

Hillside Policies

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Preschool Purpose of 3-Year-Old

Mission Statement

Cooperative Preschool (referred to as HCP) is a state-licensed preschool offering a well-rounded in a Christian atmosphere for the three- and four-year-old child. Due to the desire to offer a Christian atmosphere, HCP has maintained a relationship with Shepherd of the Hills Lutheran Church (referred to as SHLC). The school offers a variety of activities to help the child develop at his or her own pace and level. HCP offers a curriculum that includes both Christian activities as well as a variety of activities to help the child develop at his or her own pace and level. The school, acting as a cooperative, requires parent participation in the child's education.

School/Church Relationship

HCP is a distinct and separate legal entity operating independently of SHLC and governed solely by the HCP Council. HCP will receive no financial support from SHLC. HCP will use tuition payments, registration fees, and/or fundraisers to support its operating budget. HCP will provide SHLC annually with a certificate of insurance evidencing Liability coverage (to include Teacher's Professional, Employment Practices, Sexual Abuse and Molestation and Directors and Officers) in the amount of \$1,000,000 and Workers' Compensation complying with statutory limits.

Purpose of 4-Year-Old Kindergarten

Mission Statement

HCP is a state-licensed preschool offering a well-rounded experience in a Christian atmosphere for the four- and five-year-old child. The school offers a variety of activities to help the child develop at his or her own pace and level. HCP uses the Creative Curriculum as directed by the HASD. A variety of activities help the children develop at his or her own pace and level. The school, acting as a cooperative, allows parent participation in the child's education.

School/Church Relationship

HCP will use tuition payments, registration fees, and/or fundraisers to support its operating budget. HCP will provide SHLC annually with a certificate of insurance evidencing Liability coverage (to include Teacher's Professional, Employment Practices, Sexual Abuse and Molestation and Directors and Officers) in the amount of \$1,000,000 and Worker's Compensation complying with statutory limits.

Educational Program Policy

Accreditation

HCP is licensed by the State of Wisconsin. HCP is in collaboration with Hortonville Area School District (HASD). HCP employs teachers with a bachelor's degree in education. The 4K teacher must maintain certification with the Wisconsin Department of Instruction. All teachers and assistants must adhere to DCF 251 Licensing Rules for Group Childcare Center.

Classes Offered

3-year-old preschool will be offered for three- and four-year-old children during the months of September through May. Depending on each year's enrollment we will offer: one Monday/Wednesday class from 9 a.m. to 11:30 a.m. and two Tuesday/Thursday classes from 8 a.m. to 10:30 a.m.; 11:30 a.m. - 2:00 p.m. The minimum number of children may vary on a year-to-year basis. The three-year-old class(es) will be set up by the HCP Executive Council.

4-year-old Kindergarten will be offered for four- and five-year-old children during the months of September through June according to the HASD district calendar, with morning and afternoon classes (185 minutes (about 3 hours) per session). The morning session runs from 7:45 a.m. to 10:50 a.m. and the afternoon session runs from 11:40 am to 2:45 p.m. The maximum number of children per class is 20. Religious education (15 minutes) is offered as an optional learning experience outside of the class session.

Curriculum

Intellectual Stimulation

Each child is an individual with a different cultural background and needs a wide variety of experiences that will encourage him/her to explore and learn in his/her own way. We have not structured “reading \readiness” program. However, we offer multicultural games, stories and toys which, under the teacher’s leadership, enable the child to progress intellectually at his/her own rate of development.

Indoor/Outdoor Activities Our classroom is divided into several areas, so the children are free to choose from a variety of quiet and active activities. These activities may include music, stories, blocks, dress-up, puzzles, painting, and instruments. We also offer large motor activities in the gymnasium and outdoors, including Jennerjohn Park and our large grass area located at the back of the building. To help develop peer interaction, we encourage all children to take part in group activities. The child who prefers to play alone, however, will have ample opportunity to do so.

Creative Expression

Music, art and dramatics are our foremost outlets for creativity. Music consists of simple songs, rhythm instruments, marching in time to music, and also exposure to different types of music through listening to music. We have a dramatic play area where the children can choose to dress up and role play. Arts and craft offer the child a wide variety of creativity, both familiar and new, such as easel painting, finger painting, gluing, and cutting.

Christian Education

HCP maintains a relationship with SHLC. HCP incorporates a variety of Christian activities into our curriculum, which include Christian music, stories, and art projects. HCP operates in a Christian atmosphere and instills Christian values in our students (love one another, sharing, forgiveness, etc.). HCP also teaches Christian meanings of holidays such as Christmas and Easter. HCP’s 3-year-old preschool snack time begins with a Christian table prayer.

Social/Emotional Education

The classroom is arranged with a “Safe Spot” for a child’s use at any time. We use the Conscious Discipline Curriculum to help teach children a variety of strategies to use when they are in an unregulated state.

Field Trips

Field trips are planned throughout the year to reinforce educational experiences and help the child understand and be aware of the world around him/her. Parents will be notified in advance giving details including transportation and fees required for the field trip. The permission slip must be signed and returned in order for the child to participate in the field trip. If parents volunteer to be a chaperone, a background check is run prior to helping with any children. Emergency Contact Information Cards and signed permission slips will be taken along on each field trip. Roll call is taken any time a transition occurs during fieldtrip, including entering and leaving the bus. All transportation needed is contracted through the HASD. Walking field trips to the park are done, weather permitting.

Self-Expression

Our teacher and classroom helpers are encouraged to be attentive listeners. We have a “show and tell” time as well, as other opportunities for children to share personal experiences with the class.

Program Schedule

Three-Year-Old Preschool Schedule

M/W 9 – 10; T/TH 8 – 9; T/Th free play with individual or small group art projects or literacy activity

M/W 10 – 10:10; T/TH 9 – 9:10; 12:30-12:40 clean up

M/W 10:10 – 10:20; T/TH 9:10 – 9:20; 12:40-12:50 calendar and religion lesson

M/W 10:20 – 10:45; T/TH 9:20 – 9:45; 12:50-1:15 wash hands and snack

M/W 10:45 – 11:00; T/TH 9:45 – 10:00; 1:15- 1:30 story and music & movement

M/W 11 – 11:25; T/TH 10 – 10:25; 1:30-1:55 gym or show and tell.

M/W 11:25 – 11:30; T/TH 10:25 – 10:30; 1:55-2:00 wrap up and dismissal.

4K Schedule

7:45 – 8:30; 11:40 – 12:25 free play

8:30 - 8:45; 12:25 – 12:40 clean up
8:45 - 9:15; 12:40 – 1:10 Circle time
9:15 – 9:45; 1:10 – 1:40 wash hands and snack
9:45 – 10:30; 1:40 – 2:25 centers, art, group work
10:30 – 10:45; 2:25 – 2:40 gym
10:45 – 10:50; 2:40 – 2:45 get ready for home/dismissal.

Cultural Diversity

HCP will include materials reflecting different cultural and ethnic backgrounds. We use flannel boards, books, toys, CDs, and lesson plans to carry this out.

Discipline Policy

Philosophy of Discipline

The teacher will make rules and expectations clear, observe to see that he/she was understood and explain again as necessary. Achievements and good behavior will be rewarded just as unacceptable behavior will be redirected to correct the behavior. The teacher, assistant, and classroom helper will be aware of a child's particular emotional state and act accordingly. The teacher understands that there will be times when a child will become distraught, fussy or won't quit crying. The first reaction of the teacher in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. At these times, the teacher will stay calm and will do whatever they can to soothe the child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again.

Child Management Techniques

Punishment which is humiliating or frightening to a child (as described in DCF 251) will not be allowed. Hillside uses Conscious Discipline model when a child is having a hard time in the classroom, Time outs are not used. A safe place is designated in each classroom for a child to use at any time. In this area there are choices to help the child manage their need at the time. Children are taught how to recognize their emotions and how to manage them. The teacher, assistant, or classroom helper may attempt to redirect the child and or help the child calm down with breathing and other tactics to release needed emotion. If the child's behavior becomes too disruptive, the parent will be notified by the teacher or the assistant. The incident will be recorded in the medical log. If a child's behavior becomes routine a parent-teacher conference will be scheduled to talk about how to better manage what the child is going through and come up with a plan to help the child succeed. In the case of a child whose needs cannot be met in the preschool setting, dismissal will be agreed upon by the teacher and Executive Council.

Nutrition

Parents are responsible for the daily snack. 3-year-old Preschool's snack is provided by the parent who is assigned for that week. The parents are given the state of Wisconsin's food guidelines that consist of two components each day. The snack given is posted on the bulletin board outside the 3's door in the hallway. 4K bring their own healthy snack per the HASD. Milk (pasteurized and meets Grade A standards) is provided by HCP. Any food that is stored at HCP is stored in a sealed container and dated. All parents will be notified of these allergies immediately upon knowledge of them. In the event of a food allergy reaction, staff will follow parent instructions on the Health History and Emergency Care Plan and/or call 911. Drinking water is furnished from the sink inside the classroom. Children are encouraged to socialize during snacks with peers. Teachers will model socialization skills with children at this time.

Emergency Procedures

Chain of Command

When the school is in operation, the teacher is in charge and the teacher's assistant/classroom helper is second in command. If the teacher must leave in case of an emergency, the teacher's assistant/classroom helper will be in charge until the teacher returns.

General Plan

A fire and tornado evacuation escape route will be posted on the wall in the preschool room by the classroom door. All staff and volunteers will be made aware of these routes at the in-service training session prior to the start of school. Monthly fire evacuation and tornado drills will be practiced and a record of these will be posted on the school bulletin board by the entrance. Exits and hallways will be clear at all times. An emergency backpack containing a first aid kit, flashlight and emergency cards will be taken with on any emergency and all fieldtrips. Emergency numbers will be posted next to the telephones in each classroom and all staff and volunteers will be made aware of the location in which it is posted.

In the event of other emergencies, children will be tended to upon the nature of the emergency first, and then the parents will be notified. Upon the building needing to be closed due to loss of utilities and other emergencies, the school will close until the facility, or the emergency is rectified. The parents will be notified through the designated classroom communication form. If case the building is not accessible parents will pick up the children in the Jennerjohn parking lot across the street.

Specific Fire Evacuation Procedures

1. Sound smoke alarm.
2. When they hear the given signal, the children will stop what they are doing and meet the teacher immediately at the classroom door.
3. Teacher will take file with class roster and emergency contact information of all students (located in wall file next to door).
4. Teacher/teacher assistant will evacuate students out of building and meet in the grass area between the road and the parking lot directly across from door 2.
5. Teacher/teacher's assistant/classroom helper will call 911.
6. Teacher will take attendance of students and account for all students and staff on roster.
7. When the first fire truck arrives, inform the person in charge that everyone is or is not out of the building.
8. If students are not allowed back into the building, the teacher/teacher assistant will begin calling parents to come pick up students at Jennerjohn Park.

Tornado/Severe Weather Procedure (From County Emergency Government)

1. Teacher sounds a signaling device.
2. When they hear the signal, children will stop what they are doing and meet the teacher at the classroom door.
3. Teacher will take file with class roster and emergency contact information of all students (located in wall file next to door).
4. Teacher/teacher assistant will evacuate students from the classroom to the hall designated for tornado shelter, staying clear of doorways. Teacher will take attendance of students and account for all students and staff on roster.

Missing Child Plan

Missing From Classroom

Have the appropriate number of adults (SHLC staff) stay with the remaining children, while the teacher/teachers' assistant/classroom helper, along with any other SHLC staff, search the premises. If a child is not found, a call will be placed to 911 and the parent/guardian will be contacted. The entire building will be locked down until the child is either found or the authorities give the ok.

Transportation Policy

HCP does not provide transportation. The HCP 4K Program contracts HASD busing department for transportation to and from locations. Teacher will bring an Emergency Contact Information Card for each child and will be responsible to ensure the children safely enter and leave the bus. The teacher/teacher assistant will conduct a physical headcount of the children before embarking for the trip, after arriving at the destination, and then again before disembarking from the trip.

Policy for Cooperative Effort

Classroom Participation

Both the three-year-old classroom and the 4K classroom have a teacher's assistant, however parents still can help in the classroom.

All parents are assigned weeks when they bring in snacks for the class.

Parents are encouraged to help with our "special events/activities" that are held during our school day.

Orientation and Training of Volunteers (Parents of Preschoolers-POPS)

Orientation and training of volunteers shall take place before they are allowed to assist the teacher in the classroom. This training will cover the philosophy of the school in general, and procedures followed at our school. This typically takes place one week before the start of school.

The training shall include:

- Child development and how this relates to our school program philosophy.

- Review of school policies

- Schedule of activities

- Safety procedures and emergency first aid

- Recognition of childhood illnesses

- A review of child abuse and neglect laws and where to report suspected abuse locally.

Explanation of school procedures (e.g., council, newsletter, school calendar, etc.)

More informational event shall be provided, if possible, on a topic of interest to parents of preschoolers (video or resource person).

Other Participation

The school is open to parents for visiting and observation at any time. All parents are encouraged to participate in all school activities. (For example: fieldtrip, fundraisers, sharing of special interest, etc.) A background check will be run on all parent volunteers that are working closely with children. Copies of license, school and state policies and laws are available to view on the school bulletin boards. All information pertaining to the school will be posted on the school bulletin board located by the Hillside entrance (Door). Parents are encouraged to check the bulletin board frequently. At other times, printed information will be sent home with students and newsletters will go home a minimum of once a month.

Enrollment and Admission Policy

Admission Policy

HCP accepts children between ages three and five. Registration forms are available on the Shepherd of the Hills website, under the Hillside tab. Registrations will be accepted only from SHLC members starting on October 1. Starting October 1, registrations will also be accepted from current students and their siblings. On November 1, registrations will be open to the public. All registrations will be accepted on a first come, first serve, basis for the three-year-old preschool program.

The center does not discriminate based on race, color, sex, creed, handicap, political persuasion, national origin or ancestry against any enrolled child or family or applicant of enrollment. Enrollment will not be denied to any student because the individual has a treated communicable disease, non-infectious disease or has been infected with the H.I.V. virus. All individuals will be allowed to participate in activities that align with the health and safety of the individual, as well as the health and safety of others.

Enrollment Policy

License capacity for HCP is 34 children per day. We limit enrollment to 14 children in the 3-year-old classes and 20 in the 4K classes. Children must be toilet trained. (Accidents are to be expected. Special medical problems may be exceptions.) The child is encouraged to use the bathroom (at any time) on his/her own. If a child asks for assistance, the teacher/assistant/classroom helper will assist the child.

We include Christian activities in our curriculum and operate in a Christian environment. Children should not be enrolled if their parents object to this.

Enrollment Procedure for 3-Year-Old Preschool

- Submit registration application to school.
- Payment of a registration fee.
- Parents are encouraged to make an appointment to visit the school before registering their child.
- Parent Orientation night to receive schedules, school supply list and other important documentation for the upcoming school year.

Enrollment Procedure for 4K

- Submit registration to HASD.
- Pay fees to HASD at Orientation Night in August.

Termination of Enrollment

If parent and teacher reach mutual agreement that the child is neither appropriately placed in the school, nor benefitting from the experience, the child will be terminated two weeks after the agreement has been reached without penalty.

Upon failure of parents to pay tuition, or to submit physical exam record, enrollment may be terminated by the school two weeks after written notice is given.

Should the student withdraw for any other reason than listed above, the Admissions Secretary should be notified as soon as possible. Tuition will be refunded on a prorated basis.

If school closes, parents will be notified two weeks prior, and fees will be refunded on a proportional basis.

Daily Attendance of Children

Children should be brought to the classroom by the person transporting them. Children being bussed for 4K will be met at door 2 by the teacher's assistant/classroom helper and brought into the classroom. Any special instructions for the day should be given to the teacher/teacher's assistant or classroom helper. Children should be dressed in comfortable play clothes and rubber soled shoes. (Removable clothing should be marked with the child's name.)

Children will be dismissed by the teacher. Children will be discharged only to authorized persons (photo ID must be shown upon request), however if authorized person appears impaired by alcohol or drugs, the child will not be released to that person and another authorized person will be contacted to pick the child up.

A list of authorized personnel to call for the child will be kept on file at the school. In an emergency, parents are required to telephone or send a note authorizing an unfamiliar person to call for the child. If a child is not attending school for any reason, the school should be notified by a parent or another authorized person.

If the parent or authorized person does not contact the school, the center director/teacher/teacher assistant shall contact the child's parents via phone within 30 minutes of class start to determine reason for absence. A message will be left on a voicemail if not able to reach. Contact attempt will be documented with date and time on attendance sheet and in the classroom medical log.

At the beginning of each class period, the teacher shall document the attendance or absence of each child on the sign in and out sheet. There is also a class roster located by the door with a record of the children's contact person(s) and their phone number(s).

At the beginning of each 4K class period, the teacher/teacher's assistant has the children sign his/her name on an attendance sheet. A class attendance record will be submitted to HASD within 30 minutes of the start of the class per HASD standards.

Necessary Child Records

The school will have the following complete records (filled out by the parents) on file for each student.

Child Care Enrollment (CFS-62)

Child Health Report (CFS-60)

Student Immunization Record (DOH 4192)

Health History and Emergency Care Plan (CFS2345)

Personal Information Questionnaire (Prepared by Hillside). *This questionnaire will give the teacher a brief profile of the child. (Family background, likes and dislikes, fears, expectations, permission to photograph, etc.)*

These records are confidential and available for viewing by the parent upon request. All records are due prior to the start of the school year, apart from the "Child Health Report (CFS-60) Due two weeks after the start of school.

Child Health Policy

The child will have a timely physical examination. The child will be up to date in immunizations as per state guidelines. Children and staff will wash their hands after entering the classroom, after toileting, as well as, before and after snack time. A child who shows signs of illness should not be brought to school. (Illness including a fever of 101.0, vomiting or diarrhea.

If a child has a temp of 101.0 or above, vomits, or has two or more episodes of diarrhea within an hour, the parents will be called, and the child needs to be picked up immediately. Until the parent arrives, the child will be kept in an area away from other children. While waiting for a parent to arrive, the child will be kept as comfortable as possible with a "nap mat", a pillow and a blanket.

Parents will be asked to notify the school if a child will not be attending due to illness. The local health officer must be notified of communicable diseases. We are interested in each child and do become concerned when he/she is absent.

If a child has been ill with a bacterial-diarrheal infection, infectious hepatitis, infectious mononucleosis, tuberculosis, strep or staph infections, he/she must have a doctor's permission to return to school.

The following precautions will be observed in order to prevent contact with blood or other potentially infectious body fluids.

- Latex gloves must always be worn when staff members encounter any body fluids.
- Wash hands before and after all contact with body fluids.
- Body waste should be discarded directly into the toilet.
- Soiled clothing will be put into a plastic bag and tied shut to be returned with the child.
- Spill of blood or body fluids that are bloody should be treated with 1:10 chlorine bleach. The bleach solution should be left on the spill for several minutes.
- Wearing gloves, remove the bleach treated spill with disposable wipes. Wash area with detergent and water. Discard gloves and wipes into a plastic bag.

First Aid Procedures

Any incident and or injury, any medication administered, and any evidence of unusual bruises, contusions, lacerations or burns seen on child upon arrival will be recorded in a medical log, as defined in DCF 251.07

If medication is needed while in the care of HPS, an Authorization to Administer Medication Form will be filled out by the parents and kept with the medication in its original container and stored out of reach of the children. Medication will only be kept on site for the duration according to the direction per the doctor or label, as defined in DCF 251.05

Superficial wounds will be cleansed only with soap and water and protected with a bandage. Hugs shall be used frequently for treatment of shock due to minor bumps.

The school will observe all rules relating to nutrition and health as defined in DCF 251.07. All food allergies will be posted inside the cupboard door in a confidential manner, for quick reference for all staff.

Emergency numbers including nonemergency numbers and child protective services will be posted by both telephones in the preschool classrooms. In case of an emergency, the classroom helper or teacher would call 911. If emergency transportation is necessary, the injured party would be transported to Appleton Medical Center.

First Aid for serious accidents (onsite and offsite procedures)

1. Remove child from dangerous situation.
2. Check for breathing.
3. Check for bleeding.
4. Check for breaks, etc.
5. Teacher assistant/classroom helper will call 911, and then the parent.
6. All incidents will be logged in the classroom medical log. Medical log will be review quarterly by the Chairperson.

No smoking, drinking, or use of controlled drugs is allowed in the building or on legal premises per State statute.

Fee Policy

3-Year-Old Preschool

Tuition will be set by the Executive Council each year. It is payable on or before the first day of school for each quarter unless prior arrangements have been made. We accept cash or check.

A fee, set by the Executive Council, will be paid at the time of registration. This fee will be non-refundable.

A refund of tuition will be made due to termination.

Fee Policy for 4-Year-Old Kindergarten

A fee, set by HASD, will be paid for each student at the time of parent orientation.

Policy Governing Delegation of Administrative Authority

The HCP Council Membership

1. The Executive Council (*The Executive Council shall consist of: The Chairperson, Treasurer, and Admissions Secretary.*)
2. POPS (*Parents of Preschoolers*)
3. The teacher(s) under contract will serve in an advisory capacity.

Responsibility of Council

Preschool Council will govern and administer the school in accordance with the Bylaws and in accordance with local ordinances and State statutes. The HCP Council may change or amend these Bylaws at any time by a simple majority vote at a duly called meeting (two weeks written notice to all members).

Terms of Council Membership

Length of terms (all members may be appointed again)

Each of the Executive Council members shall serve for at least a two-year term. A one-year term will be allowed in certain situations and must be approved by the HCP Executive Council. The teacher shall serve for the duration of his/her contract.

Time of Assuming Responsibilities

The Executive Council shall begin their terms on June 15 and their terms will expire on June 14. The teacher shall serve throughout the term of the contract.

Vacancies

Vacancies which occur in the Executive Council shall be filled through appointments made by the Executive Council and approved by the HCP Council. Should the office of Chairperson become vacant, a new Chairperson shall be appointed by the HCP Council.

Rotation of Terms

To ensure the ongoing nature of the council, the terms of office for those council members serving two-year terms should expire at varying times, so that all members will never be new at the same time.

Responsibilities of Executive Council Members

Executive Council

The Executive Council, as a group, shall be responsible for: The administration of the Personnel Practices Policy Each member shall conduct correspondence and maintain all records as it becomes necessary to their job. Each member shall attend monthly council meetings. Ensuring that the school runs smoothly in the case of short-term vacancies due to emergencies. Setting the annual school calendar. Setting tuition and registration fees.

Chairperson

Acts as coordinator of all preschool activities and is the official representative of the school. Ensures that the school meets all health, safety, and licensing regulations. Ensures that the school is administered and operated in accordance with the bylaws as approved by the HCP Council. Ensures that facilities conform to building codes and fire codes and arranges for inspection as required. Presides at all monthly council meetings, setting the agenda and keeping a record of the proceedings. Provides recommendations for all building and property improvements, assists with securing estimates of cost, and sees that all HCP equipment is maintained in proper working condition. Audits the preschool books. Contracts for a substitute teacher when necessary. Reviews and signs medical and continuing education logs.

Treasurer

Makes sure the school meets all requirements as provided by the IRS and Wisconsin Department of Revenue. Maintains accurate accounts. Prepares annual budget and submits to the HCP Council. Collects enrollment fees, tuition, and other funds. Handles delinquent nursery school accounts. Purchases equipment and supplies. Receives reports of purchases. Handles petty cash. Disburses funds within the bounds of the approved budget. Prepares annual financial report. Is prepared to provide information as to financial stability at all council meetings. Makes recommendations to ensure the self-supporting nature of the school.

Admissions Secretary

Administers student enrollment procedures. Maintains an advertising and public relations program to promote enrollment. Receives and maintains files of necessary child records. Notifies parents of orientation and training sessions. Maintains current handouts. Schedules the parents as they serve in the capacity of classroom helpers.

Responsibilities of other Council Members

POPS (Parents of Preschoolers)

Parent Representatives shall serve on a committee of the council.

Teacher

Communicates with chairperson prior to and attends each council meeting.

Licensing Responsibility

Authority to sign licensing applications is given to the chairperson. If he/she cannot be present, the chairperson shall provide written authorization for another council officer to do so. A copy of the state regulations will be posted near the school bulletin board. Any violations of state regulations will be posted on the school bulletin board.

Personnel Practices Policy

Employment Procedures

Staffing Procedures

The Executive Council is responsible for the hiring of all employees, subject to approval by the HCP Council. Hiring will be done with no discrimination based on age, race, color, sex, creed, handicap, sexual orientation, national origin, or ancestry.

Orientation of New Staff

The chairperson shall review the center policies and activities, the job description/responsibilities in relation to the job, first aid procedures, schedule of activities, procedures for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times, child management techniques, procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child, procedure to contact a parent if child is absent from the center without prior notification from the parents, information on any special needs a child enrolled in the center may have and the plan for how those needs will be met, and applicable parts of DSF 251 with the teacher within one week of hire. The teacher will be aware of recognition of illnesses and

infectious disease control in children fire and emergency procedures and signs of child abuse and neglect and reporting laws. A probationary period of 60 days (about 2 months) shall be in effect for all new employees.

Necessary Employee Records

Each employee will have on file the following records per Staff Record (DCS-53)

1. Staff Health Report (CFS0054)
2. Staff Record Form (CFS0053)
3. Education qualifications (high school diploma or its equivalent)
4. A certificate from The Registry documenting that the person has met the educational qualifications.
5. Continuing Education Record (CFA0053A)
1. Completed childcare background check as specified in s. 48.686, Stats., and ch. DCF 13.
1. Documentation of bi-annually training in Red Cross Basic First Aid, Infant and Child CPR and AED.
2. Documentation of bi-annual training in Mandated Reported and Child Abuse
3. Shaken Baby and Abusive Head Trauma Prevention Training (if SBS is taken after 9/2020).

Teacher

4K and 3-year-old Preschool Teacher Qualifications

The teacher will be licensed to teach Early Childhood in the State of Wisconsin. The teacher will hold a minimum of a bachelor's degree in education. The teacher will be certified in Red Cross Basic First Aid and Infant and Child CPR.

Teacher Job Responsibilities

Be responsible for the educational curriculum in the classroom. Set up a daily schedule. Help meet state licensing requirements according to DCF 251. Maintain confidentiality about children, their families and other employees outside the school. Help keep the entire school attractive and orderly. Periodically sanitize toys and equipment with a mild bleach solution. Maintain inventory of school supplies. Maintain a written medical log. Arrange parent conferences as needed. Help organize field trips for the class. Help plan training sessions for parent helpers as needed. Help plan and attend parent meetings. Work with volunteers and students on special assignments. Welcome observers as part of our service to the wider community. Serve in an advisory capacity for all council meetings. Foster cooperative relationships with SHLC staff, members, and other groups using the church. Be aware of the wider community with respect to what the teacher can contribute to it and what the community can contribute to the teacher. Not be expected to accept fees and tuition payments.

Assistant Teacher Qualifications

The teacher's assistant will have a High School Diploma and Early Childhood I. Teacher's assistant will have experience working with young children.

Assistant Teacher Job Responsibilities

Assist teacher during classroom hours. Assist in managing classroom behavior, keep students on task and enforce rules. Assist with set up and cleanup of classroom each day. Cleaning will consist of daily deep cleaning of the bathroom, sanitizing tables (before and after snack), dusting, mopping, and vacuuming floors. Weekly sanitization of toys and classroom materials. Helps teacher to monitor students and recognize potential classroom problems and achievements. Obtain and maintain all state required training, including CPR, first aid, Shaken Baby. Assist students with any personal care needs. Assist in planning and preparing the learning environment and preparing needed materials and supplies. Maintain confidentiality about children, their families and other employees outside the school. Assist student bus transfers at Greenville Elementary and HCP (4K only).

Working Conditions

The teacher will work within the guidelines provided by a job description. The Executive Council will present a contract to the teacher which will be signed by the Chairperson and the teacher. A new contract will be

renegotiated prior to the expiration of the current contract. An evaluation of the teacher will be made annually by the Executive Council. Consideration of a raise in pay will be made annually. The contract will define the hours of work and sick/personal leave. No holiday pay will be offered. The employer will consider a request for a leave of absence only for pregnancy or prolonged illness, terms to be mutually agreed upon by employee and employer. All employees are under the direct supervision of the Executive Council. All 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. Employees are covered by Workmen's Compensation Insurance. The school will have use of facilities as provided by SHLC.

Continuing Education (Professional Staff)

The teacher and teacher's assistant will have a minimum of 25 hours of continuing education each year for 20 or more hours worked per week. The teacher and teacher's assistant will have a minimum of 15 hours of continuing education each year for 20 or less hours worked per week. The teacher will be encouraged to attend workshops and seminars dealing with early child education. At the discretion of the Executive Council, the school may pay the fees for these. The record of continuing education shall be updated and roll over hours logged on the appropriate years logs and submitted annually to the state for approval.

Staff Health Policy

All staff shall have a health examination within one year prior to employment. All persons shall be excluded from the center when ill. Persons with contagious illnesses shall have a physician's release before returning to work. An individual with a history of typhoid, paratyphoid, dysentery, or other contagious diseases, must have proof from appropriate test that he/she is not a carrier of the disease.

Grievance Procedure

In the event an employee has a grievance involving his/her working condition, he/she should discuss this with the Executive Council, who will attempt to resolve the situation. If the teacher and Executive Council are unable to resolve the conflict, he/she may appeal in writing to the HCP Council. The HCP Council will meet within 30 days (about 4 and a half weeks) after receipt to consider the grievance and shall notify the employee in writing of its decision within one week after their meeting. The HCP Council's decision shall be final.

Disciplinary/Termination Procedure

If terms of hire are not met or adhered to, the Executive Council will decide regarding disciplinary measures or termination. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Chairperson shall consider the totality of the circumstance involved in the matter.