

# Wee Know School



## **Vision Statement:**

“An early learning experience providing developmentally appropriate education for young children in a loving environment!”

## **Philosophy:**

We believe young children learn through play perfecting skills in social, emotional, physical and intellectual development. Positive interactions and age appropriate activities are designed to build self-esteem and positive feelings toward learning.

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**Dear Parents,**

Welcome to **Wee Know School**. Our school was established in the Hartland area in 1974 as a half day preschool. In 1989, we added extended care services and, in 1994, we purchased the former Bark River School as our permanent home. Our facility has eight classrooms, a gymnasium, and eight acres available for outdoor play. We serve children ages 2½ to 10, and have a daily attendance of about 150 children.

Wee Know strives to create a nurturing, educational, safe and stimulating environment, where developmentally appropriate activities are organized and implemented for preschool children. It is our goal to enrich their lives in a positive and fun manner.

Wee Know School recognizes that parents are the experts about their children. Your input about your child's care is highly valued and respected. Our school has an open door policy for all our parents and grandparents to visit and participate in your child's classroom whenever possible.

If at any time, you have questions, concerns, complaints or compliments about your child's care or education at our facility, we want to know about them!

I hope this handbook will be of assistance to you in answering questions about our program. We look forward to serving your child and family during the coming year.

Sincerely,

Maida Sawyer  
Director

## **CENTER INFORMATION**

**Address:** Wee Know Schools, Inc.  
3325 Hwy. 83  
Hartland, WI 53029

**Phone:** (262) 367-0200  
**Fax:** (262) 367-2092  
[www.weeknowschool.com](http://www.weeknowschool.com)

**Federal Tax Identification Number:** 36-3435937

**Hours of Operation:** 6 a.m. – 6 p.m.

**Office Hours:** 7:30 a.m. – 5 p.m.

Wee Know offers year-round, full day childcare, but will be closed on the following days:

- Thanksgiving and the following Friday
- December 24th, 25th, and 26th
- New Years Day
- Memorial Day
- Fourth of July
- Labor Day
- In August – Friday immediately following last day of Camp Lotta-Fun (teacher work day)

Wee Know School may be forced to close due to inclement weather. Information will be posted on WTMJ Channel 4, WISN Channel 12, WITI Channel 6, or check our website at [www.weeknowschool.com](http://www.weeknowschool.com) when a weather emergency occurs.

## PROGRAM INFORMATION

### ***Before School Starts...Helping Children Feel Comfortable***

Parents are encouraged to visit the center and classroom with their child before the first day of enrollment. Visiting during “free choice time” is best so the child can explore the room at his/her own pace. It is important that the child meet the teachers to begin building a rapport with them. Children are also invited to bring something from home that would help them feel more comfortable – such as a stuffed animal or toy, or pictures of their family.

### **Checklist for the First Day of School**

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#### **All forms must be completed and returned to our Office:**

1. **Enrollment Form** with emergency information due by first day
2. **Day Care Immunization Record** is due within 30 days and should be completed by a parent. Families who do not have their children immunized for personal reasons, still need to complete this form regarding personal waivers. .
3. **Child Health Report** due within 30 days of enrollment and signed by your physician. The examination date may not be more than one year prior to the child’s enrollment date. Each child is required to have a physical exam every two years thereafter, which is mandated by the State of Wisconsin.
4. **Fee and Policy Agreement** due within two weeks of enrollment

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An extra full set of labeled clothes in case of accidents. See Dressing for School section for more details.

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Snapshot of your child and also one of your family (Please give to child’s teacher)

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If staying for nap, your child will need a sleeping bag or quilt, with small pillow in a large washable, labeled bag

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Balanced lunch in a labeled lunch box with reusable ice pack. Milk is provided. (Please see page18 for Nutrition Policies.)

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A consumable donation (one box of Kleenex and one package of napkins)

### **Dressing for School**

- Dress your child in comfortable clothing that allows him/her to move freely.
- Do not dress your child in anything that would be “ruined” if stained or soiled.
- For accidents, bring at least one full set of labeled clothing that can be stored in your child’s cubby. Remember to replace items as the spare ones are used. Check spare clothing occasionally for fit and seasonality.
- In winter, your child will need boots, a snowsuit or snowpants, jacket, pair of mittens, hat and extra socks daily. Label all items, including both boots and mittens. Outside play is encouraged daily when temperatures are above 20°.

## **Saying Goodbye on the First Day**

At the beginning of the school year, it is normal for children to be nervous about separating from Mom and Dad – even children who have had previous school experience. We suggest that you calmly reassure your child that you will return when school is over, give him/her a kiss and hug, and leave quickly. Our teachers have had experience dealing with separation anxiety and will comfort and reassure your child that you will return. Long good-byes can be very stressful for the child, parent, and other children in the classroom. As children become involved in our many activities, they usually stop crying quickly. Please feel free to call school at any time to see how things are going, likewise, we will also call you if we feel it is necessary. If you have questions regarding separation anxiety, please stop in and talk with the Director, as we have some excellent brochures on this issue.

## **Communication with Families**

Keeping parents informed is a priority for us. Listed below are several ways we promote communication with our families:

- Daily Adventure Notes located on parent sign-in clipboards
- Monthly Newsletters from classroom teachers and administration
- Shutterfly – online classroom accounts (optional for parents)
- Parent Bulletin Boards located outside each classroom lists current class information including lesson plans, calendars, newsletters, etc.
- Parent-Teacher conferences held twice a year
- School website for school closings and general information
- An open door policy encourages parents to visit with your child at anytime and participate in special events.

## **Wee Know Curriculum**

Our curriculum and goals are based on the Wisconsin Model Early Learning Standards. The curriculum focuses on weekly themes. The teachers provide a monthly newsletter for parents describing the theme and other activities that will take place to enhance the unit. Weekly staff meetings are held where program goals and children's needs are discussed and lesson plans are formulated.

Learning occurs through active play in a variety of centers. We feel "free choice" is the most important time of the day because children are actively involved in their environment, move freely from one center to another, experimenting with activities and materials, and interacting with their peers. There are opportunities for large and small group times throughout the day. The first large group time is "Hello Time" where center activities and guidelines for that day are explained. The calendar, weather, letter of the week and helpers will also be discussed. During other group times, songs, stories, movement, and games will be a part of every day.

Children will also have opportunities each day to engage in large motor activities both inside the gymnasium and outside. Our outdoor playground is nearly eight acres, and offers a variety of experiences and activities

## **CURRICULUM GOALS**

Adapted from Wisconsin Model Early Learning Standards

### **1. HEALTH AND PHYSICAL DEVELOPMENT**

Children will be physically active using both small and large motor skills to achieve optimal physical health. Children will learn to take an active role in maintaining a healthy lifestyle.

*Goal: Children will show evidence of developmentally appropriate abilities in the following areas:*

- a. Self-care routines
- b. Safety rules and directions
- c. Large motor (Strength, balance, coordination and eye-hand coordination)
- d. Small motor (Strength, eye-hand coordination and object manipulation)

### **2. SOCIAL AND EMOTIONAL DEVELOPMENT**

Children will be provided an emotionally healthy environment in which they will learn to understand the feelings of others and learn skills necessary in order to succeed in a group setting. Children will learn to express emotions properly and relate comfortably to adults and peers.

*Goal: Children will show evidence of developmentally appropriate abilities in the following areas:*

- a. Express a wide range of emotions in a variety of settings
- b. Display self-control
- c. Use words to communicate emotions
- d. Understand and respond to others emotions
- e. Exhibit self-direction in choices and actions
- f. Interact with children and adults
- g. Use words and other positive strategies to resolve conflicts
- h. Participate successfully as a member of a group

### **3. LANGUAGE DEVELOPMENT AND COMMUNICATION**

Children will have opportunities to develop communication and language skills through listening, speaking, and understanding.

*Goal: Children will show evidence of developmentally appropriate abilities in the following areas:*

- a. Listen with understanding to stories, books, and directions
- b. Follow directions of increasing complexity
- c. Expand vocabulary and language

#### 4. APPROACHES TO LEARNING

The learning environment will encourage the use of imagination and cognitive skills in order to develop a curiosity about the world.

Children will be encouraged to be open to new tasks and challenges.

Goal: *Children will show evidence of developmentally appropriate abilities in the following areas:*

- a. Discovering and trying new things
- b. Staying on task (Persistence)
- c. Problem-solving using a variety of strategies
- d. Exploring movement, music and a variety of artistic media
- e. Learning from hands-on experience
- f. Linking new learning with past-learning

#### 5. COGNITION AND GENERAL KNOWLEDGE

Children will develop an ability to acquire, organize, and use information. Primary components will include mathematics, pre-reading skills, logical thinking, scientific thinking, problem-solving and understanding social systems.

Goal: *Children will show evidence of developmentally appropriate abilities in the following areas:*

- 1) Math
  - a) Group/sort objects using different properties
  - b) Patterns
  - c) Shapes
  - d) Count, join, separate and tell how many
  - e) Recognize and use numerals to represent quantity
  - f) Understand concept of measurement
  - g) Graphing
- 2) Pre-reading
  - a) Understand concepts of print
  - b) Use a variety of strategies to derive meaning from a text
  - c) Alphabetic awareness
  - d) Phonological awareness
  - e) Associating sounds with written letters
  - f) Understand and use pre-writing/writing to represent thoughts and ideas
- 3) Science
  - a) Use senses to observe and obtain knowledge to the physical world
  - b) Hypothesize and make predications
- 4) Social Systems
  - a) Understand family and community interdependence

## CLASSROOM CENTERS & LEARNING GOALS

<u>CENTER</u>	<u>GOAL</u>
Sensory Table	Exploration with water, sand, play dough & other materials encourages children to be creative; learn about wet & dry; to fill, pour, dump & measure; concepts of “more” and “less”; concepts of shape, size & space; how to use shovels, scoops, rakes, strainers, funnels; learn about the properties of liquids, what happens when water mixes with other materials, that some things sink & some things float; to observe changes; to explore texture and weight; to develop the muscles in my fingers & hands; the amount of a substance remains the same even when the shape changes
Music Center	Play with musical instruments & dance encourages children to learn to coordinate their body with what they hear; about fast, slow, loud, soft, high, and low; new vocabulary; basic number concepts as they anticipate a beat, about the emotional power of music rhythm & movement, awareness and identification with their culture and the cultural heritage of others, how to participate with others
Easel	Painting & drawing encourages children to be creative, use the imagination, to develop hand-eye coordination, to explore texture, to identify and mix colors, and to make shapes and patterns
Block Center	Block play teaches: cause and effect; concepts of shape, size, space, number and patterns; expression of ideas visually; to explore the properties of blocks; to solve problems; to cooperate with others
Art Center	Art encourages creativity, use of imagination, exploration of textures, how to create shapes & designs, to identify & create patterns
Writing Center	scribble-writing & drawing encourages children to: represent thoughts and ideas in many ways; to exercise the imagination and creativity; to hold a pencil, paint brush, marker as a writing tool; to coordinate hands and eyes; learn print & drawing is purposeful and meaningful
Reading Center	Children learn reading is enjoyable; to listen to spoken language, new vocabulary & new information; to look at pictures & see details about the book; to express thoughts, feelings & ideas; that words on a page have meaning; to turn the pages from front to back & left to right; that a book has an author & an illustrator; to tell & retell stories
Cooking Center	Cooking projects encourage learning about healthy eating habits, differences in taste, how heat and cold change things, how to measure, part-whole relationships, an awareness of cultural traditions, and life skills

Math Center	Sorting activities teaches children how things are the same and/or different; to put things in groups; concept of color, size and shape; and logical reasoning
Puppet Center	Play with <i>puppets or dolls</i> encourages the expression of ideas with words; to take on the role of someone else; to use imagination; to make sense of experiences through pretend; to tell and retell stories
Puzzle Center	Puzzle play encourages: hand-eye coordination; self confidence; understanding concepts of shape, size, & location; how shapes can slide, flip, turn & combine to make new shapes; problem solving.
Science Center	Nature exploration promotes learning: new vocabulary, nature appreciation, developing a sense of wonder, to make observations about things in the world.
Circle Time	Large and small group activities encourages children to: learn routines; listen & understand spoken language; new songs & poems; new vocabulary; share ideas with others; be part of a community; to cooperate and be considerate of the needs of others; self-control

## Wee Know Classrooms

Wee Know has eight classrooms that offer 3K and 4K programs. Each class has approximately twenty children per day with three teachers. Children are placed in their age appropriate class as of September 1st and remain with this group until June when our summer program begins. All our classes are named after birds and are described below:

<b>Robins</b>	3-year-olds	(3K only)
<b>Chickadees</b>	3-year-olds	(3K with extended care option)
<b>Canaries</b>	3-year-olds	(3K with extended care option)
<b>Cardinals</b>	4-year-olds	(4K only)
<b>Bluebirds</b>	4-year-olds	(4K with extended care option)
<b>Orioles</b>	4-year-olds	(4K with extended care option)
<b>Owls</b>	4-year-olds	(4K with extended care option)
<b>Hummingbirds</b>	4-year-olds	(4K only)

## Typical Daily Schedule

- 6:00 AM Center Opens – Free choice play
- 8:00 AM Children move to their assigned classrooms
- 8:45 AM Hello Time for 3K classes  
or 9 AM Hello Time for 4K classes
- 9:15 AM Free Choice Time with Learning Centers
- 10:30 AM Story Time
- 10:45 AM Music and Movement
- 11:00 AM Large Motor Play – Gym or Outside
- 11:30 AM Circle Time - Games, Fingerplays, and music
- NOON Lunch
- 12:30 PM Clean-up and Stories
- 12:45 PM Dismissal for 3K classes  
or 1 PM Dismissal for 4K classes
- 1:00 PM Rest Time\*
- 3:00 PM Wake-up, Table Toys, Snacks
- 3:30 PM Free Choice Play
- 4:15 PM Circle Time – Games, Fingerplays, and Music
- 4:30 PM Large Motor Play – Gym or Outside
- 6:00 PM Center Closes

\*Times may vary depending on the individual classrooms

### \* Rest Time

All classrooms have a rest time after lunch. We ask that children not be picked up during this period (from 1-3 PM) since it can disturb the entire class. It is State mandated that young children in a group setting for more than four hours must rest for at least forty minutes. Those who are not asleep at that time may play quietly in the classroom or may go to the gym with a teacher. All children should bring a labeled sleeping bag or blanket in a large cloth bag that will be sent home at end of week for laundering.

## Teacher Qualifications

All classrooms have two or three teachers dependant on class enrollment. The majority of our teachers have bachelors or associate degree in early childhood education, elementary education, or a related degree. We take pride at Wee Know School in maintaining a high staff retention rate which promotes continuity in care and education for your children. We also welcome student teachers from local colleges each semester.

## Teacher/Child Ratios

Below are ratio standards set forth by the State of Wisconsin and those published by the National Accreditation Commission (NAC), a division of the National Association of Child Care Professionals. The first number, which is always “1”, represents the teacher and the numbers following represent the number of children.

Division of Child and Family Services 251.05 D (State Regulations)

AGES	Staff to Children	Max. # of Children
2 ½ yrs to 3 yrs	<b>1:8</b>	<b>16</b>
3 yrs to 4 yrs	<b>1:10</b>	<b>20</b>
4 yrs to 5 yrs	<b>1:13</b>	<b>24</b>
5 yrs to 6 yrs	<b>1:17</b>	<b>34</b>
6 yrs and older	<b>1:18</b>	<b>36</b>

### Wee Know and N.A.C. Accreditation Criteria

	<b>Group Size</b>	10	12	14	16	18	20	22	24	26	28
<b>Age</b>	2 & 3 yrs	<b>1:5</b>	<b>1:6</b>	<b>1:7</b>							
	3 – 4 yrs.			<b>1:7</b>	<b>1:8</b>	<b>1:9</b>	<b>1:10</b>				
	4 & 5 yrs				<b>1:8</b>	<b>1:9</b>	<b>1:10</b>	<b>1:12</b>			
	5 yrs				<b>1:8</b>	<b>1:9</b>	<b>1:10</b>	<b>1:12</b>	<b>1:12</b>		
	6-8 yrs+						<b>1:10</b>	<b>1:11</b>	<b>1:12</b>	<b>1:15</b>	<b>1:18</b>

## Discipline

We use positive guidance, redirection and setting clear cut limits for our children to help a child develop self control, self esteem, and respect for the rights of others. If a child does have a problem with self-control, he/she will be redirected to a new activity and given help in expressing his/her feelings. A “time-out period” is used as a last resort. A “time out” occurs when a child is removed from a situation in a non-humiliating manner in order to interrupt the child’s unacceptable behavior. We always try to tell children what they should do, rather than what they should not do. No punishments are used that may be humiliating to a child, such as derogatory remarks or singling him/her out before his peers. Withholding meals or snacks is never used as a discipline tactic.

## Summer Program – Camp Lotta-Fun

Camp Lotta-Fun is our summer program for all children ages through 10 years of age. We have several classes of preschool age children and one class of school-age children. This program is less structured than our regular school year program and incorporates lots of outdoor activities and field trips. These classes are given “pond” names as follows:

<b>Guppies</b>	3-year-olds
<b>Ladybugs</b>	4-year-olds
<b>Tadpoles</b>	5-year olds (Kindergarten bound)
<b>Fireflies</b>	5-year-olds (Kindergarten bound)
<b>Turtles</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> grade bound

## POLICIES & PROCEDURES

### Admission & Billing

Any child between ages 2 ½ (must be toilet-trained) through 10 years of age may be enrolled, provided that the center can meet the needs of the child. Wee Know does not discriminate on the basis of religion, race, color, sex, creed, ancestry, national origin, disability, or parents’ political persuasion. There are no geographic boundaries or family income restrictions.

Wee Know opens registration for summer and fall in February each year. Currently enrolled students are given a two-week advance priority opportunity to enroll. Parents may call or visit to request information. All classes are filled on a first-come, first-served basis. We recommend at least one tour of our school with your child before enrolling.

Children may be enrolled full-time or part-time with a minimum of eight hours per week or two mornings of preschool per week. Preschool classes are held each morning from 8:45-11:45am or 8:45am-12:45pm for 3K classes, and 9:00am to 1:00pm for 4K classes. All children attending Wee Know participate in the preschool program in the morning.

## **Admission Procedure**

- Complete Registration form indicating child's schedule
- Pay *non-refundable* yearly registration fee
- Complete Enrollment Form – must be on file before child attends
- Complete Child Health Report – must be returned to Wee Know office within 30 days of admission
- Complete Immunization Record – must be returned to Wee Know office within 30 days of admission
- Sign a Fee & Policy Agreement indicating weekly/monthly tuition after reading the Parent Handbook
- Complete orientation process & sign Family Orientation Checklist

## **Billing**

### **3K and 4K Monthly Preschool Tuition**

- Children enrolled for 3K (8:45-11:30/8:45-12:45) or 4K (9:00-1:00) hours **ONLY** do not receive tuition statements.
- Tuition is the same each month (September through May).
- Tuition is due in the office by the tenth of each month.

### **Extended Care Bi-Weekly Tuition**

- Extended Care rates are indicated on our yearly registration form – hourly, daily and weekly rates apply based on child's schedule.
- Tuition statements are placed in the child's cubby every two weeks.
- Statements are issued on Monday prior to the Friday that tuition is due.
- Parents must pay for contracted hours even if not used.

## Fee & Scheduling Policies

- Payment can be made by cash or check. Checks are payable to Wee Know School.
- Cash payments should always be given to an office staff person to verify and issue a receipt. Wee Know is not responsible for the loss of any cash payments left in the office payment basket, cubby, backpack, etc.
- A \$15.00 late fee will be assessed to your account if your payment is not made by the due date.
- A \$15.00 fine will be assessed for returned checks.
- A late fee will be assessed for children who are not picked up by 6:00PM. A fee of \$7.75 (per 10 minute intervals) will be billed to the parent and paid to the teacher who remained overtime.
- Tuition will not be charged for holidays and snow days when the center is closed.
- No credit is given for days your child is absent; including illness, vacations, etc.
- Tuition refunds will be determined by director on a case by case basis.
- A 15% tuition discount will apply for a second or third child from the same family.
- Contracted days cannot be traded for another day with the exception of parties or field trips. Occasionally, a day may be added if we have openings.
- A one-week notice is required for schedule changes. Our office staff must approve any change to your child's schedule. Two schedule changes per year are allowed at no charge. Additional changes will be \$10.00 each.
- A two week notice is required if a child is withdrawing from Wee Know.
- Occasional field trip fees will be indicated through newsletters and permission slips.
- Always report planned absences to the Office and also to your child's teacher.

## Probation and Termination

There is a thirty-day trial period when a child is enrolled to ensure that the needs of the child, the parents, and the center are being met. The parents or center director may terminate the enrollment by giving a two-week notice. Parents who withdraw a child without notice must still pay the two weeks of tuition.

A discontinuation of services will occur under any of the following conditions:

- Failure to comply with payment of fees as scheduled
- Failure to complete and return all necessary forms
- Failure of the parents to observe all the rules of the center
- A problem between the child and staff, or staff and parent, which cannot be satisfactorily resolved
- A child is a consistent disciplinary problem and shows no sign for change
- Excessive unexcused absences
- A child is not toilet trained

## **Drop-Off and Pick-Up of Children**

### **Arrival Procedure**

Children can only be dropped off by a parent or a responsible adult. Brothers and sisters under 18 years of age are not appropriate for this responsibility. Each child must be escorted into the center and signed in by the parent on the appropriate classroom clipboard. **Failure to sign in or out will result in a \$5 fine (after one warning).**

*If arrival is between 6:00 am – 8:00 am:*

- Each child should be escorted to their cubby by the parent (or responsible adult) dropping off to secure their personal items. The child should then be escorted to the gym by the parent where the sign in clipboards and morning staff are located. The parent signs in on the appropriate classroom clipboard with the time of arrival and their initials. Parents should communicate any special instructions for the day to staff and make note on the clipboard comment section or separate note for the classroom teachers.

*If arrival is after 8:00 am:*

- Each child should be escorted to their cubby location by the parent (or responsible adult) to secure their personal items. The child should then be escorted into their classroom by the parent where the sign in clipboards are located. The parent signs in child on the classroom clipboard with the time of arrival and their initials. Parent should communicate any special instructions for the day to staff and make note on the clipboard comment section or separate note for the classroom teachers.

## **Pick-Up Procedure**

Only parents or parent-authorized persons at least 18 years of age are permitted to pick up children from the center. Parents should always communicate with the teacher when dropping off and picking up their child.

*If pick up occurs before 4:00 pm, a child will be released from their classroom.*

- Parent (or authorized adult) will sign the sign in clipboard with the time of departure and their initials. Parents are encouraged to review the Daily Adventure Note prepared by the classroom teacher or make contact with the teacher to learn about the child's day. Parent (or authorized adult) is responsible for the child as soon as the parent has collected the child & signed him/her out on the clipboard.

*If pick up occurs after 4:00 pm:*

- Parent will report to the gym. Children will be in the gym or outside on the playground, weather permitting. Clipboards located in the gym will note the location of the children. Parent (or authorized adult) will sign the clipboard with the time of departure and their initials. . Parents are encouraged to review the Daily Adventure Note prepared by the classroom teacher or make contact with the teacher to learn about the child's day. Parent (or authorized adult) is responsible for the child as soon as the parent has collected the child & signed him/her out on the clipboard.

## **Change in Authorized Pick up Person**

- If a child is picked up by someone other than a parent, the parent needs to give written permission on the child's enrollment form. If it is a one-time or occasional occurrence, the parent may give written permission using the yellow *School Note* form
- If the parent calls in with an emergency pick up change, the office staff will check the child's enrollment form for the parent's phone number and the parent will be called back by the Wee Know Office staff to verify that the parent is making the request.
- The pick-up person must stop in the office for an identification check, where staff will verify the photo identification of the adult with the enrollment form/school note. If the person is authorized, the child will be released.
- If a non-authorized person attempts to pick up a child, center staff will take reasonable measures to keep the child at the center until a custodial parent has been contacted.
- A child will not be released to a pick-up person if they appear to be under the influence. An emergency contact person for the child will be contacted and asked to pick up the child. If necessary, local authorities will be contacted.

## Health

### **Illness Policy**

To prevent the spread of illness and maintain the health of children and staff, please keep your child at home if he/she displays any of the following symptoms:

- severe cold with coughing
- sore throat
- vomiting
- fever greater than 100°
- diarrhea
- inflammation/ drainage of the eye
- rash
- other signs of illness

Please plan an alternate childcare arrangement for your child before he/she does become ill. Our school should be called immediately if your child contracts a communicable disease. Likewise, we will notify parents if children are exposed at school. If a child becomes ill at school he/she, is brought to the Office and parents are notified. We ask that you make arrangements to pick your child up promptly.

### **Parent Reference Guide to Illnesses**

<b>ILLNESS</b>	<b>ALLOWED TO RETURN</b>
<b>Pink Eye Strep Throat Impetigo</b>	24 hours after start of antibiotic
<b>Fifth's Disease</b>	When fever is no longer present without medicine
<b>Head Lice</b>	After treatment is done and nits (eggs) and lice are removed
<b>Hand, Foot, &amp; Mouth</b>	When fever is no longer present and vesicles begin to subside
<b>Measles</b>	When fever is no longer present and it's been 5 days since rash appeared.
<b>Pertussis (Whooping Cough)</b>	5 days after start of antibiotic
<b>Mumps</b>	When swelling has subsided, usually 5 days
<b>Rubella (German Measles)</b>	When fever no longer present and it's been 7 days since rash appeared
<b>Chicken Pox</b>	When lesions become crusted over and fever is no longer present

### **Reporting Absences**

We ask that parents notify us when their child is going to be absent from school. If a child has not arrived by 10:00 a.m. and we have not been notified, we will call the parent to confirm the child's absence. This is a state mandated guideline.

## Returning to School

**If your child is sent home ill from school, the earliest they may return is 24 hours from the pick-up time if they are fever free (without fever reducers such as Tylenol, etc) and symptom free (without medication).** Please refer to the Parent Reference Guide to Illnesses on the previous page for returning to school following common communicable diseases. We may also ask for a doctor's release in the case of certain illnesses.

### Medication

Medications can be administered by staff, with written consent from the parent. We are not authorized to give an initial dose of any medication. An *Authorization to Administer Medication* form (available from the office) must be completed for any medication given. All medications must be in the original container (prescription or over the counter). Medication containers must be labeled with the child's name and dosage, and given with the medication to the staff member in charge. **DO NOT put medication in your child's lunch or in cubby.** A Medication form must also be completed for administering sunscreen or insect repellent. Please label these with child's first & last name, and give them to the child's teacher.

### Allergies

Please inform office personnel upon your child's admission about any allergy your child may have and list related information on the Enrollment Form – Health History Section. This will allow us to make necessary precautions to protect your child's health. If your child has severe allergies that require medication for treatment, additional forms may be necessary prior to your child's first day.

### Nutrition

#### Breakfast Policy

While we recommend that it is always best to serve breakfast at home when possible, we recognize there are times when that may not be possible.

- Children arriving before 7:15 a.m. may bring a cereal type breakfast to school, if they have not eaten at home. School will provide milk, if needed. Sweets should not be sent from home. Please label the food container with your child's name. Breakfast will not be served after 7:30 a.m., as too many children are present at this time.

#### Snack Policy

- Snacks are served twice a day (morning & afternoon). If children are present 10 or more hours, a third snack will be provided in the later afternoon. Times vary with individual classroom schedules & activities planned for the day.

- 1) School snacks shall consist of 2 of 4 components based on USDA CACFP\* guidelines: milk; juice or fruit or vegetable; grains/breads; and meat or meat alternate/alternate protein
- Morning snacks are usually provided by classroom parents based on the calendar provided by class room teachers. Nutritious snacks are recommended. Candies are not allowed. Snack suggestions are distributed to parents at the start of the school year & are posted on classroom parent boards. The school will supplement snacks to meet USDA CACFP guidelines.
  - Afternoon snacks are provided by the school.
  - Parents will be made aware of classroom food restrictions at the beginning of the school and/or upon admission, if needed. Children with food allergies/dietary restrictions may have a “special” snack supply brought in by their parent(s) to be kept in the classroom.

## **Lunch Policy**

- Lunches should be packed in a lunch box with a reusable ice pack. Lunch boxes and ice packs should be labeled with your child’s name.
- Parents are encouraged to provide meals with adequate nutritional value. Reasonable sized servings are recommended based on the USDA CACFP guidelines:
  - a. 2 servings of fruit/vegetable,
  - b. 1 serving of grain/bread,
  - c. 1 serving of meat/meat alternative.
- Wee Know School will provide 2% homogenized fortified milk and water.
- Lunch time is between 11:45 a.m. and 12:45 p.m. and lasts 30 minutes. Children are required to sit at the lunch table for at least 15 minutes. Any uneaten food will be sent home, when possible, so parents will know what the child has consumed.
- If a child does not have a lunch, the school will provide a balanced meal for a \$6.00 fee charge.

A copy of the USDA CACFP\* guidelines is available in our office for interested parents

## **Birthdays and Celebrations**

Birthdays along with seasonal and cultural celebrations are very special days for children. If you would like to bring in a treat for your child’s birthday or a celebration, may we suggest balancing a sweet treat with a healthy one or creatively making a healthy snack. Some suggestions would be banana bread, muffins, frozen yogurt, fancy cut veggies with dip, fresh fruit platter, etc.

If you are planning a party at your home and not all classmates are included, we ask that you mail invitations instead of distributing them in children’s cubbies at school. We do not want feelings hurt for those not invited. We thank you in advance for keeping these guidelines in mind.

## **Safety**

### **Incident Reports**

Each classroom has a medical log book that contains records of any injuries sustained by a child while at our center. Parents may review incidents involving their child in the log book at any time. Parents are also notified with an Incident Report when picking up their child. This report indicates the time of the incident and what action was taken by the teacher. Upon review, it is then signed by both the parent and a staff member, and filed with the child's records.

### **Emergency Preparedness**

Wee Know School has a comprehensive emergency preparedness plan set in place for our facility. The program covers contingency plans for a range of emergency situations and regularly scheduled emergency & evacuation drills specified in the State of Wisconsin Regulations and the National Accreditation Commission standards. All classrooms have evacuation maps and emergency plans posted. If an actual emergency event requires evacuation of our center, we have contingency plans in place to relocate children to a safe location and parents will be contacted accordingly. Parents may view contingency plans for our center upon request at the Wee Know School office.

### **Custody Arrangements & Concerns**

Children of divorced or separated parents must legally be released to the non-custodial parent by Wisconsin statutes. This also includes releasing information to the non-custodial parent. The only way we are not able to do this, is when we have a signed court document in the child's file stating otherwise.

If parents have a custody placement schedule, copies of legal documents must be provided to the center for the child's file. If a legal order is in place to prevent non-custodial parents from picking up their child/ren, it must be on file before the center staff can actively enforce it. It is our policy to remain neutral in all custody matters. If there are any problems or questions, please see the Office.

### **Children with More Than One Residence**

Please let us know if more than one copy of center information (newsletters, tuition bills, etc.) is needed, or if information needs to be sent to more than one address. Wee Know will be happy to send multiple copies of information to all parents and/or guardians of enrolled children.

## Changes at Home

Please notify Wee Know of all important changes in your family including jobs, addresses, and phone numbers. We need to be able to reach you at anytime and understand your child's special circumstances.

## Parent Concerns

At Wee Know we aim to deliver quality in our care and educational programming. If at anytime you have a concern or complaint about our service, please do not hesitate to bring it to the attention of our staff, as soon as possible. Our goal is to respond quickly to resolve an issue.

Concerns regarding:

- *Child care and/or education:* address initially with the classroom teacher. If the issue cannot be resolved to your satisfaction at this level, please contact the assistant director or director.
- *Billing or scheduling:* initially contact office personnel. If the issue cannot be resolved to your satisfaction at this level, please contact the assistant director or director.
- *Policy, facility or any other areas:* contact the assistant director or director for resolution.
- *State of Wisconsin Licensing issues:* can sent, phoned, or delivered to:  
Department of Children & Families - Southeastern Regional Office  
141 NW Barstow, room 104  
Waukesha, WI 53188 – 3789  
Gen: 262-521-5100 Fax: 262521-5314