

Parent Handbook of Policies

Cultured Kids Immersion Schools LLC

Effective Date: February 2, 2024

Cultured Kids – West
Cultured Kids West-Annex
Cultured Kids - Vilas

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Our Philosophy

At Cultured Kids 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 and other available target languages 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 is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by Cultured Kids Immersion Schools LLC. An on-site Director manages the day-to-day operations. Cultured Kids is licensed to care for up to 76 children at our West location and 39 at our Vilas location. We are licensed to serve children ages six weeks old to eight years old.

Enrollment preference will be given according to the criteria below, though not necessarily in the priority listed. The Enrollment Director and 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. We do not discriminate against any child on the basis of any protected class status, physical ability, or mental ability, provided that the child's family and its care partners are able to provide the resources and expertise necessary to help us reasonably meet the child's developmental and care-taking needs.

Enrollment Admission Considerations List:

1. Siblings of children currently enrolled
2. Cultured Kids Full-time staff's children
3. Quantity of children being enrolled simultaneously by one family
4. Cultured Kids Part-time staff's children
5. Seniority of Waitlist Fee payment date

Operational Policies

We are open Monday through Friday, from 7:00 AM to 5:30 PM during the Madison Metropolitan School District (MMSD) academic year, which is usually the Tuesday after Labor Day through June 11, though it varies year to year. Our summer hours are 7:30 AM to 5:30 PM during the school district's summer break from mid-June to Labor Day.

Days Closed

Standard service will NOT be provided on:

New Year's Day (as observed), Memorial Day, July 4th (as observed), Thursday & Friday *before* Labor Day, Labor Day, Thanksgiving, Black Friday, & Christmas (as observed). Tuition is not adjusted for days the center is closed.**

**For any holiday that falls on a Saturday, we will be closed the preceding Friday. If it falls on a Sunday, we will be closed the Monday following. We will be open on Christmas Eve and New Year's Eve when the holiday falls during the work week.

We are inspected regularly to ensure that we meet licensing standards. Smoking is not permitted anywhere on the premises of the center, indoors or outside. Per licensing regulations, we ask that all parents wash their child's hands upon arrival.

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. Parents will also receive updated center policies via email.

Cultured Kids' locations are covered by liability insurance exceeding the amounts required by DCF.

Pets On Site or for Visits

Cultured Kids does not currently have any pets. If new pets are 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.

No Shoe Policy Indoors

Parents and those dropping off or picking up children are required to leave their shoes and boots in the lobby to continue on inside the center. We encourage folks to wear easy to remove footwear or plan for extra time to be able to remove and replace shoes. This helps keep

our floors and carpets cleaner and free of mud, winter snow melt chemicals, and other unhealthy or unclean materials.

Sibling Supervision Required by Parents Policy

Parents picking up or dropping off a sibling must keep other children under their supervision for the entirety of their visit. This keeps all children safe and prevents accidents and missing children who may choose to walk out of the center unseen, instead of waiting for their parents. This includes the area of the lobby, classrooms, bathrooms, and outside on or near the playground.

Normal Drop Off & Pick Up Procedure

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). The adult is required to make eye contact with a teacher at both drop off and pick up to signify the change in custodial responsibility of the child. Staff will also take daily attendance to know the names and number of children at the center at all times.

CKIS Maximum Teacher to Child Ratios

Age Group	Maximum Teacher to Child Ratio
0 – 2 Yrs	1:4
2 – 2 ½ Yrs	1:6
2 ½ – 3 Yrs	1:8
3 - 4 Yrs	1:10
4 – 5 Yrs	1:13
5 – 6 Yrs	1:17

Confidentiality

To protect each family's confidentiality, Cultured Kids will not share information about a child or a child's family with anyone who is not legally authorized to receive this information without express written permission from the parent or legal guardian. This includes medical logs, behavior records, attendance records or patterns, and the like. A voluntary exception to this is a **Limited Waiver of Medical Privacy** we offer wherein you give CKIS permission to publish your child's allergies with their photo to all of our staff and students with the intent of the entire "village" being informed enough to assist in protecting your child from being exposed to those allergens.

Related to this, any disputes or concerns that families may have between themselves regarding events or behaviors that occurred at Cultured Kids during operating hours shall be mediated by the Owners, the Center Director, or other CK staff. Families may address grievances or concerns they have with other families, but not CK's premises or grounds. Parents may not approach other adults or people's children on CK's premises for the purpose of interrogating, warning, threatening, fact-finding, or any other form of direct confrontation. Any families breaching this rule are subject to immediate expulsion at the discretion of the Owners or Center Director.

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 or a Lead Teacher. The Assistant Center Director can 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 a pre-specified sequence of named employees (based on their bilingual language skills, likelihood of being present, and personality traits) 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. A copy of this chain of command is posted at the main entrance of the center and in classrooms.

Parents' Roles

Visiting Your Child's Classroom

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 to have the very best experience at Cultured Kids and a continuation of learning with parents at home.

Welcome Letter

Before your child begins their first day in their new classroom, your family will be provided with a Welcome Letter. This will detail what to expect in their classroom, where to place and find their lunchboxes, clothing, backpacks, etc. This letter will also provide a detailed list of what is needed to bring to the center every day, labeled, and ready for use by each child.

Parent Teacher Daily Communication

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. This will help prevent teachers from being pulled out of ratio to have important conversations while still needing to be supervising their group of children. To foster communication on a regular basis, Cultured Kids provides scheduled conferences, a parent bulletin board, and daily conversations with any available staff to supplement daily notes sent home via email or our Parent Relationship app (Kaymbu). For accidents involving head injuries, biting, or open wounds, etc. or any major concerning issues, parents will be contacted immediately or notified personally at pick-up, depending on the severity of the issue.

Conferences & Evaluations

There will be two parent-teacher conferences offered during the year, usually in April and October. Sign-up sheets will be posted in their respective classrooms. Staff members will be able to meet with you during normal hours of Center operation. Staff will send home your child's developmental progress. If, after review, an additional conference with the Director or with your child's teacher is desired then an appointment will need to be made in advance. 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.

Beginning and End of Day Grouping

In order for our staff scheduling to accommodate the needs of our kids effectively with the requirements of state Licensing, we will often need to start our earliest arriving children in a mixed-aged classroom with the staff that are on-site as Openers for the day. At the end of the day, as the numbers of children decrease quickly and staff who have cared for the children full-time for the day need to go home, we will condense the classrooms to have enough sight and sound of the children with qualified individuals who are the Closers.

Transportation

Parents who need transportation for their children can contract with transportation vendors that serve the community and the MMSD School Bus system by calling the public school (for 4K). The transportation company driver or designated adult is required to escort the children into the building upon arrival.

Alternate Arrival/Release Agreement for Unescorted Child

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. Parents will be called if their child has not arrived within 10 minutes of scheduled time on a regularly scheduled day unless parents have contractually arranged for something different.

Pick Up by Not Previously Authorized Persons

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 and have given their permission along with a consistent and correct description of the person picking the child up. The person picking the child(ren) up will 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. It is imperative that parents locate a co-worker, neighbor, family friend, playgroup friend, other parent from the center, etc. that the parents have gotten to know, that knows their children and that their children are comfortable with, in the case of an accident or natural disaster that prevents parents from being able to pick up child. This person or people should be indicated as Emergency Contacts on the Child's Enrollment Form.

Custody Disputes at Pick Up

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. We will follow official orders on court documents.

Intoxicated or Unsafe Pickup Situation

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 authorities if we feel the child is in danger.

Ages Served & Nondiscrimination Statement (No Limitations to Enrollment)

Cultured Kids will provide care for children between the ages of six weeks and 8 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 childcare without advance notice. 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.

Items Provided by Parents

Pull-Ups (from home when Potty Training)
Diaper cream - if needed (Authorization to Administer Medication form required)
2-3 changes of clothes (for accidents, getting wet/dirty).

Needed for Naptime

Regular Crib sheet or portable sheet (pack n play size)
Sleeping items as needed (pacifier, blanket, cuddly, etc.)

Needed for Daily Class Routines

Picture of your family to put on the wall (4x6 is ideal)
Slippers, sandals, or socks with grippers
Breast Milk/Formula/Baby food
Any Milk Substitute that may be preferred
Labeled bottle or sippy cup for water use all day (to be taken home daily for washing)

Needed for Daily Outside Play

Weather appropriate items:
Cold Snow Days - Gloves, snow boots, snow pants, snow hat
Wet Rain Days - Rain boots, Rain jacket, Rain hat with brim
Hot Sunny Days - Hat with brim, Sunscreen & Insect Repellent (if desired. Authorization to Administer Medication form required)

Items Provided by Center:

Disposable diapers & wipes
Crib for infants up to 12 months
Cot/mat for children 13 months to 6 years old
Laundry service for nap items
Organic whole milk & milk products during meals
Breakfast, lunch, and all snacks
All craft materials

Enrollment Procedures and Discharge of Enrolled Children

Parents interested in enrolling their children at Cultured Kids 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, 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 Enrollment Fee and first Two Week's Tuition

has been paid.

Enrollment Types

Children may be enrolled on a full-time basis for up to 57.5 hours per week, 50 of which are included in standard tuition. We are not actively offering part-time or partial-day schedules at this time.

Enrollment Process from Waitlist status

Following an offer of admission for a child, Parents must Accept or 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 to waitlist@culturedkids.com within the deadline given at the time of the offer.

Within the earlier of 5 business days after acceptance of the offer, or the first day of attendance, you will:

- Prepay your child's first two weeks of tuition to secure the position. This prepaid tuition is non-refundable & confirms your start date.
- Pay the one-time Enrollment Fee and submit the Child Enrollment Form, even if your child does not have a name yet.
- Delaying a child's start date after your prepaid tuition has been paid will FORFEIT the unused portion of that prepaid tuition. To obtain a later start date for a child the prepaid tuition balance will need to be brought back up to the two-week prepaid threshold.

3 weeks before a child's start date, you will:

- Deliver all remaining Enrollment Forms to the center
- Finalize your drop off and pickup times with the Center Director
- Schedule meet and greet with Center Director and classroom

Tuition Payments

Your child's tuition can be billed bi-weekly or quad-weekly. Payment is made directly from your checking account via ACH using the Intuit Payment Network via an emailed link. Crisis payments may be made at the Owner's discretion via credit card with a 3.50% convenience fee added to each transaction.

Other Fees

An additional 30 minutes of daily long-term attendance may be purchased for any age group for \$8.00 per instance. Please speak with the Center Director or Enrollment Coordinator in advance.

Moving a Child Up to the Next Classroom

Your child's tuition is based upon the teacher to child ratio of each classroom. Tuition will decrease upon the transition of a child to the next room. When a spot in the next classroom becomes available, we will recommend a move up to the next room based on many factors, including: the Annual September vacancy shift, developmental readiness, and age. Below are age specific milestones we are looking for.

12-24 months	Readiness for 1 nap per day and the ability to walk
24-38 months	Sturdiness and speed in mobility; verbal command comprehension or at least acknowledgement
30-48 months	Ability to use the potty and follow the Tias directions for the group
42-60 months	Ability to follow directions independently.

Forms Required for Enrollment - Children's Records

The following items **must be completed and returned to the center two weeks before the first day of attendance**. A copy of each of these forms will be kept in your child's file in the office. Parents need to email the office with any updates to the health, contact, or emergency information so they can be reached effectively. A copy of parent teacher conferences, medical notes from a doctor, allergies, accident reports that were signed by parents, etc. will also be stored in your child's file.

- Childcare Enrollment (Form DCF-62)
- Health History and Emergency Care Plan (Form DCF-44)
- Childcare Intake for Child Under 2 Years (Form DCF-61, if applicable)
- Child Health Report (Form DCF-60, Due, signed by medical professional, within 90 days after child begins attending)
- A copy of your child's Immunization Record (within 30 days of their start date) OR • Day Care Immunization Record (Form DPH-44192(S))

(The 2nd form contains the option to opt Out of immunizing your child for medical reasons, conscience, or religious conviction.)

- CKIS Photo Release Form
- CKIS Child Personality Profile, Attendance Schedule & Agreement to Center Policies
- Alternate Arrival/Release Agreement (Form DCF-104, if applicable)
- Childcare Center Transportation Permission (Form DCF-56, if applicable)

Cultured Kids will inform parents when updates are needed.

****Parents must also update the center with changes in address, phone numbers, workplace, doctor info, alternative or emergency contacts or medical changes to a child's health report. This can be done via email to Contact@culturedkids.com.**

Discharge from Center

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 or tuition on time. (Grounds for immediate termination, without advance notice.)
- Lack of parental cooperation.
- Inability of our program in combination with any support services the family uses to meet the needs of the child. This may include behavior that is dangerous for 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.
- Any extreme behavior that CKIS deems, in its sole discretion, as too dangerous **will be grounds for immediate suspension or expulsion with no advance notice.**
- Repeated failure to pick up the child at scheduled time.
- Failure to complete and return any required forms.

2 Weeks' Notice of Discontinued Enrollment or Discharge

If Cultured Kids decides to end the care relationship it 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 the parent's failure to keep current with fees owed or extreme violence. 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. If a family or child feels they have been discriminated against, they have the right to meet with the owners of Cultured Kids Immersion Schools. Parents also have the right to appeal a termination decision to the Administrator of the Center.

Parents must give at least 30 days written notice (if child is under 2 years old) or 14 days written notice (if child is over 2 years old) to unenroll from CK for any reason other than CK violating a Wisconsin childcare licensing rule that directly impacted their child. Cultured Kids may elect to waive this requirement at its sole discretion.

Tuition Payment & Refunds

Tuition Pricing Calendar

Cultured Kids generally enact tuition adjustments every January 1st. Publishing of the new prices occurs around October 1st. However, we reserve the right to change tuition amounts at any time, with 2 weeks' notice, to adapt to rapidly changing labor market conditions, rapid inflation, etc.

Tuition Rate Dictated by Classroom

Your childcare tuition rate is dictated by the classroom they are enrolled in, not their age. Sometimes center occupancy is high enough that there is no room for a developmentally ready child to move to the next room at the earliest possible milestone. This is why we build as much developmental overlap as we can into our rooms. Tuition rates are mostly dictated by teacher to student ratios and the relative difficulty in working with that age group. Even if your child's move is delayed several months, they are still benefiting from a higher level of teacher attention. Exceptions to this policy would be very rare.

Tuition Payment Methods

CK families are formally invoiced every other Friday for bi-weekly billing. We usually send a draft invoice the day before, Thursday,

for parents to review or contest charges so that the invoice is correct prior to payment being made. Our preferred payment method is online via the Intuit Payment Network, which has a link in the emailed invoice that we send you.

Payment Schedule and Third-Party Payments

At a minimum, tuition fees are to be paid in advance by 5:00pm Friday for the following two weeks of childcare. 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 stated tuition due dates. If a copayment is anticipated, then the negotiated amount must be received on or prior to the child's first day of attendance.

Tuition Refunds

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 pre-paid more than two weeks in advance and who have submitted their two weeks' notice of withdrawal from the center. The amount of prepayment beyond the two weeks 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.

Sibling Child Discount

Cultured Kids is currently not offering sibling discounts at this time.

Vacation Credits

Vacation Credit means a child can miss a week, not pay tuition for that time, and still retain their spot when they return.

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 a child's tuition rate. After 30 months of continuous enrollment (2 1/2 years), 2 weeks of vacation credit becomes available in the amount of a child's tuition rate.

Vacation Credit Policy Details

- This vacation credit must be used within a single calendar year.
- Vacation credits cannot be used for a period when your child will be attending Cultured Kids. Your child must be absent.
- Vacation weeks must be consumed in whole week increments. Monday through Friday, Wednesday through Tuesday, etc.
- Parents must notify CK in writing via email to accounting@culturedkids.com to obtain vacation credit.
- No vacation is available for those having attended less than 12 months. (Ex: taking summer off)
- Anniversary dates are adjusted when a child has been unenrolled and re-enrolled at a later date.
- Vacation credits do not accrue year over year. Use it or lose it.
- The second child who started later is eligible for the same vacation credit as the first child when the family is planning a vacation.

Notification of Vacation or Day Child Will be Out

If a child will miss a regularly scheduled day, parents should let the office and teachers know as far in advance as possible, especially for an extended vacation, but at a minimum one hour before the child's usual arrival time for a missed day. Tuition remains the same for days missed for illness, quarantine, isolation, or vacation.

Procedure to Contact a Parent if a Child is Absent / Late

Parents should call if their child will be late or out. If a child is being transported by a transportation company or parent does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child 10 min after their usual drop off time, after verifying with the office that no phone message or email was received.

Late Fees and Other Charges

- Over 10 hours of care in a single day will be charged \$8.00 for an extra half hour.
- 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 5:30 p.m. will be billed at the rate of \$1.00 per minute beyond 5:30 p.m. The final authority on when a parent picks up a child will be the attendance Sign In/Out record in each class in combination with our video surveillance records.

Education Policy

Student Dress Code

All children need clothing they can get dirty as they experience nature, outside play, painting and eating and sometimes getting wet. All Students should bring & wear clothing appropriate for the season and be prepared for hot & sunny, wet, cold wind, & cold wet snow. All kids in care at the center should have shorts or bloomers over their diapers or underwear, including under dresses, skirts, and long shirts, for hygiene purposes. Children's underwear must be worn under clothes for those fully potty trained. Midribs must be covered at all times for safety in climbing & rolling. Tank tops are discouraged for safety around shoulders & sides while climbing, squeezing through play structure, & rolling around. 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.

Curriculum and Themes

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. Staff will plan a variety of developmentally appropriate children's activities, aligning with the Wisconsin Model Early Learning Standards, and clear guidelines promoting positive behavior. We will focus on a new theme each month as a basis for our vocabulary, stories, songs, and sensory art experiences.

Social/Emotional Skills

Cultured Kids recognizes that connecting with our small ones and helping them be able to connect with and understand people they will come across every day is one of the most important things we can guide them through, especially while they are forming their ideas about the world at this very young age. Giving opportunities to help build our children's self-esteem, increase their ability to communicate their needs and emotions, to have and express empathy, and to develop a healthy responsibility of caring for friends, belongings, and surroundings are of vital importance. We put these as a priority as we conduct our daily routines. ABC's and 1,2,3's come easily to children, especially in the form of songs, games, and play. Helping our kids become good citizens of our world is our main focus at this important foundational stage of development.

Cultural Exposure

We have a language and cultural immersion environment. The student/teacher interactions will be conducted in the target languages available. Ethnic foods, dances, legends, music and traditions will be shared amongst all children in age-appropriate ways. Cultured Kids is a secular school but recognizes that religion plays an integral role in most 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 will not favor or evangelize any particular religion or philosophy, but will, as a practical matter, allow its teachers to share aspects of their family celebrations with the kids, such as Día de los Muertos & Tres Reyes Magos.

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 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.

Developmental Areas of Our Classrooms

We encourage the following areas of development through the ways listed below as examples:

Language Development

Singing, music, sign language, group stories, individual reading, writing materials, poems, phonetic practice of alphabet sounds.

Large muscle skills

Balls, hoops, bubbles, running, jumping, dancing indoor climbers, pop-up tunnels, boxes, yoga and outdoor play

Small muscle skills

Puzzles, art and craft activities, manipulative toys and blocks, sequencing, shapes, beads, cooking, pouring and measuring

Creative expression and Communication

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-speaking cultures.

Outdoor Play Policies

Children, including infants and toddlers, will go outdoors daily when weather permits. Children aged 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. Weather appropriate outdoor clothing is required daily for all kids to enjoy fresh air and sun even on colder days.

Under Two Kids' Schedule

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 who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

Movies & Videos for Children

Research is very clear that showing movies and videos to young children is not recommended for their emotional or cognitive development. For our older young children, we will accept the following amount of time using technology to teach or parts of movies in Spanish, first with Director **approval then with parent's permission and approval.**

Children over the age of:

3 years may watch a movie of up to 15 minutes

4 years may watch a movie of up to 30 minutes (or longer for special occasions)

Summer School 5 + years may watch a full movie

**Under 3 yrs may not watch movies or videos, but may listen to music without video*

Daily Reports

A virtual report will be maintained documenting how much each child ate, how long they slept and time of diapering and potty trips. Parents will use this report to share information with us about the child's night and morning activities and disposition. Daily activities will include math/sequencing, science/nature, outdoor play/indoor large motor activities, manipulatives/blocks/puzzles, sensory art, and literacy.

Field Trips

Summertime is often field trip time for 3-year-olds and up. Younger classes may also 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. **Parents should always communicate with the office and also their child's teachers if they will arrive late for drop off or early for pick up to avoid conflicts with off-site trips or walks.**

Water Activities

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 water tables and a hose that is used to spray water in the air and the kids run and play under.

Lesson Plans

Activities and lessons will be 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 to accommodate grouping of children as the numbers start small in the early

morning and decrease rapidly at the end of the day. A program of activities is planned a month in advance. Staff use additional resources in their planning. We will also use the services of the Wisconsin Childcare 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 upbringing or personal experiences from their childhood, travels, etc.

Transitions

As children transition 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.

Child Tracking

All staff will be trained and regularly observed to verify that they are checking their attendance sheets with a face-to-name recognition as they prepare to go from a classroom to the lobby, the lobby to the playground and back. It is vital that parents help in the process by signing their child on the correct date at drop off and pick up.

Photos of Children Use Policy

Photo Release Form states that the following: "I grant Cultured Kids (CKIS) permission to publish my child's image in its newsletters, brochures, displays or other printed material and on its websites for purposes of promoting the programs. I understand that children's names are not used when their images are displayed on our website or in widely distributed print materials. I understand that if I request, in writing, removal of my child's image from CKIS'S websites, his/her image will be removed no later than 15 days from receipt of my request. Also, I release CKIS, its employees, officers, directors and successors from any liability or claim related to the publication or disclosure for which I have hereby granted permission. I understand that the consent I grant here is completely voluntary." Parents will check Yes or No for consent.

Sample Daily Schedule

Morning

7:00-8:30 Early morning- quiet games, stories & art available
8:30-8:45 Morning Circle- Buenos dias song, learning about the theme
8:45-9:15 Breakfast
9:15-9:30 Toothbrushing, diaper checks and potty break
9:30-10:00 Journal/small group

Mid-Morning

10:00-10:50 Free Choice- Science/math, library, dramatic play, house, climbing equip, building, art projects
10:50-11:00 Music and movement, getting mats ready for nap, diaper checks and potty breaks
11:00-12:00 Outside/large motor
12:00-12:30 Lunch
12:30-2:30 Naptime, diaper and potty breaks before lights out

Afternoon

2:30-3:00 Children wake up, diaper checks and potty breaks, children clean up mats
3:00-3:30 Snack
3:30-4:00 Large group/story time
4:00-4:15 Music and movement
4:15-5:00 Outside/large motor
5:00-5:30 Inside/fine motor, parents' pickup

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 show respect for the rights of others.

Challenging Behavior and Parent Cooperation

Challenging Behavior is a topic that exists on a broad continuum. It can be a lifelong issue or just a three-month phase. Some challenging behavior is caused by genetic or biological factors. Some challenging behavior stems from environmental stressors (major changes at home like divorce, new baby, parental absence, a move, etc.). They can also be learned, imitated behaviors or uncorrected habits (constantly yelling for attention instead of using words, unaddressed slapping of adults or friends, destruction of property, etc.). It is often in the childcare environment that these kinds of atypical and antisocial behaviors are recognized for the first time.

Whatever the cause, there is work to be done as a team with teachers and parents working towards the same goal at the same time. Oftentimes great improvement follows a simple change in diet, avoiding chemical food dyes, preservatives, sugars, and possibly some normally healthy food item that can trigger behavior issues in kids with sensitivities to them. Sometimes a child may be suffering from a particular nutrient deficiency and just needs more fruits, vegetables, or vitamins. Usually helping children to sleep enough and during healthy time frames can also make a world of difference. When all suggestions have been tried without success, it is very likely that intervention from a professional therapist is needed and must be called on by the family.

All childcare staff receive a very modest amount of training to recognize what behaviors may need professional or therapeutic support. As a center, our role is to notify a family when a child may need this kind of outside support or a medical diagnosis to get support. NONE of our personnel have the training to diagnose disorders or to fill the role of a qualified therapist in addressing challenging behaviors that are beyond typical, temporary, age appropriate, child development behavior.

In your role, as a parent/guardian, you agree to contact and contract with a local public or private resource for direct physical support for your child within 1 week of receiving a "Formal Notice of Behavior Modification Needed," as a result of a child exhibiting challenging behavior that poses a risk to themselves, others, or an unreasonable level of disruption that interferes with CKIS's mission as a language school.

You agree that substantial progress in obtaining supplemental support must be achieved within one week following the start of this intervention or a temporary suspension will follow until the behavior is resolved in a manner that allows CKIS and all participants to coexist safely. Any extreme behavior that CKIS deems, in its sole discretion, as too dangerous will be grounds for immediate suspension or expulsion.

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 patting, 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 throughout the day, we may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.

Use of Time-Out

"Time-Out" is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children ages 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.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will notify the parents that day. 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 Childcare Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, 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 maintained 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 drills, checking the smoke detectors monthly on a form provided by the state, and yearly check by the Fire dept of emergency strobes and horns & extinguishers. Emergency Assistance numbers are posted in each room for fast reference.

Fire and Evacuation Procedure

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.

WEST & WEST-ANNEX - Children will be assembled on the lawn in front of 550 Grand Canyon Drive **and the Mermaid Sea Breeze Car Wash next door**. 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 Best Western hotel at 650 Grand Canyon Drive** until parents or other authorized adults can be reached and come for them.

VILAS- Children will be taken to the far end of the playground until parents or other authorized adults can be reached and come for them.

Threat of Tornado

In the event of a tornado warning:

WEST- the children will be taken to the double restrooms in the back of the Buhos class, located in the core of the building.

WEST-ANNEX – the children will collect in the bathroom and near the toilet at the back wall of room.

VILAS- the children will be taken to the basement

In all locations, 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 singing activities until we are assured by the authorities that the danger has passed.

Flooding Inside the Building

Parents will be called to pick up children within the hour:

WEST & WEST-ANNEX - We may combine classrooms, go outside to the playground, or, if safety necessitates, relocate to a higher place in the Best Western hotel west of Cultured Kids.

VILAS- This is a multi-story location, so the affected floor(s) will move to the higher floor(s) until parents are able to retrieve them.

Flooding Preventing Parents from Reaching Center

In the event of a flooding situation around our building or street that prevents parents from reaching the center, we will continue to keep the children in our care safe and fed as if they were at home already. We have extra food on site to make sure they are fed. We will continue to communicate with the parents as local emergency crews work to remedy the situation.

Lost Child Procedure

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.

Late Child from Outside Transportation

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 CK Office Staff will call the parent to inform them that the child has not arrived.

Loss of Heat, Water, or Electricity

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

If the center should lose the use of heat, water or electricity for the day, while children are in attendance, the Director will call the parents of all children and ask them to pick them up within 1 hour if the problem is deemed unfixable before a dangerous condition arises.

Lockdown Procedure

In case of danger from outside the center, staff will be instructed to take children to the interior of the building or classroom, including the closest bathrooms, depending on the situation and cover over their classroom door windows. They will then be able to utilize their cell phones to maintain communication with each other and the office or authorities until danger has passed.

Emergency Backup Childcare Provider

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. We plan to open each center with two or more people. We do not plan on leaving a single employee alone when a child is still in care.

Care Of Mildly Ill Children

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

Health Care Policy

Medical Log - Accidents, Incidents, and Medication Administration

Each classroom will store a Medical Logbook where we document daily all Accidents, Incidents, and Medication Administration. Staff will document the date, time of day, location of event, and name of child affected plus details of the situation and what was done to address it. The on-site Director will review the logs every 6 months to ensure staff are including all required information and to be aware of ways to reduce any frequent incidents that may be occurring at a particular time of day or place in the classroom or center.

Overall Daily Well-check at Drop Off

At drop off each day, staff are required to do a daily health check to see how the child will start the day and touch base with the parents if there are any health issues to keep an eye on. Childcare staff are required to take training as Mandated Reporters in a childcare center. As such 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. Any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook, the same way we are required to document such incidents or accidents that happen at the center. Reports will only be made to CPS if we suspect neglect or abuse needing intervention to keep all of our children safe.

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 logbook 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 the correct use or administration of the equipment.

Epi-Pens

Any type of Epi-Pen needed for a child's specific life-threatening allergies should be kept with the child at all times while at the center, traveling with them during outside play or outings. If taken home each day, it should also be brought back each day. Prescriptions should be included in child's Health paperwork for their classroom and office file. Instructions and demonstrations for how to use each child's specific Epi-Pen must be demonstrated by the 1st day of attendance to the Director and both child's teachers.

Proper Hand Washing for Prevention

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks. To practice at home, have child wet hands, turn water off, use one pump of soap, sing or count for 20 seconds, rinse and turn off water with the back of hand or elbow, shake off water into the sink (to avoid dripping on the floor) and dry with a towel. We teach children a song to sing during hand washing. Ask them to sing it to you.

Phone calls & Pick Up for Illness/Serious Injury

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. **Children should be picked up as soon as possible. If the child is not picked up within one hour, the emergency contact person on the child's enrollment form will be called. CK is not licensed to care for mildly ill children.**

Child Illness

Licensing Rules and Your Doctor may disagree...Licensing prevails

Cultured Kids is beholden to the State of Wisconsin's childcare licensing rules. There are many medical instances where your physician will say it is okay for your child to return to childcare, despite the facts of your child's case being contrary to the licensing rules. We will prioritize the licensing rules EVERY TIME, even if they directly contradict your physician's position. This will be the case even if your physician is "correct." We are bound to the rules of licensing, however irrational/inconvenient they may seem at the time.

Children must stay home to recover from the simple conditions listed below, even if they seem all better. Children must be free of all symptoms for 24 hours, following the end of a:

- - FEVER.
- - VOMIT session (not spit up)
- - DIARRHEA incident (2x in 1 hour)
- - BACTERIAL PINK EYE. If all gunk and pink in the eyes has disappeared following medication.
- -STRANGE RASH that has not yet been diagnosed.
- -COVID-19 symptoms or exposure per Public Health Madison Dane County rules in effect at the time

An unwell child may still require an exceptional amount of extra holding and comfort 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 in this group setting.

Is My Child Healthy Enough to Return to Care?

All the caveats of the section above notwithstanding, a doctor's note stating that your child is NOT CONTAGIOUS is required anytime they return from a contagious condition. If symptoms return, parents are required to pick up children within 1 hour. Children may return to the center when they are symptom free, and fever free for 24 hours **without the aid of fever reducing medication.**

Communicable Diseases & Cleanliness

We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the "Guidelines for Exclusion of Children from Childcare" as adapted from the Division of Public Health. This involves using soap and water for regular washing of all soiled or contaminated materials, furniture, doorways and knobs, and dishes, followed by use of approved disinfecting solution. 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. (e.g.: measles, mumps, rubella, chickenpox).

Superficial Injury & First Aid

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.

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 logbook upon return to the center. A cell phone will be carried along in case help is needed.

Child Biting Health Procedures

A biting situation involves washing the bite area with soap and water and applying a band-aid, 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.

Emergency Medical Treatment

Our center does not own its own vehicle for transporting critically injured children.

Our WEST facility is 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.

Our VILAS facility is located less than 5 blocks from both St. Mary's Hospital and Meriter Hospital.

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 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. A special form will need to be completed by the attending physician and returned to the center when the child returns for our records. CK is also required to notify the DCF within 24 hours of the incident

requiring a visit to the doctor's office.

Medications

CK will administer medications (including teething gels and topical ointments) under the following conditions:

1. All medicine must be in its original container, bearing the label with the child's name, dosage & directions.
2. All medicine will be stored in a medication box that is inaccessible to children.
3. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
4. We will not exceed the age-related dosage on the label of any medication without a legible written doctor's authorization.
5. All medication administered, dosages missed or given incorrectly, accidents or injuries occurring on-site, marked change in behavior or appearance, 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.
6. All prescribed and non-prescribed medication must have an individual Authorization to Administer Medication form filled out for each medication.
7. Non-medicinal products: Sunscreen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when a filled out and signed Authorization to Administer Medication is on file, the specific products are supplied by the parent and the products are labeled with the child's name.

Infants and Toddlers

Milk for Children Under 1 Year

Children younger than 12 months must be served breast milk or formula provided by parents, unless written directions are on file from the child's health care professional. All bottles should be pre-measured with water or milk in advance and placed in the refrigerator in the classroom upon arrival. **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 that has been partially consumed will be disposed of after 1 hour.

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 afterwards. The changing pad will be cleaned and disinfected.

Toy Cleaning & Disinfecting Procedure

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 authorizes otherwise in writing.
- Soft objects will be removed from the crib, including lovies that cannot be connected to pacifiers.
- 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, & volunteers will be trained on these procedures before they begin working with kids.

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.

Rest and Nap Time

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Cultured Kids will launder the bedding after five uses or sooner if necessary. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play, in a manner that allows their peers to get their needed rest.

Crib, Cots, and Mats

A crib or playpen is provided for each child under one year of age. Children aged 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 a 2" thick mat provided by the center with a blanket and sheet from home or in sleeping bags provided by the parents.

Toilet Training Policy

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 (even more frequently 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 have a policy concerning this transition due to the amount of time it takes to clean up after an accident and to respect all the other children in the room by ensuring a hygienic environment. We are aware that many children will succeed in potty-training for a time, only to regress for lack of interest. Parents should also recognize that children behave differently in different environments. When your child is with their friends at school, surrounded with toys, they are much more likely to refuse to interrupt their play to initiate a potty break. Just because your child approaches the potty-training experience in your home enthusiastically, does not mean they see it as an essential or fun task at school.

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 potty-training-child to dress in clothing they can easily pull up and down on their own.

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.

Here are some major indicators that a child is ready and will be successful at potty training:

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 initiate communication about their 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 a 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 Tías 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 often cover 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 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/her 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 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 Tías he has to go?

A potty-trained child will be able to let the Tías 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 action 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 ones who are ready and excited to give it a go.

11) What could make a potty-trained child regress 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.

12) Does my child need to be able to properly wipe themselves or will they get help?

Aside from washing hands properly, this is the last major step to helping our kids become successful at using the potty. It does take some coordination and practice, so we absolutely encourage families to make sure and let their child wipe themselves first at least twice. Parents should observe and guide how much toilet paper they use as well. Then have a parent follow up with a ‘check’ on how well they did using the toilet paper or a wipe. It will take time and patience, but doing so will prevent UTI’s (from wiping the wrong direction), red, itchy and uncomfortable bum areas, and possible constipation if it gets too uncomfortable for these reasons. Potty training is a process, but an important step to helping the children be healthy and happy.

CK Nutrition Policy

All licensed group centers are required to follow USDA guidelines when planning our menus. Kitchen staff will receive the appropriate training in food service procedures for meal and snack preparations.

Meals

Meal Schedule, some classes vary their start times: Breakfast: 8:00-8:30 Lunch: 11:30-12:00 Snack: 3:00-3:30

All meals are included in the price of tuition. At Cultured Kids, we like to focus on fruits, vegetables and whole milk for our snack times. For protein, we provide cheeses, eggs, yogurt, beans, chicken, turkey and beef. We will also serve grains like corn chips, pitas, wheat bread, oatmeal, and flour tortillas. Vegan substitutes and Milk alternatives required for a child should be provided from home. Customization beyond this will be dealt with on a case-by-case basis.

Weekly records of meals are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the daily note sent home through Kaymbu.

Special Occasion Treats and Allergies

We enjoy studying cultural holidays and observing birthdays. Sometimes specific foods are key components of those celebrations. CK will supply all celebratory foods as part of the curriculum. If a celebratory food is scheduled as part of a cultural unit, then we will discuss this in advance with any families where allergens might be a concern and work together to determine if a substitute food makes sense.

Parents Bringing Substitute Foods for Food Allergies

Because of the special mission of our center of sharing cultural practices and the role that food plays in that mission, it is not practical for us to strive to be an “allergen free zone.” 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. **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 reference, but also publicly with your child’s picture for maximal prevention if you complete our Limited Waiver of Medical Privacy.**

Food Storage

Food will be stored up off the floor and once opened, in airtight containers. Refrigerators (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 pre-washed 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.

Transportation and Field Trip Policy

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 (sunscreen, 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 childcare staff per 8 children over 2.5 yrs of age, minimum. A second supervisor of children shall accompany when more than 8 children.
4. 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” needs 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.

5. Each child attending the trip will wear a tag that states Cultured Kid's center name, address, and contact information.
6. 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.
7. Each child will be adequately informed of the field trip rules before leaving Cultured Kids.
8. 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.
9. 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 parents of the incident.
10. 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.
11. Water and light snacks will be provided so that children do not exceed 3 hours without a snack.
12. The authorized person to receive the children shall be listed on a separate form and accompany this one in the attendance folder.
13. 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.
14. Insurance Liability of Transportation. Any contracted transportation providers will carry a minimum coverage of general liability Insurance.
15. The transportation vehicle that is to be registered in Wisconsin will be in good working condition and undergo yearly inspection.
16. The registered vehicle will be free of obstruction in aisles and seats.
17. 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.
18. No smoking in the vehicle at any time.
19. Seat belts will be properly used for all individuals.
20. 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".
21. 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's experience as a driver and have a good driving record annually.
22. 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.

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 accommodation for anyone with special health, learning or cultural needs or to provide accommodation for anyone with accessibility needs.

Important Dates and Days CKIS is CLOSED

January 1st - New Year's Day CK Closed 6th -Tres Reyes Magos	July 4 th - CK Closed
February 14th – Valentine's Day	August Thurs & Friday before Labor Day CK Closed
March 17th - St Patrick's Day	September 1st Monday - Labor Day CK Closed Mid-month - CK Picture day with Lifetouch
April Mid-April - Spring Child Progress Reports sent home	October 1st Saturday - Family visit to Schuster's Farm Mid -month - Fall Child Progress Reports Sent Home 31st - Dress Up day at CK
May 10th - Tia (Provider) Appreciation Day/Week 2 nd Sunday - Mother's Day Last Monday - Memorial Day CK Closed	November 1st - Día de los Muertos 4th Thursday/Friday -Thanksgiving and Black Friday CK Closed
June First Saturday - CK Family Day at the Middleton Splash Park Second Friday - CK Buhos Graduation 3 rd Sunday - Father's Day	December 2nd Friday - Christmas Activities with Parents 25th - Christmas Day CK Closed

Parent/Guardian Statement of Acceptance of CKIS Policies

Child's Name Printed _____

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

Payments

- _____ To pay tuition via ACH in advance of childcare services before, the Monday they are officially invoiced. Cash, checks, and credit cards are not accepted.
- _____ To pay the \$1.00 per minute late fee after the center's seasonal closing time for a late pick up on our next invoice.
- _____ To pay the prorated fee of \$8.00 per extra half hour needed in the AM or PM outside of our normal schedule.
- _____ That Tuition is owed, even for days we are absent for illness or vacation.
- _____ That Tuition increases can happen at any time with 2 weeks' notice, but usually October 1st of every year.

Vacation

- _____ To email Accounting@culturedkids.com, in advance, to use Vacation Days, which **must be used in sets of 5 continuous business days**.
- _____ That 1 week of Vacation Credits are earned after 12 months & 2 'weeks' after 30 months of consecutive attendance
- _____ That earned Vacation Credits are applied on the invoice after a vacation taken, not before.

Paperwork

- _____ To update the CK Office by email with any new contact, doctor, address, medical & vaccination updates asap.
- _____ To provide an Emergency Contact in case we are unable, for accident or natural disaster, to pick up our child.
A playdate parent, neighbor, co-worker, family friend, another parent from the center, etc.
- _____ To sign in Attendance sheets at arrival & picking up when our child is no longer in CK care.
To help us in staff scheduling and availability for emergencies

Scheduling

- _____ **That CK is CLOSED on:** New Year's, Memorial Day, July 4th, **Thurs & Fri before Labor Day**, Labor Day, Thanksgiving, Black Friday, & Christmas. If the Christmas or New Year's falls on a Sat., we'll be closed the previous Friday. If it falls on a Sunday, we'll be closed that Mon. We'll be open on Christmas Eve & New Year's Eve when they fall during the work week.
- _____ To call CK in advance when we need to pick up early.
- _____ To notify CK if our child will not be attending for illness other vacation in advance
To help us in staff scheduling and availability for emergencies
- _____ That my child will move up to the next room based on many factors, including: the Annual September vacancy shift, availability, developmental readiness, and age. Below are age specific milestones we are looking for.

12-24 months	<i>Readiness for 1 nap & ability to walk</i>
24-38 months	<i>Sturdiness and speed in mobility; verbal command comprehension</i>
30-48 months	<i>Ability to use potty/follow the Tias directions for the group</i>
42-60 months	<i>Ability to follow directions independently.</i>

Classroom Needs

- _____ To label all personal items including, and especially, shoes, jackets and winter gear
*Shoes are often very similar. Different family members picking up may not recognize the right shoes.
AM and PM Tias are different and need help keeping track of correct shoes.*
- _____ To send my child in clothing and shoes that I find acceptable to get dirty from outside soil, paint, or tears while adventuring.
- _____ To keep midriiffs, shoulders fully covered for safety while climbing or rolling during play and greater tolerance of air conditioning.
- _____ To celebrate Birthdays, we will refrain bring any food products into the center for sharing. Cultured Kids will provide all foods, besides allergen replacements that have been talking about and negotiated with CK.
- _____ That Vegan milk substitutes will be supplied by us (the parents/guardians), at our cost, sufficient for all meals & snacks for the week.

Health

- _____ To keep our child home to recover when malaise is inconsolable AND even if they seem all better...
24 hours, following the end of a FEVER, VOMIT, DIARRHEA, or unexplained rash
24 hours, following MEDICATION for BACTERIAL infection
24 hours, after all gunk and pink in the eyes has disappeared for PINK EYE
For a mysterious rash that has not yet been diagnosed.
A Doctor's note must say our child is NOT contagious before returning with symptoms
- _____ To pick up our ill child within one hour of being called or texted after fever, diarrhea, vomit, mystery rash or major injury.

Hygiene

- _____ To provide sufficient personal diapers & wipes in advance, if not using CK’s complimentary products.
Our staff will email notices that wipes or diapers are running low in advance.
- _____ To have shorts or bloomers **over my child’s underpants or diaper** when wearing dresses, skirts and long shirts for hygiene purposes.
- _____ To always have diapers, **pull-ups or children’s underwear underneath clothing.**
No commando for hygienic purposes
- _____ To send my child with pants, shorts or skirts that are easy to take off and on for easy potty-ing.
- _____ That we accept and understand the **Potty-Training Policy** and will look for the following to begin training.
 1. Our child can indicate they need go with words or sign language
 2. Our child can stay dry for one week in a pull up while at the center and can make it to potty
 3. Our child shows an interest and will leave their activity to go potty when needed, preventing accidents

Child Behavior & Evaluations

- _____ To allow our child to be evaluated semi-annually by CK staff for the purposes of facilitating informed discussion about our child’s development. This includes the ASQ-3 system of child evaluation. Results of evaluation will not be released to any 3rd party without our prior written consent.
- _____ To take immediate action to obtain supplementary support for my child’s physical or emotional needs upon notification that the child’s disruptive behavior is severe enough that it interferes with Culture Kids’ mission or presents a risk of harm to the Tias or other students.

Communication

- _____ To give at least 30 days written notice if our child is under 2 years old and our family unenrolls from CK for any reason other than CK violating licensing rules.
- _____ To give at least 14 days written notice if our child is over 2 years old and our family unenrolls from CK for any reason other than CK violating licensing rules.
- _____ To ask for a special meeting with our child’s Tia and not attempt an important conversation that would pull them “Out-of-Ratio” while they are supervising children. *Please email options for good times and days to meet as needed throughout the year.*
- _____ To supervise my child’s younger or older siblings that I bring at drop off or pick up, at ALL times. Preventing unattended kids in the lobby or allowing them to go to a classroom or outside the building alone
- _____ To communicate with my child’s Tias daily, if there is an update for their care needed in the classroom and let the Director know if we need help communicating in Spanish
- _____ To communicate with our Director by email or phone if there is any concern we would like to share and resolve as soon as possible to prevent further concerns.

Parent/Guardian _____
 Printed Name Signature Date

Parent/Guardian _____
 Printed Name Signature Date