

Policies Handbook of Cultured Kids of Madison

600 Grand Canyon Drive, Madison, WI 53719 www.culturedkids.com
Office Phone: 608-833-KIDS (5437) Emergency Cell Phone: 608-235-3794
Policy Effective Date: March 1, 2016

Table of Contents

Our Philosophy	2
Admission Policies	2
Operational Policies	2
Administrative Structure	3
Parents' Roles	4
Conferences	4
Enrollment Procedures	5
Enrollment Types	5
Waitlist	5
Forms Required For Enrollment	9
Contracts	11
Payment Methods	11
Vacation Policy	11
Late Fees And Other Charges	11
Education Policy	12
Curriculum Framework	12
Support Of Religious Practices	13
Managing Crying or Distraught Children	16
Contingency Plans For Fire / Tornado And Other Emergencies Policy	17
Health Care Policy	18
Special Health Care Needs	18
Child Illness	18
Medications	19
Infants and Toddlers:	20
Toilet Training	21
Care Of Mildly Ill Children	24
Nutrition Policy	25
Parents Bringing Treats	25
Snack and Meal Schedule:	26
Transportation Policy	27
Personnel Policy	30
Criminal Background Information	30
Performance Reviews	30
Staff Meetings	30
Dress Code	30
Orientation of Staff Policy	30
Child Tracking System	30
STAFF ORIENTATION CHECKLIST – GROUP CHILD CARE CENTERS	30
Continuing Education Policy	30
Job Descriptions	30

Our Philosophy

At CULTURED KIDS OF MADISON we believe kids need friends. We believe language should be a tool for acquiring friends, not a barrier to meeting new people. Our goal is to help children become comfortable interacting in societies that speak Spanish or Mandarin through immersing them in the language and in simulated cultural settings. These efforts will increase their literacy, capture the power of their young minds, and unleash their potential to be well-rounded, empathetic, and adventurous international citizens.

Admission Policies

CULTURED KIDS OF MADISON is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by Cultured Kids of Madison West LLC as a Limited Liability Company. An on-site Director manages the day-to-day operations. CULTURED KIDS OF MADISON is licensed to care for no more than 50 children at any one time. We are licensed to serve children ages six weeks old to 12 years old.

Enrollment preference will be given according to the criteria below, though not necessarily in the priority listed. The Center Director will determine openings for each group, taking into consideration both size and age composition of the current group. When all slots are filled for a given group, a waiting list is established. Only children enrolled 5 full days per week are assured of continued enrollment as long as obligations to the Center are met.

Enrollment Admission Considerations List:

1. Cultured Kids staff's children (for children over 24 months)
2. Siblings of children currently enrolled
3. Amount of hours or days per week being purchased
4. Seniority of Application/Waitlist Fee

Operational Policies

We are open Monday through Friday, from 7:00 AM to 6:00 PM, January through December. Standard service will not be provided on New Year's Day, Memorial Day, July 4th, Thursday and Friday *before* Labor Day (Teacher Work Days), Labor Day, Thanksgiving, Day After Thanksgiving (aka Black Friday), and Christmas Day. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following. We will be open Christmas Eve and New Year's Eve when the holiday falls during the work week.

We are inspected regularly to insure that we meet licensing standards. **Smoking is not permitted anywhere on the premises of the center, indoors or outside.**

We will post the following items for parents' review at the front entrance on the parent information bulletin board: license certificate, a complete copy of operating policies and procedures, the results of our most recent licensing monitoring visit, a copy of the licensing regulations, parental notices.

CULTURED KIDS OF MADISON is covered by liability insurance exceeding the amounts required by DCF.

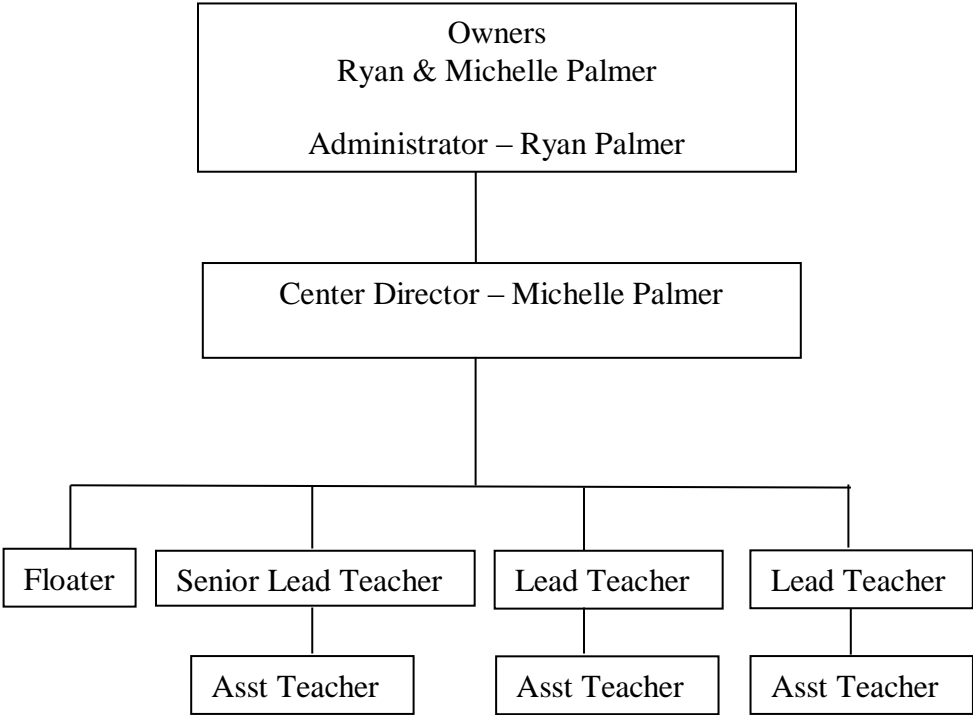
Cultured Kids does not currently have any pets. If new pets will be added in the future, a notice will be posted on the parent bulletin board to inform parents in advance, and whether or not children will have access to the pet(s). Any allergies children may have will be taken into consideration when deciding to add pets. Pets may be brought temporarily for "Show & Tell" purposes, provided they are contained in a cage of some sort and are only present when the child-owner is.

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 time). Parents must also enter their child's numeric code into the (ProCare Check-In Station) upon arrival and departure in the lobby by the office. Staff will also take daily attendance to know the names and numbers of children who are at the center at all times.

To protect each family's confidentiality, CULTURED KIDS OF MADISON will not share information about a child or a child's family with anyone who is not authorized to receive this information. This includes medical logs, behavior records, and the like.

Administrative Structure

The Center Director is supervised by the Administrator. Concerns regarding the Center Director's performance or behavior should be directed to the Administrator. All other workers are supervised by the Center Director. When the Center Director is not on site they will delegate their authority to the Assistant Center Director. The Assistant Center Director will likely be one of the Lead Teachers on staff. If in an emergency the Administrator, Center Director and Assistant Center Director are unavailable or unresponsive due to injury, then the most senior staff member (as measured by number of years working for CULTURED KIDS OF MADISON) will have the authority to direct the entirety of the staff and students to a safe place, delegate necessary actions to be taken by other teachers, and to obtain emergency assistance as quickly as possible, and contact parents.



Parents' Roles

Parents of enrolled children are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the court's order must be on file at the center. These visits may be to observe or interact with their child. Parents may also interact with the Director or Assistant Director if they are available. We encourage parent/teacher collaboration and teamwork in helping each individual child have the very best experience at Cultured Kids and a continuation of learning with parents at home.

Conferences

There will be two parent-teacher conferences offered during the year. Sign-up sheets will be posted in the lobby/entrance. Staff members will be able to meet with you during normal hours of Center operation. During the conferences, staff will share your child's developmental progress. If an additional conference with the Director or with your child's teacher is desired then an appointment will need to be made at least 24 hours in advance to ensure that adequate staff are in place so everyone participating in the conference can give their full attention. Reasons for these might include concerns about the child's development, the child's adjustment to the center/room, concerns about the child's behavior, etc.

Parents who need transportation for their children can contract with transportation vendors that serve the community. The transportation company driver or designated adult is required to escort the children into the building upon arrival.

Parents will be called if their child has not arrived within 15 minutes of scheduled time on a regularly scheduled day, unless parents have contractually arranged for something different. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

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(ren), we will need to be notified in writing or by a telephone call in advance. The person picking the child(ren) up will need to show a driver's license or other photo ID.

If a 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.

It is important that we communicate at least weekly if not daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone or in person. To foster communication on a regular basis, CULTURED KIDS OF MADISON provides scheduled conferences, a parent bulletin board, and daily conversations with any available staff.

CULTURED KIDS OF MADISON will provide care for children between the ages of six weeks and 12 years. We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap or ancestry. All children will be enrolled for a trial period of 2 weeks. During the trial period either the program or parent may terminate child care without advance notice.

Items provided by parents

(NOTE: Parents, you are required to label any item with your child's name that you would ever like to see again, ☺)

Diapers (ideally enough for the week)

If you use cloth diapers enough for a day or two is okay and then a few disposable to supplement

Wipes (enough for at least a week)

Diaper cream/ointment if applicable (Authorization to administer Medication form required)

2-3 changes of clothes (for accidents and when kids get wet or dirty outside).

Crib sheet or portable crib sheet (pack n play)

Sleeping items as needed (pacifier, blanket, cuddly, etc.)

Picture of your family to put on the wall (4x6 is ideal)

Toothbrush and a toothbrush cover for midday if child is present during lunch

Weather appropriate extra items (make sure all are labeled):

Gloves, Snow boots, snow pants, snow hat

Rain boots

Sunscreen if you wish your child to wear any

Hat for going outside (to protect from sun)

Insect repellent if you wish your child to wear any

Slippers or sandals for indoor use only OR socks with grips.

Milk/Formula/Baby food

Items provided by center:

Crib for infants up to 12 months

Cot/Mat for children 13 months to 6 years old

All Snacks for kids able to consume adult, minimally-processed foods

All craft materials

Enrollment Procedures and Discharge of Enrolled Children

Parents interested in enrolling their children at CULTURED KIDS OF MADISON must meet with the Director in person to discuss their child's specific needs and to review program policies. Our program's policies and Parent's Handbook are both available online and at our front entrance for parents to review in advance of the initial meeting with the Center Director. If, after meeting with the Center Director, the parent(s) wish to enroll the child(ren) and the Director believes that the school has the talents and resources to meet the needs of the child(ren) then they may be admitted. Children may begin attending when all required forms are completed and turned in by the parents, the \$50.00 enrollment fee and first month's tuition has been paid.

Enrollment Types

Children may be enrolled on a full-time basis for up to 60 hours per week or on a part-time basis. Enrollment time is measured in "long" or "short" versions of A.M. or P.M. sessions. Short versions omit the Lunch and Nap, Long versions include them. Partial Day schedules are available for children over 4 years. Further detail is given on the Tuition Rate Schedule on the next page.

Wait list

To obtain a position on the Wait List, to enroll at a *future* date, or as soon as a spot is available, we require two things:

1. Completion of the **Wait List/Future Enrollment Form** available on our website and...
2. Payment of a **\$50 non-refundable Wait List Fee**

Placement in the classroom from the wait list occurs when a vacancy matching your needs opens up within 30 days of your desired start date. We will keep track of changes to our current schedules and will contact you via email and phone to offer you the opening and an exact start date.

Please be aware that our priorities in offering a position considers several factors, including: Families purchasing the greatest number of days or hours per week, current CK families needing a schedule change, children of employees of Cultured Kids, seniority of Deposits received, etc.

Enrollment in an Open CK Spot

Within 1 week, following notification, Parents must...

- a. Accept a spot or
- b. Decline the offer of the vacancy and maintain their position on the waiting list by *clearly indicating* to the Administrative staff their desire to do so via written email verification to contact@culturedkids.com or accounting@culturedkids.com.

Within 5 business days of acceptance of the offer, payment of the First Month's Tuition (30 days following start date) is due. *This is non-refundable and confirms your start date.*

Delaying a child's start date after your First Month's Tuition has been paid will FORFEIT the unused portion of that prepaid tuition. To obtain a new start date for a child the prepaid tuition balance will need to be brought back up to the 30 day threshold.

Within 3 business days of a child's start date, payment of the \$50 non-refundable Enrollment Fee is due along with all required paperwork (see Forms Required for Enrollment section).

Changes to Schedule

Additional days or hours maybe requested by phone or email with as much advance notice as possible. Payment for an additional "off-schedule" day must be paid on the same day services are rendered by personal check.

Cultured Kids of Madison

600 Grand Canyon Dr., Madison, WI 53719
608-833-5437 www.culturedkids.com

Cultured Kids offers enrollments in full weeks, full days, and partial days. Families with a 2nd child enrolled receive a 15% discount on the eldest child(ren)'s regular tuition for the same number of hours. For a 3rd child enrolled, a 25% discount will be applied to the eldest child's original tuition for the same number of hours. Any add-on hours or extra services will be charged at regular price. Three month minimum contracts are required for infants.

Prices include snacks and laundering of bed sheets. We have a focus on local, organic ingredients.

How To Calculate Tuition

Your weekly tuition will be charged to your bank account or credit card every other Monday (Bi-weekly). Straight, Full-Time (Full-Week) attendance is in Yellow. All other schedules are in Blue. For parents choosing to purchase partial days or partial weeks, identify the appropriate daily amount in the blue cells below and multiply it by the number of times your child will attend that segment per week. That will give you a weekly total cost.

Example 1: The Jones's want their 4- year-old child to attend a full day on Mondays and Long PM's on Wednesdays and Fridays. The Jones's will add the following tuition amounts: $\$64 + (\$45 \times 2) = \$154$ per week. They will be billed every other Monday \$308 ($\154×2).

Example 2: The Lopez family only needs care Mon-Wed-Fri, but they need the whole day for their 27-month-old and their 10-month-old. Their baby's weekly tuition is $\$82 \times 3 = \246 . They will also find the 2 to 3 Age Group and add the following amounts: $\$72 \times 3 = \216 . Then subtract 15% ($\$216 \times 0.85 = \183.60). Their total weekly commitment is \$429.60. They will be billed every other Monday \$859.20 ($\429.60×2).

Tuition is auto-billed via ACH from a checking account you designate.

		Full-Time	Weekly Tuition Costs		
		5 Full Days/wk	1 Full Day/wk	1 Short AM/wk	1 Long PM/wk
Age	Group	Weekly	Daily	Daily	Daily
		<10 hrs/day	<10 hrs/day	8:00am - 11:30am	11:30am - 6:00pm
0 to 2		\$330	\$82		
2 to 3		\$290	\$72		
3 to 4		\$270	\$67		
4 to 6		\$255	\$64	\$35	\$45
SCHEDULE CHANGE FEE			\$7.00 per day affected		

One additional hour may be purchased for any age group for **\$10.00**, subject to capacity restrictions. Please speak with the Center Director or Office Assistant to confirm availability.

CKIS Minimum Ratios of Instructors to Children	
Kids per Instructor	Age Group
4	0-1
4	1-2
6	2
8	2.5
10	3
13	4
17	5
18	6

Scholarship information on following page

Scholarships

A limited number of scholarships are available to verbal students 3 years old or older who are already fluent in Spanish or Mandarin. These would be students that can act as peer teachers and whose families have a total household income of \$60,000 or less. The scholarship reduces the weekly cost of Full-Time, Full Day tuition to 20% of the household weekly gross income, down to a minimum of \$180/week. Scholarship positions will also be subject to availability of appropriate slots. Please call us for more details. 608-833-5437

Annual Income	Weekly Income	Weekly Cost							
		Half Days per Week				Full Days per Week			
		2	3	4	5	2	3	4	5
\$60,000	\$1,154	\$53	\$80	\$106	\$133	\$92	\$138	\$185	\$231
\$58,000	\$1,115	\$51	\$77	\$103	\$128	\$89	\$134	\$178	\$223
\$56,000	\$1,077	\$50	\$74	\$99	\$124	\$86	\$129	\$172	\$215
\$54,000	\$1,038	\$48	\$72	\$96	\$119	\$83	\$125	\$166	\$208
\$52,000	\$1,000	\$46	\$69	\$92	\$115	\$80	\$120	\$160	\$200
\$50,000	\$962	\$44	\$66	\$88	\$111	\$77	\$115	\$154	\$192
\$48,000	\$923	\$42	\$64	\$85	\$106	\$74	\$111	\$148	\$185
\$46,000	\$885	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$44,000	\$846	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$42,000	\$808	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$40,000	\$769	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$38,000	\$731	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$36,000	\$692	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$34,000	\$654	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$32,000	\$615	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$30,000	\$577	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$28,000	\$538	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$26,000	\$500	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$24,000	\$462	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$22,000	\$423	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$20,000	\$385	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$18,000	\$346	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$16,000	\$308	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$14,000	\$269	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180
\$12,000	\$231	\$41	\$62	\$83	\$104	\$72	\$108	\$144	\$180

Forms Required For Enrollment

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 DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Photo release Form
- CKOM Child Personality Profile, Attendance Schedule & Agreement To Center Policies

The Director will inform parents when updates are needed.

Due, completed, within 30 days after child starts attending are the following reports:

- An electronic record of your child's immunizations from your state's immunization registry

OR

Form DPH-44192(S), "Day Care Immunization Record" This form contains the option to opt out of immunizing your child for reasons of conscience or religious conviction.

Due, signed by medical professional, within 90 days after child begins attending:

- Form DCF-60, "Child Health Report"

Both of these forms can be faxed by your doctor to Cultured Kids of Madison at 608-833-5439.

We appreciate and are grateful for all the families and children that attend Cultured Kids of Madison, but there are circumstances where it may be necessary for us to end our service agreement with a family. A child may be discharged from the center for reasons such as, but not limited to:

Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)

Lack of parental cooperation.

Inability of child care program to meet the needs of the child. This may include behavior that is dangerous for the other children such as biting or violent outbursts or medical conditions requiring training our staff is unable to obtain or reliably maintain. Staff will consult with the parents concerning how any problems might be solved in a mutually agreeable way before ending the care arrangement. The parents will be referred to other community resources to aid in finding a solution.

Repeated failure to pick up the child at scheduled time.

Failure to complete and return required forms.

If Cultured Kids decides to end the care relationship we 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. The final decision to discharge a child (or parents) will be made by the Center Director or the Owner. Child observation records, medical logs, Director's notes, staff files, and arrival time records from our access control records may all serve as possible sources of documentation for reasons for the discharge.

Parents must give a 2 week written notice of their intent to withdraw the child(ren). Cultured Kids may elect to waive this requirement at its sole discretion.

If a family or child feels they have been discriminated against, they have the right meet with the owners of CULTURED KIDS OF MADISON. Parents also have the right to appeal a termination decision to the Administrator of the Center.

Tuition Payment & Refunds

Contracts

We only require contracts with one age group. For our nursery room (kids 6 weeks to 12 months) we ask that parents commit to a renewable three months contract. Cultured Kids may elect to waive this requirement at its sole discretion.

Payment Methods

Your weekly tuition will be charged to your bank account or credit card every other Monday (bi-weekly). This is set up using a completed ACH direct withdrawal form turned in with enrollment paperwork.

- Children will not be admitted without being current on their tuition.
- If there will be a third party payment, as from an employer or a county or state agency, a special payment schedule will be arranged and detailed before your child's first day of attendance. Parents will be responsible for any specified co-payments or unpaid amounts. Those payments will be due on the regular tuition due dates. If a co-payment is anticipated, then the negotiated amount must be received on or prior to the child's first day of attendance.
- NO refunds will be given for days when children are absent for illness or other reasons.
- Refunds will only be given to parents that have prepaid more than two weeks in advance and who have submitted their two week notice of withdrawal from the center. The amount of prepayment beyond the two week obligation is the amount that will be refunded.
- Rates vary by age group and room your child is enrolled in. A current tuition rate sheet is available from the Center Director or on our web site.
- Families with a 2nd child enrolled receive a 15% discount on the eldest child(ren)'s regular tuition for the same number of hours. For a 3rd child enrolled, a 25% discount will be applied to the eldest child's original tuition for the same number of hours. Any add-on hours or extra services will be charged at regular price.

Vacation Policy

For families that have been continuously attending the center for 12 months or more, we offer one week's worth of vacation days in the amount of your child's normal attendance schedule. For families that have been attending the center for more than 30 months, we offer two weeks' worth of vacation days in the amount of your child's normal attendance schedule. Vacation credits cannot be used for a period when your child will be attending Cultured Kids. These weeks must be consumed in whole week increments and parents must notify CK in writing via email to accounting@culturedkids.com to obtain a credit for these vacation "weeks." No vacation is available for those having attended less than 12 months. Vacation credits do not accrue. One week of vacation credit becomes available on the 12 month anniversary of each family and must be used within the next 12 months. At each family's 24 month anniversary another week of credit becomes available to use within the next 6 months. At each family's 30 month anniversary (2 ½ years) 2 weeks of vacation credit becomes available to be used within the next 12 months. The second child who started later is eligible for the same vacation credit as the first child when family is planning vacation.

If a child will not attend on a regularly scheduled day, parents should let the Director know as far in advance as possible, but at a minimum one hour before the child's regularly scheduled arrival time or 8:00 a.m., whichever is earlier.

CULTURED KIDS OF MADISON will announce any tuition increases at least three weeks in advance.

Late Fees and Other Charges

- Additional hours beyond a child's regular contracted attendance schedule will be billed at the rate of \$10.

- Occasionally additional fees will be charged to pay for a special guest lesson or field trip. Parents will be notified of the cost two weeks in advance. The fee will be assessed on the Friday of the week the expense is incurred.
- Late pickups after 6:00 p.m. will be billed at the rate of \$1.00 per minute beyond 6:00 p.m. The final authority on when a parent arrived to pick up a child will be the records of our access control system at the front door.

Education Policy

All staff will have information about Developmentally Appropriate Practices (DAP) and we will review this information at least annually and with all new employees during the orientation process.

Student Dress Code

In the long run it is CULTURED KIDS OF MADISON'S desire to be able to provide its students with uniforms. Providing uniforms is not possible at this time. In lieu of uniforms we provide a dress code which is as follows:

All Students shall bring and wear clothing that is appropriate for the season and planned activities for the day. This includes accounting for the warmth or coolness of the weather and for the likelihood of getting soiled from outdoor play whether within the onsite playground or on a field trip to an offsite location.

For Children 4 Years Old & Older

Midriiffs must be covered at all times. Upon arrival to the center, **shoes** worn outside should be deposited by the child's coat locker and indoor shoes/slippers/socks-with-grips will be worn in the building.

Girls: For hygienic reasons, must wear pants, shorts or bloomers over diapers or underpants.

Boys: For hygienic reasons, must wear pants or shorts over diapers or underpants.

Curriculum Framework

CULTURED KIDS OF MADISON staff will plan a variety developmentally appropriate children's activities, aligning with the Wisconsin Model Early Learning Standards, and clear guidelines promoting positive behavior.

Cultural Exposure: Ours is a language and cultural immersion environment. The vast majority of student/teacher interactions will be conducted in these languages. For children under two years old we will strive to provide exposure to both Spanish and Mandarin in our nursery. Ethnic foods, dances, legends, music and traditions will be shared amongst all children in age appropriate ways.

Cultured Kids of Madison is a secular school but recognizes that religion plays an integral role in many cultures' histories and traditions and trying to explain the reasoning behind many cultural practices while avoiding the subject of religion would be both futile and confusing. Cultured Kids of Madison will not favor or evangelize any particular religion or philosophy, but will, as a practical matter, allow its teachers to frankly discuss the role any specific religion or philosophy played in any significant legend, tradition, national holiday, makings of a hero, theme of a song, etc.

Language

Development: Singing, music, sign language, group stories and individual reading, writing materials, poems, alphabet and Chinese character study.

Social/Emotional skills: Because of our emphasis on cultural exchange and trying new things that may never be presented in the child's own home we will engage in more group activity and personal

experimentation than may occur otherwise in other centers. Many of these activities may result in the child having a broader, less structured sense of community, family, and of what may or may not feel “native” to them. These activities could include learning dances taught by outside professionals, practicing of introductions and simple manners/etiquette in different cultural contexts, experimenting with different foods and flavors, and brief studies of genealogies/histories of Spanish and Mandarin speaking peoples and how those affect us today.

Large muscle skills:	Balls, hoops, bubbles, running, jumping, dancing and outdoor play
Small muscle skills:	Puzzles, art and craft activities, manipulative toys and blocks
Creative expression:	Dramatic play props, puppets, musical instruments and movement activities
Self-help skills:	Cleaning up after ourselves, helping with mealtime preparation, daily responsibilities, and dressing ourselves

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, manipulative 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. Our center will have a special emphasis on Spanish and Mandarin speaking cultures.

Support of Religious Practices

There will not be an institutionalized religious component to our program. As stated above, we have a secular position, however, our staff will be trained to support all the children in practicing their respective religions. This may be manifest in the reminding of, or the supporting of children, per their parents’ instructions, in such practices as prayers or songs at specific times of day or in conjunction with specific activities. Our goal is to help parents raise their children to be the best individuals and family members they can be. It is assumed that supporting all facets of parents’ efforts, religious or otherwise, will contribute to positive development of their children.

Outdoor Play Policies

Children, including infants and toddlers, **will go outdoors daily** when weather permits. The children age 2 and above will be kept indoors if the temperature is below zero degrees Fahrenheit including the wind chill. Children younger than 2 years will be kept indoors if the temperature, including wind chill, is below 20 degrees Fahrenheit. If the inside temperature rises above 80 degrees we will provide fans or air-conditioning; if it falls below 67 degrees we will call for furnace repair and contact parents to come for their children.

School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities.

Children under two years of age will have a flexible schedule, which reflects the child's individual needs and is coordinated with their schedule at home. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. Parents will use this report to share information with us about the child’s night and morning activities and disposition.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy.

We may occasionally take field trips, including walks around the neighborhood. Per regulations wagons and strollers will be used for our non-walking children on walking field trips. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

We will not be offering activities that involve swimming, wading, pools or buckets of water or any other accumulation of water that could become a “water hazard.” Water balloons may be utilized from time to time for specific activities. We do have a hose that is used to spray water in the air and the kids run and play under that.

A schedule of daily activities is posted in each classroom. Activities at the beginning of the day and at the end of the day will be designed for a wide age range of children working and playing together. Groups of children may be combined at the beginning and at the end of the day. A program of activities is planned a week in advance. Staff use additional resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review. Many activities will focus on cultural exploration and contrast with the teacher’s upbringings or personal experiences from their childhood, travels, etc.

During the Children’s Transitions from one place or activity to another, teachers will provide a group story, active song time, finger plays, playdough, or some type of fidget toy during transitions so that children are not waiting in large groups or in long lines.

Sample Daily Schedule

7:00-7:30	Early morning	Quiet games, stories & art available
7:30-8:00	Breakfast & wash our dishes	
8:00-9:00	Free Choice of Areas	Science/math, library, dramatic play, house, climbing equip, building, art projects
9:00-9:20	AM Snack available	Diaper Check -free play, art & writing table
9:20-9:45	Potty Break	Set out sleep mats and blankets for Siesta
10:00-10:35	AM Circle Time	songs and play to review colors, numbers, animals, etc
10:45-11:30	AM Outside Time	
11:30-11:40	Outdoor Circle time	Discuss outside activity & weather
11:40-11:50	Kid Yoga to wind down	Butterfly, cobra, baby, reverence, etc and wash hands
11:50-12:15	Lunch and review the day together	"What Time is It?" Game
12:15-12:30	Wash dishes, Potty/Diapers, & Brush teeth	
12:30-2:30	Nap time/ Quiet time	Siesta songs & choose books to read at our mats
2:30-2:35	Kids Beginning to wake up from Siesta	
2:35-3:00	Clean up mats, Potty Break	Quiet Games & Art available
3:00-3:45	PM Snack	Kid helpers prep food & Free Play
3:45-4:30	PM Circle Time or Music Time	Dancing, Instruments & Story Time & Potty Break
4:30-5:30	PM Outside Play	
5:30-5:35	Outdoor Circle time	Discuss outside activity & weather
5:45-6:00	Small group art	Stamps, drawing, play dough, finger paints, etc

Child Guidance Policy

Children's behavior will be guided by setting clear limits or rules for them. 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"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

Managing Crying or Distraught Children

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring, and inquire if this might indicate onset of an illness.

"Time-Out" is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children **age 3 and older**, but never for more than **5 minutes**. The term 'time-out' is short for 'time out from positive reinforcement'. The strategy is similar to an extended form of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only by well-trained teachers and caregivers when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring.... Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences. The child will be praised after completing the time-out, and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior in a collaborative fashion. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care if the behavior is dangerous for other children or seriously devalues their time spent at the center.

In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are 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, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Contingency Plans For Fire / Tornado And Other Emergencies Policy

Attendance will be kept in each classroom daily and arrival/departure times recorded. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed and staff leave the center. Teachers will know the names of each child and their whereabouts at all times.

Fire and Tornado evacuation plans will be practiced monthly. The Administrator will document dates of fire and tornado drill and checking the smoke detectors (weekly) on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. Children will be assembled at the lawn in front of 550 Grand Canyon Drive and the Sea Breeze Car Wash next door. The Director will call the fire department at that time and parents will be notified. If we are unable to return to the building following an evacuation, the children will be taken to a vacant office suite within our same complex or to the Radisson Inn at 517 Grand Canyon Drive until parents or other authorized adult can be reached and come for them.

In the event of a tornado warning, the children will be taken to the central restrooms in the core of the building by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a lost child, staff will check all areas of the center, the outdoor play area, and the surrounding premises if the center is not a standalone facility. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified. If a lost child event occurs the Department of Children and Families will also be notified within 24 hours.

If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 10 minutes of the specified time on the written agreement signed by the parent, the Director will call the parent to inform them that the child has not arrived.

If the center should lose the use of heat, water or electricity before the center opens; parents will be notified by 6:30 AM and will be asked to not bring their child that day.

If the center should lose the use of heat, water or electricity while children are in attendance, the Director will call the parents of all children and ask them to pick them up within 1 hour.

When there is only one staff person on site we will ensure that an emergency provider is available within 5 minutes. That person will be trained on Shaken Baby Syndrome (SBS), and will sign a document agreeing to serve as an emergency back-up.

Our center does not own its own vehicle for transporting critically injured children. We are located just 2 blocks from Madison Fire Department Station #2. Should a child need emergency care or transportation we will dial 911 and have EMT personnel on our premises within only a few minutes.

Other Contingencies

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(ren), we will need to be notified in writing or by a telephone call in advance. The person picking the child(ren) up will need to show a driver's license or other photo ID. Children will only be released to an adult who has not previously been authorized when the staff have had a

phone conversation with all parents/guardians and the parents/guardians all have given their permission along with a consistent and correct description of the person picking the child up. That person will also need to show a government issued photo ID. If no parents/guardians are available then the child will not be released. If the parents/guardians are not available due to accident, death, injury, or some other circumstance where their will cannot be made known, then the police will be called so that proper custody of the children can be determined.

If two parents/guardians engage in a custody dispute while a child is in the care of the center the staff will call the police to come and mediate the dispute as a matter of law.

If a 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.

Health Care Policy

As a child care center, all staff are required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. We are required to notify the proper authorities if we suspect that any child is being improperly treated. 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(ren), we will need to be notified in writing or by a telephone call in advance. The person picking the child(ren) up will need to show a driver's license or other photo ID.

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. In the specific case of life threatening allergies, all staff, including food preparers and volunteers, will be made aware to prevent accidental exposure to known allergens for the child. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical log book are stored. When specialized equipment is needed, such as a nebulizer or an epi-pen, the child's parent or a medical professional will train staff in correct use or administration of the equipment.

Child Illness

Children must stay home to recover, even if they seem all better...

24 hours, following the end of a FEVER.

24 hours, following the end of a VOMIT session.

24 hours, following the end of a DIARRHEA incident.

24 hours, following MEDS, for BACTERIAL infection IF symptoms have disappeared.

24 hours, following MEDS, IF all gunk and pink in the eyes has disappeared for PINKEYE.

If they still NEED an exceptional amount of EXTRA HOLDING in order to endure their malaise. Though we love to be able to do this for our kids when they are sad, a child who is feeling ill will recover more effectively at home, allowing the Tias to focus on the needs of all the children in class and not just the one who is ill.

Plus, CK is not currently licensed to care for Mildly Ill children.

Still have SYMPTOMS, but Dr. says they are NOT contagious? CK requires a Dr. NOTE VERIFYING a child is NOT CONTAGIOUS, specifically.

Should these symptoms occur at CK, parents are required to pick up children within 1 hour.

Children may return to the center when they are symptom free without the aid of medication, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on

personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

Parents will be informed whenever their children have been exposed to a communicable disease. Certain diseases must also be reported to the public health department and to our licensing specialist.

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 1 hour, the emergency contact person on the child's enrollment form will be called.

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. These will be added to the medical log.

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.

If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to the nearest appropriate treatment facility. For our west Madison location this will most likely be either **UW Urgent Care at 7102 Mineral Point Rd** or **UW Hospital at 600 Highland Avenue**. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR and first aid.

When children are outside in the playground, staff 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 log book upon return to the center. A cell phone will be carried along, in case help is needed.

Medications

CULTURED KIDS OF MADISON will administer medications (including teething gels and topical ointments) under the following conditions:

1. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.
2. All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. 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.
3. We will not exceed the age-related dosage on the label of any medication without a **legible** written doctor's authorization.

All medication administered, dosages missed or given incorrectly, 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. If a dosage is missed or given incorrectly, the staff will refer to the medication form where the parent will have given instructions as to whether the parent would like a call to be notified of a dosing mistake.

Non-medicinal products:

Sun screen, insect repellent, lip balm, diaper creams 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.

Infants and Toddlers:

Diapering:

Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged or directly disposed of in a plastic-lined, diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

Toys:

Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as s/he finishes playing with it, and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly, or sooner if needed.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the **child's** physician's authorizes another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

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.

CULTURED KIDS OF MADISON will maintain a medical log where we will document the administration of medication, accidents or injuries that happen when children are in care and observations of injuries to a child's body received outside of care. Parents will have access to entries regarding their child.

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks.

All children will need to have a Health Report on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at CULTURED KIDS OF MADISON. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after the first day of attendance. By statute, physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

An immunization record *or* waiver will need to be on file within 30 days of the first day of attendance. The immunization requirement is waived if the student, an adult, or the student's parent, guardian or legal custodian submits a written statement on the immunization form objecting to the immunization for reasons of health, religion or personal conviction. At the time any school, day care center or nursery school notifies a student, parent, guardian or legal custodian of the immunization requirements, it shall inform the person in writing of the person's right to a waiver under this subsection. Wis Stats.252.04(3)

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. CULTURED KIDS OF MADISON will launder the bedding after five uses or sooner if necessary, otherwise parents will be required to take the child's bedding home each Friday and return it each Monday. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play.

A crib or playpen is provided for each child under one year of age. Children age one to two will sleep on a cot, minimum 2" thick mat or mattress with a sheet and blanket. Children over two years old will either sleep on 2" thick mat provided by the center with a blanket and sheet from home or in sleeping bags provided by the parents.

Toilet Training

We are happy to help with your child's transition from diapers to the potty when your child is clearly showing an interest in using the potty at home. We see ourselves as aids in the process, not the primary initiators, therefore we will not "do the potty training for you." We are happy to take your child to the bathroom every two hours (more often when circumstances permit) and we will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process.

This is an exciting time for you and your children because they are becoming more independent and learning how to make their own way in the big world. We understand that accidents happen and are to be expected and your child will never be punished or reprimanded for having a "miss."

We do, however, feel we need a policy concerning this transition due to the amount of time it takes to clean up from an accident and to respect all the other children in the room by ensuring a hygienic environment. Also, we are aware that many children will succeed in potty-training for a time, only to digress for lack of interest.

After careful consideration, we have decided that children "in training" must wear pull-ups or diapers within the center until they have demonstrated a consistent pattern of staying dry between bathroom trips and successful bathroom use for both urination and bowel movements. "Consistent pattern" is defined as one calendar week or five days of attendance, whichever is longer.

Please also help your child to dress in clothing that is easy to pull up and down.

Please be aware that each child is different. At home a child may stay totally dry 100% of the time, as potty training is the newest exciting experience for them there. At school, it may be the case that your child is distracted by song time, toys or friends and not as concerned or interested in using the potty, even when other friends are having success in this area. Please be patient and know that this time will pass. Soon enough, your child will be a proud wearer of 'big kid' underwear without the accidents.

Top 3 Requirements for a child to begin Potty Training at the center.

- 1. The child stays dry in between potty breaks .**
- 2. The child will communicate his/her need to go potty. (With ASL or words.)**
- 3. The child can express interest in toilet training. (Showing enthusiasm instead of refusing to go.)**

Other Indicators which demonstrate that a child is ready and will be successful at potty training:

- 4. The child is able to pull clothes up and down (on and off).**
- 5. The temperament of the child, needs to be considered when determining the child's readiness.**
6. The child begins to put things where they belong.
7. The child can demonstrate independence by saying "no."
8. The child can walk and is ready to sit down.

Potty Training FAQ

1) What are your thoughts on pull ups?

Pull-ups will definitely be needed daily until child is able to stay dry between potty trips for one full week. As long as they hold in their contents effectively, diapers will not be needed.

2) Is there time/availability where someone could take him to the bathroom and have him go?

The Tias will do their best to encourage a child to go potty in the bathroom as often as they can and in small groups so as not to leave their co-teacher alone very long with the rest of the class. We do have extra staff on site, but they are often covering a room when another teacher is out sick or has to be out for the day.

3) How often do the children take trips to the bathroom?

If a child indicates a need to go, we will be sure to take them and a few other kids right then to take advantage of the great communication and not make them wait to go. Otherwise, we take them every two hours. When a child's bladder has grown more with age, they are able to hold it longer until they get to a bathroom and still enjoy their activities without constant interruption.

4) Do we need to bring his potty chair?

We do not use potty-chairs in the classrooms, but instead take children to the actual toilet when they are fully ready to use it.

5) Why might my child be potty-trained at home, but not at school?

The children's classrooms are usually quite inviting and distracting with lots of new toys, sensory activities, and art projects. Even if they need to go, they often choose not to when we asked. A home setting tends to be a bit more on the relaxed side with less new toys and activities, where potty training is the new and exciting thing of the day. In the history of our center, we have only had one child who was fully potty-trained at school and not at home, yet they still digressed for a time when a new baby came home. 😊

6) What is the expectation for him in order to be sent to school with only underwear?

Children must be able to stay dry all day for a week or for 5 days at day care before they can just come in underwear. If a child is fully potty-trained for a while and then starts to have multiple accidents, they will need to return to the use of pull ups until they are on a dry streak again for a week.

7) When they go to the next room up, are they expected to be potty-trained?

Children are not required to be potty-trained to be in a specific room. In the 3's room, we often still have children choose to use their diapers, even though there is a bathroom there.

8) If my child is potty-trained, do they need to be able to tell the tias he has to go?

A potty-trained child will be able to let the Tias know they need to go, otherwise they would not indicate and could have an accident demonstrating not being ready yet to be solely in underwear.

9) What about nap time? *Children still wear pull ups during nap time until they can stay dry.*

10) I want to make sure that, if my child has to wear a diaper or pull-ups, that they understand this is something special to daycare and will not be happening at home. I just want to set the expectation.

We have seen that kids definitely have a much easier time with potty-training at home. As we've mentioned previously, most are super interested in the going-ons around them at school and get less motivated to leave their toys or play than to go potty. We will, however, work together within these guidelines to make this as successful as possible for our little CKers who are ready and excited to give it a go. 😊

11) What could make a potty-trained child digress and start to use a diaper again?

There are many reasons why a child may decide to revert back to using diapers again for a time: a new baby on the way or in the home, other big changes in family life, a need to be little again to be close to their parent, simply not needing to use the potty anymore because they have checked that off of their 'list' and are more interested in other things. All of these reasons, however normal and common, are temporary. When a child is emotionally ready again, they will absolutely be a master of using the potty once again. 😊

Child Biting Health Procedures involve washing the bite area with soap and water and applying a band-aide, following lots of extra hugs and loves. Parents of the child bitten will be notified on their Daily Sheet, in-Person, and the incident will be added to the 'Accident, Incident, and Medical Log' book. Parents of the child who bit their friend will also be notified in the same ways and the incident will be added to the 'Accident, Incident, and Medical Log' book. Please note, as a privacy matter and to prevent discrimination in the classroom, parents will *not* be given the name of the child who did the biting. We understand this is often just a part of a child's developmental growth and will do everything possible to keep the child close by and/or work with parents to eliminate the behavior.

Care of Mildly Ill Children

We are not licensed for the care of mildly ill children.

Nutrition Policy

CULTURED KIDS OF MADISON. We follow USDA guidelines when planning our menus. Any kitchen staff will receive the appropriate training in food service procedures. Snacks are included in the price of tuition. We will provide mid-morning snack and afternoon snack to all children in attendance at the times identified in the sample daily schedule. School-aged children will be offered an afternoon snack upon return from school. Vegetarian options will be available upon request. Customization beyond this will be dealt with on a case by case basis.

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours. Weekly records of snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Children will eat family style and will be allowed to serve themselves when practical and age appropriate. 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. Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment.

Guidelines for Appropriate Foods and Treats in their Everyday Lunchboxes

During CK snack times, and also breakfast and lunch (both which come from home), it is necessary that we follow healthy food guidelines, the right amount of proteins, vegetables and fruits, and carbs, etc., given to all parents during registration, that are conducive to a well-nourished child. This helps significantly with classroom management and our efforts to teach appropriate social and behavioral skills.

Our children are very aware of the foods that are consumed around them and our Tias are mindful to bring healthy foods of their own to be a good example of nutritious eating at breakfast and lunch time.

Treats and Drinks

Treats are always welcome for *special* occasions like birthdays or specific school celebrations. However, please keep the following items at home or in their car for later consumption, when not part of a specific celebration day:

Candy/Gum (Hard or Chewy,) Brownies, Chocolate, Toaster Pastries, Strangely Colored Yogurts, Marshmallows, Cookies, Cupcakes, Juice boxes, Chocolate Milk, Doritos, Cheetos, Potato Chips, etc.

* If you are uncertain, it should probably stay home. :)

Food Allergies in Treats

Though it is not practical for us to strive to be an “allergen free school” we will work with the parents of children with allergies and ask them to help us stock an appropriate “safe” snack for their child that we can provide as a substitute during celebrations.

Healthy TREATS IDEAS for upcoming Birthdays and Celebrations...

For Parents on the Go...

Real fruit gummies Cheese or Honey crackers Mandarin oranges Mini raisin boxes Rold Gold pretzels

For Parents with Time to Create...

Creatively cut veggies or fruit or Homemade goodies, as can be found in one of the links below.

<https://www.pinterest.com/explore/nut-free-snacks/>

<https://www.pinterest.com/explore/healthy-birthday-snacks/>

<http://ourthreepeas.com/blog/wp-content/uploads/2014/07/school-birthday-snacks.jpg>

Other Additives and Preservatives to Avoid

If your child's has an over-active energy level or inability to stay in control of their feelings, consider looking for and avoiding the following ingredients in their foods that young children may have a sensitivity to. High Fructose Corn Syrup, Monosodium Glutamate/Yeast Extract, TBHQ, BHA, Artificial Colors or Flavors. Your doctor or a specific food nutritionalist or naturopath can help you learn more about how these can easily affect children with sensitivities to these common ingredients.

Below is an informative article with more details....

<http://www.foodmatters.tv/articles-1/which-food-additives-make-children-behave-badly>

Children younger than 12 months must be served breast milk or formula provided by parents, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name.

Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of after 1 hour.

If your child has special dietary needs or has food allergies parents must notify the center in writing. Food allergies will be posted confidentially for staff to view.

Food will be stored up off of the floor and once opened, in airtight containers.

Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.

All kitchen utensils and food contact surfaces used for preparation, storage or serving of food will be thoroughly cleaned and sanitized after each use. All utensils and dishes will be scraped, sorted and prewashed under running water between 110 and 125 degrees, washed using an effective soap or detergent, and sanitized by submerging dishes and utensils for at least 2 minutes in 1.5 teaspoons of bleach per gallon of water or another solution of a sanitizer approved by the department. All dishes will be air-dried in racks or baskets or on drain boards.

Snack and Meal Schedule:

Morning Snack: 8:30-9:00 a.m.

Afternoon Snack: 3:00-3:30 p.m.

Transportation Policy

Cultured Kids of Madison Transportation and Field Trip Policy (update 6/30/14)

1. Field trips information detailing the date, time, and destination, which requires the use of a vehicle, will be sent out to parents on a yearly calendar, with permission slips and fees noted.
2. Permission slips and bus and event fees will be collected in advance of the upcoming trips.
3. Every trip, we will bring along with us:
 - a. A first aid kit. Emergency contact/info for each child including allergies and medication.
 - b. Any other trip-specific items that are deemed necessary (sun screen, bug spray, etc.)
 - c.
4. Parents are encouraged to join us as chaperones to maintain lower ratios than usual in order to supply the very best supervision. ☺ Otherwise, one child care staff per 8 children over 2.5 yrs of age, minimum. A second supervisor of children shall accompany when more than 8 children.
5. Each trip will have a “Field Trip Leader.” Their duties involve keeping track of emergency info, permission slips, tracking the children, and dividing them into groups so each staff member is responsible for one group during the trip. The leader will count them before we leave Cultured Kids, before we enter the trip site, and as we leave the trip site. They will have all of the details involving the organization of the trip. We will also designate a “Second in Command”, in case the “Field Trip Leader” is in need of assistance. Lead teachers will carry lists of all children attending the trip from their specific class, and each teacher will make sure all kids are constantly accounted for. They will use face-to-name tracking to frequently count their group.
6. Each child attending the trip will wear a tag that states Cultured Kid’s center name, address, and contact information.
7. If at any point a child is on the bus, there will be an adult from CK on the bus as well. No child will be unattended in the vehicle.
8. Each child will be adequately informed of the field trip rules before leaving Cultured Kids.
9. In case of emergency (serious accident, illness, injury), the Field Trip Leader will contact the following in this order: 911, the child’s parent/guardian, Cultured Kid’s Program Director. In the event that the parent/guardian cannot be reached, the child’s emergency contact will be called. The parent will be continuously contacted until they are reached. If the incident requires medical attention, it will be reported to the Licensing Department of DCF by the Program Director, as well as logged into our school records and a form provided to the parents.
10. In case of minor injury or illness, the Field Trip Leader shall be notified and the supervisor will provide the appropriate first aid, as well as logging the incident in our school records. Cultured Kids will notify the child’s parent of the incident.
11. Any child whose chaperone parent wishes or needs to take their child straight home from the field trip must sign them out as if they were at school and alert the Field Trip Advisor personally.
12. Water and light snacks will be provided so that children do not exceed 3 hours without a snack.

13. The authorized person to receive the children shall be listed on a separate form and accompany this one in the attendance folder for the trip.
14. The center shall maintain written safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency.
15. Insurance Liability of Transportation. Any contracted transportation providers will carry a minimum coverage of general liability Insurance.
16. The transportation vehicle that is to be registered in Wisconsin will be in good working condition and undergo yearly inspection.
17. The registered vehicle will be free of obstruction in aisles and seats.
18. Any accident that occurs while transporting the children of Cultured Kids is to report to the DCF within 5 days of an accident involving the vehicle transportation of the children.
19. No smoking in the vehicle at any time.
20. Seat belts will be properly used for all individuals.
21. Children shall be properly restrained in a shoulder positioned- booster seat when they are 4-8 years old or under 80 pounds, or under 4'9".
22. Designated drivers, including volunteers, will also meet the Driver Qualifications. All drivers will have a valid driver's license, be 18 years of age or older, and have at least one year experience as a driver and have a good driving record.
23. Drivers whose record poses a threat will not transport children.

Backup Transportation Policy

Upon not finding the bus at our pickup or transfer point, and discovering through the metro app that it will yet be delayed even longer, with harsh temperatures or a downpour of rain:

1. The staff will locate the nearest shelter area, bank, store, or restaurant for them to wait out the bad weather until it passes or transportation comes.
2. If the weather won't let up, the staff are to call the director to update their status and to help locate an Uber, should their app not be working.
3. An Uber vehicle or taxi can be called to pick up the kids.
4. Our own booster seats would be shuttled over from CK for all kids who require them to use in the Uber vehicle.
5. If we need to split the group in two, 2 staff from CK will remain with the kids still at the bus stop and one staff member will travel with the smaller group.

Addendum to Current Cultured Kids Policies 2016

Administrative Structure Addendum...Definitions of Office Staff and Responsibilities

Administrator - Supervises the Director and Accounts/ Finance/ Payroll Manager and financial management.

Director – Is the designated program and facilities manager. Oversees daily operations, including administration, curriculum, and facility maintenance. Supervises the Student Scheduling Manager, Staff Scheduling Manager, Lead Teachers, Assistants, Floats, and Substitutes.

Accounts/Finance/Payroll Coordinator – Responsible for recordkeeping, including accounts payable & receivable, billings, financial reports, budgets and records management. Also responsible for benefits administration and WI Shares, CCTAP, and Flex-Spending. Is co-supervised by the Administrator and Director.

Student Scheduling Coordinator – Is responsible for enrollment, child file management, and is also available for emergency Substituting in classrooms. Is supervised by the Director.

Staff Scheduling Coordinator – Is responsible for staffing and coordinating with Student Scheduling Coordinator to maintain appropriate ratios of children to teachers, coordinates substitutes and is also available to substitute. Maintains list of snacks and supplies needed on a daily basis and shops for these weekly. Is supervised by the Director.

We have no limitation to enrollment for children, such as toilet training, walking, etc. Our goal is to help children new to our center become comfortable with new friends and teachers and strengthen their personal ability to feel secure and confident while their parents are not able to be present.

ADA (Americans with Disabilities Act) and Accessibility

The building we use for Cultured Kids was originally built as a commercial building with some ADA accessibility in mind. The main eastern entrance is not at ground level, but there is access at ground level on the western side of the building where many of us park. There are two adult ADA accessible bathrooms, located in the back of the 4/5K room. There is one child ADA accessible bathroom, located near the kitchen in the 2.5-3's room. Some of the playground areas are accessible with the rubber mat pathways. There are lofts in all 5 classrooms These lofts are not ADA accessible, as there is no wheelchair access. We work with families and staff to explore ways to meet children's special health or learning needs at Cultured Kids. We strive to be sensitive and accommodating to the health, learning, and cultural needs of each child, family and staff. Whenever possible, we will work to provide accommodations for anyone with special health, learning or cultural needs or to provide accommodations for anyone with accessibility needs.

Statement of Acceptance of Policies

We hereby affirm that we have read this Handbook For Parents. We agree to the terms set forth, including the following items:

1. Payment of tuition at the end of the preceding week - Found on page 9
2. Dress Code - Found on page 10
3. Types of illness that require abstention from the center - Found on page 16
4. The spirit of the contract required of families with children under 1 year old - Found on page 9
5. No refunds are issued for days absent, and families are expected to keep their accounts up to date. – Found on page 9.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____