



Bethel Highlands Preschool Policies

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ADMISSION POLICY

Bethel Highlands Preschool, an instrument of God's grace, love and compassion, exists to serve and support families of the greater Hudson community, providing a safe and loving environment in which an excellent educational program nurtures the spiritual, physical, emotional, social and cognitive development of the unique, God-given gifts of each child. Bethel Highlands Preschool believes that children learn best through play, in an environment based on trust where relationships are central.

Bethel Highlands Preschool loves and supports every child as an individual; respecting each child as unique in abilities, development, and personality. Teaching will be tailored to best meet the needs of the individual child, within the group setting, within the scope of the teacher's training.

Bethel Highlands Preschool (heretofore to be referred as BHP) is licensed for 95 children, ages 2.5 through 8 years. Hours of operation will be 7:00 am to 5:30 pm, Monday through Friday. We will follow the school-year calendar of the Hudson Public Schools. We also offer before and after-school care for those children enrolled in the full-day programs. Parents are welcome to visit and observe the program any time during the hours of operation.

Our licensing rules, license, and any violations are posted in the hallway near the administrative offices. As required by Wisconsin State Licensing Regulations, BHP will follow teacher to student ratios of 1:8 for 2.5 year olds, 1:10 for 3 year olds, and 1:13 for 4 year olds. Our class sizes are limited to 8, 10 or 13 children. Small class sizes and ratios allow for the fostering of adult-child interaction and constructive activity among children.

These ratios will be followed during all times of the day while on site. Including indoor time, outdoor time, and nap/rest time. Children shall be capable of participating in the classroom activities within the state mandated ratios.

BHP policies are available to parents for viewing on the "Parent Resource Shelf" near the entry, as well as on the Bethel Highlands Preschool website. Parent newsletters, notices, and other parenting information will be posted in the classrooms and either emailed to parents or sent home in the child's backpack. Extra copies will be available in the administrative offices. For parents requiring policies in a language other than English, accommodations will be made within two weeks of the request.

Attendance will be taken daily by each teacher. Completed attendance forms will be kept on file for no less than one year. Parents of before and after-care children will log in and out using the laptop and student ID#. Parents not utilizing the before and after-care are responsible for bringing their child to the appropriate classroom, and greeting the teacher. BHP believes that parent-teacher interaction, no matter how brief, is important. Teachers will keep the attendance forms with them at all times on the clipboard with children's emergency cards. Teacher will count the children in his/her care several times throughout the day, and before and after transitions from one room to another.

All information gathered on individual children is confidential. Only authorized staff, licensing staff, and parents may view a file with the director present. Parents are allowed access to observation and a child's file unless a court order prevents them from such; in which case a copy of the court order must be presented by the custodial parent. In the event of a custody change or dispute, BHP must be notified by a legal document before action can be taken to prevent a biological parent access to his or her child,

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or access to the child's file. Children's records and medical logs are kept in the locked office of the director.

All staff of BHP are mandated reporters of child abuse and neglect. Staff will be trained during orientation week on signs of abuse and neglect, and every two years thereafter. Upon discovery of possible abuse and/or neglect, staff will contact the Department of Human Services or local law enforcement and report the findings. The staff members reporting the incident(s) are responsible for documenting and keeping that information confidential. The brochure, "It Shouldn't Hurt to Be a Child" is available and used in our staff training. Staff reporting abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.

We are committed to maintaining an environment free from any form of harassment or conduct that adversely affects an employee's productivity or a student's learning opportunity. Bethel Highlands Preschool prohibits and will not tolerate harassment of any employee or student. Everyone should be able to work or learn in an environment free of harassment.

BHP is a ministry of Bethel Lutheran Church. We are a non-profit organization run by the Board of Directors. The Board of Directors oversees the Preschool Director, who oversees the teaching staff. When the director is not immediately accessible on the premises, the office manager will be available.

In the event of a medical emergency, children will be transported by local emergency response vehicles to Hudson Hospital, unless parents have indicated otherwise.

Upon enrollment, parents are required to provide a blanket and/or pillow for nap time (for those children enrolled in full-day preschool), a spare change of seasonally-appropriate clothes (to be kept in child's classroom), and shoes for play. Children in full-day programs will need to bring their own peanut-free lunches, and follow nutrition guidelines of the USDA. Children who are in attendance for breakfast will be encouraged to brush their teeth immediately following breakfast. If parents request that a child wear sunscreen during outside time, they are responsible for applying the sunscreen prior to arrival at BHP. We will provide nutritious morning and afternoon snacks, cots for naps, quality teachers, classrooms filled with developmentally appropriate activities, a curriculum that encompasses all aspects of growth, peace of mind, a loving environment, and a facility that is beyond compare.

BHP must have a completed Enrollment form, Health History form, and Family Information form on the first day of attendance for each child, as well as two emergency cards. A Child Health form and the Immunization form are required within the first 30 days of attendance. If parents object to immunizations, they must have a signed waiver on file, and attend school at their own risk. In addition, the enrollment packet may include information to obtain the district-wide screening, permission forms for participation with classroom pets, photo release forms, or other paperwork to help us get to know the families with which we work. Parents are responsible for notifying BHP if student information changes. Files are kept in the locked drawers of the director's office and will be reviewed quarterly.

BHP welcomes parents to visit during the school day, unless denied by court order. We will provide special opportunities throughout the year when parents can observe the classroom activities, attend

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special events, or participate in programs. Occasionally children may go through periods of separation sadness. We discourage parent visits during the school day if the child is struggling to separate, as it often delays or reverses the progress toward confident separation. Situations where there is a court order preventing a parent access, the court document must be provided by the custodial parent for the child's file.

We require a phone call or email to the school prior to the start of class time if a child is out of school for the day, or expected to be late. If we do not receive communication by the start of class, parents will be called to confirm the safety of the child.

We believe that contact with animals and caring for them increases children's awareness of the interdependence of all God's creatures, the learning of scientific lessons, the responsibility to care for others, and a natural curiosity to be encouraged. Educators intentionally teach children to respect all animals and how to handle and care for them. Children may be given opportunities for leadership and responsibility through animal care. Educators also teach children that not all animals are friendly, and to always check with an animal's owner before petting the animal. In compliance with WI DCF251.07, the following conditions apply: Student's pets of any kind are not permitted in the building, including for show and tell or visits. At enrollment, parents are asked to inform the school of any allergies to animals. All staff are notified of the allergy and details are displayed with other necessary medical notifications. Animals are kept inaccessible to children with allergies. Children are supervised at all times while handling animals at the school. All animals or pets kept at the preschool are given food and water regularly and animal enclosures are kept clean. All pet cages and containers are to be kept in stable locations. Animals and pets are kept away from: where children eat or sleep, food preparation areas, children's toilet and hand washing facilities, other areas that cannot be cleaned and sanitized readily, sensory/sand bins. All persons including children wash their hands immediately after they have touched an animal. Any space that the animal has visited outside of its enclosure, will be cleaned following use, and sanitized if it has become soiled. Pets that are not "house trained" are not permitted on carpet. In the event of a child being scratched or bitten by an animal and the skin penetrated, the wound will be cleansed with soap and water immediately and parents will be notified.

Children must be three years old before admission and may begin school on their 3rd birthday, as long as the birthday falls prior to January 1. Children must also be fully potty trained and independent in the bathroom. Diapers and "pull ups" are not allowed at BHP (per our state license), and indicate that a child may need to wait for enrollment until potty training is complete. Teachers will not assist children in wiping after toileting. Teachers will be available to verbally coach or assist with buttons, belts, and overalls. In cases where a medical note explains the developmental need for diapers or Pull-Ups, a parent must be readily available within 10 minutes for changes.

BHP will follow the school year calendar of the Hudson Public Schools, and will be closed all of the same holidays as listed on the school calendar. We will not follow the Hudson Public School schedule for late-start/early-release days. Emergency closings will be reported on WCCO Radio (830AM). If the Hudson Public schools are closed for weather-related issues, we will also be closed on those days. If the

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Hudson Public schools delay start-time due to weather, BHP will also delay start time. Parents are responsible for learning the emergency closing status, and will not be notified directly by the school.

Enrollment for the following school year will begin in January or February, with enrollments accepted in person or by mail. Previous or currently enrolled families will have priority in enrolling during the first week of registration. After the first week, enrollment will be open to the public. Registration for 4K classes will also take place at the same time. Registration fees are listed on page 31.

Field Trips may be scheduled occasionally throughout the year. Transportation will be provided either by each child's parent, or by a contracted bus company that meets requirements of the NHTSA (National Highway Traffic Safety Administration), as well as the state of Wisconsin alarm requirements. The name, address, and phone number of the contracting firm and the name of a representative of the firm who may be contacted after hours will be on file at the school. Parents will be notified well in advance of the field trip and will be required to sign a form giving permission for both transportation and supervision of children off-site. Staff and volunteers will provide a ratio of at least 1:4 for off-site field trips including during the transporting of the children. When children with disabilities or a greater level of need participate in field trips, a volunteer will be scheduled to provide individual supervision. Staff will carry attendance and emergency forms at all times, and will conduct name to face attendance before leaving BHP, after students are on the bus, and upon arrival at the destination. At the conclusion of the event, staff will conduct name to face attendance at the event location, after students are on the bus, and upon arrival back at BHP. Each time the riders disembark the bus, an inspection will be done by the preschool director or office staff – checking each seat and floor area for children left behind. Parents choosing to drive their children separately to the field trip location will need to provide written or verbal notification to teacher, which will then be noted on attendance form. Staff will also carry an emergency first-aid kit, cell phone, and additional school contact information. The director, or other program staff, will drive a separate vehicle on field trips in case of emergency at the center or at the site of the field trip. Procedures for injuries or sudden illness will apply when off-site. Due to our remote location, we will not participate in walking field trips. We will, however, utilize our acreage and explore safely and responsibly the nature surrounding BHP.

Water and sensory play will be a part of every classroom. Children will wash their hands before and after participation in water or sensory play. Children will not be permitted to drink the water, or participate if there are visible sores on hands. Water used for water play will be drained after each class period. BHP will not use small pools or hoses for water play.

EQUAL EDUCATIONAL OPPORTUNITY AND STUDENT SUPPORT

- It is BHP's policy to provide an equal educational opportunity for all students. BHP does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. BHP makes reasonable accommodations to encourage the successful participation of all students in the group setting.
- BHP prohibits the harassment of any individual for any of the categories listed above.

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- BHP works with families in a collaborative manner, including guidance for parenting approaches that are consistent in addressing behaviors or developmental needs at home.
- In order for BHP to provide a safe and suitable environment, parents shall communicate concerns, diagnosed delays or disorders, or medical conditions to the BHP director prior to enrollment. Failure to communicate may result in the termination of enrollment.
- Once behavioral and/or developmental needs are noted, a Student Success Team, (consisting of parents, teachers, designated specialists, and director) will be formed. The SST will meet to determine concerns, questions, goals, and strategies; as well as modifications, interventions, or personnel support needed to provide the most successful preschool experience.
- Parents shall agree to follow recommendations to pursue support services, if deemed necessary for successful participation in the typical BHP classroom.
- It is the responsibility of every BHP employee to comply with this policy conscientiously.
- Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate Bethel Highlands Preschool representative as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the director.

CHILD GUIDANCE

BHP will not allow corporal punishment or humiliating or frightening techniques to be used as a form of discipline, regardless of parental approval to do so.

Children will learn from a very early age to consider and respect others and the environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will learn what is expected. Teachers will use visuals in their teaching of classroom routines, social skills, and other expectations. Children will be encouraged and coached to solve as many of their own problems as possible, and be aware of consequences.

We will encourage children to be self-directed and to exhibit self-control. Teachers will be proactive in creating an environment that will set children up for successful behavior. For example, allowing transitions that will not result in children waiting for longer periods of time. Teachers will be trained on classroom arrangement, materials and programming which will contribute to providing clear guidelines and promoting positive behavior. Children will learn to identify and name emotions. We will utilize the available curriculum of the social and emotional tool kit: providing children with tools and visual clues in resolving conflict independently. By equipping children with these tools, allowing children plenty of physical space, providing options for communication when verbal skills are delayed, and ensuring physical needs are met, we expect to prevent issues of unwanted behavior.

BEHAVIOR POLICY

Consequences will always be immediate and appropriate to behavior. Early in the school year teachers will make expectations and consequences clear, and teach them repeatedly throughout the year. BHP staff will work cooperatively with parents in solving behavior concerns, determining triggers, and maintaining consistent responses.

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Behaviors that endanger the safety and health of any children in our care will not be tolerated. This includes behaviors that are aggressive and physical; behaviors that require significant teacher attention putting the supervision of other children at risk; or verbal threats of violence toward students or teachers. See Discharge Policy (pg 31) for more information on steps taken for behavior. Teachers will deal with these issues in a positive framework, but if necessary the following behavior management procedures will be implemented:

- All children will be coached on self-calming techniques or positive social solutions.
- A child engaging in negative or dangerous behaviors will be removed from the group or activity. Child will be redirected to an alternative activity.
- Teachers will utilize positive reinforcement/praise of positive behaviors with the goal of increasing the frequency of positive behaviors and decreasing negative behaviors.
- Teachers will actively observe children with challenging behavior. They will identify the events, activities, interactions, and other contextual factors that predict challenging behavior and may contribute to the child's use of challenging behavior.
- When negative behaviors are repeatedly requiring teacher intervention, director will conduct a minimum of 3 classroom observations to determine effectiveness of teaching practices.
- Reasonable accommodations will be made to encourage the successful participation of all students in the group setting.
- A meeting will be set up with the Student Success Team (SST), and a behavior plan will be designed and implemented. At the time of the SST meeting, the involvement of outside agencies (therapists, early childhood special education, etc) will be determined.
- If the behavior does not improve in the time outlined in the student behavior plan, the child will be suspended for duration of time deemed appropriate for the individual situation. Tuition will not be due for the time of suspension.
- See Page 31 for Discharge of Enrolled Children

Staff are prohibited from using the following punishments:

- Spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about the child or the child's family.
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, lock room, box or similar cubicle.
- Withholding, threatening to withhold, or forcing meals, snacks or naps.
- A child may not be punished for lapses in toilet training.

In the event that a child in our care has bitten a child or staff member, the following steps will be taken:

- The child receiving the injury will be attended to first and foremost. The bite site will be washed with warm water and soap, and treated with ice or bandages if needed.
- Parents of both parties will be notified by phone within 30 minutes of the bite taking place.
- The biter will be removed from the activity area where the incident took place. Staff will investigate the incident, which includes determining whether or not the child was hungry, tired, uncomfortable, unable to communicate a need, or in a physical space that was limiting.

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- The biting incident will be documented for both parties involved, and recorded in the log book. Director will be notified.
- If more than one biting incident occurs with the same biter over a course of less than three months, we will follow our “Behavior Policy” as stated on page 5.

If a child is injured due to a behavioral issue, the aggressor will be immediately removed from the situation. The injured child will be cared for, and teachers will document any injury, treatment, and follow-up. Both parents will be notified immediately if there are resulting physical marks or if any injury occurred to the face or head. Other less serious injuries will be reported by the end of the school day either verbally or via email/phone.

EDUCATION POLICY

The educational programming of BHP includes a religious component consisting of: a bi-weekly chapel time for each class, including prayer and a Bible story; singing of religious songs; and celebrating holidays such as Christmas and Easter.

All children will participate in outdoor play on a daily basis. Families will be responsible for supplying weather-appropriate clothing, including layers for cold/changing weather. Outdoor play will consist of utilizing large motor playground equipment for both structured and free play, running, jumping, using balls and bikes, and group games. Outdoor play will also utilize the Social Skills Village in encouraging community role playing activities. Outdoor play will not take place on days when the wind chill is below 0 degrees or the heat index is above 90 degrees, or on days that it is raining or storming. In cases where outdoor play is questionable, the final decision will be made by the director. Parents are responsible for the application of sunscreen and bug spray prior to the child’s arrival at school. Parents will be notified by the director when there is an elevated risk of insect-borne disease, and encouraged to apply bug repellent. BHP staff will not apply sunscreen or bug repellent. When there is an air quality alert, large motor time will take place indoors.

Programming will include a variety of activities to encourage the growth of each child Spiritually, Physically, Emotionally, Cognitively, and Socially as detailed in our Educational Philosophy. We will utilize the approaches outlined in the Creative Curriculum, with specific theme-based curriculum written and published by BHP and rotating on a two-year schedule. Each skill-building activity will be facilitated by the teacher, and allow exploration by the children. The curriculum framework allows for modifications and adaptations based on children’s abilities, home values, beliefs, experiences, and language.

At the end of the preschool programming day, all children who have not been picked up by a parent will be escorted into Classroom 3. Staff will stay until numbers decrease and allow for staff departures. Children will have options of small and large motor activities to participate in freely.

Parent communication will be the responsibility of each teacher and the director. Each teacher is required to post a weekly lesson plan on the board in the classroom, as well as a daily schedule and bio. The daily schedule will include the times for snacks and meals, as well as the scheduled outdoor time. Each teacher will also have a board to write about the day’s activities. The preschool director will be

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responsible for producing a weekly email, available to all families, which will outline upcoming events, developmental information, school-wide news, and parent education opportunities. Parents are encouraged to communicate with their child's teacher on a regular basis regarding development, and are welcome to schedule meetings to address specific concerns at any time during the school year. Teachers will casually touch base by email or in-person with parents on a bi-monthly basis regarding progress and development. Parent/teacher conferences will take place twice yearly, once in the late fall – early winter, and once in the spring. Parents are required to attend at least one of the parent/teacher conferences per year. It is the responsibility of each teacher to assess, document, and observe each child in preparation for conferences. The assessment tool utilized by BHP has been developed from resources such as the Center for Disease Control Developmental Milestones, the Wisconsin Model Early Learning Standards, and the Creative Curriculum Developmental Continuum. Teachers are familiar with the skills and developmental standards and utilize this knowledge for ongoing assessment and anecdotal notes throughout the school year. Teachers will assess children during class time in a quiet corner of the classroom, while the other children are occupied with an activity or with a substitute teacher/volunteer. The formal assessment form used for conferences will be completed within the two weeks prior to conferences. Per our policy, all children's portfolios and files are confidential and will not be shared. Teachers access this information to support individual learning and modify plans as necessary. Teachers and the director utilize assessment results to make improvements on the curriculum and the program, and utilize conference time with parents to improve rapport and learn about family values, culture, identity, and home language.

Bethel Highlands Preschool will notify families through email and printed flyers of any scheduled early childhood screening opportunities through the Hudson school district. All families are encouraged to participate in the early childhood screening. Children who may have below-average scores, or concerning results, will be contacted by the district for further evaluation. Occasionally a child enrolled at BHP may require services offered by specialists, related to a child's special health care needs, including any physical, emotional, social or cognitive disabilities. This may or may not lead to services ranging from speech therapy to special education itinerant services, many of which are summarized with an Individual Education Plan. At the time of determining an Individual Educational Plan (IEP) a meeting is held between representatives of BHP, the parents, and representatives from the school district (or other specialists) involved. Any BHP teacher or substitute teacher will be made aware of tools utilized in and out of the classroom to maximize the specific child's preschool experience. Priority in practice will be placed on licensing regulations, and exceptions will be sought if needed for the IEP. See page 5 for more information.

BHP will provide an environment that is inclusive of all races, family perspectives, community perspectives, genders, and ages. Multi-cultural books, posters, pretend foods, conversation, and music will be present and available to all children. In addition, we will celebrate diversity as we celebrate God's unique gifts in each of us.

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EDUCATION PHILOSOPHY

Relationships are at the core of a quality early childhood setting and serve as the foundation of trust needed for a lifetime of growth. We prioritize an environment where teachers are supported through quality training, mutual encouragement, and above-average pay; where parents are involved and equipped to grow in ability and confidence; where children are understood, respected, observed, and loved. Multiple learning styles and abilities are considered with the knowledge that children, parents, staff, and administration are open to learning new concepts and skills for continuous improvement.

All of our classes are formatted for developmentally appropriate expectations. Each day includes a balance of structured and guided unstructured time. Classrooms are set up to encourage growth in spiritual, physical, emotional, social and cognitive development; in a manner that reaches all learners.

Spiritual—Developed through an emphasis on God: Father, Son and Spirit, through age-suited activities, songs, stories, and projects. Twice monthly Chapel Times in the Sanctuary provide the ritual, words, and setting to help children feel comfortable in “big church,” and grow a relationship with God.

Physical—Developed through the use of large and small muscles in games and play, aerobics, manipulative and non-manipulative activities, fine and large motor skills and creative movement exercises.

Emotional—Developed through a character education program, and various outlets for self-expression and expressive language; fostering growth in self-image and self-control.

Social—Developed through interaction with other children of his or her own age in planned activities and free play. Children learn to respect others and property in a setting where everyone is valued, and materials are quality.

Cognitive—Developed through an open atmosphere for exploration, curiosity, wonder, and experience. Teachers facilitate activities allowing children to learn academics and life-skills through play, creating an environment of support and positivity.

Our customized curriculum is unrivaled—utilizing our Children’s Theater, music room, art room, and Sanctuary. By moving around the facility for our “specials,” children learn the simple task of walking in line. Each month includes theme-based lessons, a focus on a character value, a social/emotional skill, and academic skill-builders. A detailed assessment tool allows us to focus on individual goals and to ensure kindergarten success.

Small class sizes and excellent, dedicated teachers allow children to feel comfortable and confident in their first school setting. This, in turn, sets the stage for a positive attitude towards learning - an important indicator of all future academic achievement. On an annual basis, BHP will conduct a self assessment utilizing the Youngstar Quality Improvement Plan. Results will be evaluated by the board in June, and changes will be made to improve quality as needed.

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FIRE/TORNADO AND OTHER EMERGENCY POLICIES

Parents of all children in the school are required to submit a medical release form giving us permission to seek medical attention for the child in case of an emergency, which is on both the enrollment form and the emergency cards. The parents should update the school on any changes in home, work, and emergency phone numbers.

During the hours of operation, BHP will have at least one person on site that is trained in first aid to be able to administer the necessary care to the injured child/individual. During the early morning and late afternoon when there is only one staff person present, individuals are available within five minutes of BHP, as required by Wisconsin Licensing, to assist in emergency if needed. Names and numbers of these contacts are in the director's office. Emergency response vehicles are within 10 minutes of BHP, and personal vehicles are on-site.

Each staff person will have a small wipe-off board or attendance sheet with them at all times. They will record names and numbers of children as they are dropped off and picked up. Staff will bring this board with them during emergency evacuations and movement from one room to another, to assure that staff are constantly aware of the whereabouts of children in their care.

Evacuation drills will be practiced on a regular basis, and special consideration and arrangements will be made to evacuate children or staff with physical or mental disabilities. In the case of emergency evacuations, the children will not return to the building until personnel have determined it is safe to do so. If necessary, emergency contacts will be called to pick up children after an evacuation.

General first aid supplies and general first aid instructions are available in the administrative office above the sink, and are accessible and labeled at all times. All regularly scheduled staff must be certified in CPR, AED, and First Aid. Incidents requiring medical attention or emergency response will be reported to a licensing representative within 24 hours.

Safety Rules Avoiding

Injuries:

- Children will use walking feet in the classrooms and in the hallways.
- Toys and other classroom items will be put away in their designated place when not in use.
- Chairs will be pushed under the table when not in use.
- All electrical outlets will have plastic plugs covering them.
- Children are to use hands for helping (not for pushing/hitting/etc.)
- All sharp items (teacher scissors, knives, etc.) will be placed in the teacher work space and away from the reach of the children when not in use.

Burns:

- The water temperature in the classrooms will be set at less than 120' so as not to burn/scald the skin of the children.

Poisoning:

- All poisonous liquids/items will be placed out of the reach of the children.
- The Poison Control Center telephone number will be posted by the phones in the classrooms.

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- Syrup of Ipecac is not kept on site and will not be used as a treatment option for poisoning.

Choking:

- Children will eat their snack/lunch at the table in the classroom. They will not be excused until their food is gone or thrown away.
- Children will not run or play with food in their mouth.
- All staff will be trained on administration of the Heimlich maneuver and CPR

Suffocation:

- All plastic bags will be stored out of reach of the children.

Traffic Accidents:

- Parents will follow the traffic signs and speed limit in the parking lot and will park in designated parking spots. Parents are discouraged from idling vehicles in parking areas, except if needed to maintain temperatures in extreme heat or cold.
- Parents will be encouraged to have their children properly strapped into their car/booster seats on their way to and from school.

Pedestrian Accidents:

- Parents are advised to hold on to the hands of the children while in the church parking lot.
- Parents are asked to drive carefully and cautiously while in the parking lot as there are many children coming and going at arrival and departure times.

Loss of Building Services

- In the event of loss of building services (heat, air conditioning, water, electricity, plumbing problems, telephone), the appropriate service company will be notified. If the service company is not able to correct the problem within an hour, parents will be notified and asked to pick up their children.

Building Temperature

- The inside building and classroom temperatures will be maintained between 67 and 80 degrees. If it rises above 80 degrees or falls below 67 degrees the appropriate action will be taken to adjust the thermostats to ensure the temperature is maintained.
- In the event a building service is lost, procedures for Loss of Building Services will be followed.

Other

- Hazardous conditions such as air pollution, lead, and asbestos, will be handled according to the recommendations of professionals.

The teachers will conduct a daily inspection of potential hazards in the classrooms before the children arrive.

PROCEDURES FOR FIRE PREVENTION

Staff should familiarize themselves during orientation with the locations of the fire alarms and fire extinguishers throughout the building. In the event of a fire, clear the immediate area first and activate the fire alarm to notify the rest of the building.

Rescue:

Evacuate the building as quickly as possible. Use the following exits, unless otherwise instructed:

- Preschool Rooms # 1, #2, #5, #6 and #7: exit through the north classroom doors and move onto the service road.

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- Preschool Rooms #3 and #4: exit through north classroom doors and then exit through the preschool building entrance doors and move to the south end of the parking lot.
- Children's Theater: exit through the north classroom doors and then exit through the preschool building entrance doors and move to the south end of the parking lot.
- Worship Center: Exit through the south doors in the Worship Center and then exit through the main entrance doors and move to the south end of the parking lot.

Monthly Fire Drills must take place and be logged in the Fire Drill Log Book (dates/times/problems).

*See Fire Drill Log.

The following must be posted in each classroom:

- Primary and Secondary Exits Building Evacuation routes.
- Telephone number of the Fire Department.
- Areas for which staff persons are responsible.
- Instruction on how to use fire extinguishers.
- Instructions on how to close off the fire area.

At the beginning of the school year, teachers and assistants will be trained how the fire procedures will be carried out. * See Fire Evacuation Procedures.

FIRE EVACUATION PROCEDURES

In the event of a fire, remember that the primary goal is to get all the children out of the building as quickly and as safely as possible. In preparation for an actual fire, we will practice fire drills monthly so that children become familiar with the routine and sounds of an actual alarm.

In the event of a fire, the following procedures should be followed:

1. Children should quickly and orderly line up and follow an adult out of the building using the primary exit route, if available (use secondary exit route if primary one is not safe).
2. If smoke is a problem, persons should drop to the floor and crawl on hands and knees.
3. One adult should take the attendance sheet and board along. All areas of the classroom and bathrooms should quickly be checked for additional children by the director or staff that are not counted in ratio.
4. A teacher will close the door of the classroom when it is completely evacuated in order to contain the fire and prevent smoke damage.
5. Each class will meet outside in the South parking lot or North service road (according to their evacuation guidelines) in case of fire. As the director or other adult goes to call 911 from a neighboring phone or a cell phone, the second adult can take attendance to make certain that all persons are accounted for.
6. Never return into the building until the fire fighters report that it is safe to do so.
7. Staff will be trained in the use of fire exits.

Fire Extinguisher Instructions:

1. Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion, or other motion.
2. Aim the extinguisher nozzle (horn or hose) at the base of the fire.

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3. Squeeze or press the handle.
4. Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the extinguisher. * Foam and water extinguishers require slightly different actions. Read the instructions.

Fire drills will be practiced once a month. Alternate routes will be practiced.

A Fire Drill Log will be kept to document the date, time and the length time it took to get outside of the building.

PROCEDURES FOR TORNADOES

Monthly Tornado drills must take place and be logged from April through October.

For severe weather/ warnings, BHP will follow the tornado procedures. For severe weather watches, staff will continue to monitor conditions and the director will turn on the local news radio station.

TORNADO SAFETY PROCEDURES

The primary goal is to bring the children into a safe and secure place as quickly as possible. In the event of a tornado/severe thunderstorm, the following procedures should be followed:

- Children should quickly and orderly line up and follow the adults to the children's restrooms in each classroom.
- One adult will take the attendance board with him/her as well as a flashlight and a cell phone.
- One adult should check other parts of the classroom, bathrooms, and hallways for additional children.
- Children will face the wall, crouch into a small ball, and place hands over heads.
- One adult will take attendance to ensure all children are accounted for.
- A flashlight, battery-operated radio, and large blanket are available in the administrative offices.

If a child is missing, follow the procedures for Missing Child.

A Tornado Drill Log will be kept to document the dates and times in which drills took place. Tornado Drills should take place once a month from April through September.

PROCEDURES FOR LOCK-DOWN

In a crisis situation that involves a physical threat to the students and staff, the lock-down procedure will be in effect. The director or office staff will determine the threat and sound the air horn that is located in the upper cabinet next to the director's office door. Upon hearing the air horn, the teachers will quickly lead the children into the closet in the classroom, and close the locking door. If the director or office staff are engaged with the suspect, the teachers will place the call to 911, and follow instructions as directed. If nearby schools are in a lock-down status, BHP will lock all exterior doors until cleared.

PROCEDURES FOR BLIZZARD/FREEZING ICE:

*See School Closures Information

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PROCEDURES FOR CHILD PICK-UP

Each parent shall complete an enrollment form which includes individuals that are authorized to pick up the child. Our locked security doors will be closed after the main drop off and pick up times to provide a secure facility. Adults requesting access must ring the bell at the security door and will be admitted upon determination of safety. Those individuals authorized by the parent to pick up the child will be identified with a state or federal issued picture ID.

1. Unauthorized Adult: If an unauthorized adult attempts to pick up a child, the teacher will:
 - Ask to talk to him/her in a private area explaining that he/she will not be able to take the child.
 - If the adult argues or is in disagreement of the policy, they will be asked to talk to the director of the preschool. The director will attempt to reach the parents.
 - If parents are unable to be reached, the teacher will then call an emergency contact person to come and pick up the child to bring home.
 - Police will be called if the safety of others is in jeopardy at anytime.
2. Incapacitated Adult: In the event that an adult is incapacitated and attempts to pick up a child, the teacher will:
 - Ask to speak to the adult in private and explain that the child's safety cannot be put in jeopardy and the child should not be riding home with him/her.
 - If willing, the adult may contact an emergency contact or the teacher may call an emergency contact person to come and pick up the child.
 - Encourage the adult to meet with the director of the preschool if arguing persists.
 - Call the police if the safety of others comes into question, or immediately following the departure of the adult and child.
3. Person Suspected of Abuse: See Page 2, "Mandated Reporting" of suspected abuse
4. No Adult comes: If a child is not picked up by a parent/guardian, the teacher will continue to supervise the child and:
 - Try calling the parents to see if they are coming or are experiencing an emergency.
 - If unable to reach either parent, an emergency contact person will be called.
 - Continue to call the emergency contact people on the list until an authorized adult is able to come and pick up the child. If no one is reached after one hour, the police will be called and the child will be placed in protective custody.

SOURCES OF EMERGENCY MEDICAL CARE

- For any medical emergency, call 911 immediately.
- Poison Control Center: 1-800-222-1222
- Fire: 911
- Police: 911
- Hudson Hospital: 1-715-531-6000
- St. Croix Health and Human Services: 1-715-246-6991

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Accident/Incident Report Forms (CFS0055) will be completed for any accident or incident resulting in injury, consisting of a licensing violation, or requiring medical attention.

PROCEDURES FOR MISSING CHILD

Staff should always be aware of how many children are in their group, particularly during transition times and parent pick-up/drop-off. Attendance will be taken immediately upon arrival for the day, and absences will be noted and validated with the director.

If a child is missing:

- Direct children into one small area. Staff person #1 immediately notifies the teacher in the classroom next door (staff person #2) of the situation. Children in the neighboring classroom will be directed to the same small area and monitored by staff person #2.
- Office personnel will be notified, and they will also assist in locating the child.
- All available staff will search the building and neighborhood to locate the child.
- Ask the children and staff where/when the child was last seen, and what the child was wearing.
- If a child is not found within 15 minutes, the police and parents will be notified.
- Any incident in which a child's whereabouts is unknown for more than 5 minutes will be reported to Wisconsin licensing.

OUTDOOR PLAY POLICY

Children should arrive to preschool dressed in seasonally appropriate clothing and layers to play outside. It is the responsibility of each family to provide seasonally appropriate outdoor clothing every day. In the event of inclement weather as described below, children will play inside.

- Heavy rain
- Temperatures above 90 degree Fahrenheit
- Wind chills of 0 degrees Fahrenheit or below
- Alerts indicating that the air quality is unsafe for outdoor play

SUNSCREEN/BUG REPELLENT POLICY

When weather permits, the children will go outside to play. In order to prevent the children from getting sunburn, we ask that parents put sunscreen on their child prior to dropping him/her off at school. Sun protection will be sunblock with UVA/UVB SPF of 15 or higher. This policy is listed in the Parent Handbook. When parents sign that they have received and understand the Parent Handbook, it is implied that they also understand our sunscreen policy. Staff of BHP will not apply sunscreen or bug repellent. When public health authorities recommend, BHP will notify parents to apply bug repellent prior to arrival at school for the day. Only repellents containing DEET are recommended.

HEALTH CARE POLICY

This is a non-smoking facility. No smoking is permitted inside the building at any time. Smoking is also prohibited anywhere on the premises, including the parking lot.

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Firearms and other significant hazards that may pose a risk to adults or children are strictly prohibited on site.

ILL CHILD DEFINITION AND POLICY

For the safety and health of all our children and teachers, sick children need to be at home. No tuition adjustment will be made for absences due to illness. Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the preschool unless:

1. A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the preschool; or
2. The symptoms have subsided.

A child should not be sent to preschool if he/she has had any of the following described conditions during the previous 24 hours. A child who exhibits any of the following signs while at preschool will be isolated and cared for immediately and the parent or emergency contact will be notified to pick up the child within the hour.

- Fever of 100 degrees (axillary) or more: Children need to be free of fever for at least 24 hours before returning to the preschool.
- Diarrhea or vomiting: Children need to be free from diarrhea or vomiting for at least 24 hours before returning to the preschool.
- Red or mattering eyes (pink eye): Children need to have had eye drops for at least 24 hours before returning to the preschool.
- An undiagnosed skin irritation: Children need to have a note from the child's physician stating that the rash is not contagious before they can return to the preschool.
- Strep throat or other streptococcal infection: Children need to wait until 24 hours after initial antibiotic treatment and cessation of fever before returning to the preschool.
- General signs of flu, cold or a viral condition, which is impairing a child's ability to participate in preschool activities.
- Symptoms and signs of possible severe illness shall include:
 - lethargy that is more than expected fatigue
 - uncontrolled coughing
 - inexplicable irritability or persistent crying
 - difficult breathing
 - wheezing
 - other unusual behaviors for the child
 - a condition that requires more attention than the teacher is able to provide with the teacher/child ratio
- Mouth sores
- Chickenpox: Until all sores have dried and crusted (usually 5 days after onset of rash)
- Head lice: Until 24 hours after treatment and no live lice or nits are seen

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- Ear pain or discharge, unless it is documented that the child is under physician's care and receiving treatment

If a child has been exposed to a communicable disease such as whooping cough, measles, mumps, chickenpox, or scarlet fever (See Appendix A), it should be reported to the director's office immediately.

It is the responsibility of the parent to inform the preschool within 24 hours (exclusive of weekends and holidays) when a doctor or dentist diagnoses a child with a communicable disease.

A notification will be emailed to all families, and posted at classroom doors informing parents of an exposure to a communicable disease. This notice shall include the following information:

- The diagnosed disease to which the child was exposed, whether there is one case or an outbreak, and the nature of the exposure (such as a child in same room or facility);
- Signs and symptoms of the disease that the parent should watch for in the child;
- Mode of transmission for the disease;
- Period of communicability and how long to watch for signs and symptoms of the disease;
- Disease-prevention measures recommended by the health department (if appropriate);
- Control measures implemented at the facility;

With respect to our confidentiality policy, we will not release the name of the child that may have contracted the illness. When applicable, BHP is required to report certain communicable diseases to the state licensing department or the department of health.

MEDICATION ADMINISTRATION AND STORAGE

The State of Wisconsin states that all prescription medication administered by child care centers must have written instructions by a physician or dentist and a written authorization to administer medication must be provided by the parent.

In order to satisfy the compliance with the State of Wisconsin:

- Any prescribed medication brought into the facility by the parent, legal guardian, or responsible relative of a child shall be dated, and shall be kept in the original container. The container shall be labeled by a pharmacist with:
 - The child's first and last names
 - The date the prescription was filled
 - The name of the health care provider who wrote the prescription
 - The medication's expiration date
 - The manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal
 - The name and strength of the medication
 - The name and address of the licensed pharmacy issuing the medication

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All medications, refrigerated or unrefrigerated, shall have child-resistant caps, shall be kept in an organized and locked box labeled “medication”, shall be stored away from food at the proper temperature, and shall be inaccessible to children. Medication shall not be used beyond the date of expiration. Children needing medication during their full-day programming at BHP should have a medication form filled out completely and given to the program director along with the medication. The director will then store the medication in the appropriate location. Trained staff will administer medication as directed and record in log book and on medication administration form. In the case of a missed dose or distribution error, the parent will be contacted to provide direction. Poison Control and the child’s health care provider will be contacted as appropriate. The incident will be documented in the Medication Log Book.

PRESCRIPTION DRUGS

If a child needs a prescription drug, the medication form does not need to be signed by the doctor (the prescription on the bottle itself takes care of that) however, the medication form does need to be filled out in its entirety by the parent. A new medication form and medication label must be completed with expiration of the medication or change in dosage.

NON-PRESCRIPTION DRUGS

If a child requires a non-prescription drug, including cough medicine, Tylenol, etc., the parents must fill out a medication form authorizing administration of the medicine, a Dr’s signature is required for any over the counter medications to confirm dosage and timing. The form must be filled out in its entirety including the child’s name, start and ending date to which the medicine is to be administered, dosage, and times the dosage is to be given. Medication forms must have specific times on them. The medicine form cannot be filled out on an as needed basis, there must be specific times on the form. If the medication is to be given only if necessary there needs to be specific instructions for the indication of the medication. Medication forms may not be dated for a longer period of time than what the container states, (example: Tylenol states consult a physician if symptoms get worse or persist for more than 5 days.). The medication form cannot be dated for more than 5 days. All information on the form must be specific. If any of the pertinent information is missing the medication will not be administered. All medicines need to remain in their original containers and be labeled clearly with the child’s first and last names in permanent marker.

Medicines due every 8-12 hours will not be administered at Bethel Highlands Preschool. Parents are responsible to administer these medications prior to dropping their children off at the preschool.

MINOR INJURIES AND FIRST AID

Staff members as deemed necessary will administer basic First Aid and Infant/Child CPR. All employees are required to be trained in Infant/Child CPR and first aid. Emergency supplies (flashlight, blanket, radio, etc.) are all kept in the main office area in the first aid cabinet, along with additional first aid equipment and instructions for basic first aid administration.

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For minor injuries or accidents, first aid will be administered (cleaning wound with soap and water, bandaid, ice, etc.) and an accident report will be completed and placed in the child's cubby. The incident will also be logged in the Medical Log Book located in the corresponding classroom. Parents will be notified immediately for injuries resulting in a physical mark, if a child is inconsolable after 30 minutes, or injuries to the head or face. Other injuries will be reported to parents at pick-up time or by phone/email.

In the case of a more serious injury, BHP staff will evaluate and monitor the child and keep the child as comfortable as possible. In the event emergency care is required due to an accident or injury, the child's parents and the child's physician will be notified immediately. Local paramedic units will be called if necessary to take the child to Hudson Hospital. A staff person will accompany the child to the hospital. The staff member will also have the child's emergency card with him/her.

In the event that staff and children are on a field trip, staff will carry a cell phone and have children's emergency cards containing medical information. A first aid kit is also readily available. For an emergency, the nearest medical facility will be contacted.

MEDICAL LOG

Medical log books will be maintained at the preschool, in the office and in each classroom. Teachers will document each dosage of medication administered, any injury occurring at the preschool and first aid administered, and any injuries observed on the children upon their arrival at the preschool. Teachers will also log any behaviors that result in injuries, following the recommended reporting practices listed inside the front cover of the log books. The medical log book will be reviewed two times per year by the director and health consultant.

IMMUNIZATION DOCUMENTATION

The preschool shall require that all children enrolling in child care provide written documentation of immunizations appropriate for the child's age. Children shall be immunized as specified in the *Recommended Childhood Immunization Schedule* developed by the American Academy of Pediatrics (AAP), the Advisory Committee on Immunization Practice of the Centers for Disease Control and Prevention (CDC), and the American Academy of Family Practice (AAFP). Children whose immunizations are late or not given according to the schedule shall be immunized as recommended by the American Academy of Pediatrics.

UNDER-IMMUNIZED CHILDREN

If immunizations are not to be administered because of a medical condition, a statement from the child's health care provider documenting the reason why the child is exempt from the immunization requirement shall be on file.

If immunizations are not given because of parents' religious beliefs, or personal conviction, a waiver signed by the parent shall be on file. If a child who is not immunized is in care, the parents must be notified of the risk of the spread of preventable diseases.

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Children who have not received their age-appropriate immunizations prior to enrollment and do not have documented religious or medical exemptions from routine childhood immunizations shall show evidence of an appointment for immunizations. The immunization series shall be initiated within one month and completed according to the *Recommended Childhood Immunization Schedule* from the American Academy of Pediatrics. When “in the process” of being immunized, the parent will provide a note from the health care provider that the child is “on schedule” for immunizations and the date for the next scheduled dose.

Parents of children who are under immunized will be alerted when immunization preventable diseases are present in the community.

STAFF HEALTH REQUIREMENTS

All staff working with children at Bethel Highlands Preschool will have a health exam prior to being hired or within 30 days after beginning work. Form CFS 54 (Staff Health Report – Child Care Worker) will be filled out by a physician and kept in the employee’s file. This signed form states that the staff person is free from communicable disease and is physically able to work with young children.

Each staff member will also have a negative TB test (using the Mantoux intradermal skin test) on file.

CLEANLINESS

The routine frequency of cleaning and sanitation in the facility shall be as indicated in the NAEYC Cleaning and Sanitizing Schedule. This frequency shall be increased from baseline routine frequencies whenever there are outbreaks of illness, known contamination, visible soiling or whenever recommended by the health department to control certain infectious diseases. All surfaces, furnishings, and equipment that are not in good repair or that have been contaminated by body fluids shall be taken out of service until they are repaired, cleaned, and, if contaminated, sanitized effectively with a quaternary formula.

Odors are controlled in inhabited areas of the facility and custodial closets through ventilation and sanitation, rather than through the use of sprays, air freshening chemicals, or deodorizers.

REST PERIODS

Every child enrolled in our full day program is required to have a rest period. All children lie down on a cot in their classroom and are required to have at least 30 minutes of quiet time. They will not be required to sleep. After 30 minutes of quiet time if the child is still awake, he/she will be allowed to get up and work quietly in the classroom. Bedding that becomes soiled will be washed, and will have unused, clean bedding available until the soiled bedding is clean and dry. Bedding will be sent home every 5 days for routine washing.

TOILETING

All registered children are potty-trained, however, accidents may happen. If a child wets or soils their clothing, it will be bagged up and sent home with the child. (It will not be rinsed or cleaned prior to

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bagging it up.) All children will be required to have a full change of clothing that can be kept at the preschool in a designated area for this possible occurrence. Children shall be independent in their ability to change their clothing. If toileting accidents happen frequently, a meeting shall take place with the director, teacher, and parents to determine a plan of action (including the possible suspension of enrollment).

UNIVERSAL PRECAUTIONS

HANDWASHING PROCEDURE

Children, staff members, and volunteers shall wash their hands using the following method:

- Check to be sure a clean, disposable paper (or single-use cloth) towel is available.
- Turn on warm water, no less than 60 degrees F and no more than 120 degrees F, to a comfortable temperature.
- Moisten hands with water and apply liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears, and continue for at least 10 seconds. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water, no less than 60 degrees F and no more than 120 degrees F, until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with the clean, disposable paper or single use cloth towel.
- Turn taps off with a disposable paper or single use cloth towel.
- Throw the disposable paper towel into a lined trash container.

Handwashing practices include:

- All staff members and those children who are developmentally able to learn personal hygiene.
- All staff, volunteers, and children when handwashing would reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with handwashing as needed to successfully complete the task. Children wash either independently or with staff assistance.
- Upon arrival for the day
- After using the toilet
- After handling body fluids (e.g. blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit).
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking.
- After playing in water that is shared by two or more people.
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
- Before and after feeding a child.
- Before and after administering medication.
- After assisting a child with toileting.
- After handling garbage or cleaning.

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HANDLING BODY SECRETIONS

All persons exposed to body secretions shall wash hands immediately with soap and running water. Treat urine, stool, vomit, mucus, blood, and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces sanitized immediately.

For small amounts of urine and stool on smooth surfaces:

- Wear disposable gloves for all cleaning procedures.
- Wipe off and clean away visible soil with quaternary detergent. Then rinse the surface with clean water.
- Apply a sanitizer to the surface for the required contact time – see MSDS sheet near the Ecolab sanitizer dispenser.
- For larger spills:
- Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have.
- Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag that is securely tied or sealed. Use a wet/dry vacuum on carpets, if such equipment is available.
- Immediately use a quaternary detergent to clean the spill area, available from the Ecolab dispenser in the kitchen. Then rinse the area with clean water.
- For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot clean the area with a detergent-disinfectant rather than with a bleach solution. Additional cleaning by shampooing or steam cleaning of the contaminated surface may be necessary.
- Sanitize the cleaned and rinsed surface by wetting the entire surface with a sanitizing solution of bleach in water (1/4 cup of household bleach in 1 gallon of water) or a quaternary detergent used according to the manufacturer's instructions. For carpets cleaned with a detergent-disinfectant, sanitizing is accomplished by continuing to apply and extract the solution until there is no visible soil. Then follow the manufacturer's instructions for the use of the sanitizer to be sure the carpet is sanitized by the treatment.
- Dry the surface.
- Discard disposable gloves.

Mops and other equipment used to clean up body fluids should be:

- Cleaned with detergent and rinsed with water
- Rinsed with a fresh sanitizing solution
- Wrung as dry as possible
- Air-dried.

Post Clean-Up

- Hands are washed according to handwashing procedures
- Clothes that are soiled by body fluids will be removed and bagged
- After washing the soiled skin and hands of everyone involved, the affected person/people will dress in fresh clothing.

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Toys that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is either to be washed by hand using water and detergent, then rinsed, sanitized, and air dried OR washed and dried in a mechanical dishwasher before it can be used by another child.

GLOVE USAGE AND DISPOSAL

- Put on a clean pair of gloves.
- Provide the appropriate care.
- Remove each glove carefully.
 - Grab the first glove at the palm and strip the glove off.
 - Touch dirty surfaces only to dirty surfaces.
 - Ball-up the dirty glove in the palm of the other gloved hand.
 - With the clean hand strip the glove off from underneath at the wrist, turning the glove inside out. Touch dirty surfaces only to dirty surfaces.
- Discard the dirty gloves immediately in a step can. Wash your hands following the handwashing procedure listed above.

CONFIDENTIALITY

Parents will be asked to complete the Health History form detailing a child's special health needs, as well as a form documenting a recent physical examination. This form will be part of the child's file. It will be kept confidential and only shared with each applicable staff person by the director. Emergency medical or dietary needs will be noted on the daily attendance sheet for the immediate reference by substitute teachers.

Reports are made by the director to the State Licensing Department, or the county Epidemiologist as required by law for certain communicable diseases.

BHP maintains an agreement with a Licensed Pediatric Nurse Practitioner for bi-annual review of our health policies and procedures.

A PDF of Wisconsin Childhood Communicable Diseases can be accessed and downloaded at: <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf> . BHP has a posted version of this chart at the Parent Resource Center near the preschool entrance.

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NUTRITION POLICY

Cook orientation and training

- There will be no cooking on site. One staff person will be trained in cooking procedures, including sanitation, hygiene, food handling, and adequate nutrition.

Meal time routines

- A cold breakfast will be provided for the before-care preschool students.
- Students staying for a full day will bring their own cold lunch, which must meet the USDA nutrition guidelines. 1% milk will be provided with no fee.
- If a student has forgotten his/her lunch, a plate of various healthy snacks will be provided.
- Students staying for after school care will be provided a snack.
- Students will wash hands and then sit down at a freshly cleaned table with their lunch.
- Due to severe peanut/nut allergies, students will not be permitted to bring foods from home containing peanuts, nuts, or peanut butter. This is stated in the parent handbook.

Child guidance and food

- Parents will be given suggestions and website resources for providing a healthy lunch.
- Withholding of food will never be used as a form of punishment.
- Children will pray before snacks and meals, except 4K students during designated 4K hours.
- Socialization between peers will be encouraged during snacks and meals.

Menu requirements, preparation and changes, age appropriate menu

- Menus for breakfast and snacks will be posted on the BHP Parent Bulletin Board located in the hallway. Changes may be made at any time and noted in writing on posted menu.
- Menus are kept on file for review by a licensed nutrition consultant, and will follow USDA guidelines.

Early AM and late PM feeding

- The cold breakfast will consist of cereal, milk and, fruit.
- Afternoon snacks will be healthy snacks, examples being crackers, carrot sticks, apples, graham crackers, and juice.

Infant/toddler feeding

- There will be no infants or toddlers in the program so no guidelines are necessary.

School-age children and eating

- No school-age children will be on the premise.

Night care and food

- No night care will be provided

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Specialty menus (vegetarian, gluten-free, kosher)

- Alternatives must be provided by parent.

Food allergies

- Parents will fill out the Health History and Child Health Report forms documenting food allergies. We request a Doctor's note indicating the severity of the allergy, and suggested protocol.
- Teachers will receive a confidential list of students with food allergies and the response necessary.
- Teachers will keep this list in a confidential area, but will include emergency medical and dietary needs on the daily attendance sheet to alert substitute teachers.
- Teachers will document the type and quantity of specialty food substitute consumed, and provide the information to the child's family.
- Peanuts, nuts, and peanut butter will not be permitted in the classrooms.
- Occasionally children bring in special treats for birthdays or other events. Teachers will communicate these alternative snacks/ dates to their individual classes and record the changes on their weekly menus. Treats must be store-bought in original packaging. Families are encouraged to provide non-food treats for birthday celebrations.

Kitchen

- The kitchen will be cleaned daily.
- Any dishes or utensils used will be cleaned and sanitized at the end of the day.
- Employees are required to wash their hands prior to handling any food, or utensil/plate.
- Food is delivered by US Foods on a monthly or bi-monthly basis. Immediately upon receipt of food, it is placed in the appropriate storage location.
- Food will be discarded if not used by expiration date.
- Fruits and vegetables will be washed thoroughly prior to serving.
- Detailed cleaning instructions are posted in the kitchen dish room.

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DISCHARGE OF ENROLLED CHILDREN

In the case of a center-initiated discharge for behavior reasons, the following steps will be taken:

- When negative behaviors are repeatedly requiring teacher intervention, teacher will document occurrences noting the Antecedent, Behavior, and Consequence. Director will conduct a minimum of 3 classroom observations to determine effectiveness of teaching practices.
- Reasonable accommodations will be made to encourage the successful participation of all students in the group setting.
- A meeting will be set up with the Student Success Team (SST), and a behavior plan will be designed and implemented. At the time of the SST meeting, the involvement of outside agencies (therapists, early childhood special education, etc) will be determined.
- If the behavior does not improve in the time outlined in the student behavior plan, the child will be suspended for duration of time deemed appropriate for the individual situation. Tuition will not be due for the time of suspension.
- A child's enrollment will be discontinued only after all other efforts have been made in the correct order (documentation, meeting with parents, behavior plan, and intervention of outside sources), the final decision being made by the Board of Directors.
- The discharge for behavior reasons will be immediate, and the family will be refunded any pre-paid tuition.
- We will comply with federal and state civil rights laws at all times.

In the case of parent-initiated discharge, due to dissatisfaction or relocation, the following must occur:

- Parents must give a two-week, written notice.
- Families who are disenrolling a child for reasons other than a move or medical necessity will NOT be reimbursed any pre-paid tuition.
- Families who are disenrolling a child due to a family move, or medical necessity will be reimbursed any pre-paid tuition after the two-week notice period.
- Any family wishing to appeal the decision, or with concerns of discrimination issues, may do so within 30 days of notice, directly to the Board of Directors.

In the case of Bethel Highlands terminating care, the following will take place:

- If Bethel Highlands is no longer able to care for a child, a two-week notice will be given to families.
- Pre-paid tuition will be reimbursed for unused time following the two week notice period.

FEE PAYMENTS AND REFUNDS

Payment will be due on the first day of each month for the monthly tuition amount, regardless of attendance. Payments will be accepted in the form of personal checks, cash or paid with a card via Brightwheel. If the monthly tuition is not received by the 15th of the month, a \$15 late fee will be assessed. If tuition is

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not received by the 30th of the month, the student will not be permitted to attend preschool until all fees are paid to-date. There will be a \$25 NSF fee.

There is a registration fee of \$150 which is non-refundable. This fee is per-child, payable each year at the time of registration.

Class times, schedules, and tuition rates are set. Families are welcome to choose the class schedule that best fits their family and their child, with offerings varying from two mornings per week to five full days. Before and After School Care fees are charged as contracted rates or hourly rates. Families utilizing the Before and After School Care services will sign a form to notify BHP of their choice in fee structure. Those paying for Before and After Care on a contracted rate will pay it on the first of the month, along with tuition. Those paying for Before and After Care on an hourly rate will be billed weekly. There may be additional charges for field trips or special events, but we will never exclude a child due to inability to pay. We will also work to make sure every child has access to quality experiences. Enrichment programs, such as Soccer Shots or Spanish, will take place after school hours and will be optional with a fee.

If a parent is late picking up a child, they will be assessed a fee of \$10 per minute, payable to the caregiver at the time of pick-up. After 30 minutes, we will attempt to reach emergency contacts. If after one hour no contacts can be reached, we will notify the Hudson police, and place the child in protective custody.

Refunds will be given in the form of a check within two weeks of request, assuming the refund can be granted in accordance with our discharge policy.

BHP has a scholarship fund, in memory of Kathy Pohjonen, also known as an “emergency financial assistance fund.” Dependent upon availability of funds, families are welcome to follow the application procedure for this financial relief. To apply, families will need to submit proof of income, an essay describing immediate need, and a listing of monthly financial obligations. Award decision will be made by the BHP Board, notification of decision will be made in writing to all applicants.

FINANCIAL POLICIES AND PROCEDURES

Financial policies and procedures are consistent with the mission, vision, goals, and expected child outcomes of Bethel Highlands Preschool. Operating budgets are prepared annually by the program director and the Board of Directors. Actual expenses are reviewed monthly by the Board Treasurer, ideally a CPA with a strong financial background. The Board reviews the actual expenses as they relate to the budget on a monthly basis, and adjusts the annual budget as necessary when income or expenses have changed unexpectedly. Fiscal records are kept in the Director’s office.

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Fundraising Directives are implemented mainly by the parent group, and overseen by the Board of Directors. Tuition income is budgeted to cover general operating expenses, special purchases or projects will be the purpose for fundraising initiatives.

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PERSONNEL POLICY

While the Bethel Lutheran Church Employee Handbook applies to all employees, BHP may have slightly different terms of employment as defined for the teachers' contracts. Where differences exist, the terms and provisions in those contract documents will take precedence. Where policy is silent, the Bethel Employee Handbook will apply.

Job descriptions are available for Board Members, Preschool Director, Teachers, Assistant Teachers, and Cooks in a separate document. Policies and job descriptions are made available to all employees and volunteers upon hire.

Bethel Highlands Preschool believes that quality, well-trained teachers are at the core of a successful school. It is expected that the Board, staff, and families treat the role of professional teacher with respect.

Bethel Highlands Preschool is an at-will employer, and an equal opportunity employer (EEO). Available job opportunities will be posted in the Bethel weekly news, or the monthly newsletter, and on the BHP social media and website. Upon receipt of application and resume, interviews will be scheduled. At least one board member, in addition to the director, will be present at interviews. Salary or hourly pay is individually determined based on experience and education, performance, and longevity of employment. Contracts are typically offered and signed at the end of each school year for the following school year. A "school year" is considered 10 months of work (student contact, training, and classroom preparations), paid out over the course of 12 months (August 15th through August 14th).

Employees are required to complete form W4 for tax withholding. Employees will be paid by direct deposit every two weeks (26 paychecks per year). Hourly employees are responsible for submission of hours on listed dates. Overtime pay will be 1.5 times regular hourly rate for hourly employees when exceeding 40 hours in one M-F work week. BHP follows the policies of Bethel Lutheran Church in paying unemployment compensation, workers compensation, and SSI.

BENEFITS

Teaching staff are offered preschool tuition at a 50% discount for immediate children. Grandchildren of teaching staff and immediate children of Bethel church staff are offered a discount of 25% off tuition.

Pastoral counseling and referrals for services to support staff in wellness, stress management, and prevention/treatment of depression are available upon request, utilizing the ELCA synod's resources. BHP staff members are entitled to a 10% discount on the monthly dues at Snap Fitness, which can be utilized at any of the hundreds of national locations.

BHP partners with WECA (Wisconsin Early Childhood Association) to offer approved scholarships to teaching staff wishing to further their education. Through this partnership, BHP contributes the required percentage of tuition to the educational institute, as dictated by WECA's agreement. As dictated by WECA, BHP will provide the required pay increase or bonus pay, as well as paid time off for study. Scholarship applications are available from the program director, and approved by WECA and the BHP Board.

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Paid time off is listed on the next page, under “scheduling”

PERFORMANCE REVIEWS

New employees will be given a 90 day probationary period, during which time performance will be evaluated. At the end of the 90 days, the employee will meet with the director to discuss goals, and review performance. Benefits will be effective pending successful completion of the probationary period.

Each employee will be observed on an ongoing basis with informal comprehensive evaluations based upon the Wisconsin Model Early Learning Standards, NAEYC standards, and state licensing regulations. Both the director and employee will meet to discuss results of evaluations on an annual basis. The Preschool Director will be evaluated by the Board of Directors with input from teaching staff, parents, and church staff.

SCHEDULING

Staff hours will be set upon hire depending on the position.

- Full-time teachers will be scheduled 8 hours per day/40 hours per week
 - 6.5 student contact hours per day (exclusive of breaks)
 - 5 hours per week for student data and individualized planning
 - Collaborative planning between teachers is encouraged and can be scheduled with notice.
- Full time staff will be given paid vacation and holidays that follow the school year calendar of the Hudson Public School (Thanksgiving break, winter break, spring break, and weather-related cancellations).
- Staff will be granted 5 days (40 hours) of paid sick leave/PTO per school year. Staff members are expected to follow the same guidelines as students for exclusions during illness. Additional time-off must be pre-approved and will be unpaid leave, not to exceed 40 hours. After five years of employment, paid sick/PTO time will increase to 9 days per year. After 10 years of employment, PTO time will increase to 13 days per year. One unused day may be carried over to the following school year and used by December 1st of that year.
- For additional 4K teacher information please see 4K addendum.
- Unused PTO time will be paid out at the end of the school year at a rate of \$17 per hour.
- Time off shall be scheduled and approved in advance in increments of 2, 4, or 8 hours (inclusive of scheduled non-contact time).
- Part-time staff will not receive breaks if their shift is less than four hours. They will be paid hourly, and will be paid for legal holidays on which days they would normally be scheduled. The

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additional off-time of the school calendar will be unpaid time. Additional sick or vacation days will be unpaid.

- Any staff (full or part-time) may take a leave of absence up to twelve weeks, unpaid. Acceptable reasons for leaves may be maternity/family, military, funeral, jury duty, medical, etc., in accordance with FMLA.
- Any staff will be given a minimum of a 15 minute break in any 4 hour period, and may request temporary coverage during moments of unusually high stress.
- Any staff scheduled to work on a school day that is canceled due to inclement weather, will still be paid the regular daily rate.

4K ADDENDUM Staffing and Class Offerings

4KAM = M-F, 9-11:45am

4KPM = M-F, 12:45-3:30pm

4K+ = M-F, 8:30am-3:30pm

Composition of weekly teacher hours for full time employment :

4KAM & 4KPM = Scheduled 8 hours per day/40 hours per week

- 5.5 contact hours per day (exclusive of breaks)
- 8 hours per week for student data/assessment and individualized planning
- 2 hours per week for district and BHP collaboration and planning

4K+ = Scheduled 8 hours per day/40 hours per week

- Avg 6.2 contact hours per day (exclusive of breaks)
- 4.5 hours per week for student data/assessment and individualized planning
- 2 hours per week for district and BHP collaboration and planning

Benefits

- 4K teachers receive pay commensurate with qualifications and DPI license. 4K teachers will be granted 80 hours (10 days) of PTO/paid sick leave per school year. After 10 years of employment PTO/ paid sick leave will increase to 13 days per year.
- More than 4 consecutive days must be pre-approved by the Director.
- BHP will provide non-monetary resources to assist with additional continuing education courses, and will participate with approved TEACH scholarships to offset tuition costs. (Bethel Lutheran Church may provide some scholarship money at their discretion, to help offset costs of tests and other license fees.)
- BHP will pay 100% of initial licensing fees.

4K REQUIREMENTS / EXPECTATIONS

- Each teacher will ensure DPI licenses, certifications, required paperwork and background checks are current and updated as needed.
- Teachers will participate in required training through the district of Hudson, which typically consists of 2-3 days during the summer and 2 mornings of non-school-day professional development during the school year.

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- Teachers will participate in BHP monthly staff meetings, and BHP's August training, as well as the August Open House.
- Teachers will be on-site for 8 hours per day, exclusive of duty-free lunch breaks.
- Teachers will utilize 120 minutes per week for collaborative planning time with the other 4K teachers to discuss curriculum, assessments, and data. 1.5 hours will be given during student contact time and the remaining will be used prior to student arrival or post student departure.
- Teachers will follow district guidelines on assessments and conferences, providing data as required, and will offer conferences with families at least twice per year (on the BHP conference schedule). "Report cards" will be completed three times per year, to coordinate with the district trimesters.
- Teachers will participate in at least two community family events, as part of the 87.5 annual hours of community outreach. Including one hosted by BHP, and one non-Bethel community 4K event.
- Teachers will continue to follow BHP procedures and expectations.
- As staffing allows, 4K teachers will be participating in district-wide 4K meetings and training, which may be held during regular school hours or during non-school hours.

ALL EMPLOYEE REQUIREMENTS

Teachers and substitute teachers will submit a fingerprint background check prior to his/her first contact day with students, and every five years after. All staff, including office, kitchen, and custodial staff are required to complete a background information disclosure form prior to the first day of work, and each year thereafter. Results must not be negative for employment at Bethel Highlands. Employees are required to notify licensee, and licensee to notify department, as soon as possible but no later than next business day when: the employee has been convicted of a crime; has been or is being investigated by a government agency; has a substantiated governmental finding; or has a professional license denied, revoked, restricted or otherwise limited. All staff must be free from any history of substantiated child abuse and neglect, be at least 18 years old, and have completed high school or the equivalent.

Staff are required to provide, and have in a confidential file in director's office, the following paperwork: educational transcripts/teaching license, references, staff health report and physical, documented continuing education and orientation, employee emergency contact information, Registry certificate, annual review and contract, signed understanding of policies and procedures, and all other required paperwork for staff files according to DCF 251. Required education and experience for positions are detailed in the job descriptions or NAEYC standards.

Employees are required to follow the dress code established by the Bethel Highlands Board of Directors, and carry themselves in a professional manner during the work day. Employees are encouraged to wear the BHP logo gear on days such as open houses, programs, field trips, etc. Employees may not wear BHP logo gear when engaging in activities not fitting for a Christian preschool teacher. Monday through Friday staff are expected to wear comfortable clothing that is considered business casual, such as khaki pants, nice jeans, long skirts, etc. Skirts and shorts must be no shorter than two inches above the knee. Shirts that expose an employee's mid-section are not permitted, nor are spaghetti strap sleeveless shirts. Shoes must be secure enough to allow a staff member to move quickly in the case of emergency.

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The director reserves the right to request an employee to go home and change clothing when it is believed to be inappropriate.

Employees have available to them free parking in any of the marked parking areas, but are encouraged to park at least three rows back to allow parents carrying young children easier access. Employees are encouraged to enjoy snack and meal times with the children in their care, modeling good manners, proper nutrition and social skills.

Employees will have access to the computers and email at Bethel Highlands. Cell phones are not to be used for personal use during times of supervision of children. See "Social Media Policy" for more information on technology use.

Time off must be pre-approved. Upon director approval, employees are responsible for finding a substitute teacher that can fill the shift, and must list the scheduled sub on the calendar in the work room, and on the purple form that will go in the employee file. If employee is requesting time off beyond PTO, the hourly pay will be deducted from the next paycheck. Time off beyond pre-determined PTO allowance shall not exceed 40 hours, unless FMLA guidelines are followed. In the case of sudden illness, employee must contact Director and/or Office Manager to request coverage. Time off is not guaranteed. Time off may not be requested over the scheduled dates of Carnival, parent/teacher conferences, or the first or last week of school.

In the event of a death in the employee's immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or legal guardian), an employee will normally be allowed one day with pay (prorated for Part-Time Regular employees), to attend the funeral and to deal with family affairs. "Children" includes the employee's biological, adopted, or foster child, as well as a stepchild, legal ward, or child for whom the employee has day-to-day responsibilities to provide care and financial support. In addition, employees may use PTO hours or unpaid leave if needed for bereavement leave beyond one day.

ORIENTATION OF STAFF

Staff must attend one week (5 full days) of training and orientation prior to being in the classroom. Orientation will consist of the following (at a minimum):

- Center Policies, philosophy, values, and goals
- Licensing Rules
- NAEYC Early Childhood Program Standards
- NAEYC Code of Ethical Conduct
- Confidentiality
- Shaken Baby Syndrome prevention training
- Registry requirements
- Child abuse and neglect recognition and reporting (every two years)
- Health observation and precautions, medication, universal precautions, infectious disease control, and communicable disease recognition

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- Emergency training including fire (including fire extinguisher), tornado, and Infant/Child CPR/AED/First Aid, Universal Precautions
- Proper lifting procedures to prevent injury
- Knowing the whereabouts of children at all times, providing supervision by sight and sound at all times, unless for brief periods when a child may be toileting independently, or napping.
- Procedures for tracking children when transported to and from field trips
- Sharing information regarding a child's specific health care needs
- Rights and responsibilities of families and children with special needs
- Roles and responsibilities related to IEPs and IFSP
- Child management techniques used at Bethel Highlands
- Job responsibilities as they relate to job descriptions
- Schedule of activities for the school year, month, week, and day
- Program Curriculum
- Procedure for contacting a parent if a child is absent from the center without prior notification.

Substitute Teachers, support staff, and regular volunteers will participate in one half day of training that includes:

- Health, safety, and emergency procedures
- Accepted guidance and classroom management techniques
- Child abuse and neglect reporting procedures
- Licensing Requirements
- Shaken Baby Syndrome
- Support staff and volunteers will not be counted in ratio, and will be under the supervision of the classroom teacher.

STAFF MEETINGS

- All staff will be required to attend a monthly staff meeting for a total of 2 hours, during which time 1 - 1.5 hours of continuing education topics will be covered. Attendance will be documented by the Director. During the first 30 minutes of the staff meeting, we will discuss any issues that arise at BHP, staffing concerns, or policy changes/updates. The week prior to the start of school each fall, four days of meetings will take place, which each employee is expected to attend and participate. Employees not present at a meeting will be responsible for a summary of a self-study topic. Employees who miss two or more staff meetings over the course of a school year will have documentation added to their personnel file.

ADDITIONAL EXPECTATIONS

- Employees are expected to be present at some additional functions throughout the school year, to encourage family participation and build a sense of BHP community. Such events may include (but are not limited to) Carnival (two shifts as a volunteer), Christmas and spring programs, Blessing of the Backpacks, Open Houses, and worship services in which the children participate.
- Teachers and Administrative staff are expected to be present for a half-day (4 hours) following the last day of school for meetings, room check-out, and discussion of summer protocol.

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CONTINUING EDUCATION

- All staff members working less than 20 hours per week are required to complete 15 hours of continuing education per year. Staff working more than 20 hours per week must attend 25 hours per year, of which 5 may be independent study or reading.
- Infant/Child CPR training and first aid for staff will be provided every two years, or as required by licensing. Employees must become certified prior to employment. These hours may be included as continuing education credits.
- BHP will provide (at no cost to employees) the required CPR and the minimum training opportunities to complete annual continuing education hours. If an employee is unable to attend the BHP-provided training, they will be responsible for seeking out and paying for their continuing education hours. Any continuing education over and above the required hours that BHP provides, will be at the cost of the individual employees.
- Continuing Education opportunities through outside agencies will occasionally be shared by the director. The employee is responsible for seeking out continuing education opportunities if the hours are needed. If the subject matter is questionable as to its relativity, the employee is responsible for discussing with Director to determine eligibility. Study areas and computer access are available to employees for study time.
- Extra Continuing Education hours (those beyond the required minimum) can be carried over from one year to the next, for the maximum of two years.
- Salaried staff are expected to attend continuing education hours as a requirement of their employment. There will be no additional compensation for continuing education hours.
- Hourly paid staff will be compensated for their continuing education hours, and should include those hours on the weekly time sheets.
- All teachers, assistant teachers, and directors are required to obtain initial certification through the Wisconsin Registry. 4K teachers are required to have a valid WI DPI teaching license. BHP will pay for the initial certification/licensure, renewal will be at the cost of the employee.

Documentation of continuing education

- Staff will be required to provide proof of classes taken by providing a copy of their transcripts showing the grade. A course description should be included.
- Staff will be required to provide proof of any continuing education hours by providing a copy of the certificate received when completing the class.
- Bethel Highlands Preschool Director or Board member will make a copy of each documentation and put one copy in the teacher's personnel file (located in the Director's office).

SOCIAL MEDIA POLICY

A. It is the expectation of the BHP that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification,

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destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

B. General Guidelines – Electronic Media.

1. All employer-provided electronic media systems are the employer’s property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.

2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes. A post is “offensive” if it could reasonably be construed to intentionally harm someone’s reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.

3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related Solicitations.

4. The electronic media systems are not to be used to create any “offensive” or disruptive messages or documents (see definition of “offensive”, above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.

5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employer/employee family medical information or similar materials without prior authorization. You may not share information that is confidential and proprietary about the company. This includes information about classes, finances, and any other information that has not been publicly released by the company including salaries.

6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer’s electronic media systems for any purpose.

7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.

8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.

C. General Guidelines - Social Media:

1. Only on Your Own Time. Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social

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media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time.)

2. Post as Yourself. Make clear that you are expressing your personal views alone, not those of your employer. Your views expressed on your personal sites are yours alone and do not represent the views of Bethel Highlands Preschool.

3. Be Respectful and Nice. Do not post communications or material that is disparaging of services, or employees); obscene, profane, vulgar, bullying, threatening, or maliciously false.

4. Use Good Judgment. Because what you say online is accessible to the public, use good judgment in your communications.

5. Obey the Law. Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.

6. Don't Expect Privacy. Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.

7. If you utilize a website (linkdIN, Facebook, twitter) that mentions BHP- please let director know and your director may choose to visit from time to time to understand your point of view

8. Ask for Guidance. If you have any questions about what is appropriate to include in social media communications, ask your director or the board of directors

9. Comply with Harassment and Other Policies. Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the workplace safety and discrimination.

10. You must not disclose "confidential information" which does not include discussions with third parties about your wages, hours and/or conditions of employment.

11. If you list Bethel Highlands Preschool as your place of employment on a personal website (i.e. Facebook) Bethel Highlands Preschool reserves the right to request removal or modification of any media or content that in our sole opinion reflects poorly on Bethel Highlands Preschool.

12. You agree not to post any content that is illegal, obscene, defamatory, threatening, or infringing on intellectual property or invasion of privacy or otherwise injurious or objectionable.

13. Recognize that you are legally liable for anything you write or present online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL EMPLOYEES

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the Board of Directors.

DISCIPLINE

A. Violation of School Laws and Rules

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The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. Policies of the school;
2. Directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. Federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies (i.e. Wisconsin Licensing)

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. Unprofessional conduct
2. Failure to observe rules, regulations, policies and standards of the school and/or directives and orders of supervisors and any other act of an insubordinate nature
3. Continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline
4. Personal and/or immoral misconduct
5. Use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance
6. Deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community
7. Activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position
8. Failure to follow the canons of professional and personal ethics
9. Falsification of credentials and experience, and false reporting of hours worked
10. Unauthorized destruction of school or church property
11. Other good and sufficient grounds relating to any other act constituting inappropriate conduct
12. Neglect of duty, including no call/ no show for scheduled shift
13. Violation of the rights of others as provided by federal and state laws related to human rights, including violence, discrimination, and sexual harassment

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D. Accusations of Abuse or Neglect

1. Employees accused of abuse or neglect will be fully investigated internally and confidentially.
2. Our insurance provider will be notified of the accusations.
3. If the claim is unsubstantiated, the documentation of the investigation will be kept in the employee's file.
4. If the claim is substantiated, employee will be immediately terminated and legal action will be decided upon by Bethel Lutheran Church's Legal Team.

PROCEDURE

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either verbally or in writing. If given verbally, the supervisor will document the fact that a verbal warning was given to the employee specifying the date, time and nature of the verbal warning.
 2. Provide directives to the employee to correct the conduct of performance.
 3. Forward copies of all writings to the Board of Directors. Director/Administrator will file in employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.

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The school retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law where applicable.

RESIGNATIONS

Bethel Highlands Preschool is an at-will employer. In the case that an employee wishes to terminate employment, a minimum of a two-week written notice shall be given to the director. Employees who resign prior to the end of the contracted school year will not be paid for the remainder of the contract period once employment has ceased. Employee will be paid for the percentage of the completed 10 months of contracted work. For the desirable consistency in teaching staff, completing the school year prior to resignation is preferred. Employees resigning after the completion of a school year, will be paid the remainder of their contract.

Upon resignation, employees will be expected to complete their time with professionalism and behaviors that are in the best interest of the families we serve. A check-out procedure will be followed to collect lap top computers, keys, tablets, and a classroom inspection. Exit interviews will be offered with a member of the preschool board.

BHP operates with the assumption that employees are living in the Christian Faith and are expected to model Christian values.

COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

Bethel Highlands Preschool takes seriously all concerns or complaints by students, employees, parents, or other persons. If a specific complaint procedure is provided within any other policy of BHP, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

General Statement of Policy

- A. Students, parents, employees or other persons, may report concerns or complaints to BHP. While written reports are encouraged, a complaint may be made verbally. Any employee receiving a complaint shall advise the Director of the receipts of the complaint. The Director shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board of Directors (BOD).
- B. Employees filing complaints will not be subjected to disciplinary actions for “whistle blowing”, unless it is determined to be malicious in nature.
- C. Depending on the nature and seriousness of the complaint, the Director or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the BOD who shall determine whether an internal or external investigation should be conducted. In either case, the BOD shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

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- D. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The BOD shall be copied on the correspondence and consulted in advance of the written response when appropriate.
- E. All questions or complaints from teachers or staff should always follow appropriate channels.
 1. Verbal discussion with the director or staff involved
 2. If there is no satisfaction – a written document is sent or given to the director
 3. If there is no satisfaction – a written document is sent to the President of the BOD, listing dates of verbal discussion and/or written communication as listed in steps 1 and 2

DELEGATION OF ADMINISTRATION

- Program Director: Emilee Wagner
- Operations Manager: Allie Sulflow
- Long-term Teacher (room 3): Cindy Smith

BOARD OF DIRECTORS (current as of 8/21):

- Melissa Givens, President, mmgivens11@gmail.com
- Cindy Snegosky, Vice President
- Kim Evers, Treasurer
- Leah Isakson, Secretary
- Pastor Ladd Sonnenberg, Bethel Church Rep
- Gwen Cossin, Bethel Church Business Administrator
- Matt Aubart, Facilities Manager
- Dan Roegelin, Church Council Representative
- Jenna Kron
- Michelle Webb
- Rob Brown