

Wee Know School

Since 1974



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Hartland, WI 53029
Fax (262) 367-2092

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www.weeknowschoo.com

Revised 8/2022

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 years of age.

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. We believe creating partnerships with families builds a sense of community within our school which has a positive effect on each child's development. Wee Know School has an open-door policy for all of our parents/guardians 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
Owner

CENTER INFORMATION

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

Phone: (262) 367-0200

Fax: (262) 367-2092

E-mail:

office@weeknowschoo.com

www.weeknowschoo.com

Federal Tax Identification Number: 36-3435937

Days & Hours of Operation: Monday - Friday 6:30am- 6pm.

Office Hours: 7:30 a.m. – 6 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 Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- In June - day immediately following last day of school (teacher workday)
- In August – day immediately following last day of Camp Lotta-Fun (teacher workday)

Wee Know School may be forced to close due to inclement weather or a weather emergency. Information will be posted on:

- WTMJ Channel 4, WISN Channel 12, Fox 6 (& their websites)
- Classroom Facebook Group pages
- School voicemail (262-367-0200)
- Email to all families

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

All forms must be completed and on file in our Office:

1. **Enrollment Form** - due before child's first day
 2. **Health History and Emergency Care Plan** - due before child's first day
 3. **Fee and Policy Agreement** - due within first week of enrollment
 4. **Day Care Immunization Record** - due within 30 days of your child's enrollment date (a printout from physician's office is acceptable). Families who do not have their children immunized for personal reasons must also complete this form indicating personal waivers.
 5. **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 child's enrollment date. A physical exam is required every two years thereafter, which is mandated by the State of Wisconsin.
 6. If child has an IEP (Individualized Special Education Plan), copy of plan is due before child's first day.
-
- An extra full set of labeled clothes in case of accidents. See Dressing for School section for more details.
 - Snapshot of your child and one of your family (Please give to child's teacher)
 - If staying for nap, your child will need a sleeping bag with small pillow. Wee Know will provide Ziploc bag for storage. (2 ½ yr. children need a sleep mat.)
 - Balanced lunch in a labeled lunch box with reusable ice pack. Milk is provided. (Please see page19-20 for Nutrition Policies.)
 - 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 snow pants, 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. When dropping off 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 promptly. 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 and parent. As children become involved in our many activities, their crying stops 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 and talk with the Administrator or Director, as we have some excellent resources on this issue.

Communication and Family Engagement

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

- Daily Facebook Group Page (is available only to classroom parents/guardians).
- Monthly Newsletters from classroom teachers and administration. Families are emailed newsletters in addition to being posted on our school website.
- Parent Bulletin Boards located outside each classroom display current class information including lesson plans, calendars, monthly newsletters, snacks. etc.
- Parent-Teacher conferences are held twice a year. At other times parents can speak with teachers as needed or schedule a meeting regarding their child.
- School website for school closings and general information.
- Parents are encouraged to participate in field trips, conferences, and special classroom activities throughout the school year.

Wee Know Curriculum

Our curriculum and goals are based on the Wisconsin Model Early Learning Standards. Teachers provide a monthly newsletter for parents describing the theme and activities that will take place to enhance the unit. Weekly, classroom teachers meet 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, moving 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 our gym 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)
 - g) 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 encourage children to: learn routines; listen & understand spoken language; new songs & poems; new vocabulary; share ideas with others; be part of a community; to cooperate

Technology Usage

Wee Know School does not have computers in the classrooms. Our philosophy is centered on our belief that children learn through “play”. Important development of social, emotional, and verbal skills as well as positive interactions with peers build self-esteem and positive feeling toward learning. Classes do have access to a Smart Board in our school which may be used for interactive group activities.

Wee Know Classrooms

Wee Know has eight classrooms that offer 2.5 Jumpstart, 3K and 4K programs. Each class follows NAC Accreditation Teacher/Child Ratio Standards (pg. 12) 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:

2.5 Jumpstart	Chickadees, Canaries (2.5 preschool with extended care option)
3K Program	Cardinals & Orioles (3K with extended care option)
3K Program	Robins (Morning 3K program only)
4K Program	Owls (4K with extended care option)

Typical Daily Schedule

- 6:30 AM Center Opens – Free choice play in gym
- 8:00 AM Children move to their assigned classrooms
- 8:40 AM Hello Time for 2 ½ yr. classes
- 8:50 AM Hello Time for 3K classes
- 9:00 AM Hello Time for 4K class
- 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, Finger-plays, and Music
- NOON Lunch
- 12:30 PM Clean-up and Stories
- 12:40 -12.50 PM Dismissal for 2 ½ & 3K classes
- 1:00 PM Dismissal for 4K class
- 1:00 PM Bathroom, Rest Time*
- 2:30 PM Wake-up, Bathroom, Table Toys,
- 3:00 PM Snack, Free Choice Play
- 4:15 PM Circle Time – Games, Finger-plays, 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 1-2:30 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 thirty minutes. Those who are not asleep at that time are given a choice of quiet activities in the classroom. Children staying for rest time must bring a sleeping bag or blanket (labeled with their name). Wee Know will provide a large Ziploc bag for storage to prevent co-mingling of items. Bags will be sent home on your child's last day of the week for laundering. Clean items must be returned in Ziploc bag on your child's first day of the next week.

Teacher Qualifications

All classrooms have two or three teachers, dependent on class enrollment. The majority of our teachers have a bachelors or associate degree in early childhood education, elementary education, or 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.

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	1:8	16
3 yrs to 4 yrs	1:10	20
4 yrs to 5 yrs	1:13	24
5 yrs to 6 yrs	1:17	34
6 yrs and older	1:18	36

Wee Know and N.A.C. Accreditation Criteria

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

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 children ages 2½ yrs. through 3rd grade bound. This program is less structured than our regular school year program and incorporates numerous outdoor activities, field trips and optional enrichment classes. These classes are given “pond” names as follows:

Bumblebees	3-year olds (3K bound)
Ladybugs	3-year olds (3K bound)
Dragonflies	4-year olds (4K bound)
Frogs	4-year-olds (4K bound)
Fireflies	5-year-olds (Kindergarten bound)
Salamanders	1 st grade bound
Turtles	2 nd & 3 rd grade bound

POLICIES & PROCEDURES

Admission & Billing

Any child between ages 2 ½ yrs. through 9 yrs. 3 mon. 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. New families may call, email or visit our office for information on the many options we offer. We request parents to tour our center with their child before enrolling. All classes are filled on a first-come, first-served basis.

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 8:40am-12:40pm for 2 ½ yr. classes, 8:50am -12:50pm for 3K classes, and 9:00am to 1:00pm for our 4K class. 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 Health History Emergency Care Plan - must be on file before child begins
- Complete Child Health Report – must be returned to Wee Know office within 30 days of child's start date (physician must sign and record date of examination)
- Complete Immunization Record – must be returned to Wee Know office within 30 days of child's start date (print out from physician is acceptable)
- Sign a Fee & Policy Agreement indicating child's schedule, weekly/monthly tuition charged and knowledge of school policies after reading Parent Handbook.
- Complete orientation process & sign Family Orientation Checklist

Billing

2 ½, 3K and 4K Monthly Preschool Tuition

- Children enrolled in our “preschool only” program 2 ½ (8:40-12:40) & 3K (8:50-12:50) or 4K (9:00-1:00) do **not** receive tuition statements.
- Tuition is the same each month (September through May) and is due in the office by the tenth of each month, with the exception of September tuition which is due by August 1st to confirm child's attendance in the upcoming fall session.

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 to be made 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 \$25.00 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 \$10.00 (per 10-minute intervals) will be billed to the parent and paid to the teacher who remained overtime.
- A \$10.00 surcharge (per day) will be added to your account if your child is in our care for more than 10 hrs. per day.
- 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 administrator 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 except for parties or field trips. Occasionally, a day may be added if we have openings with approval from our office.
- 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 are \$10.00 per change.
- A two-week written notice is required if a child is withdrawing from Wee Know. Families are responsible to pay two weeks tuition if a written notice is not given.
- Upcoming field trip information will be listed in monthly newsletters. "Sign-up Genius" link will be emailed to families prior to field trip to sign-up. Bus/admission fees will be charged to family's account.
- Always report planned absences to the office staff. Our teachers' primary responsibility is the children in their care. Our office staff will notify them of any upcoming changes in your child's schedule.

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 administrator may terminate the enrollment during this time period or thereafter by giving a two-week notice, however, based on the reason(s) for termination, Wee Know School may terminate enrollment immediately. Parents who withdraw child without a two-week written notice are required to 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 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

Drop-Off and Pick-Up of Children

****PLEASE NOTE:** For the Fall 2022-23 school year we have implemented a Protocol for Arrival and Departure procedures to limit the number of people in our school. Families of enrolled students are emailed this protocol prior to their start date in addition to posting it at our main entrance. The current protocol is subject to change by Owner or Administrator dependent on illness transmission or other reasons that may affect the safety of children and staff.

Arrival Procedure - Currently following Protocol

Children can only be dropped off by a parent or a responsible adult. Brothers, sisters, and other persons 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/guardian on the appropriate classroom clipboard. **Failure to sign in or out will result in a \$5 fine (after one warning).**

If arrival is between 6:30 am – 8:00 am:

- Parent (or responsible adult) should escort child to their cubby to secure their personal items and place lunch box in the classroom bin. Children should then be escorted to the gym where morning staff and sign-in clipboards are located. Parent must sign-in child on the appropriate 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 leave a separate note for classroom teachers in Office payment basket.

If arrival is after 8:00 am:

- Parent (or responsible adult) should escort child to their cubby to secure their personal items and place lunch box in the classroom bin. Children should then be escorted to the classroom where morning staff and sign-in clipboards are

located. Parent must sign-in child on the 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 give a separate note to the classroom teacher.

Pick-Up Procedure - after 2:30pm

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 note the time of departure on the sign-in clipboard and initial. Parents are encouraged to review the classroom *Facebook Group Page* posted daily 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 (or authorized adult) will pick up child in gym or outside playground area, weather permitting. Clipboards located in the gym will note the location of the children. Parent (or authorized adult) will note the time of departure on the sign-in clipboard and initial. Parents are encouraged to review classroom *Facebook Group Page* posted daily 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 by completing the *School Note* form (available in front and back foyers) and giving to office staff.
- 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 or completed *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 of 100.4° or greater
- 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 plan to pick your child up promptly.

Parent Reference Guide to Illnesses

ILLNESS	ALLOWED TO RETURN
Pink Eye Strep Throat Impetigo	24 hours after start of antibiotic
Fifth's Disease	When fever is no longer present without medicine
Head Lice	After treatment is done and nits (eggs) and lice are removed
Hand, Foot, & Mouth	When fever is no longer present and vesicles begin to subside
Measles	When fever is no longer present and it's been 5 days since rash appeared.
Pertussis (Whooping Cough)	5 days after start of antibiotic
Mumps	When swelling has subsided, usually 5 days
Rubella (German Measles)	When fever no longer present and it's been 7 days since rash appeared
Chicken Pox	When lesions become crusted over and fever is no longer present
COVID-19 or other variants of virus	Dependent on Wee Know Protocol based on guidance from the Waukesha County Health Dept.

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.

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, however, we are not authorized to give an initial dose of any medication. Parent must complete an ***Authorization to Administer Medication*** (available from the office) before any medication can be given. All medications must be in the original container (prescription or over the counter) and be labeled with the child's name and dosage. **DO NOT put medication in your child's lunch or cubby.** Medication and completed *Authorization to Administer Medication* must be given to the office staff to be recorded before it's given to classroom teacher.

A separate authorization is available in our office giving permission to apply lip balm, lotion, sunscreen or insect repellent. Please label these items with child's first & last name and give completed authorization form and item(s) to the greeter at arrival.

Allergies

Please inform office personnel upon your child's admission about any allergy your child may have and list all related information and emergency plan on the *Health History and Emergency Care Form*. 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 will be necessary to complete and return to our office 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). Times vary with individual classroom schedules & activities planned for the day. For any children in attendance at 5:00pm a third snack will be provided at that time.
- 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 classroom teachers. To meet NAC (National Accreditation Commission) guidelines prepared food that is brought into the program to be shared among children must be commercially prepared OR prepared in a kitchen that is inspected by local health officials. 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 times are between 11:45 a.m. and 12:45 p.m. and last 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 choosing a creative

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 are also notified through an Incident Report when picking up their child. This report indicates the time and details 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. Parents are called immediately for any head or serious injuries.

Emergency Preparedness

Wee Know School has a comprehensive emergency preparedness plan 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. Procedure of evacuation and "safe location" is not disclosed to anyone due to the unknown nature of the emergency.

Suspected Child Abuse and Neglect

State of Wisconsin licensing regulations require that any suspected child abuse or neglect be reported to the appropriate county agency. Documentation of observations by Wee Know Staff will be kept in school records and child's records.

Parking Lot Safety

Parents are to park in designated parking areas. No children are to be left unattended in any vehicle, nor is the vehicle to remain running. Please hold your child's hand and use walkways along the building. Do not walk behind vehicles. Our parking lot is very busy with cars entering and exiting throughout the day.

Media/Photos/Videos

Wee Know School has a strict policy regarding the use of social media. Each classroom has a private Facebook Group Page which is open only to the parents/guardians of children in the class. Teachers post pictures/videos of classroom activities, information regarding special days and field trips, as well as communicate

with parents through this site. Written authorization must be given by a parent before their child would be photographed for any marketing or publicity purposes. Any communication with the media (television/radio, etc.) is limited to the Owner, Administrator or Director after a prepared statement is approved.

Environment

A Professional cleaning service is contracted for daily and weekend cleaning and sanitizing of the inside of our building during evening hours when school is closed. Outside green space is maintained as a natural environment free of any chemical applications. Equipment used by children is cleaned with environmentally friendly natural products. Wee Know is a smoke free and drug free campus.

Custody Arrangements & Pick-up Policy

The State of Wisconsin statutes will not allow Wee Know School to stop a non-custodial parent from picking up their child. This also includes releasing information to the non-custodial parent. In order to deny a non-custodial parent access, a current copy of the court order **MUST** be on file in our Wee Know School office before center staff can actively enforce it. Also, if parents have a custody placement schedule they want followed, copies of the legal documents issued by the court must be provided to the center for the child's file.

It is our policy to remain neutral in all custody matters. If there are any problems or questions, please see the Administrator or a Director.

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 any time and understand your child's special circumstances.

Parent Concerns

At Wee Know we aim to deliver quality in our care and educational programming for all children. If at any time you have a concern or criticism about our service, please do not hesitate to bring it to our attention as soon as possible. Our goal is to respond quickly to resolve any issues.

Concerns regarding:

- *Child care and/or education*: address initially with a classroom teacher. If the issue cannot be resolved to your satisfaction at this level, please contact the administrator or a director.
- *Billing or scheduling*: initially contact office personnel. If the issue cannot be resolved to your satisfaction at this level, please contact the administrator or director.
- *Policy, facility, or any other areas*: contact the administrator or a director for resolution.
- *State of Wisconsin Licensing issues*: can phone/mail or fax to:

Department of Children & Families - Southeastern Regional Office
141 NW Barstow, room 104
Waukesha, WI 53188 – 3789
Phone: 262-521-5100