporting to the council.

TRANSPORTATION

Fort Atkinson Preschool and Childcare cannot assume responsibility for transporting children to and from Fort Atkinson Preschool and Childcare. Only those persons authorized on the enrollment form will be allowed to pick up children at Fort Atkinson Preschool and Childcare. Permanent changes to authorized pick-ups must be made by submitting a new enrollment form.

Some 4K children are eligible for busing service. Please talk with this school district to find out if this applies to your child. Students who arrive or depart from Fort Atkinson Preschool and Childcare by school bus are required to complete the alternate transportation information on the enrollment form. Fort Atkinson Preschool and Childcare staff will meet the buses and ensure any scheduled children are put on or taken off the bus. If a child is not on the bus parents will be called immediately. Please be aware that Fort Atkinson Preschool and Childcare does not provide any supervision or accept any responsibility for students while they are on the buses or transferring between buses at the public schools. Any problems that occur with the buses should be directed to the bus company.

FIELD TRIPS

Fort Atkinson Preschool and Childcare will schedule field trips for the children. A permission slip will be sent home in advance with all necessary information concerning destination, time, cost and if a lunch must be provided.

Parents/guardians are welcome to chaperone field trips. They are expected to pay the necessary cost. Typically parents will be asked to follow the bus in their own vehicles.

The signed permission slip and money for the trip must be properly labeled and placed in the deposit mailbox in the office. Parents may opt to apply the charges to their weekly/monthly invoices as well.

Fort Atkinson Preschool and Childcare contracts the Double Three Transportation Co. to transport the children.

FORT ATKINSON PRESCHOOL AND CHILDCARE T-SHIRTS AND SWEATSHIRTS

When on field trips, it is always easier to spot our children when they are wearing the same color shirt. We may provide a t-shirt for children to wear on trips.

ADMISSION AND ENROLLMENT POLICIES

In order to be enrolled in the 4K program children must be 4 years old on or before September 1 of that school year. The enrollment process for 4K is completed through the Fort Atkinson School District.

In addition to 4K district forms there are center forms required by licensing that must be completed. All required registration and enrollment forms must be completed and submitted in order to be officially registered. All authorized and unauthorized persons that a child may or may not be released to must be noted at this time.

Admission is on a first come, first served basis. Priority consideration is given to those children who are enrolled as three years olds at Fort Atkinson Preschool and Childcare and those children who are enrolled in wraparound care at Fort Atkinson Care.

CENTER STAFF

Our center staff consists of a director, assistant director, lead teachers and assistant teachers.

The center director, with assistance from the assistant director, can answer questions regarding enrollment, children's schedules, billing, center and program policies and much more. Please feel free to stop in, call or email the director at any time.

At our center 4K Teachers have a minimum of a Bachelor's Degree and are licensed by the Department of Public Instruction. They are responsible for lesson planning, assessments, classroom newsletters, parent communication and the daily running of his/her classroom. They can help your with questions regarding your child's day, the classroom schedule, classroom policies, your child's assessment and goals and much more.

Please feel free to visit with your child's teacher at drop off and pick up, although if you have the need for a longer time or more confidential setting please let him/her know so that we can schedule another teacher to cover the classroom. Each classroom has an email monitored by the lead teacher and you can reach him/her in that manner.

Assistant Teachers meet the minimum credentials set forth in the Department of Children and Families 251 Licensing Rules for Group Child Care Centers. Many of our assistants are presently pursuing careers in early childhood education and are enrolled in Credential, Associate or Bachelor's Degree programs. Their role is to assist lead teachers in implementing lesson plans and to provide supervision to children. They also complete many of our center "chores" including snack prep, laundry, dishes, etc...

Center staff are required to possess a certificate from The Registry indicating their verified qualifications and the certificates can be viewed outside the classroom doors.

All staff must be current in first aid, CPR and AED, Abusive Head Trauma Prevention and Child Abuse and Neglect/Mandatory Reporter training. Full time staff complete 25 hours each year of continuing education and part time staff (less than 20 hours per week) complete 15 hours each year.

ASSESSMENT POLICIES

CURRICULUM

Fort Atkinson School District provides 4K programs with curriculum materials and standards including Creative Curriculum, Everyday Math, Social and Emotional Foundations of Early Learning, and a literacy program. For more information about 4K curriculum please talk to your child's teacher or the 4K Coordinator for the school district.

Parts of the curriculum encourage weekly "homework." While these assignments are not difficult it is important for parents to help their children complete the work as assigned and return it to school by the due date. These assignments reinforce things taught in the classroom and introduce children to the importance of completing assignments.

HEALTH/SAFETY POLICIES

DRESS

Please dress your child in durable, self-help clothing. Children are encouraged to participate in a variety of activities, which may mean getting messy, dirty, soiled or ruffled. Wash and wear items that are easy to take off and on and shoes that will not slip or slide when running or climbing are most appropriate. Tennis shoes are required in order to ride bikes or scooters or climb on the equipment and are strongly encouraged for daily wear by all.

Suitable clothes should be worn for existing weather conditions. Children play outside every day that weather permits. We play outside until the wind chill is below 10 degrees. Boots, snow pants, mittens, hats and scarves are necessary during winter months. Students who do not have boots and snow pants will be required to stay out of the snow during outside time. Please bring shoes daily as we discourage wearing boots in the classrooms for safety (melting snow can create wet spots and falls). Label ALL of your child's belongings with his name.

Children are required to leave one complete change of labeled clothing at Fort Atkinson Preschool and Childcare at all times. We provide a box for your child's extra clothing which is kept in his/her locker. You will want to change the provided extra clothing according to the seasons. Parents will be called if students who need to change clothes do not have clothes in their locker. We are unable to let children sit in wet clothing so parents will be required to bring clothes to the center immediately.

SMOKE FREE ENVIRONMENT

Fort Atkinson Preschool and Childcare and the outdoor play areas are entirely smoke free and smoking is not allowed in the presence of children.

PLAYGROUND SAFETY

We require students to wear bike helmets when riding bikes or scooters. Staff do clean helmets but they will not be cleaned between individual use and are shared helmets. If you are more comfortable you may send a helmet from home labeled with your child's name. The helmet will be kept in his/her locker and he/she will be responsible for bringing it outside and back in. As classrooms must remain

in teacher/student ratios students will not be allowed to come back in for helmets if they choose not to bring them outside.

Please do not allow children to open the gate on the playground, even when with adults. We prefer children do not learn how to open the gate so as to keep everyone safe.

Tennis shoes are required in order to ride bikes or scooters or climb on the equipment.

SICKNESS/INJURY POLICY

PLEASE SEE COVID-19 AMMENDMENTS FOR CURRENT HEALTH POLICIES.

If your child becomes seriously ill or injured, we will phone 911 and have your child transported to the nearest medical facility for treatment. We will notify you immediately. A staff person will accompany your child taking the child's file along.

Routine procedures are for treatment of minor injuries and superficial wounds are conducted. As per licensing law, staff are unable to apply Neosporin, clean with alcohol or apply any other topical treatments. Wounds are cleaned with soap and water only and protected with band aids if required. Ice packs are applied if needed. All injuries are recorded in a logbook. A copy of the injury report is placed in your child's cubby and in your child's file.

Fort Atkinson Preschool and Childcare follows all necessary cleaning procedures should head lice occur at the center. We have a "No Nit" policy. Children are not allowed to attend Fort Atkinson Preschool and Childcare if any nits are present.

If your child has an allergy requiring an epi-pen or has a chronic illness that requires regular monitoring or treatment during school (such as diabetes or asthma) we will work with the family and the child's doctor to complete an action plan. Training will then be provided based on the plan to all pertinent staff. The action plan will be posted in a confidential way in all classrooms the child visits. The plan must be updated at least annually.

Please call or email the center if your child will be out ill and include a description of the illness. If your child has a communicable disease we are required to post the illness (names are confidential) so other families can be aware and vigilant. Certain illnesses require us to report to public health and/or licensing. Notifications will be put on the parent information board by the entrance and on the closed parent Facebook page.

FOOD POLICY

Fort Atkinson Preschool and Childcare focuses on teaching children proper nutrition.

Morning and afternoon snacks are provided by the center and consist of two healthy foods. A snack calendar is published monthly and posted on the closed parent Facebook page and on the parent bulletin board in the hall and in each classroom. Paper copies are available upon request.

Families bringing treats for birthdays or other reasons are encouraged to bring healthy foods. For safety store bought/commercially prepared items are required due to COVID-19 precautions

We have a peanut and tree nut free snack policy. We do not serve any products containing nuts. If bringing a treat from home, please be sure it is nut free.

If your child has other food allergies or other dietary restrictions, please make us aware of these issues so we can provide for the safety of your child.

Licensing laws prevent us from forcing your child to eat snack. This means we cannot tell them how much they have to eat to “be done.” We cannot force them to eat their food in a certain order or prevent them from eating one food if they have not eaten another. Food is never used as punishment or reward.

Breakfast and lunch are not served to children who only attend 4K programming.

HAND WASHING

Washing hands is the single most important thing we can do to decrease the possibility of spreading illness. We ask that all children wash their hands upon arrival. If families are going to stay and play we ask that they wash their hands as well.

Children and adults at the center will wash their hands:

- Upon arrival for the day.
- After using the toilet.
- After handling bodily fluids (blowing/wiping a nose, coughing into your hand, touching any mucus, blood or vomit).
- Before and after meals and snacks.
- After coming in from outdoors or the gym.
- Before preparing or serving food.
- Before and after using sensory tables.
- After handling any animals.
- After handling garbage or cleaning.

The proper procedure for hand washing is stressed to children.

We teach them a handwashing song which they are encouraged to sing through twice while washing their hands. It goes like this:

(To The Wheels on the Bus)

The soap on our hands goes suds, suds, suds,
Suds, suds, suds,
The soap on our hands goes suds, suds, suds
And the germs go down the drain!

Children and staff are taught to:

- Wet hands.
- Apply soap.
- Rub vigorously for 20 seconds including the backs of hands, between fingers, under fingernails and around jewelry.
- Rinse hands.
- Dry hands with a paper towel.
- Use the paper towel to turn off the water.
- Throw the paper towel in the garbage without touching the can.

MEDICATION

Medication administration forms are available from the office if your child needs medication while attending Fort Atkinson Preschool and Childcare. A form must be completed by the parent/guardian for insect repellent and sunscreen. **Medications including both over the counter and prescription medication must be authorized by a physician.**

Lotions and lip balms are considered medications and require a physician's authorization. Children may not have on their person, in their lockers or back packs, lip balms, lotions, cough drops or hand sanitizers.

Medications must be brought in the original container clearly marked with the child's name and brought directly to the director or assistant director, teachers may not accept medications from parents so you may want to call ahead to schedule a meeting with an administrator. Any medication brought in different containers will not be administered. No child shall receive medication meant for another family member. A written report including time, date and name of person administering the medication is recorded in the medical logbook and a copy is kept in your child's file.

Please do not put medication in back packs. All medications must be kept in a locked cupboard while at Fort Atkinson Preschool and Childcare. Please ask teachers to retrieve the medication for you at the end of the day. We ask that you do not go into the locked medication cabinets as a matter of confidentiality.

TOYS FROM HOME

Fort Atkinson Preschool and Childcare offers a large variety of toys and educational supplies and we request that children do not bring toys-or any other items (coins, jewelry, stickers, coloring books, etc...) from home.

Toys from home can be lost or broke and often cause difficulty in sharing. In addition we are unable to verify the safety or appropriateness of toys brought from home. If children bring toys from home staff will place the toy in the child's locker.

Children may bring nap time cuddle toys (stuffed animals) that are small enough to fit in their nap buckets if they participate in wraparound care.

Occasionally teachers request children bring items from home for sharing days, alphabet museums or other activities. Please read your classroom newsletter and Facebook page to be sure the item your child wants to bring meets the request of the teacher. Bring it only on the day requested and take it home the same day.

PET POLICIES

Fort Atkinson Preschool and Childcare does not allow pets (other than fish and non-poisonous caged insects (such as butterflies, caterpillars, walking sticks, etc...)) to reside on the premises. Fort Atkinson Preschool and Childcare does not allow pets to visit the premises unless prior notice is given to parents and consents received. Do not bring your pets onto the property to pick up children.

SCREEN TIME

We do not watch television, movies, DVD's etc. at Fort Atkinson Preschool and Childcare unless related to a subject incorporated in our lesson plans. Children who do not wish to watch have alternate activities available. Computers and tablets with educational software and internet connections are available in the rooms. Smartboards and Smart Tables are used for curriculum purposes. Screen time is limited to 30 minutes per week. Families are expected to review and complete our acceptable use and social media policy forms.

BATHROOM ACCIDENTS POLICY

Children of all ages may have a bathroom accident. These include zippers getting stuck, sudden diarrhea and other mishaps. Teachers will assist in such situations. The child's clothes will be changed immediately. Gloves will be worn for the protection of both parties. Soiled clothing will be bagged and sent home for washing.

INSURANCE

In the event of an accident or injury, the child's family insurance coverage will be primary.

CHILD ABUSE STATEMENT

According to state law, a childcare worker in any daycare center or child caring institution is a mandated reporter and must report if they have reason to believe that a child has been abused or neglected (Wisconsin statues, Chapter 48.981(2)). Fort Atkinson Preschool and Childcare asks that parents/guardians explain to the teacher at drop off any injuries their child sustained outside our school. All unexplained injuries are reported to the appropriate agency.

If the child comes to the center with an injury that is out of the ordinary or repetitive in nature it will be documented in the medical log book upon the child's arrival at the center and reported to Child Protective Services if so required.

BABY-SITTING

It is a violation of our center policies for staff to baby sit or provide child care to enrolled children outside of the center. Disciplinary action can be taken against staff who choose to violate this policy. Should a family and staff person choose to violate this policy be aware that the center does not accept any responsibility for incidents that occur outside of contracted childcare at the center. Staff is not covered by liability insurance under these conditions. Please do not ask staff to violate our policies.

Please be aware that when staff leave our center we cannot provide you with reasons for their dismissal, resignation or actions taken while at our center due to confidentiality. Do not assume that because a staff member previously worked at our center and is now released from our baby-sitting policy that they would be appropriate caregivers for your children. Follow any and all common sense procedures before hiring him/her including background and reference checks.

RECORDS POLICIES

CONFIDENTIALITY POLICY

All information contained in your child's file is confidential. A child's file is open to parents/guardians, office personnel, the child's teacher, school district staff and the state licensing specialist. Your written permission must be given before anyone else may see your child's file.

TRANSFER OF RECORDS POLICY

Upon parental request and a written release of information, Fort Atkinson Preschool and Childcare will transfer copies of the child's records to a child's new child care center or school.

AUTHORIZATION TO EXCHANGE INFORMATION

If necessary or helpful to exchange or provide information with an outside party such as a doctor, social worker, family member etc., parents or legal guardians must sign a Permission to Release and Exchange Information form for Fort Atkinson Preschool and Childcare.

Employees of Fort Atkinson Preschool and Childcare will not provide any information (verbal or written) on a child that involves a conflict over custody or placement of a child.

COMMUNICATION POLICIES

Fort Atkinson Preschool and Childcare considers communication to be an important foundation of building meaningful relationships with families who attend our program. All resources will be provided to families in their native languages if requested. Please indicate any language other than English which your family may need materials on the online enrollment form. Google translate and other internet sources may be used to translate documents.

Staff have access to our secured electronic message board on personal phones and center tablets and computers and will post any pertinent messages to the board so that all staff can access the information. Because of our electronic message system you may see staff reading or entering information on their phones. Staff are also allowed to use personal phones for curriculum purposes- looking up information, music, videos, etc., however, staff are not allowed to use phones for personal communication while supervising children.

Communication preference forms are part of our online form completed during enrollment. Please complete this form prior to your child's first day of attendance. Enrollment forms will be updated annually. Should any information on your Communication Preference form change please notify the office.

Parent/teacher conferences are available twice a year. Parents/guardians are also encouraged to make an appointment with the teacher any time they are interested in their child's progress. Parents/guardians are welcome to visit Fort Atkinson Preschool and Childcare any time.

Each classroom emails weekly newsletters, paper copies will be provided to those who request them. White boards outside the classroom, emails, notes in your child's cubby and/or notebook are also used to communicate with families.

Each 4K child has a folder that he/she is expected to take home each day and return the following day. Please check this folder each evening for important notes from teachers, newsletters, homework and more. Bringing the folder each day helps to teach children responsibilities they will have when they get to kindergarten. Empty the folders of items when you have seen them and do not let items build up in the folder.

Each classroom and the center has closed Facebook parent groups. These pages are by invitation only and only parents or legal guardians of children currently enrolled are able to access these pages. A Social Media Comment Policy must be signed in order for parents to access the page. For children to have their pictures posted on the board a Social Media Consent Form must be signed. No children will have their picture posted unless the consent form is signed. Pictured children will not be named or tagged. Children whose parents do not consent to placement on the page may occasionally be pictured with their faces obscured or blocked out.

Parents may not post pictures of children, other than their own, taken at the center or center events on their personal social media pages unless they have consent from that child's parent.

Center staff may not "friend," "follow," or otherwise connect with parents of currently enrolled children via their personal social media pages unless a relationship existed prior to the child's enrollment. Please do not request this of staff and help them to follow our center's policies.

Enrollment forms are completed online. Enrollment forms be completed prior to your child's first day of attendance. Fort Atkinson Preschool and Childcare believes strongly in creating consistency between home and our program's culturally/linguistically appropriate practices. We acknowledge families cultures/values and their rights to make decisions for their children. Please help us to foster these values by completing these portions of the online form.

Parents are encouraged to be involved in our program and provide any input you may have.

Annual family satisfaction surveys are emailed in June, please take the time to complete them and provide us with valuable feedback for future planning.

OPEN DOOR POLICY

Unless excluded by COVID-19 policies, Fort Atkinson Preschool and Childcare has an open door policy for families to visit and observe at any time during the center's hours of operation, unless access is prohibited or restricted by a court order.

Families are welcome to participate in our program in several ways. Families can join us for snack, special days, field trips or family events. Parents are encouraged to share a hobby or interest with our children, lead a classroom activity or to come in and read a book during story time. If you have any other suggestions please know our center is very open to family involvement and participation.

DISCHARGE POLICIES

We reserve the right to cancel the enrollment of a child for any of the following reasons:

1. Non-payment and/or lack of adherence to center tuition payment policies. (non-payment does not apply to 4K only children as there is no charge for 4K enrollment).
2. Special needs of a child which the center cannot meet including but not limited to disruptive/dangerous behaviors which require a disproportionate amount of one to one attention or that puts the safety of themselves, other students, staff or center property in jeopardy.
3. Failure to provide necessary enrollment forms/paperwork.
4. Non-compliance with Fort Atkinson Preschool and Childcare Center's policies and procedures.
5. Abusive behaviors and/or verbal threats by the family towards staff, other families and/or children.
6. Lack of cooperation from the family adhering to policies and procedures relating to arrival and pick up.
7. Unwillingness to work with staff on issues relating to the child, including but not limited to disruptive/dangerous behaviors, excessive amount of one on one time, etc...

DISCHARGE FOR NON COMPLIANCE WITH REGISTRATION AND HEALTH FORMS

Your child must have a completed online CHILD ENROLLMENT form and the IMMUNIZATION RECORD on file before his/her first day at Fort Atkinson Preschool and Childcare. **No exceptions will be made as these forms are required by state law.**

You are also required to provide an updated physical form (Child Health Report) completed by a physician within 90 days of your child's first day at Fort Atkinson Preschool and Childcare. The

physical must have been completed within 1 year prior to enrollment or 90 days after to be valid. These forms must be updated every two years. **A child will be considered officially withdrawn if not in compliance with Wisconsin State Health Regulations.**

DISCHARGE FOR DISRUPTIVE/DANGEROUS BEHAVIORS

There are times when an individual child may not function appropriately in our environment. Group child care is not always the best choice for every family as some children may require smaller, quieter environments, less structured schedules, more one to one attention or may have other needs that require smaller teacher to child ratios. This should not be considered a failure of the center or parent, rather a collaborative effort to meet the needs children have. Fort Atkinson Preschool and Childcare reserves the right to dismiss a child.

Running from the classroom, play area or staff is a very dangerous behavior as it endangers the safety of the child as well as the safety of the other children should a teacher be required to follow a student who has left the classroom or play area. Students who repeatedly attempt to leave the classroom or play area unsupervised may be dismissed from care.

A child must be willingly able to attend and participate in programming. Children must walk with their class and follow along with the classroom activities. If a child refuses to walk staff are discouraged from picking up children for their safety and the safety of the child. Depending upon the situation this can also be determined to be use of restraint by licensing which is a serious violation. If children are consistently unable to willingly participate in programming they may be dismissed from care. Examples include refusing to leave the playground or classroom, laying or sitting on the floor and refusing to walk or refusing to walk with staff at arrival time to the classroom.

Parents will be expected to pick up their children whose behavior is endangering students, staff or property. These behaviors are grounds for dismissal. Students who require a disproportionate amount of one to one attention for behavior issues may also be subject to dismissal.

Dismissal will occur after communication with parents/guardians has occurred, incidents have been documented and new procedures have been tried with the child to eliminate behavior problems. The safety and welfare of all children and staff will be paramount when considering such decisions. If necessary, an immediate dismissal will occur.

SECURITY

CHILD CHECK IN/OUT

Daily sign-in sheets are on a clipboard in each classroom. **ALL PARENTS/GUARDIANS ARE REQUIRED NOTIFY TEACHERS WHEN THEIR CHILDREN ARRIVE AND DEPART EACH DAY** and teachers will complete the attendance sheet. Children need to be signed in and out each day so teachers can account for each child at all times of the day. When leaving Fort Atkinson Preschool and Childcare for walks, field trips or when practicing an evacuation, the teachers take the sign in sheets to take roll call and account for each child. Emergency information is also taken along in case we need to contact parents.

Fort Atkinson Preschool and Childcare will not release a child to anyone other than his/her parent/guardian or other authorized persons listed on the enrollment form. A written permission slip signed by the parent/guardian must be provided before a child is released to anyone else. Authorized people picking up children must be at least 18 years old. We expect people we do not know to furnish a form of identification when picking up a child.

Children will not be released to anyone if the person

- Appears too ill to drive.
- Appears to be under the influence of alcohol.
- Appears to be under the influence of drugs.

If any of the above situations occur, another authorized pick up person will be contacted. If a second person cannot be reached the Fort Atkinson Police Department will be notified. We understand this can be a potentially embarrassing situation for families but we will put the safety of the child above all else so please do not attempt to pick up your child if any of these circumstances apply.

During drop off and pick up times **THE PARENT IS IN CHARGE OF THE CHILD!** Please make sure your child (and any siblings or other children who are with you) remains in your sight and sound at all times as is required by licensing law. Children may not run ahead of parents up the stairs or go to their lockers, the bathroom or the kitchen without parental supervision. Parents should not pick up, carry or otherwise physically roughhouse with children who are not their own. Please enforce our center rules during these times to provide for the safety of your child as well as our other children and staff. Consistency in enforcing rules will increase children's respect for staff and parents alike.

CUSTODY ISSUES

Legally we must release children to parents/legal guardians who are divorced or non-custodial. The only way you can prevent a parent/legal guardian from picking up a child is if we have a **SIGNED COURT ORDER** in writing in your child's file. If parents were never married we still ask that you provide us with any custody arrangements or agreements to provide for your child's safety.

SIBLINGS/FRIENDS/RELATIVES OF CURRENTLY ENROLLED CHILDREN

Many times when families drop off or pick up they have other children along who are not enrolled in the center. It is essential that these children stay with the adult at all times. We ask that you ensure that the children you bring into the center follow our rules and policies-walking feet, quiet voices, respect for center materials, etc... Fort Atkinson Preschool and Childcare is not responsible for the care and safety of children who are not enrolled.

EMERGENCY POLICY

In case of an emergency, we will notify you immediately to make arrangements to pick up your child. If we are unable to reach you or any of the designated people listed on your child's enrollment forms, we will contact Social Services to pick up and care for your child.

BUILDING SECURITY

Parents and authorized pick up persons will be provided the code to the security door. Please do not share this code with anyone else. Do not let your child know the code or operate the key pad.

ACCEPTABLE USE POLICY

Fort Atkinson Preschool and Childcare may have computers, Smart Boards, Smart Tables and tablets in the classrooms. Technology in this day and age is meaningful and necessary in all education arenas.

Use of Internet provides additional educational benefits to students and staff. Unfortunately, some materials accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive.

Access to Internet is a privilege not a right and is supervised by teachers at all times. The privilege is given for academic and work related purposes only, to students and staff who agree to act in a responsible manner. No programs/downloadings/personal files may be brought from home.

Fort Atkinson Preschool and Childcare requires that parent/guardians and staff read, accept, and sign a commitment to abide by the rules for acceptable use of technology and the internet. Keep in mind that these rules are written for all classrooms and staff.

Students and staff are responsible for good behavior on the Internet just as they are in an educational setting.

The Director and/or Church Council Members may review files and communications to maintain individual integrity and the network system's integrity. This will ensure that all users are using the system responsibly.

Fort Atkinson Preschool and Childcare technology may not be used to:

Open, send, or display offensive words, messages, pictures, diagrams.

Students may not correspond with ANYONE through e-mails (unless directed by teacher), chat rooms, chain letters, downloading, opening/using unsolicited advertising, or the like.

Reveal personal addresses, e-mail addresses, or phone numbers of yourself or any other person.

Harass, insult, threaten, demean, disgrace, "make fun of", and attack ANYONE.

Damage computers, iPads, Smartboards/tables, computer systems, computer networks.

Rearrange computer, Ipad, Smartboard and/or SmartTable desktops or change computer settings.

Transmit any material in violation of USA, state, local regulations; violate copyright laws.

Engage in plagiarism; submit documents from the Internet as one's own work.

Trespass in altering, copying, reading, stealing a computer program or another's folder, work, file.

Employ the Internet/network for commercial purposes.

Play computer games that are not specifically required and directed by the teacher.

Violations of any of the above regulations will be considered serious and may result in a loss of technology and Internet use and be subject to other disciplinary actions by the Director and/or Church Council.

SCHEDULES

We encourage families to bring children on time each day (or as close as possible). We realize there are appointments that sometimes interfere with drop off times but please keep in mind children need consistency in their daily schedules to feel safe in their environment. Children who do not arrive to 4K on time on a regular basis miss a lot of important curriculum. 4K is school and parents should set an example at an early age regarding the importance of attendance. If your child will not arrive by 9 am please phone the center or email the director. State law requires us to attempt to ascertain the whereabouts of children who are scheduled to attend but do not arrive. Avoid a phone call by letting us know when your child will be absent.

PRIMARY CAREGIVING

Fort Atkinson Preschool and Childcare believes in and supports primary caregiving. This means that each 4K classroom is assigned one-two primary teachers, depending upon the number of children enrolled in the class. These teachers are regularly scheduled to lead the classroom the majority of the program day. These teachers are responsible for child assessments, goal writing, assessment summaries, parent-teacher communication and behavior and classroom management. Assistant teachers will carry out the directions and philosophies of the primary teachers in their absence.

BEHAVIOR POLICY

The main purpose of our behavior policy is to encourage the individual child to grow, develop socially and to achieve a secure and safe environment for all children and staff.

Through consistent positive guidance by the teachers, the child is given guidelines that are appropriate to the child's ability to learn and understand. Each child is encouraged to respect him/herself as well as others. Fort Atkinson Preschool and Childcare will not accept behavior causing danger to another person or property. Staff encourage children to use words to express their feeling and desires rather than use physical force or inappropriate language. Staff teach sharing and cooperation and encourage assertiveness rather than aggressive behavior.

Parents are expected to inform staff of changes in their child's life that may affect his/her behavior. Example: Parent out of town, child taking medication, family situation (separation, divorce, new

sibling, job change, etc.) Staff can be extra sensitive and proactive to meet the child's needs if they are aware of the circumstances surrounding the child's unusual behavior.

Physical punishment or other discipline that is harmful, humiliating or frightening to the child is not allowed. A time out or period of isolation is used only after positive techniques and redirection is ineffective. Time outs are not allowed for children under the age of three. Time outs may not exceed the number of minutes the child is old (for instance a three year old may only have a 3 minute time out).

While parents may choose certain discipline methods at home please be aware we are bound by Wisconsin licensing laws as well as professional standards. Parents may not "give (us) permission" to use forms of discipline that do not meet licensing laws or center policies.

Parents will be expected to pick up their children whose behavior is endangering students, staff or property and who cannot be managed through the above methods. These behaviors are grounds for dismissal.

LATE PICK UP

4K students who are not picked up at the end of class will be moved into our child care rooms. Parents will be charged \$36.50 regardless of the amount of time the child is in the child care room. 4K teachers may not monitor students whose parents arrive late as they have additional classes to teach after your child's class is finished. Because of this please schedule any lengthy discussions with teachers who may not have time for a long visit after class.

PROBLEM RESOLUTION

The following is a guideline for teachers and parents who may have a concern or question regarding activities at Fort Atkinson Preschool and Childcare. It is our intention to have any issues brought to our attention immediately and resolved to the satisfaction of all parties involved.

1. Discuss the matter with the person (teacher, parent, director, assistant director) involved in the situation. Explain your concern and explore possible remedies together.
2. The director and assistant director should always be informed and made aware of the issue immediately.
3. If you are unable to reach a mutual agreement, the director will meet with you and the person involved. Our goal is to always resolve issues at this level.
4. If a mutual agreement hasn't been accomplished, please give a summary of your concerns in writing to the director and/or a member of the First Congregational Church Personnel Committee. A thorough discussion will occur exploring all possibilities of resolution. The resolution will be determined using current employee and center policies, licensing and employment law as a basis for the decision.

5. The director and/or a member of the personnel committee will meet with the parties involved again to finalize the resolution.
6. If the issue is a violation of licensing regulations and has not been resolved at this point, the licensing bureau may be contacted. Our license specialist is Michelle Garcia. Her phone number is 608-422-6728.