



# **Goodman**

## **Community Center**

### **EARLY CHILDHOOD EDUCATION, ELEMENTARY AFTER SCHOOL, AND SUMMER CAMP PROGRAM POLICIES**

**October 2022**

**Ironworks Building  
149 Waubesa Street  
Madison, WI 53704  
608-241-1574**

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## GOODMAN VALUES

The Goodman Six These values are a part of the fabric of GCC. Every day we strive to embody these values in ourselves as staff members and guide our program participants to internalize them as well through our conduct and attitudes. Together, The Goodman Six helps us work to strengthen lives and secure futures.



COMMUNITY- All staff and program participants at the Goodman Center are committed to creating and maintaining a community that respects and values diverse experiences. We embrace a growth mindset and engage the perspectives and voices of our community to ensure they are reflected in our culture.

EQUITY- We seek out and value diverse perspectives and treat all people with dignity. We make a conscious effort to find the strength in all people and communicate with intentionality and empathy.

INTEGRITY- We have the honesty, courage, and ability to make the right decision – especially when no one is looking. All actions have an impact, and it is up to us to anticipate the impact of our actions and strive to be our best selves.

RESPECT- Every person comes to the table with a unique set of experiences. We strive to learn more about and understand those experiences as best we can, and to adjust to each person’s needs and rights as an individual.

CARING- We give kindness, compassion and understanding to everyone in our community, including ourselves.

TRUST- We believe that people are honest and genuine, and in turn, we embrace those characteristics in ourselves. The people of our community are reliable, and we are safe.

## **PHILOSOPHY**

Realizing that each child and their family involved with the Goodman Community Center's childcare programs brings with them cultural and social diversity, our programs provide a learning environment where each child is encouraged to develop into a self-directed person, with inner discipline and a sense of responsibility to themselves, others, and the community in which they live.

Early childhood and after school, through their curriculum and activities, promote a safe, multi-cultural environment where the child can acquire basic cognitive, physical, and social skills at each child's individual level of capability.

## **STATE LICENCING**

The childcare licensing program is a component of the services provided by the Department of Children and Families (DPI). The program is accountable for the statewide licensure of Wisconsin's childcare facilities, including family childcare, group childcare, and day camps. The purpose of the program is to promote the health, safety, and welfare of children in licensed childcare. The Department ensures that licensing requirements are met through on-going inspections of childcare facilities.

## **CITY ACCREDITATION**

The main goal of the Madison Child Care Program is to support and promote high quality childcare and early education for children and families in the Madison community.

To accomplish this, the City established a voluntary Accreditation process based on a set of quality standards. Standards are designed to promote the optimal development of the child. These Standards go far beyond the mandatory licensing regulations that enforce basic requirements to protect the health and safety of children.

To become accredited centers and family childcare homes go through a thorough review process. The Madison Accreditation Program evaluates:

- The kind and quality of attention children receive from adults
- The activities, environment, and materials offered to children
- Language and learning experiences provided
- Communication with parents
- The health practices
- The administrative practices

## **BUILDING LOCATIONS**

All licensed and city accredited childcare programs including preschool, 4-year-old kindergarten, and elementary (K-5<sup>th</sup> grade) programming are located at Goodman Community Center's Ironworks Building. This includes the childcare offices.

Goodman Community Center—Ironworks Location  
149 Waubesa Street  
Madison, WI 53704

All youth programming (middle/high school) and administrative offices, except for childcare, will be located at Goodman Community Center's Brassworks Building.

Goodman Community Center—Brassworks Location  
214 Waubesa Street  
Madison, WI 53704

## **PERSONNEL**

Staff will complete the Department of Children and Families Staff Orientation Checklist - Group Child Care Centers to verify compliance with DCF 251.05(2)(a) within 2 weeks of start of employment. This form will be completed with the staff supervisor and a copy of this form will be kept in the staff person's personnel file.

## **ADMISSION POLICY**

### **EARLY CHILDHOOD EDUCATION**

The Goodman Community Center offers some mixed age classrooms that incorporate an MMSD recognized 4K program, and a Strong Start classroom which is for new 3-year-old students to give them a foundation in social emotional learning. Children may enter the program at 3 years of age, once potty-training is completed, and when eligible for 4-year-old Kindergarten (4K). Over the past few years research has shown a mixed age model to be more developmentally responsive than separating children by age. The program focuses first on building the social and emotional readiness for school through participation in a play-based group learning environment. As children acquire comfort in the group setting, they begin learning the skills that will make them successful in kindergarten. All children in the program are assessed throughout their learning day. Creative curriculum is the model used by the classroom. Madison Metropolitan School District (MMSD) requires Phonological Awareness Literacy Screening (PALS) assessments of 4-year-olds. The time prior to lunch is formally considered 4K and the time after lunch is formally considered wrap-around care.

4K will be offered Tuesdays-Fridays and follow the MMSD calendar, September-June. When Madison schools are closed, 4K will not be offered. Extended care outside of the hours of 4K is offered on a limited basis.

### **ELEMENTARY AFTER SCHOOL PROGRAM**

Program enrollment for after school will consist of children ages five and in kindergarten to twelve years of age. The core program will be Mondays from 12:55-5:30pm and Tuesdays-Fridays 2:27-6pm, during the school year. Additional non-licensed, enrichment programming will also be offered off-site and at Goodman Community Center in spaces not designated for state licensed childcare programming. Program will run September- June with full day programming offered on most non-school days.

As a Community Learning Center (CLC), Goodman's after school program provides enrollees opportunities for academic support, and hands-on enrichments with a focus on literacy, math, and science encouragement. Funding for our CLC programming is provided by the Department of Public Instruction with a recommendation that parents do not pick up their children prior to 5:00pm.

## **ELEMENTARY SUMMER CAMP PROGRAM**

Program enrollment for summer camp will consist of children aged five or going into kindergarten to twelve years of age. Program will be offered Mondays-Fridays from 8am- 5pm. Camp will run 8-10 weeks during the summer months, contingent on the MMSD schedule. Parents/Guardians must enroll their child for summer camp and the proper paperwork must be on hand before a child can attend. Breakfast, Lunch, and a PM snack are offered each day including Wednesdays, which are field trip days. Parents/ Guardians are responsible for providing their child with appropriate clothing, swimsuits, towels, and any other supplies which may be listed for a particular day/activity.

### **INCLUSION**

All Goodman childcare programs have a sliding fee scale available upon parent request.

All Goodman Community Center childcare programs will not discriminate based on income, race, color, sex, national origin, creed, handicap, political persuasion, ancestry, or sexual orientation. All programs have an open-door policy.

Parents are encouraged to visit and observe at any time (unless access is denied by court order).

Goodman childcare programs generally close for six weeks during the year including winter break, two weeks before the beginning of summer care (to clean and prepare for summer camp programs to begin), and two weeks at the end of summer (to clean the entire building and to prepare for fall programs to begin with the start of the MMSD school year). Goodman childcare programs provide parents with a school year calendar to inform them of any additional closing or in-service dates planned.

### **ATTENDANCE METHODS**

Staff will sign children in on a master attendance record with the time they arrive to program and sign them out when a parent picks them up for the day. It is the parent/guardian's responsibility to check out with a teacher.

All childcare staff are responsible for knowing where children are always. Childcare staff will take role before leaving a location and upon entering a location for tracking purposes. Childcare staff will also use 2-way radios to communicate with each other. Staff will sign a child(ren) in and initial on the attendance sheet attached to the clipboard. They will then attach the child(ren)'s card to their carabiner. Staff will scan the cards and faces approximately every 15 minutes. If a staff member is leaving the children for any reason, they will pass the carabiner off to the next staff member and state the number of students. Upon receiving the carabiner, the next staff member will scan the cards and faces, confirm the attendance sheet. When a child gets picked up, staff will sign them out and initial on the attendance sheet, take their card off the carabiner and put it away. When all children have left care, staff will return the carabiner to the clipboard for the next school day.

Children part-time schedules will have the days they do not attend program shaded, which indicates program is not expecting them for the day. Part-time schedules allow for children to attend a minimum of two days/week. Four or five days/week is considered a full-time schedule.

### **ARRIVAL TO PROGRAM**



Drop off for Early Childhood participants is between 8-9am. Children must be escorted into their assigned classroom by an adult (18) years of age or older. The adult dropping off is required to make contact with a staff person upon arrival at their child's assigned classroom space, assist the child in getting their personal items stored in their assigned cubby.

#### Arrival for After School:

If you decide to have your child participate in a club or after school activity, your child is absent from school for the day, they will be marked absent from program and may not attend.

Students will meet GCC teachers at their assigned location at the time of school dismissal. Children will line up outside of the designated MMSD school bus or GCC van. A GCC teacher will sign each child(ren) onto the bus/van attendance as they board. Another GCC teacher will be available to review the school attendance list to confirm if a child is absent for the day. Once children are on the bus/van, they are not allowed to exit the bus/van. Once all attendees are accounted for, staff and children ride the MMSD bus/GCC van to the center. The bus drop off takes place in front of the main building, directly after the driveway space. Van drop off may be in the back parking lot or in the St. Bernard's church parking lot. Children may be asked to walk to center with teachers if the bus has reached capacity or if the van is parked in the St. Bernard's parking lot.

As the group gets off the bus/van:

- One staff member will take attendance as children exit the bus/van while additional staff complete a head count and assist children as they move into their assigned classroom groups to enter the building.
- Upon entering the main building, the children will be taken to the classroom where they will hang up their belongings. The teacher will sign children onto the master classroom attendance sheet and confirm the count is correct, matching with the bus/van attendance.

#### Arrival for Summer Camp:

Arrival for Summer Children's programs between 8-9:00am and children must be brought into the center by an adult eighteen (18) years of age or older. The adult dropping off should escort the child to their assigned classroom space and contact the child's classroom teacher. After hanging up their personal belongings. The teacher signs children onto the master classroom attendance sheet with their arrival time.

## **DEPARTURE FROM PROGRAM**

All children must be picked up by an adult eighteen (18) years of age or older.

Children will only be released to designated parents/caregivers or to authorized emergency pick up contacts. If a classroom teacher has not met the parent/caregiver who is picking up, staff may ask another team member to personally identify the adult pick up before releasing the child to the adult. If a member of staff is unavailable to identify the parent/caregiver, the teacher will request the adult picking up to show a photo ID. This is common at the start of the school year and at the start of the summer camp when new staff may have been hired. Also, if a substitute teacher is in the classroom.

If you are going to pick-up outside of your normal pick-up time, please communicate this to the classroom teachers and confirm the class will be present at your desired pick-up time. We do not allow children to be picked up from a field trip location. A parent may request a child to stay back from a planned field trip if there is a conflict with the scheduled return time. Goodman will accommodate this request, if there is another classroom available for the child to join until the parent arrives.

If the adult picking up the child appears to be impaired by drugs including alcohol, GCC staff are encouraged to ask the adult to speak to childcare administration staff before allowing the child to leave program. The center can offer emergency transportation (either by use of a GCC van or taxicab) if it will help to provide a safe ride home.

Departure time for all licensed childcare programs is no later than 5:30pm. Staffing not planned for after this time. If you realize that you are running late, please call the attendance line to notify the office of your late arrival. The office will notify the classroom teacher and student of the later pick-up time and will assist with any special arrangements that need to take place.

## **PARKING YOUR CAR**

Goodman Community Center has a parking lot and roundabout area located directly behind the main building. The roundabout may be used by families picking up or dropping off their child at a childcare classroom. Parents are asked to turn off their vehicle and park so that the driveway is still accessible to other cars passing through. Parking in this area is limited to 10 minutes.

Please make sure to observe any posted signs including stalls that are marked for disabled drivers. Failure to do so may result in ticketing by local authorities.

## **VAN SERVICES**

A van pick up and drop off service is available for families who have limited access to programming due to a lack of transportation. Currently, these services are available to families living in the following neighborhoods: Darbo/Worthington, Brentwood, Lakewood Gardens, and Sherman Terrace.

Van pick up leaves the center at 8:15am. Children not using this service for the day should be called into the attendance line no later than 8:00am.

Van pick up procedures:

1. When the van arrives to pick up a child, the van driver will beep.
2. Preschool children should be escorted to the van by an adult. The adult should help the child find their assigned car seat and assist them with their child safety belt.
3. School-age children may arrive at the van unescorted as long as they are able to load the van, buckle their own seat belt, and use safe behavior while waiting at the designated pick-up location.
4. As the child boards the van, the van driver will sign them in on their van attendance sheet.
5. If there is no response after the van driver beeps, the driver will call the primary contact listed on the alternative arrival/release agreement. Copies of each child's arrival/release agreement will be kept in the transportation binder for staff to reference.
6. If the parent does not answer, the van driver will mark the child absent on their attendance sheet and continue their route.
7. Upon arriving to GCC, the van driver will confirm that all children have exited the van, deactivate the kiddie voice alarm system, and escort children to their assigned classroom spaces. The van driver will notify classroom teachers of any children who did not board the van. Those children will be marked absent from program on the master classroom attendance.
8. If a parent misses van pick up and wishes to still have their child attend program for the day, the parent must first talk to childcare administration staff to see if a late drop off time can be accommodated. If approved, dropping off to program will be the responsibility of the parent/caregiver.

Van drop off leaves during the school year leaves the center by 4:30pm. Van drop off during the summer program leaves the center by 4:00pm. If you are not using drop-off services for the day, you must contact the attendance line no later than 3:30pm.

Van drop-off procedures:

1. When the van arrives to drop off a child, they will use a driveway space, if available. If a driveway is not available, they will park on the same side of the street as the drop off location, so the child does not have to cross over.
2. As the child exits the van, the driver will sign the child out on the attendance sheet. The van driver will wait in the van to ensure the child has entered the proper drop-off location.
3. A parent or adult should be on hand to receive the child. The alternate arrival/release agreement should indicate what the child should do when they exit the van.
4. If there is no adult confirmation that the child is safe or if the child is locked out of their drop off location, the driver will call the primary contact listed on the alternative arrival/release agreement
5. If the parent does not answer, the van driver will keep the child on the van.
6. The van driver will call the childcare attendance line to have the office assist in contacting the child's caregiver.
7. If the office can reach an adult at the home, the van driver may be asked to return for a second drop off. A late fee may be charged if second drop offs occur multiple times.
8. If an adult is unreachable, the van driver will return with the child. The driver will confirm that all children have exited the van and will deactivate the kiddie alarm system. If the program is still open, the remaining child will return to their assigned classroom space. The classroom teacher will resign the child into the master attendance sheet and emergency pick up contacts will be called.
9. Picking up from the program will be the responsibility of the family. Failure to pick up within licensed program hours could result in a late fee charge. Additional reporting may also take place, as necessary, due to mandatory reporting expectations.

If the weather is creating harsh driving conditions, childcare administration staff will determine if pick up and/or drop off services will need to be altered or cancelled for the day. If the services are altered or cancelled, each family will be contacted. If MMSD closes due to weather, the childcare programs are also closed, and no van services are provided. Van services are not currently provided on days when MMSD is not scheduled to be open (closed dates indicated on the school year calendar).

### **VAN/BUS EXPECTATIONS**

All children riding on Goodman vans or on chartered school buses are expected to remain safe, respectful, and responsible always. Classrooms are expected to teach and review van/bus expectations throughout the year. Parents will be asked to support this process, as needed, to ensure the safety of all children and staff in the program.

Goodman transportation expectations are as follows:

- Child will be seated on the van or school bus.
- Child will wear a safety belt before the van starts to move and will not remove the belt until the van has stopped moving. Goodman vans require car seats or booster seats for children falling under requirements set by the State of Wisconsin.

Wisconsin Child Car Seat Laws:

1. Kids 4 years old or younger and weighing 40 lbs. or under, must ride in vehicles while safely secured in a federally consented child seat.

2. Kids under 8 years old must be seated in federally approved safety seats or boosters until they reach over 80 lbs. in weight, or are taller than 4 ft 9 in. If size prevents a child from fitting properly in a seat or booster, he or she must instead employ a seat belt.
- Child will face forward while riding on the van or school bus.
  - Child will use respectful words when talking to other children or staff present.
  - Child will speak at a safe volume on the van or school bus.
  - Child will keep all personal items in their backpack including any food, drinks, or toys.

Steps taken if van/bus expectations are not met:

1. Child will receive written incident report along with a phone call to notify their parent what unsafe incident occurred on the van or school bus.
2. If the unsafe behavior results in a 2nd incident report, the child will be suspended from van or bus privileges for 1 program day. This suspension is only from the transportation service, not from the program itself. Children who lose van/bus privileges may still attend the program, if pick up and drop off plans follow program policies. If the suspension occurs on a day when the child's classroom has a scheduled field trip which uses a van or bus service, alternative care will need to be provided by the parent.
3. If the unsafe behavior continues, a parent meeting will be scheduled with childcare administration staff to discuss if van or bus riding can continue to be an option for the child.

### **EMERGENCY CONTACTS**

It is recommended that families designate at least 2 emergency contacts that live in the area and have the means to pick up your child, when you are not available. Notifying the emergency contacts is important as is keeping their contact information current with the childcare programs.

Adults picking up children from a childcare classroom must be authorized on your emergency list or approved in writing prior to picking up the child (ren). If the adult is not the parent/guardian, proper photo ID that corresponds to the authorized list will be needed before the child is released.

If the adult picking up the child is NOT on the authorized pick-up list, verbal or written permission must first be obtained by the parent/guardian. Upon parent/guardian confirmation, the adult will still be asked to show a photo ID.

In a situation where the parent is unavailable or cannot be reached for a prolonged period or after the childcare classrooms have closed, and we have no emergency contacts, Child Protective Services will be contacted to ensure that care and safety of the child is maintained until parent/guardian can be reached.

### **CHILD ABSENT AND NO SHOW**

To report your child(ren) absent from program, a parent may:

1. Call Goodman's Childcare Attendance Line: 608-279-2808.  
If no one answers, please leave a voicemail indicating your child's name, the program they are enrolled in, their assigned classroom/color group, and any

additional information that you would like staff to know. If your child is sick with an illness, please let us know so we can notify the classroom teachers and families.

2. Notify staff through family communication modes (apps, text, or email) of their planned absence.

Parents of children in Early Childhood should call no later than 9am of the day of absence or tardiness. If a child is not present on any given day and the parent has not called in, staff will try to contact the parent/guardian or emergency person for an explanation of the child's absence by 10:00am on the day of absence or scheduled arrival time. The calls will be documented on the Child No Call/No Show form.

After school parents/guardians are asked to report their child's absence by 12:00pm. On *full day programming* days, parents/guardians need to call by 8am. If a child is not present on the day they were expected to be in program, staff will call the parent/guardian and check with the school for information about their absence. The calls will be made at the time of pick-up during school and within an hour of opening on *full day programming*. These absences will be documented on the Child No Call/No Show form.

Summer Camp parents/guardians need to call by 8am of the day of absence or tardiness. If a child is not present on any given day and the parent did not call in, staff will try to contact the parent/guardian or emergency person for an explanation of the child's absence. These absences will be documented on the Child No Call/No Show form.

## **PARENTAL INFORMATION AND NOTICES**

The state licensing board is posted in the hallway outside of the Gold classroom. This board displays the state license, most recent inspections, and other important licensing information.

Each early childhood classroom sends home a monthly newsletter letter to all families with information about what the classroom is learning and experiencing as well as what is coming up.

Each elementary classroom space has a parent board where additional information is displayed. The elementary program distributes a bi-monthly newsletter which shares highlights from the program as well as important updates for families.

Each classroom will have a designated parent table/shelf which will provide families with a copy of state licensing rules, city of Madison accreditation standards, and a parent communication notebook. Early childhood classrooms will hold fall and spring School family meetings, with dates determined at the start of the school year.

Parents are always encouraged to give feedback about our programs as well as request School Family Meetings throughout the school year unless access is denied by a court order.

Preschool staff and afterschool staff meet regularly to collaborate and develop professionally.

Custody Issue Disputes: Families that are separated/divorced disputing custody of a child enrolled in the program will be required to provide a copy of the court order in which the custody arrangement is laid out. If there are any changes to the custody arrangement that is on file at the center, we will need the new, updated court order. The existing court order in in place until another one is received and on file at the Center.

### **FAMILY CONFIDENTIALITY**

Goodman childcare programs maintain a parent's right to confidentiality. Parents are encouraged to share information with staff that will help us to best support the child and family with the understanding that all information given is only shared with staff members directly involved with the child. This includes all information regarding a child's medical or mental health or academic needs, behavior plans as well as medications taken. After school staff also communicate with our partner school principals, social workers, and assigned school day teachers, when needed.

All children's files including enrollment packet information are kept on file and are accessible only to administrative staff, our assigned State Licensor, and City of Madison Accreditor.

### **ENROLLMENT**

Parent/guardian and child(ren) must communicate with the Assistant Directors prior to starting the program. Online enrollment forms are to be completed by parents or legal guardians and must be on file with GCC before child(ren) attends. All children's records are confidential and available to parents.

#### **Requirements:**

(1) Orientation with childcare administration staff. The parent/guardian will receive a Parent Handbook, admissions forms, additional forms, parent participation information and a program calendar.

(2) On the first day of attendance, the following forms must be completed:

A. Child Care Child Enrollment and Health History Form. This form contains release information, field trip permission, emergency contact, and parent/guardian information addresses, telephone numbers and other health information needed by the center. It is the parent's responsibility to keep this information current.

B. Alternate Arrival/Release Agreement. For all children attending elementary age childcare programming, this form needs to reflect how your child (ren) will arrive and depart from the center each day.

C. Immunizations: Required by state licensing. All children shall be up to date having proper documentation in their files.

D. Child Health Report: is required by state licensing and each child 2 years of age or older shall have an initial health examination not more than one year prior to no later than 3 months after being admitted to a center and a follow-up health examination at least once every 2 years after admission.

E. Confidential Information Release Authorization: Goodman's childcare programs are City of Madison Accredited. The accreditation process involves observation, feedback by the childcare accreditation specialists and consultation with the childcare center staff. The consultation is focused on quality improvement, support for the well-being of children and the excellence of the program. This release ensures that the center follows State Licensing rule 251.04 (7) regarding the release of confidential information.

**These items are required for licensing. Failure to comply will mean that your child will be unable to be served in the program.**

On the first day of the program, Early Childhood parents are required to bring a change of clothes - including appropriate seasonal clothing, shoes, socks, underwear, and a blanket for nap time. A favorite stuffed animal or soft toy is encouraged for rest times. Any toys brought to the program will be kept in the cubby and not used during the program, so please do not send them.

After School and Summer Camp children should not bring any food, money, cell phones, or toys to program. If these items are found, staff will either ask the child to put them away or staff will take the item until they are picked up. This does not include items requested by staff to parents/guardians for special events or field trips. If your child is participating in a full day program, there will be a 20-minute quiet time after lunch.

### **TRIAL PERIOD**

All childcare programs will have a six-week trial period with a check in around week four during which the staff and childcare administration, in consultation with the Program Director, will determine if the program is equipped to handle the child's needs.

### **PRIMARY CARE GROUPS**

Within each classroom, two teachers will be assigned and work as co-teachers. In the early childhood rooms during the school year, one of these teachers will hold a WI teacher certification if it offers MMSD 4K. Children in each classroom will be assigned a primary teacher. This teaching staff will have a special focus on monitoring how the child is developing in program, observing them throughout their program day, and documenting their work for their portfolio. This primary teacher will also be a resource to the child's family, whenever needed.

### **PARENT COMMUNICATION**



Recognizing the significant role parents/caregivers play in a child's life, Goodman teachers will provide regular opportunities for check ins with families. At the beginning of the school year, families will be asked to share their preferred communication system. Face to face check ins at pick up/drop off, phone calls home, scheduled meetings/conferences, and emails are systems that are used on a regular basis.

If a concerning behavior takes place in program, the parent will be notified by the classroom teacher. If medical treatment was needed, the parent will also be given an incident report and the incident will be documented in our medical log. With any concerning behavior, partnership between the center and the home is critical in finding strategies to best support the child while they are in program as well as identifying possible causes and solutions as a team.

When a child displays severe behaviors that are not manageable within the classroom setting, childcare administrative staff will be called for assistance. If the child is displaying a behavior that is unsafe for them to remain in the classroom, the child will be brought to the administrative offices. The child will transition back to their classroom once they are calm, and administration feels there is no longer a safety concern. If the child continues to display extreme behaviors (harm to self, others, or property) beyond a reasonable amount of time or if additional supports are not available to intervene, the child's family may be contacted to pick up their child from program per childcare administration. If the child's family is not reachable, authorized emergency pick up contacts may be called. Childcare administrative staff and the parent(s) will set a parent meeting and a return to program date.

Often, a meeting will be scheduled at the request of the program or the family. Usually, this meeting involves the parents, classroom teachers, and childcare administration staff. The program director may also be invited, at the request of administration or the parent. Higher levels of safety concerns such as running from program and repeated acts of violence to self, other students, or staff may require a parent meeting before the child can return to program.

During a school family meeting, discussion will take place around the child's strengths, what concerning behavior is taking place, what possible internal and external resources can be utilized, and what supports can be offered in the classroom and at home. The next step action plan may be created for both the classroom and the home. Continuous communication will be made by staff to update the parent/caregiver on the child's progress in the program. These check ins should include areas of growth and progress related to behavior or whatever the concern might have been.

Parent/caregiver communication around severe safety behaviors is a must. If the child is diagnosed with special needs, has an Individual Education Plan (IEP) during the school day, or regularly sees a therapist, information sharing is critical so that the child can be supported to be as successful as possible in the program.

The childcare administration staff will make classroom observations and document areas of improvement. Childcare administration staff will continue to monitor the severity, frequency, level of injury to self or others, and the classroom's ability to work with child within accreditation staff to child ratios. Child and classroom safety is a priority at Goodman, we will continue to use strategies, interventions, and resources, as well as continuous communication with families to encourage success in the classroom.

If the parent determines the center is not adequately able to meet the needs of their child, they may opt to dis-enroll from the program. They may also make a request to have the required 2-week notice waived, due to the circumstances.

### **TERMINATION POLICY**

1) Parents may withdraw their children with a two-week written notice.

2) Childcare administration, in consultation with the program director, may terminate the enrollment of any child if:

- The Program cannot adequately meet the needs of the child including continuous one on one support throughout the day, continued extremely disruptive behavior, or when the safety of the child, the other children in program, or the staff has been compromised. Every reasonable attempt to keep the child in the program will be made including involvement of outside resources, if necessary (please see Parent Communication section for reference).
- Verbal and/or physical abuse towards program children or staff is displayed by the child or by the parent.
- Lack of timely tuition payments.
- Continued late pick up from program.
- Parents are in violation of the established policies and practices of the programs, through such behavior as failure to submit required information or materials, or not following the rules and practices of the program.
- A child is absent 75% or more of the time that they were enrolled to attend (in a week or month).

Steps Prior to Discharge:

- School Family Meeting
- Reach out to external resources like: MMSD, Child Find, Department of Human Services, City of Madison Accreditation, Rainbow Project, etc.
- Create a behavior management plan to remedy situations
- A second School Family Meeting is scheduled if the plan is not working
- Look at changing the student's calendar

Documentation:

Staff will document incidents with students.

Discrimination:

- If a family member is feeling discriminated against or being treated unfairly, they may contact the Director of Childcare Programs or Executive Director about the issue.

If termination from program is a mutual agreement between Goodman and the child's family, the terms will be set verbally, and any further actions will be decided upon at a meeting. If termination is the decision of Goodman alone, the family will also receive a written notice which will also be kept on file at the center. If the family feels they would like to appeal termination from program, the grievance procedures should be followed.

### **FEE INFORMATION**

1. Parent/guardian eligible for county or city childcare funding must provide proof at the time of registration.
2. The parent/guardian may designate which days their child will attend at the time of registration. Part-time care is available, with a 2 day/week minimum required. Parents who sign up for 4 days/week care will be charged the program's full weekly rate due to the inability for program to fill a 1 day/week spot.
3. When a child is absent, ill, or on vacation, the parent/guardian will be charged for the day. Parents will also be charged for snow days and classroom closure. Additional fees may be charged for late pick up times as well as emergency care provided by the center.
4. Attendance and payment arrangements must be established at the time of registration. Preschool and elementary programs are billed at a monthly rate, which is determined by the number of days they are enrolled in the program. Hours of 4K programming during the MMSD school year are of no cost to the family. Wrap around care is billed by the number of days the family enrolls in. Tuition bills may be paid at the front desk area with cash, check, or credit card. If paying with cash, we recommend paying at the front desk, making sure to collect your receipt of payment. Please do not give any cash or payments to classroom staff. Other parties may pay towards a child's tuition. Failure to pay the agreed tuition amount could result in the child's termination from the program.
5. A second child discount of 10% is offered to families enrolling more than one child into any of the childcare programs. A third child discount of 20% is offered to families enrolling more than two children into any of the childcare programs who pay full price.
6. Full or partial scholarships are available if a family is denied county or city tuition assistance. Scholarship eligibility is based on income and household size. A sliding fee scale will be used to determine what the family qualifies for. Proof of income is required on an annual basis unless additional information is requested by childcare administration or finance or there is a change in household income. Every effort will be made to find a manageable financial arrangement for everyone involved.
7. If a family feels they are eligible for a refund, we ask that parents make this request to our finance department directly by phone or through email. Refund requests will be reviewed by the finance department. Parents will be contacted by a finance team member to let them know their current standing and the amount of any refund awarded.

### **LATE PICK-UP**

Occasionally emergencies arise; however, childcare parents will receive a late fee of \$1 per minute they are late. Goodman will allow for three, no later than 15-minute grace periods per enrollment session (school year/summer camp). per family before fees begin to be assessed. If a family arrives 45 minutes late, this will account for all three grace periods.

The clock on the attendance line will be used to calculate the late fee. The childcare administration staff remaining with the child(ren) will give the parent the late fee notice and notify Goodman's finance department of the fee. Late charges MUST be paid in full, and parents are responsible for all payments.

## **PARENT INVOLVEMENT**

Family fun nights and childcare events will occur throughout the year. All parents/guardians are also welcomed to participate in our childcare programs. We encourage family members to be active in the classroom by making a presentation to the class, running an activity, chaperoning field trip, or just spending time in the classroom.

## **CONSCIOUS DISCIPLINE**

Social Emotional Learning (SEL) is very important to help children understand and manage their emotions. They begin to understand empathy, establish relationships, and make positive choices. Teachers intentionally support social emotional learning by using books, activities, providing cues and coaching on the spot, praising, and modeling appropriate behaviors.

Here at GCC we use Conscious Discipline to help our children learn about emotions and emotional regulation. The basis of Conscious Discipline helps to create environments where children will know they are safe and loved. From this foundation, children will begin to learn how to solve conflicts and manage their emotions.

## **CHILD GUIDANCE POLICY**

Our child guidance policy is based on the belief that both adults and other children should treat all children with respect and fairness. The teachers will help each child take steps in the learning process toward self-control of his/her own behavior. The following guidance techniques will be used:

- Modeling and encouraging positive and expected behavior
- Redirecting children to a more appropriate activity to recognize a child's need for exploration and independence
- Setting clear and consistent limits of which behaviors are and are not acceptable
- Evaluating the environment
- Evaluating the schedule and curriculum
- Active listening to encourage children to clarify the problem for themselves
- Effective praise of good behavior for positive reinforcement

Children will be taught with positive redirection, positive reinforcement and encouraged to participate in problem solving. Children will be encouraged to take pride in developing socially appropriate behavior. Clear cut limits on behavior will be set by talking with children about what kinds of behaviors are not allowed at the school and what alternatives will be acceptable.

Guidance will be for the purpose of helping children to develop self-control, self-esteem, and respect for the rights of others. A time-out chair will not be used. Children may be asked to take quiet time away from the group or individual children but will be allowed to choose their own location and choose when they are ready to rejoin the group unless the child is unsafe and is unable to remain in the classroom space. If the child's actions are severe, teaching staff will call for additional staff support.

When a child is crying or displaying signs of distress, staff will comfort them and use reassurance to calm the child down. If this behavior continues beyond an expected amount of time, staff will consult each other to make sure a teacher can be with the child for a longer period. If ratios do not allow for a teacher to commit to working with the distressed child, staff will call childcare administration to assist with either the distressed child or the other children in program. Staff will make every effort to ensure that the child is safe and secure. A parent/guardian might be called to talk with the child and assist the teacher in calming them down.

If the child is inconsolable, a parent/guardian might be asked to pick them up from the program. Parents/guardians will be informed of any concerns regarding their children's behavior. Staff and parents/guardians will develop a joint plan of behavior management. Classroom staff may complete an incident report to inform parents of something that took place in the program. GCC encourages parents to discuss these reports with your child and with the staff.

Parents and staff are expected to communicate respectfully and privately with one another. Examples of disrespectful behavior include, but are not limited to, loud voices in front of children, foul language, or threatening physical harm. It is our goal to provide safe, open, and timely communication between classroom staff, parents, and the administrative team at GCC (see the Parent Communication section for additional detail or guidance specifically related to communication).

### **PROHIBITED PUNISHMENTS**

Any punishment which is humiliating or frightening to a child is prohibited. These punishments include, but are not limited to, the following:

Spanking, hitting, pinching, shaking, or inflicting any other forms of corporal punishment; verbal abuse, threats or derogatory remarks about a child or a child's family; binding or tying to restrict movement or enclosing in a confined space, such as a closet, locked room, or box; withholding or forcing meals, snacks, or naps; punishing for lapses in toilet training.

Any inappropriate discipline by a staff member will be reported to Licensing within 24 hours.

Staff will try to learn about the parenting practices used at home and when necessary, staff will discuss with parents any differences in practices and behavioral expectations between home and this educational setting that appear to interfere with a child's classroom success.

Volunteers are not responsible for any discipline. When a situation arises that needs correction, the volunteer must bring it to the staff's attention.

### **RUNAWAY CHILD POLICY**

Goodman Community Center's childcare programs are state licensed, and City of Madison accredited. We are committed to meeting the supervision requirements of your children. If a child tries to leave or leaves the program without staff or parental authorization the following procedures will be followed:

1. Every effort will be made to keep the child from leaving (alternative activities, alone time, one on one with teacher) short of forcibly restraining the child.
2. If a child does willingly leave the program or group, a staff may follow the child if the **teacher-child licensed ratio is NOT compromised.**
3. The staff responsible for the child will call the childcare administrative staff to help either in the classroom or with the specific child who has left the program. A CODE 1 will be issued over the walkie talkie. Other GCC staff may be called into the current space to help support childcare staff, if additional adult supervision is needed.
4. If the child is out of program or group longer than 15 minutes, a parent/guardian will be called and informed of the situation (a parent/guardian may be called before this, if staff feel they might be able to talk with their child on a cell phone and help them to come back into program).
5. When there is a threat of danger, or a child's whereabouts are unknown, the staff responsible for the child will call the police, explain the situation, and describe the child and what the child is wearing.
6. If the child returns to the program after the parents and police have been called, the parent will still have to pick up the child and set a time for a meeting. A call to the police will be made to let them know that the child has returned to program; the officer may still want or need to stop at the center.
7. Any runaway child incident must be recorded in the Medical Log.
8. Following the event of a runaway child, a meeting with the program staff and administration and parents will be set up before the child may return to the program. An action plan will be created at this time.
9. Any incident where a child has run away from program and the police were called will be reported to Licensing within 24 hours.
10. GCC reserves the right to terminate a child from the program if this is a reoccurring problem.

### **MISPLACED CHILD POLICY**

Goodman Community Center's childcare programs all aim to provide quality, supervised care for all children. The well-being of the children attending our programs is paramount. If such an incident were to occur be assured that a misplaced child is taken very seriously, and staff will take all necessary steps to make sure the child is located as soon as possible. If a child is misplaced from one of our childcare programs, the following procedures will be followed:

1. Staff will look at classroom ratios and the lead teacher will decide who will go to look for the misplaced child. Staff will remain calm and collected in the classroom. All staff will make sure to have working walkie talkies on their person.

If it is discovered that a child has been away from a supervised group without the supervisory staff knowing, the child will be returned to program immediately and reassured by childcare team member.

- a. Childcare staff will notify childcare administration.
  - b. Incident will be documented in the medical log.
  - c. Parents will be informed of what happened.
  - d. The Program Director will notify our State Licensing Specialist and our City of Madison Accreditation Specialist within 24 hours of the incident.
  - e. GCC will conduct its own investigation and documentation of the incident as well as work directly with our State Licensing Specialist and City of Madison Accreditation Specialist to make necessary changes to daily routines.
2. Staff will walkie childcare administration to assist them in the classroom or with the search. GCC will issue a center-wide page alerting all staff to keep an eye out for the childcare participant.
  3. Roll call will take place. Staff will make sure to call each child's name and make eye-to-eye contact with each child before moving on to the next name.
  4. Staff assigned to look for the misplaced child will search throughout the center making sure to check out hiding spots, doorways, and outside areas. If the child is found, staff will notify the parent/guardian of the incident and move to step #10.
  5. Staff will search for the child for no more than 15 minutes. If the child has not been located, the lead staff person present will call 911. Police might ask for the following information:
    - Child's name, age, height, weight, date of birth, hair color, clothing worn, the last known location, the last known time they were present. They might also ask for anything that looked out of the ordinary to staff, including suspicious people on the grounds or unfamiliar vehicles.
  6. Childcare administration will call the parent/guardian and explain the situation. Lead staff present will contact their supervisor and the Child and Youth Programs Director will be notified.
  7. If there is a reason to believe the child may have been abducted, the police may decide to activate an AMBER ALERT.
  8. Staff will continue to search the building and grounds and keep the child's parent/guardian updated.
  9. As soon as the child is found, staff will immediately notify the parent/guardian. GCC will again issue a center wide page stating that the child has been found.
  10. The Program Director will notify our State Licensing Specialist and our City of Madison Accreditation Specialist within 24 hours of the incident.
  11. All staff will be expected to fully assist the police and state licenser in their investigations. All staff involved will complete a written statement that will include a detailed timeline of the events. This will be kept on file at GCC.



12. Childcare Administration will make sure staffing is covered to allow for interviews and any other meetings that need to take place out of program.
13. Center administration will meet to review what happened, problem solve, and make necessary changes to ensure the safety of all children enrolled in childcare program.
14. All childcare staff will review the tracking system and methods used to ensure children are always supervised.

## **EDUCATION POLICY**

GCC Childcare Programs educational policy is based on the beliefs that all children:

1. Learn through exposure and modeling and that no child will be forced to participate in any activity.
2. They should be treated with respect and fairness.
3. Should have an active role in planning and choosing among developmentally appropriate activities throughout the day.
4. Should be recognized as unique individuals who learn and develop at their own pace.
5. Should be allowed to explore the full range of human emotions when learning to express their feelings.
6. Should be encouraged to develop self-direction, inner discipline, and a sense of responsibility for self and to others.
7. Should be encouraged to develop cognitive, physical, and social skills always.
8. They should be encouraged to respect the space and equipment they are using.

Children in the Early Childhood program are assessed three times a year to ensure they have adequate and age-appropriate resources and materials available to children to encourage positive interactions and clear guidelines.

Staff observe children and communicate with parents about their child's progress in program with items like anecdotal notes, work done in program, pictures, and summary sheets, and the Conscious Discipline to help children to develop self-regulation in a group setting.

Each child in after school is assigned to an individual staff member who works on their portfolios throughout the year. Staff observe children in the program, save work they have created, take pictures, and follow up with school day staff to share how the child is doing in program and to find out how we can best support the school and the child's family.

Teachers in both the early childhood and elementary programs are responsible for lesson planning and schedule implementation.

## **CULTURAL DIVERSITY**

It is important to recognize individual uniqueness, while also acknowledging human similarities, and celebrating the cultural diversity in the classroom and throughout the Center. Creating a safe and nurturing environment without bias is a benefit of attending programs at Goodman. However, it comes with the need for parents to prepare to communicate with their children as they encounter people who may hold different beliefs, diets, styles of dress, family configurations, gender expressions, and so on. We will encourage the understanding of cultural diversity by including, but not being limited to, the following efforts:

1. Survey families in advance about languages and traditions, so staff can learn and prepare.
2. Ask for family volunteers to present cultural traditions in the spirit of encouraging education and learning and appreciating similarities and differences.
3. Include family volunteers in general daily programming.
4. Ask for family menu ideas or help in preparing traditional foods.
5. Emphasize multi-cultural materials (books, posters, stories, songs, and toys).
6. Including music, and dance from various cultures (drawing on the community for presentations and field trips).
7. Require staff education and training on recognition and appreciation of differences, and the benefits of cultural diversity.

## **TECHNOLOGY**

Media usage including television and computers/tablets will be intentional and part of the teacher's lesson plan for the day. Media usage will be developmentally appropriate and alternative activities will always be provided. Use of an electronic device as a tool to help a child take a break will only be used when it is part of a plan that was created with the parent's full knowledge and consent given prior to its use.

All movies being viewed during licensed program hours will have a lesson plan connected to the viewing of the film. Movies shown in the program will have G or PG ratings and parents will be notified at least 1 day in advance of the film being shown. If the movie is connected to a learning opportunity and the movie rating exceeds the ratings listed above, parent permission will be required prior to the movie being shown (grades 3rd and above only).

All children will be monitored when using computers/Chrome books/tablets in a program. Free choice options, if allowed after the child has completed the planned activity, will only take place on approved websites. All websites that require a release of personal information or those that request an approved age to participate (including all social media sites) will not be allowed. Video streaming sites like YouTube are also not allowed unless the video being viewed has been approved by the teacher as part of the planned lesson taking place.

Children are not allowed to have cell phones in the program. If a parent needs to get ahold of their child, they may call our attendance line cell phone and the child will be located to take the call (279-2808). If a parent request is made for their child to have a phone to use during times, they are not in the GCC programming, the phone may be kept in the childcare office until the child leaves program for the day.

## **PHOTOGRAPHS**

Teaching staff regularly take photographs of children in our childcare programs. These photos are used for portfolios/documentation, decoration in the classroom, hallways, and lobby spaces of our building, and in promotional and informational materials helping to tell Goodman's story.

From time to time, the center will have professional photographers or program partners request to take photos of activities or classroom groups for a variety of reasons. Only children with approved photo and media releases will be allowed to be photographed.

Goodman's Picture/Photo/Media Release: I give my permission to the GCC, and any agency affiliated with the center to use, print, copy, and reproduce all videotapes, audiotapes, photographs, films, negatives, prints, reproductions, and likeness or any kind now or hereinafter of my child made by the GCC for advertising, publicity, display, or any purpose whatsoever without fees to be paid to my child. I hereby waive any right I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection there with or the use to which it may be applied.

Goodman's Website Release: I give my permission and consent to the GCC, and any agency affiliated with the center to use photos and dialogue of my child to be used on GCC's website and GCC social media pages/sites.

If you are unsure of the permission you granted for your child or if you would like to change your child's permission status, please contact the childcare administrative offices so your child's file can be updated.

## **HEALTH POLICY**

Our policy is based on the objective of maintaining, protecting, and improving the health of all children in the program. To reduce the risk of spread of disease to children and staff, latex gloves will be worn whenever staff works with ill children. Information regarding children's health is confidential.

### Physical Examinations

1. Parents will provide a Child Health Report on the first day of attendance. This must be signed by a physician, showing that each child has had a physical examination within the last year. The date of when the physical took place must be listed. These need to be updated every two years from the date of the most recent physical exam.
2. Parent will provide a Day Care Immunization Record on the first day of care. The record should indicate that the child has received at least the first dose of each vaccine (DPT, polio, measles, rubella, and mumps). If the child has not received the subsequent doses of these vaccinations, it is the parent's responsibility to obtain the remaining doses within one year and to provide GCC with an updated record at the point these vaccines are administered.
3. Families that have not vaccinated their child due to health, religious, or personal conviction reasons must indicate this on the immunization record. Children who are unvaccinated may be subject to suspended care if there is an outbreak.
4. Any child who fails to meet the immunization requirements will be excluded from attending the program until immunization requirements are met.

5. Parents can be assisted in obtaining the required immunizations.

### **ILL (and Mildly Ill) CHILD PROCEDURES**

1. Each child will be observed on arrival by staff members for signs of illness.
2. **The program will not accept a child into the program if s/he has had any of the following symptoms within the past 24 hours. If a child arrives with any of these symptoms, the parent must take the child home.**

**Fever- 100°+**

**Excessive discharge from eyes, ears, or nose**

**Diarrhea**

**Sore throat**

**Coughing**

**Vomiting**

**Head lice**

#### **Contagious**

A person may have spread the virus to others up to two days before symptom onset.

Children and adults are considered infectious for Covid for 5 days after symptom onset or positive test result (if asymptomatic).

3. Children identified as mildly ill and having one of the above conditions will be separated from other students and monitored by staff until parents arrive to pick them up. If a child(ren) is mildly ill without these above symptoms (i.e., headache, stomachache, sniffles) and are kept at home, please inform an administration staff of the extent of the symptoms. Children are required to stay out 72 hours past their last symptoms without medication. If the child is so impaired by their illness that they cannot participate in the program parents will be called and asked to pick the child up. When possible, they will be allowed to rest while waiting.
4. If a child has been exposed to a contagious disease (such as, but not limited to strep throat, stomach flu, viral infections, head lice, impetigo, pin worms, pink eye, Covid), the child must be kept home, and the parent must notify the childcare program of the illness. Contagious diseases including Hib, measles, mumps, whooping cough, chicken pox, Covid and TB will be reported to Madison Public Health Department and to State Licensing.
5. All children with head lice must be nit-free to return to the program. Upon learning that a child has been treated for head lice, the program will do a head check to confirm the child is nit-free and able to participate in program. If the check results in nits or live bugs being found, a parent or emergency contact person will be contacted with the request to pick up immediately. The child will be isolated (in the administrative offices, if possible) until the pick-up person arrives.
6. Any child who has a contagious disease will be readmitted to the program after a physician's statement or after the longest incubation period of the disease (usually 72 hours after abatement of symptoms or up to 5 days), as specified by the Health Department-as required by the Health Department Exclusion Guidelines.

7. Whenever children in the program have been exposed to a contagious disease, staff will post a notice for parents. Staff will observe the children daily for symptoms of this disease- as required by the Health Department Exclusion Guidelines.
8. If a child becomes ill while in the program, the classroom teacher will contact childcare administration for assistance. If available, the child will be escorted to the childcare office and provided with a rest mat while their parent or designated emergency contact is called to pick up the child as soon as possible- as required by the Health Department Exclusion Guidelines. If childcare administration staff are unavailable, the child will be isolated and provided with a mat within sight and sound of the classroom and the teacher will be responsible to contact the child's primary caregiver or other authorized emergency pick up person

## **MEDICATIONS**

1. Staff will administer prescription and non-prescription medicine to children only with written permission from parents. A log will be kept of each request from parents to administer medicine. Parents must print the name of the child, the name of the medication, the dosage, and the dates and times the medication is to be administered. The parents must sign these instructions. The staff person who administers the medication will write in the log the date and time she/he administered it and will sign her/his name.
2. Prescription medicine must be in its original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name.
3. Non-prescription medicine must be labeled in its original container with the child's name, the dosage, times, and directions for administering. Over the counter medications including cough drops, lotions, chap-stix, etc. must have parent/guardian's written authorization to be administered by GCC staff.
4. All medicine will be kept in a tightly closed container and stored in a locked cabinet or in the classroom refrigerator, if needed.
5. If a medicine dose is forgotten or staff make an error in distribution, the parent will be notified immediately.

## **MEDICAL LOG**

A medical log (bound book, pages lined and numbered, no skipped lines) will be maintained and used to record daily all injuries received by a child and medication dispensed to a child. The entry shall be in ink and include the date and time of occurrence and be signed by the person making the entry.

The record of accidents and injuries in the medical log will be reviewed at six-month intervals by childcare administration with staff to assure that all possible preventative measures are being taken. This review will be documented in the program medical log.

## **SPECIAL HEALTH/MENTAL HEALTH/BEHAVIORAL NEEDS OF CHILDREN**

A classroom list indicating all children with special health needs will be kept confidential and made available to all teaching staff working within that classroom setting. A parent meeting prior to the child's first day may be requested by the family and/or by the teaching staff to ensure that any necessary accommodation can be provided, and all safety precautions are in place.

During center-provided transportation, on field trips, or as needed, children with special needs and special health needs will be assigned a staff member who will help that child in matters of toileting, evacuation, and situations that may require one on one care. If additional supports are

needed, the classroom teachers will consult with the parent/caregivers as well as with childcare administration to determine options.

If a child has an IEP or any identified concern, this should be included with your enrollment documents and shared with the classroom teachers. It is important both for the child's safety and to ensure special considerations are in place to address the child's needs. GCC will work closely with the parents and the school district to ensure any needed resources are secured both at Goodman and MMSD schools.

### **PERSONAL CLEANLINESS/HANDWASHING**

1. Children and staff will wash their hands with soap and water upon arriving to program for the day, before and after eating, after toileting, and after coughing/sneezing or using a tissue.
2. Persons working with children will wash their hands with soap and water before handling food and after assisting with toileting.
3. Classroom toys and equipment will be washed regularly by program staff.

### **TOILETING**

Children in early childhood programs are required to have completed potty-training. Children will be supported in continuing to develop their self-toileting skills.

Only teaching staff will assist childcare children with their toileting needs. All program volunteers, including AmeriCorps members and program interns are prohibited from assisting. If additional help is needed, the classroom teacher may call the office for support.

1. Bathroom supplies of soap, toilet paper and paper towels are provided and stocked daily.
2. If a child has an accident, staff will assist the child in changing their wet or soiled clothes promptly. Gloves will be used by the staff. Soiled clothing will be put in a plastic bag. These items must be taken home and laundered.
3. The child will be given a change of clothing. If the child is in the school-age program or if they do not have a change of clothing at the center, Goodman will provide extra clothing. Please make sure to launder this clothing and return it to the classroom as soon as possible.

### **CLOTHING/BELONGINGS**

#### **What to Bring:**

Preschoolers: at least one change of clothes, socks, and shoes.

Kindergarteners: at least one change of clothes, socks, and shoes.

After School: appropriate play clothes

All children in a childcare program should wear clothing that is comfortable and allows for easy, independent toileting. During messy play or art activities, smocks will be used but this should be taken into consideration, when choosing clothing for the day.

Please label all items brought from home with your child's name (i.e., clothes, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Weather permitting, children are taken outside to play both in the AM and PM hours of program. Please make sure your child arrives to the program with the proper outdoor items. During the winter months, children should bring a winter coat, hat, snow pants, water-proof mittens, and snow boots. All items should be labeled with your child's name and stored in their designated cubbie area.

It is recommended that children come to school with athletic shoes or shoes that are secure enough around their feet that they can activity play recreational games and participate in neighborhood walks. As the weather turns warm, flip-flops or similar footwear is not recommended, as they often break or cause discomfort when children are participating in physical activities. If a child is wearing a skirt or dress to program, they should wear tights or shorts underneath.

During summer programming, each child should keep a labeled swimsuit and towel on hand to use for summer water play and field trips. These should be taken home daily and weekly to be laundered. Additional swim items such as swim goggles are not necessary. If the family would like their elementary child to use additional swim items, this should be discussed with the classroom teacher. All items should be labeled, and the responsibility will fall to the child to ensure the items are properly taken care of unless special arrangements have been made with the classroom teacher ahead of time.

#### Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

#### Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located near the back entrance door. Please note that we are not responsible for lost personal property.

#### Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.



## **CHILD ABUSE AND NEGLECT POLICY**

In compliance with State law, all Goodman Childcare employees are required to report directly to Dane County Human Services (242-6200) any suspicions of child abuse or neglect. Investigations will be made by Dane County Human Services, not by the Goodman Community Center Childcare department. We may report suspected instances of abuse and neglect to the police as well

Except in cases of severe harm or immediate likelihood of harm, an employee or volunteer should consult with childcare administration, but such consultation does not relieve the individual of her/his legal responsibility to report if "reasonable suspicion" exists. In an urgent situation, the need to protect the child should be honored above the need for consultation.

The employee or volunteer making the report shall immediately inform the childcare administration and shall make a written, signed report of the incident to be filed in the medical log and a copy made to be given to childcare administration.

A report made in good faith shall in no way jeopardize the employee's position or status as a staff member in the program. As part of their initial orientation, all employees will receive training in the provisions of Wisconsin's child abuse reporting statute, to include a bi-annual training about abuse and neglect. Ongoing education is provided through periodic in-service training.

## **SIGNS OF CHILD ABUSE AND NEGLECT:**

If a number of signs below occur together; or if they occur frequently, child abuse and neglect may be suspected.

### **Signs of physical abuse:**

- Bruises, welts on face, neck, cheek or back
- Injuries in the shape of objects (belt, cord)
- Unexplained bumps on palms, sole, back
  
- Fractures that do not fit story of injury
  
- Delay in seeking medical help
- Extremes in behavior, very aggressive or withdrawn and shy
- Extreme willingness to please
- Child is fearful of adults
- Arrives early, stays late

### **Signs of Neglect:**

- Poor hygiene, odor
- Inappropriately dressed for weather
  - Needs medical, dental care, glasses, etc.
- Left alone unsupervised for long periods
- Malnutrition, failure to thrive
- Constant hunger, begs or steals food

### **Signs of sexual abuse:**

- Pain, swelling or itching in the genital area
- Bruises, bleeding, or discharge in the genital denigration area
- Difficulty walking, sitting, frequent urination
- Pain
- Stained or bloody underclothing
- Venereal disease
- Refusal to take part in exercises

### **Signs of emotional abuse:**

- Low self-esteem
- Self-
- Aggression
- Withdrawal
- Severe anxiety
- Failure to learn
- Poor peer relationships

## **PROCEDURE FOR INVESTIGATIONS**

When an incident/accident occurs between 2 or more people (including children), an investigation needs to take place, and there must be documentation of the incident.

1. Interview all involved prior to making any assumptions as to who is right or wrong.
2. If there are any allegations that become escalated or involve harassment, violence, medical emergency, involve the COO immediately. Suspension of one or more parties is necessary for the safety of some or all parties involved.
3. Clearly define the purpose of the investigation and the scope of the investigation.
4. Investigative Report should include:
  - a. The incident being investigated, with dates.
  - b. The individuals involved.
  - c. Key factual findings and credibility determinations.
  - d. Applicable policies and guidelines.
  - e. Summaries of witness statements.
  - f. Specific conclusions.

- g. For follow up, the name of the person making a final decision.
- h. Issues that couldn't be resolved.
- i. Actions taken.

The detailed Investigative Report, along with any back-up documentation, should be submitted to Human Resources, COO and SDBS should be copied, see Incident and/or Accident report SOP for more information about how the general process for both and Incident and/or Accident report should be executed.

### **ACCIDENT/INJURY PROCEDURES**

Staff that are present will have CPR, AED, and First Aid training. Gloves are to be used by staff when dealing with injuries or bodily secretions and properly disposed of when the injury has been taken care of.

#### 1. Routine procedure for treatment of MINOR INJURIES

- Staff will wash the injury with soap and water, and cover with band-aid or gauze and tape. No medication will be used.
- Other minor injuries may be treated as appropriate and according to Emergency Medical Treatment (by National Safety Council) available to staff in the program.
- Universal precautions (gloves used) will be taken with situations involving bodily fluids and injury discharges of all children. Staff will notify parents of the minor injury when

the parent picks up the child. Staff will complete an accident report in a child's file and enter a date, time and description of the accident and procedures used in the program medical log. A First Aid kit will be available to the program (on site, in van, and on field trips) always.

## 2. First aid measures for SERIOUS ACCIDENTS on site or off site

- Staff will notify childcare administration immediately and call 911 for immediate medical assistance. Goodman Community Center will use UW Hospital (263-6400) as the planned source of emergency medical care.

### Procedure for bringing the child to EMERGENCY MEDICAL CARE:

- Staff will make the child as comfortable as possible and apply emergency first aid if indicated.
- Staff will contact the child's parents or designated emergency person to notify them of injury and name of hospital to which child will be taken.
- Staff will take the child's Health History and Emergency Care Plan (which should be always with the child) with parent-signed authorization for the program to make emergency medical arrangements.
- One staff person will accompany the child to the hospital with the emergency rescue unit.
- An accident report will be completed and placed in the child's file and in the program medical log.
- The Program Director will contact the State Licensing Representative to report the accident **within 48 hours** of the incident.
- If the program is single staffed, the emergency contact will be other GCC administrative staff who are in the building or within 5 minutes of the program.

## EMERGENCY SITUATIONS

Emergency evacuation diagrams and explanations will be posted in the classrooms. As an adult in an emergency, you must stay calm and always ensure the safety of children. You will be modeling for the children. Any special considerations of a child, staff, or volunteer's abilities will be communicated to the entire staff team prior to enrollment (or first day of employment/volunteering).

If the emergency warrants staying indoors, any planned outdoor activities or field trips will be cancelled. If necessary, classrooms could be instructed to follow tornado drill or code red procedures. If the emergency warrants leaving the building, classrooms would be instructed to follow fire drill procedures.

If you are at the center during an emergency, do not attempt to drop off or pick up your child. In the case of a fire drill, proceed to the nearest exit. In the case of a tornado drill,

Goodman staff will be able to direct you to a designated tornado location in the building. Once an “all clear” is given and children have returned to their assigned classroom spaces, pick up or drop off is permitted.

Emergency supplies will be accessible to each classroom and in the vans. The emergency supplies will consist of a flashlight, blankets, and walkie talkies.

### **RESPONDING TO A FIRE**

Fire drills are practiced monthly at varied times of the day. In the case of fire, the primary escape route shall be the doors facing the outdoor playground; doors leading to the main building will be used as the alternate escape route. Documentation of practice drills will be noted on the safety and emergency response log sheets which can be found on our state licensing boards. All childcare programs will have an annual inspection of fire extinguishers. Sprinklers will be checked quarterly, and the fire alarm system will be checked weekly. Tests will be recorded on the safety and emergency response log sheet.

1. When the fire alarms goes off, the classroom teacher will go calmly to classroom door, wait for children, and collect daily attendance sheet and their first aid backpack containing a record of each enrolled child’s information. If a childcare staff member is the one who noticed the fire, they will pull the fire alarm prior to leaving their classroom space.
2. Doors directly facing the outdoor play space from the main building as well as the gymnasium will be used (see diagram) to exit the building.
3. The 2<sup>nd</sup> staff in each classroom space will sweep the space to ensure all children have exited the classroom.
4. Administrative staff will check each childcare classroom space and bathrooms to confirm all childcare children are out of the building.
5. The classroom teachers and children will proceed to their designated safe areas and immediately take attendance.
6. Teacher will let fire department know if everyone is out of the building.
7. No one will re-enter the building until the Fire Department gives an OK and an administrative staff member gives the “all clear” signal.
8. If the situation is severe, children will be taken to Madison Kipp office (201 Waubesa St.) and parents will be called, if needed.
9. Visitors leave the building following the fire exit on the floor plan.

### **OPERATING A FIRE EXTINGUISHER**

1. Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
2. Aim at the base of the fire, not the flames. This is important - to put out the fire, you must extinguish the fuel.
3. Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

4. Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.

### **RESPONDING TO A TORNADO:**

Tornado drills are practiced monthly during the tornado season of April-October.

1. The classroom teacher will calmly take the attendance clipboard, first aid backpack containing a record of each enrolled child's information, and escort the classroom children to their designated tornado location. In many cases, this is the nearest bathroom. Staff will be trained at their orientation of other tornado locations throughout the Goodman Community Center.
2. Teachers will use two-way radios to communicate.
3. All children will be expected to sit on the floor facing the wall and the teacher will immediately take attendance.
4. The 2nd teacher will sweep the space to ensure all children have exited the space.
5. Administrative staff will communicate with all classrooms when it is safe to leave their tornado locations. No one will leave until the OK is given.

### **CODE RED**

Code Red is called when a potentially dangerous intruder is thought to be on the premises. A code red can be issued by any staff who suspects or directly observes a dangerous situation. Code Reds are communicated throughout the building to bring attention to staff who have been trained on proper procedure to ensure the safety of children in program. Both staff and children practice this procedure, and parents and schools are notified and given pertinent information after each drill or incident. The response is to follow the same procedure as is outlined above for Tornadoes.

### **IN CASE OF EMERGENCY:**

1. Locate the nearest phone and DIAL "911"  
You are at: Goodman Community Center  
149 Waubesa St  
Madison, WI 53704
2. Describe Situations
3. Let person(s) in emergency situation know you called for help
4. Tell the front desk 911 has been called at extension 8000
5. All emergency numbers are also posted in each classroom

**POISON CONTROL: 262-3702**

**NUTRITION POLICY**

Breakfast, lunch, and afternoon snack will be served during the preschool day as well as during any school-age full day programming. After school children will receive a meal daily. Snacks and meals will follow the guidelines of the Wisconsin Department of Public Instruction Bureau for food and nutrition. Weekly menus will be developed at least one week in advance and posted in the kitchen. Menus will then be kept on the board for three months. Children's allergies will be listed and noted by cooking staff as will any special dietary needs (vegetarian/kosher), however, GCC cannot always provide an alternative meal. Please consult the monthly menu and check with your classroom teacher to determine meal needs to meet dietary needs of your child as well as those of the entire class. All cooked items are nut-free and there is a "vegetarian" option each day, which may contain cheese. GCC does not serve Pork but cannot assure that all products are free of animal byproducts. If this is a concern, please speak with a member of staff and/or send an alternative meal.

Food service staff will complete an orientation and have 4 hours of training in kitchen sanitation, food handling and nutrition on an annual basis. Breakfast, lunch, and snacks are prepared by the kitchen staff following the menu set by the cook. Any changes will be written in. The meal is prepared by kitchen staff on site at 149 Waubesa St.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Food service personnel shall have an orientation and be trained to use the facilities. At least 4 hours of kitchen sanitation, food handling and nutrition shall be conducted and documented annually.

Children's food preferences will be considered when creating menus. Children will be encouraged to eat the food prepared but no child will be required to eat. Food will NOT BE USED as a reward, nor will the withholding of food be ACCEPTABLE as a discipline technique.

If a parent/guardian would like to provide a special treat to recognize a special event (such as a birthday), we ask the family to first review what they would like to bring in with the classroom teacher to ensure allergies and quantities have been considered. The classroom teacher will notify the program chef of the treat and organize any additional arrangements that need to be made prior to the meal taking place.

### **MEAL ROUTINE**

Food carts are delivered at designated mealtimes by a GCC kitchen staff member. Children will eat daily in their respective classrooms unless a packed lunch or special meal arrangement has been made. Each classroom will leave time to transition children to designated areas where they can wash their hands with soap and water. Children will seat themselves at the tables where staff will join them in eating family style. Children will be encouraged to serve themselves and to clean up their areas when finished. We are modeling good eating habits for the children so staff will place a portion of each item offered at mealtime on their plate. We are also modeling positive social interactions so staff and the children will engage in appropriate mealtime conversations and activities.

### **FOOD STORAGE**

1. Refrigerators shall be equipped with clearly visible, accurate thermometers.
2. All open foods not requiring refrigeration shall be stored in metal, glass, or plastic containers with a tight-fitting cover and shall be labeled and dated.

### **CLEANING**

Staff licensing rules will be followed regarding sanitation of the environment and materials.

1. All cleaning (poisonous and toxic) material shall be labeled and stored out of the reach of children in cabinets used for no other purpose.
2. Cleaning aids (mops, brooms, buckets) shall be clean and shall be stored outside of food preparation or food storage areas.
3. Tables and areas used in food service will be washed and sanitized before use.
4. Dishes are cleaned and sanitized after each use.

### **FOOD HANDLING AND FOOD PERSONNEL**

1. Raw vegetables shall be washed before being served or cooked.
2. Food returned from individual plates or from dining table shall be discarded.



3. Left-over prepared food that has not been served shall be refrigerated promptly and used within 36 hours, or frozen immediately for later usage.
4. Food personnel shall wash their hands each time before and after handling food, and after using the toilet; wear clean clothing; and hairnets.
5. Kitchen staff will ensure the kitchen space is clean and meets state licensing requirements including proper dish washing.

### **EQUIPMENT POLICY**

Equipment and materials will be sanitized monthly. Cots, bedding, and sheets will be laundered/sanitized weekly and as needed due to sickness or potty accidents.

At no time will any equipment or supplies of Goodman Preschool or After School leave the property.

### **INDOOR TEMPERATURE/BUILDING ISSUES**

Indoor temperature shall not exceed 80° Fahrenheit or any lower than 67° Fahrenheit. If at any time there is a loss of heat, water, air conditioning, sewer or electricity, maintenance will be notified, and parents will be called and asked to pick up their child(ren) if the issue cannot be resolved quickly. Under these circumstances, childcare programs will be closed and remain closed until the problem is fixed or accommodated for.

### **TRANSITIONS IN PROGRAM DAY**

1. Classrooms will practice transitions with children, so expectations are understood.
2. Teachers will give children advance notice of transitions to give them an opportunity to finish activities.
3. Children will be involved actively in transitions whenever possible.
4. Clear expectations will be given to children at clean-up times and children will participate in clean-up.
5. Children will not be required to wait for long periods. When waiting is unavoidable, staff will provide activities (songs, stories, games, etc.)
6. Staff will plan so that transitions are calm, and the next activity is prepared.
7. Staff will help children cope with separation from parents and transition home again.

**DRIVER SAFETY--STAFF RESPONSIBILITIES (for field trips, summer school pick up, or van drop off)**

All Goodman drivers will receive van training and orientation prior to driving with any children.

1. **The driver at any time will not leave the vehicle while the children are present.**
2. **An authorized adult will be responsible for loading and unloading children.**
3. A ratio of 9 children to one adult during pick-up and drop-off from school will be honored. If the children are being transported to the program or home for the day, a written attendance sheet will be used including their name, birth date, and time in and out of the program.
4. All preschool children will be buckled in safety car seats. After School will follow the Wisconsin Car Seat Safety laws.
5. All doors will be locked when vehicles are moving.
6. Each child's Health History and Emergency Care Plan information will be on the vehicle.
7. The driver will look through the van after every transport to make sure all the children are out. Following the Kiddie Voice alarm procedures, a staff member will turn off the alarm at the back of the van and make their way out the front doors, ensuring no child has been left on the van.
8. A first aid kit will be always on the vehicle.
9. The vehicle will be clean, uncluttered, and free of obstructions.
10. The driver will be responsible for carrying out the rules of van conduct.
11. One member of staff will be assigned to children with special needs/special medical needs in instances of evacuations, or situations that arise that may require one on one attention.
12. The operator's driving record will be checked annually by human resources.

### **FIELD TRIP POLICY**

Field trip notices will include permission slips with the following information: date, time, address, transportation, fee, and special clothing, or equipment. All children and staff will wear pinneys whenever they leave GCC property. Each staff member present will carry a childcare backpack which will include all the children's emergency contact information as well as first aid materials.

1. Field trip notices must be sent out a minimum of one week prior to the event.
2. All preparation for the field trip must be in advance. Staff must be ready to leave one hour before the field trip. Preparation includes the following:
  - Lunches made and packed
  - Equipment is packed
  - First aid kit is packed
  - Health History and Emergency Care Plan forms and permission slips are packed
  - Van must be ready for children to board
  - Field trip information sheets

3. Roll call from the master attendance clipboard must be taken before GCC. Staff will carry both the attendance clipboard and each child's card for tracking purposes. Prior to leaving the field trip location, attendance will again be taken.
4. Field Trip Information Sheets will be left where parents/caregivers can see them. This will include posting on the classroom door as well as at the Front Desk.
5. If something on the field trip information sheet changes, staff must call childcare administration to ensure the sheet remains accurate. If the field trip is going to be late returning to GCC, program staff are expected to call childcare administration so updates can be shared with parents/caregivers.

### **WALKING FIELD TRIPS**

Field trip notices should include permission slips as well as the following information: date, time, address, fee, and special clothing, or equipment. All children and staff will wear pinneys whenever they leave GCC property. Staff will also carry at least one childcare backpack which will include all the children's emergency contact information as well as first aid materials.

1. For the Early Childhood program an adult will lead the line and an adult will be last in line. After school and summer camp children will have an adult at the front of the line and the back of the line. All childcare programs will always have 2 staff members for groups with 9 or more kids.
2. The group will cross the street only at designated street corners, walking within crossing lines.
3. At street corners, a routine will be used to help children learn to cross the street: looking in both directions for cars, staying in the lines of the crosswalk, paying attention to the task.
4. Staff will wear lanyards with clips that have the children's names in their group, carry the backpack w/1st aid kit, and a cell phone on all walking trips.
5. Attendance (calling children's names from lanyard) will be taken when the group is ready to leave the Pre-school or after school and before the group leaves the destination.

### **SWIMMING**

1. Swimming will only take place at pools or beaches with lifeguards.
2. Only children with parent/guardian written permission will be allowed to swim.
3. Each staff member will bring a first aid kit, emergency cards, and sunscreen.
4. Staff will keep swimming ratios as follows:
 

2 ½ years 1:1	3 years 1:4	4-5 years 1:6
6 and older 1:10		
5. Children will be taught to use the buddy system.

6. All staff must always be in the water and in view of the children unless there are children participating in activities outside of the water, in which case a staff member will be assigned to stay with this group.
7. Buddy checks will take place every 15 minutes.
8. Children will only be allowed in the pool or beach area that is within their swimming ability. If a child would like to jump off a diving board or swim in the deep end, they must pass a swim test conducted by a lifeguard.
9. All childcare staff will be CPR and first aid certified, as required by state licensing.

## **CHAPERONES**

While our program has an open-door policy for parents and caregivers who would like to spend time with our classrooms onsite at Goodman, we ask that anyone interested in joining an offsite field trip contact our attendance line (279-2808) ahead of time to reserve a spot or sign up using the posted parent signup sheets, if available. Seats on our buses are extremely limited and most of our all-day trips over the summer months have an admission fee charged/per person.

Each family will be allowed to send one adult family member on a field trip off site (unless special arrangements have been made with the childcare office in advance of the trip).

Goodman may or may not be able to cover the cost of entry for the chaperone. If Goodman is not able to cover the fee, the chaperone will need to pay for their admission. If Goodman asks a parent or family member to attend for safety reasons, Goodman will cover the cost of admission and participation.

When you volunteer to serve as a chaperone on your child's field trip, you are considered a classroom helper to either the specific child you are supporting or to the classroom. Your role as a chaperone is an important one. We hope you have FUN but also ask that you take certain responsibilities including:

- Traveling with the group (riding on the bus/vans) unless other arrangements have been made.
- Physically participate in the scheduled field trip activities.
- Arrive by the scheduled leave time unless prior arrangements have been made.
- Dressing in casual, comfortable clothing including walking shoes. If it is a swimming trip, we ask that you are in the water or participating at the level required for the child you are supporting.
- Encouraging all children on the trip to be safe, responsible, and respectful to the teachers and to all others encounters on the field trip.

Other important reminders:

- Siblings including babies are not allowed to attend the field trip unless approved by a childcare administrative staff member in advance of the trip.
- If you are providing one on one for a child, you may not leave the child unattended. If the child runs or hides from the group and you are providing one on one support, it is your responsibility to take care of the child, so teacher/child ratios are not compromised.

- Food is provided by Goodman during all field trips. Chaperones may not purchase food or any souvenirs from a field trip unless it is provided for all children and previously discussed with a teaching staff to ensure all food allergies and parent preferences are followed.
- Do not allow children in the group to utilize your cell phone or access any internet/social media sites.
- If you would like to take a child home after arriving back to Goodman, a teacher must be informed, and the child must be properly signed out of program according to state licensing expectations.

## **OUTDOOR PLAY**

Weather permitting, all Goodman classrooms make time in their daily schedule for outdoor play. Outdoor play spaces include our fenced playground area as well as our green space, located directly behind the playground area. During a full day program, classrooms will schedule active/outdoor play in both the morning and in the afternoon.

As the weather warms, the outdoor playground area will be covered with a mesh tarp, to shade areas of the play space. Children may bring outdoor protection items including baseball or sunhats to be worn when the classroom is outside. Children will be asked to store these items in their cubbies when they are not outside.

When picking up your child from an outdoor play space or our gym, it is important to make sure you have connected with the classroom teacher, letting them know you are here to pick up your child. Please do not leave the space until you have contacted the teacher. The classroom teacher will sign the child out on our paper attendance records.

Our fenced playground area is reserved for program participants in our childcare programs from 3:30-5:30pm every day. If you have signed your child out of the program, we ask that you wait until 5:30pm to use this area, to assist staff with proper tracking of the children still in program.

## **PLAYGROUND RULES**

The following rules will be followed when children are using play spaces at Goodman Community Center as well as any field trip involving play equipment/play space.

1. Children will always be supervised by staff.
2. Staff will wear lanyards with clips that have the children's names in their group for tracking and must always be with children going in and out of the building if they are younger than 8 years old. All movement of the children will be tracked by staff members.
3. Staff will always have a two-way radio/cell phone to communicate with inside staff and playground staff will check each child's clip every 10-15 minutes.

4. Playground equipment will be used for that purpose and in the manner for which it was designed.
5. Sticks, rubber chips, and sand stay on the ground.
6. Children will not climb the fence or be allowed on top of the 2 storage boxes outside.
7. Children will stay in the designated area.
8. Trash from snacks etc. will be thrown in trash cans
9. We may not go outside if the temperature is above 90 ° Fahrenheit or below 0° Fahrenheit. Indoor play spaces will be used instead for designated active play time.
10. We must have a permission slip on file to apply sunscreen or insect repellent.

### **SWING/TIRE SWING USE**

1. Children will always sit on swings.
2. An adult will always supervise the swings when they are in use. (An adult will be in close physical proximity).
3. Only staff will be allowed to push preschool and 4K children on the tire swing. After school and summer camp children may push one at a time and will take 3 steps back after the pushing is complete. If you would not like your child to push the swing, please inform staff and your child of this decision.

### **TRANSITIONS TO OUTSIDE**

1. Children will move as a group (or as small groups), with adults at the head of the line.
2. Children will get coats on in the cubby room.
3. Children will leave the building as a group, with the teacher.

### **INCLEMENT WEATHER**

In extreme heat or extreme cold, active play will be moved from outdoors to indoor locations including our gymnasium. A sign will be posted on your child's classroom door indicating where your child's class can be found. Inclement weather is defined as severe and includes heavy rain, temperatures with a heat index of 90 degrees F or above, or wind chills of 0 degrees F or below.

At 90 degrees F or above or at wind chills of 0 degrees F or below, teachers will consult with childcare administrative staff regarding outdoor play and an inside option will be provided. If staffing does not allow for staff to be in two locations, classrooms will remain indoors.

When the temperature is colder than 0 degrees F with wind chill (but not below -10 degrees F), it may be determined that classrooms can go outside but the time outdoors will be limited to no more than 15 minutes and children will be dressed for the weather.

When the temperature with heat index is above 90 degrees F (but not exceeding 99 degrees F), it may be determined that classrooms can go outside for a limited amount of time with the expectation that the activity taking place will include a means to keep children cool (splash pad, sprinklers) and water bottles will also be available to each child.

### **CALENDAR/SCHOOL CLOSINGS**

The Goodman Community Center's Early Childhood Education and Elementary After School Program will provide care on some of the days that the Madison Public Schools are closed. Preschool and after school will be closed for two weeks between the end of the school year and the start of the summer program to prepare for summer. Programs will also be closed for two weeks after the summer programming ends and the new school year begins. The Goodman Community Preschool and After School will be closed to observe Holidays, Observances, and in-service training. A calendar with these days will be provided at the start of each semester (to provide ample time to find alternate arrangements).

### **MONTHLY CALENDAR**

Staff will provide each family with a monthly calendar and weekly lesson plan with special activities, field trips, parent/guardian groups, meetings and school closings noted or listed. All pertinent information will be posted on the parent boards located at the main entrance and above parent sign in.

### **EMERGENCY CARE POLICY**

In the event of an unplanned school day closing (examples include excessive staff absences or a teacher's strike), Goodman after school will provide full day programming around the hours staff are available to work. An emergency care fee will be assessed based on the number of days care is provided to the child. Families will see any additional charges accrued on their tuition statement under the title of emergency care. If families receive county funding, these additional hours will be totaled and submitted on our weekly claim form. Parents are asked to call and confirm each day their child will attend emergency programming to ensure enough staff are in place to provide adequate care.

### **SNOW DAY POLICY**

During the winter months, because of heavy snow or extreme cold, all Early Childhood Education and Elementary After School Programs will be closed when the Madison Public Schools are closed. Additional closings may be made due to hazardous weather conditions (even if the Madison public schools are not closed). This may include but is not limited to cancelling van pick up and/or drop off services. Parents/guardians will be notified of any additional weather closures. PLEASE MAKE SURE TO UPDATE YOUR PHONE NUMBERS REGULARLY!

## **CELEBRATIONS**

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. In order to encourage inclusion in all our spaces our Childcare Team has decided that we will not be celebrating traditional Mother's/Father's Day activities in our classrooms. Instead our classrooms will celebrate a School Family Day to honor all families and different kinds of caregivers that make up our School Families.

## **BIRTHDAYS**

Each child will be recognized on their birthday. A special snack is welcomed if the family would like to bring something in. Please check with the classroom teacher to determine the quantity needed so all in the class can join in the celebration, and keep in mind that we are a nut-free center. Also, if any food allergies need to be accounted for. If it is the child's parent/guardian's wish that the child's birthday not be recognized, please note that on the enrollment form.

## **PETS**

If a classroom organizes a visit by an animal (i.e., police dog, family pet, etc.), parent permission will be requested prior to the visit taking place and all children will be closely supervised by the staff in the classroom. Any student allergies will also be taken into consideration in the planning process. If the classroom wanted to pursue getting a classroom pet, parents would be notified in writing and licensing would be informed.

## **PARENTS' GRIEVANCE PROCEDURES**

If a parent/guardian has a grievance or concern, the following steps are taken:

1. Speak to the staff members involved as well as the program manager and resolve the problem, if possible.
2. Speak to the Early Childhood Education or Elementary Programs Assistant Directors and ask for assistance in resolving the problem. If a solution cannot be reached, Early Childhood Education or Elementary Programs Assistant Directors will seek the assistance of Director of Children's Program. If a solution cannot be reached, parents can speak with the Chief Operations Officer or the Executive Director.
3. If the problem is still not resolved, parents/guardians may submit a written report to GCC Board of Directors for additional assistance.
4. Parent/guardian will receive a written response from GCC Board of Directors.
5. Final Step-Call the State of Wisconsin, Department of Health, and Social Services if the issue is involving health, safety, or the welfare of the child.

## **ADMINISTRATIVE CONTACT INFORMATION**

Goodman Community Center: (608) 241-1574



Childcare Attendance Line: ( 608 ) 279 - 2808

**Miranda Starr--Director of  
Childcare Programs**

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**Sue Neeley— Early Childhood Education  
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**Letesha Nelson— Executive Director**

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**Dewayne Powell— Senior Director of  
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