



Goodman

Community Center

FAMILY HANDBOOK AND PROGRAM POLICIES

**Early Childhood Education, Elementary After School
and Summer Camp Programs**

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MISSION, VISION, AND IMPACT

The Goodman Community Center strengthens lives and secures futures.

We envision a community that's thriving because everyone is valued and has the resources, they need to be successful.

The Goodman Community Center:

- Ensures under-represented families and individuals have reliable access to resources that positively impact food security, health and wellness, education, and employment skills.
- Provides a safe space for people from diverse backgrounds to feel connection and belonging.
- Curates enrichment experiences, with a focus on social emotional development, so that BIPOC children and youth, ages 3-19, feel empowered to thrive in society the way they want.

THE GOODMAN SIX

These six values are a part of the fabric of the Goodman Community Center. 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.

PROGRAM OVERVIEW

PHILOSOPHY

Each child and their family involved with Goodman Community Center’s childcare programs brings with them cultural and social diversity. Likewise, 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.

Early childhood and after school programs, 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 LICENSING

The childcare licensing program is a component of the services provided by the Wisconsin 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 City of 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. These standards are designed to promote the optimal development of the child and go far beyond the mandatory licensing regulations that enforce basic requirements to protect the health and safety of children.

To become accredited, childcare 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

PERSONNEL

All GCC Childcare Staff 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 is completed with Childcare administrators and a copy is kept in the employee's personnel file.

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.

INCLUSION

All GCC Childcare Programs have a sliding fee scale available upon parent request.

GCC Childcare Programs do 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 or health/safety restrictions).

GCC Childcare Programs generally close for 6 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). GCC Childcare Programs provide parents with a school year calendar to inform them of any additional closing or in-service dates planned.

BUILDING LOCATIONS

All licensed and city accredited childcare programs including preschool, 4-year-old kindergarten, and elementary (K through 5th grade) programming are located at Goodman Community Center's Ironworks Building. Administrative offices for our childcare programs are housed in the same space.

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

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

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

ADMISSION POLICY

GCC's Childcare program admits children between the ages of 3 and 19, regardless of race, color, natural origin, sex/gender, or disability.

EARLY CHILDHOOD EDUCATION (ECE) PROGRAM

Children may enter the ECE program at 3 years of age, once potty-training is completed, and when eligible for 4-year-old Kindergarten (4K). Our ECE program 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. 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 using the Creative Curriculum model. In compliance with Madison Metropolitan School District (MMSD) academic requirements, GCC conducts Phonological Awareness Literacy Screening (PALS) for all 4K students. The time prior to lunch is formally considered 4K and the time after lunch is formally considered wrap-around care.

4K is offered Tuesday through Friday and follow the MMSD calendar, September to 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 (EAS) PROGRAM

Program enrollment for Elementary After School consists of children ages 5 and in kindergarten to 12 years of age. Core programs during the school year are held Monday from 12:55 to 5:30 p.m. and Tuesday through Friday from 2:27 to 6:00 p.m. Additional non-licensed enrichment programming is also offered off-site and at Goodman Community Center in spaces not designated for state licensed childcare programming. Program will run September through June with full day programming offered on most non-school days.

GCC's EAS program is a Community Learning Center (CLC) and 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 5:00 p.m.

ELEMENTARY SUMMER CAMP PROGRAM

Program enrollment for Elementary Summer Camp consists of children aged 5 (or going into kindergarten) to 12 years of age. The program is offered Monday through Friday from 8 a.m. to 5 p.m. Camp runs 8 to weeks during the summer months, contingent on the MMSD schedule. Parents/Guardians must enroll their child for summer camp and complete the proper paperwork before their child can attend. Breakfast, Lunch, and an afternoon snack are offered each day including 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.

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.

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

Children attending program part-time schedules have the days they do not attend program shaded, indicating that the program is not expecting them on that day. Part-time schedules allow for children to attend programs a minimum of two days/week. Attendance for 4 to 5 days/week is considered a full-time schedule.

ARRIVAL TO PROGRAM

Arrival for Early Childhood Education (ECE)

Drop off for ECE participants is between 8:00 and 9:00 a.m. 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 and assist the child in getting their personal items stored in their assigned cubby.

Arrival for Elementary After School (EAS)

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

EAS students meet their GCC teachers at their assigned location at the time of school dismissal. Children line up outside of the designated MMSD school bus or GCC van, where a GCC teacher

signs in each child to the bus/van as they board. Another GCC teacher reviews the school attendance list to confirm whether a child was absent from school for the day. Once children are on the bus/van, they are not allowed to exit the bus/van except in the event of an emergency. Once all attendees are accounted for, staff and children ride the bus/ van to the center. The main bus drop-off at GCC is located in front of the Ironworks building, directly after the driveway space. Van drop-off may also occur in the back of the GCC parking lot or in the St. Bernard's church parking lot. If/when the bus has reached capacity or the van is parked in one of the GCC parking lots, children will walk with their teachers to the lot or the building.

As the group gets off the bus/van:

- One staff member takes attendance as children exit the bus/van while additional staff complete a head count and escort children into the building and assist them in getting to their assigned classroom.
- Upon entering the Ironworks building and arriving at their assigned classrooms, children hang up and stow their belongings. The teacher signs children in on the master classroom attendance sheet and confirms the count correctly matches the earlier bus/van attendance.

Arrival for Summer Camp

Arrival for Summer Camp programs occurs between 8:00 to 9:00 a.m., and children must be brought into the center by an adult (18years of age or older). Adult dropping-off children must escort their child to their assigned classroom, hang up and stow any personal belongings, and make contact with the child's classroom teacher. Then the teacher signs in the child on the master classroom attendance sheet with their arrival time for the day.

DEPARTURE FROM PROGRAM

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

Children are only 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 before releasing the child. 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 a parent is going to pick-up their child outside of their normal pick-up time, please communicate this to the classroom teachers and confirm the class will be present at the desired pick-up time. Children are not allowed 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 or 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 helps to provide a safe ride home.

Departure time for all licensed childcare programs is no later than 5:30 p.m. Staffing is not planned for after this time. If a parent realizes that they are running late, they must call the attendance line to notify the office of their late arrival. The office will notify the classroom teacher and student of the later pick-up time and assist with any special arrangements that need to happen as a result.

PARKING

Goodman Community Center has a parking lot and roundabout area located at the main entrance of the Ironworks building. The roundabout may be used by families picking up or dropping off their child to our programs; however, parking in this area is limited to 10 minutes. Parents parking temporarily at the roundabout are also asked to keep the main driveway clear and accessible to other cars passing through.

Please make sure to observe any posted signage including parking 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 are 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.

GCC's van pickup leaves the center at 8:15 a.m. Parents/caregivers of children not using pickup service for the day should notify GCC's attendance line no later than 8:00 a.m.

VAN PICK-UP PROCEDURES:

1. When the van arrives to pick up a child, the van driver will beep.
2. Preschool children must be escorted to the van by an adult. Their parent/caregiver 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 pickup 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 are 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 a van pickup 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.

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

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 the street.
2. As the child exits the van, the driver will sign the child out on the attendance sheet. The van driver will wait to ensure the child has entered the proper drop off location before pulling away.
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 in 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 the second drop off is required multiple times.
8. If an adult is unreachable, the van driver will return to GCC 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 pickup and/or drop off services need to be altered or cancelled for the day. If 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 will be provided. Van services are not currently provided on days when MMSD is not scheduled to be open. MMSD closed dates are indicated on the official school year calendar.

VAN/BUS EXPECTATIONS

All children riding on GCC vans or chartered school buses are expected to remain safe, respectful, and responsible always. Classroom teachers 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.

GCC transportation expectations include:

- All children must be seated on the van or school bus.
- All children must buckle their safety belts before the van starts to move and may not remove their safety belt until the van has stopped moving. GCC vans require car seats or booster seats for all young children, as required by the following State of Wisconsin car seat laws:
 - 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.

- Kids under 8 years old must be seated in federally approved safety seats or booster seats 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.

- All children must face forward while riding on the van or school bus.
- All children must use respectful words when talking to other children or staff.
- All children must speak at a safe volume on the van or school bus.
- All children must keep all personal items in their backpack including any food, drinks, or toys.

Steps taken if/when van/bus expectations are not met:

- Child receives written incident report along with a phone call to notify their parent what unsafe incident occurred on the van or school bus.
- If the unsafe behavior results in a second 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 must be provided by the parent.
- If the child's unsafe behavior continues, a parent meeting will be scheduled with childcare administration staff to discuss if van/bus riding can continue to be an option for the child.

EMERGENCY CONTACTS

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

Adults picking up children from GCC childcare classroom must be authorized on the child's emergency list or approved in writing prior to picking up the child(ren). If the adult is not listed as a parent/guardian/emergency contact, proper photo ID that corresponds to the authorized list is required 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 their parent/guardian can be reached.

CHILD ABSENT / 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 GCC staff of their planned absence through family communication modes (apps, text, or email).

Early Childhood Education (ECE) parents/guardians are asked to call no later than 9:00 a.m., 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 contact person for an explanation of the child's absence by 10:00 a.m., on the day of absence or scheduled arrival time. The calls will be documented on the Child No Call/No Show form.

Elementary After School (EAS) parents/guardians are asked to report their child's absence by 12:00 p.m. On *full day programming* days, parents/guardians need to call by 8:00 a.m. 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 are asked to call by 8:00 a.m. on 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 contact 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

GCC's state licensing board information 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 families with information about what the classroom is learning and experiencing as well as what is coming up.

Each Elementary After School 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 separated/divorced disputing custody of a child enrolled in the program must provide a copy of the court order in which the custody arrangement is laid out. If there are any changes to the custody arrangement on file at the center, the center will need the new, updated court order. The existing court order is 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 your child and family with the understanding that all information given is only shared with staff members directly involved with your child. This includes all information regarding your child's medical or mental health, academic needs, or 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 children attend. 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 program attendance, the following forms must be completed:
 1. **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.
 - A. **Alternate Arrival/Release Agreement:** This form is [17](#)an all children attending elementary age childcare programming and share each parent's plans for their child(ren) to arrive and depart from the center each day.

- B. **Immunizations:** are required by state licensing. All children shall be up to date having proper documentation in their files.
- C. **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.
- D. **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 result in your child being unable to attend 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 also encouraged for rest times. Any other toys brought to the program will be kept in your child's cubby and will not be 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 away until they are picked up. This policy does not include items especially requested by staff for parents/guardians to bring 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 are 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. Children in each classroom are assigned a primary teacher. This teacher will have a special focus on monitoring how your 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 provide regular opportunities for family check-ins. At the beginning of the school year, families are 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 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.

When a child displays severe behaviors that are not manageable within the classroom setting, childcare administrative staff are called for assistance. If the child is displaying behavior that is unsafe for them to remain in the classroom, they will be brought to the administrative offices. The child will later 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 in limited but severe circumstances. 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 meetings are 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 focuses on 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. Next an 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 other concerns for the child.

Parent/caregiver communication around severe safety behaviors, child development, and special needs is a must. If your child is diagnosed with special needs, has an Individual Education Program (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.

GCC's childcare administration staff regularly observe classrooms and document areas for improvement. Childcare administration staff also monitor the severity, frequency, level of injury to self or others, and the classroom's ability to work with the child within required staff to child ratios for accreditation. Child and classroom safety are a priority at GCC, and we will continue to use strategies, interventions, resources, and continuous communication with families to encourage success in the classroom. GCC partners regularly with other agencies to deliver support services to our families, including MMSD, United Way, and Child Find.

If a parent/guardian 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 special 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 above 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).
3. 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 will be scheduled if the behavior 20management plan is not working.
 - Look at changing the student's schedule.
4. Documentation:
 - Staff will document incidents with students and collect data on behavioral incidents as well as progress toward desired goals.
5. 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. 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 be kept on file at the center. If the family feels they would like to appeal termination from program, grievance procedures should be followed (see Grievance Procedures section for details).

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.
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.
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 annually unless additional information is requested by childcare administration or finance or household income changes. 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.

TUITION

1. Invoices will be billed monthly and will be sent out around the 1st of the month.
2. Invoices will be emailed to the first email you put on online enrollment. If you change your email or want to have it billed to another email, please reach out to the Enrollment Share Specialist to make these changes.
3. Payments are due by the 15th of the month. If a payment has not been received by the 15th of the month, we will notify the parent/guardian of the missing payment which must be received by the 5th of the following month for the child to remain in the program.

LATE PICK-UP

Occasionally emergencies arise; however, childcare parents will receive only 2 verbal warnings for late Pickups. Please make sure you call the attendance line if you are running late. If you are late more than 2 times, a parent meeting will be needed with Admin before your child can return to the program to discuss pick up policy. Failure to meet could result in suspension from the program.

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.

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. GCC teachers help each child take steps in the learning process toward self-control of his/her own behavior. The following guidance techniques are 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
- Practicing our Conscious Discipline Breaths (Pretzel, Drain, Star, Balloon)
- Utilizing our Conscious Discipline Active Calming Station
- Utilizing our Conscious Discipline Safe Space
- 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 are taught with positive redirection and positive reinforcement and encouraged to participate in problem solving. Children are encouraged to take pride in developing socially appropriate behavior. Clear cut limits on behavior will be set by talking with children about what

types of behaviors are not allowed at the school and what alternatives are acceptable.

The purpose of guidance is to help children 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 they will be allowed to choose their own location and choose when they are ready to rejoin the group unless the child is unsafe or 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 comfort them and use reassurance to calm the child down. If this behavior continues beyond an expected amount of time, staff consult each other to make sure they can stay with the child for a longer period. If teacher to child ratios do not allow for a teacher to commit to working with the distressed child, they will call childcare administration to assist with either the distressed child or the other children in program. Staff make every effort to ensure the safety and security of the child. A parent/guardian may be called to talk with the child and assist the teacher in calming them down.

If the child is inconsolable, a parent/guardian may be asked to pick them up from the program. Parents/guardians will be informed of any concerns regarding their child's behavior. Staff and parents/guardians will then 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 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 specific 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; and
- Punishing for lapses in toilet training.

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

Staff try to learn about the parenting practices used at home and, when necessary, 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 these supervision requirements for your children. If a child tries to leave or leaves the program without staff or parental authorization, the GCC staff follow these procedures:

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 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.

2. 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.
 - Childcare staff will notify childcare administration.
 - Incident will be documented in the medical log.
 - Parents will be informed of what happened.
 - The Program Director will notify our State Licensing Specialist and our City of Madison Accreditation Specialist within 24 hours of the incident.
 - 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. If there is a reason to believe the child may have been abducted, the police may decide to activate an AMBER ALERT.
9. Staff will continue to search the building and grounds and keep the child's parent/guardian updated.
10. 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.

11. The Program Director will notify our State Licensing Specialist and our City of Madison Accreditation Specialist within 24 hours of the incident.
12. 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.

13. Childcare Administration will make sure staffing is covered to allow for interviews and any other meetings that need to take place out of program.
14. 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.
15. 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 spreading disease to children and staff, latex gloves will be worn whenever staff work with ill children. Information regarding children's health is confidential.

PHYSICAL EXAMINATIONS & IMMUNIZATIONS

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 examination took place must be listed. Child Health Reports also need to be updated every two years from the date of the most recent physical exam.
2. Parents will provide a Day Care Immunization Record on the first day of the program. 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. Unvaccinated children 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 she or 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 is mildly ill without these above symptoms (i.e., headache, stomachache, sniffles) and are kept at home, please inform GCC's administrative staff about the extent of the symptoms. 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. Children are required to at least stay out the day we send them home (if they are sent home from program) and the next day. They may only return the following day after that, if they are symptom-free without the use of medication. If they are still experiencing symptoms, they may not return until they are symptom-free without medication for at least 24 hours.
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-sticks, 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 NEEDS

A classroom list indicating all children with special health needs will be kept confidential and made available to all teaching staff working with them in a 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 all necessary accommodation can be provided, and all safety precautions are in place.

During center-provided transportation, field trips, or as needed, children with special needs and special health conditions will be assigned a staff member to help them 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 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 wash their hands with soap and water before handling food and after assisting with toileting.
3. Classroom toys and equipment are 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 clothes at the center, GCC 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 morning and P.M. afternoon 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 cubby area.

It is recommended that children come to school with athletic shoes or shoes that are secure enough around their feet that they can actively 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 Wisconsin State law, all Goodman Childcare employees are required to report directly to Dane County Human Services (242-6200) any suspicion of child abuse or neglect.

Investigations are to 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.

| <u>Signs of Physical Abuse</u> | <u>Signs of Neglect</u> |
|--|---|
| Bruises, welts on face, neck check or back | Poor hygiene, odor |
| Injuries in the shape of objects (belt, cord) | Inappropriately dressed for weather |
| Unexplained bumps on palms, sole, back | Needs medical, dental care, glasses, etc. |
| Fractures that do not fit story or injury | Left alone unsupervised for long periods |
| Delay in seeking medical help | Malnutrition, failure to thrive |
| Extremes in behavior, very aggressive or withdrawn and shy | Constant hunger, begs for or steals food |
| Extreme willingness to please | |
| Child is fearful of adults | |
| Arrives early, stays late | |

| <u>Signs of Sexual Abuse</u> | <u>Signs of Emotional Abuse</u> |
|--|--|
| Pain, swelling or itching in genital area | Low self esteem |
| Bruises, bleeding or discharge in genital denigration area | Self-aggression |
| Difficulty walking, sitting, frequent urination pain | Withdrawn |
| Stained or bloody underclothing | Severe anxiety |
| Venereal disease | Failure to learn |
| Refusal to take part in exercises | 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 GCC Executive Director 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 and the Executive Director. See the standing operating procedure for reporting and incident and/or accident for more information about how the general process for both Incident and/or Accident Reports should be executed.

ACCIDENT/INJURY PROCEDURES

All childcare and youth staff have CPR, AED, and First Aid training.

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. First Aid kits are always readily available to the program (on site, in van, and on field trips).

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.

3. 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 in the building or within 5 minutes of the program.

EMERGENCY SITUATIONS

Emergency evacuation diagrams and explanations are posted in all classrooms. As an adult in an emergency, teachers remain calm to ensure everyone's safety and to model a reassuring behavioral response 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 an emergency warrants staying indoors, any planned outdoor activities or field trips will be cancelled. If necessary, classrooms will be instructed to follow tornado drill or code red procedures. If an 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,

GCC staff will direct you to a designated tornado location in the building. Once an “all clear” has been given and children have returned to their assigned classroom spaces, pick up or drop off may resume.

Emergency supplies are accessible to each classroom and in the vans and include 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 Ironworks doors facing the outdoor playground; doors leading to the main building will be used as the alternate escape route. Documentation of practice drills are noted on the safety and emergency response log sheets which can be found on our state licensing boards. All childcare programs have an annual inspection of fire extinguishers. Sprinklers are checked quarterly, and the fire alarm system is checked weekly. Tests will be recorded on the safety and emergency response log sheet.

1. If/when the fire alarms off, classroom teachers will go calmly to classroom door, wait for the 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 happens to be the person 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 to exit the building (see evacuation diagram for details).
3. The 2nd staff member 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. The teacher will let the Fire Department know if everyone is out of the building.
7. No one will re-enter the building until the Fire Department approves 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 will leave the building following the fire exits 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 allows 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. During a tornado evacuation, the classroom teachers 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 are 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 while the teacher takes 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 return to their classrooms. No one will leave their emergency location until the official 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"
Your location is: Goodman Community Center, 149 Waubesa St, Madison, WI
2. Describe the situation to the 911 operator
3. Let person(s) in the emergency situation know you called for help
4. Tell the front desk that 911 has been called; they can be reached at extension 8000
5. All emergency numbers are also posted in each classroom

POISON CONTROL: 262-3702

CHILD'S PROTECTION SERVICES: 261-5437

DAILY PLANNING

The lead teacher and fulltime assistant teacher work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency in daily activities is important to the children's overall well-being and classroom environment. Children thrive on consistency. Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions. Lesson plans and the daily schedule must be posted in the classroom and visible.

NUTRITION POLICY

Breakfast, lunch, and afternoon snacks are served during the preschool day as well as during any full day of school age programming. After school children receive a meal daily.

Snacks and meals follow the guidelines of the Wisconsin Department of Public Instruction Bureau for food and nutrition. Weekly menus are 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 are 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.

All food service staff 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 are written in on the daily menu. The meal is prepared by kitchen staff on site at 149 Waubesa Street.

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.

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, audiotope, 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.

MEAL ROUTINE

Food carts are delivered at designated mealtimes by a GCC kitchen staff member. Children eat daily in their respective classrooms unless a packed lunch or special meal arrangement has been made. Each classroom leaves time to transition children to designated areas where they can wash their hands with soap and water. Children sit at the tables where staff will join them in eating family style. Children are encouraged to serve themselves and to clean up their areas when finished. We model good eating habits for the children, so staff place a portion of each item offered at mealtime on their plate. We also model positive social interactions, so staff and the children 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 are labeled and stored out of the reach of children in cabinets used for no other purpose.
2. Cleaning aids (mops, brooms, buckets) are clean and stored outside of food preparation or food storage areas.
3. Tables and areas used in food service are washed and sanitized before use.
4. Dishes are cleaned and sanitized after each use.

FOOD HANDLING AND 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 wash their hands each time before and after handling food, and after using the toilet. They also wear clean clothing and hairnets.
5. Kitchen staff ensure the kitchen space is clean and meets state licensing requirements including proper dish washing.

EQUIPMENT POLICY

Equipment and materials are 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 GCC's Preschool or After School be left on the property.

BUILDING TEMPERATURE/MAINTENANCE 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.

TRANSITIONS DURING THE PROGRAM DAY

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

DRIVER SAFETY (for field trips, pick up, or van drop off)

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

1. **At no time does the driver leave the vehicle while the children are present.**
2. **An authorized adult is always 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 maintained. 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 must be buckled in safety car seats. After School program also follows the Wisconsin Car Seat Safety laws.
5. All doors are locked when vehicles are moving.
6. Each child's Health History and Emergency Care Plan information is on the vehicle.
7. The driver looks 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 is always on the vehicle.
9. The vehicle is clean, uncluttered, and free of obstructions.
10. The driver is responsible for carrying out the rules of van conduct.
11. One member of staff is assigned to children with special needs/special medical needs in instances of evacuations, or situations that may arise requiring one on one attention.
12. The operator's driving record is checked annually by human resources.

FIELD TRIP POLICY

Field trip notices include permission slips with the following information: date, time, address, transportation, fee, and special clothing, or equipment needed. All children and staff will wear pinafores (a.k.a. 'pinnies') whenever they leave GCC property. Each staff member present carries a childcare backpack including 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 are completed and posted

3. Roll call from the master attendance clipboard must be taken before departing GCC. Staff carry both the attendance clipboard and each child's card for tracking purposes. Prior to leaving the field trip location, attendance will be taken again.
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 needed equipment. All children and staff will wear pinafores (a.k.a. 'pinnies') whenever they leave GCC property. Staff carry at least one childcare backpack including all the children's emergency contact information as well as first aid materials.

1. The Early Childhood, Elementary After School, and Summer Camp programs always have an adult leading the line of children and a second adult at the end of line. All childcare programs have 2 staff members for group outings with 9 or more kids.
2. The group only crosses the street only at designated street corners, walking within the crosswalk.
3. At street corners, a routine is 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 wear lanyards with clips that have the children's names in their group, carry the backpack with First Aid Kit, as well as a cell phone on all walking trips.
5. Attendance (calling children's names from lanyard) is taken when the group is ready to leave the Pre-school or After School and before the group leaves the field trip the destination.

SWIMMING

1. Swimming only takes place at pools or beaches with lifeguards.
2. Only children with written permission from their parent/guardian will be allowed to swim.
3. Each staff member brings a first aid kit, emergency cards, and sunscreen.
4. Staff keep swimming ratios of teachers to children as follows:
 - 2 ½ years 1:1
 - 3 years 1:4
 - 4-5 years 1:66 and older 1:10
5. Children are 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 take place every 15 minutes.
8. Children are only allowed in the pool or beach area that is within their swimming ability. If a child wants 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 are 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 GCC, 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 sign-up 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).

GCC may or may not be able to cover the cost of entry for the chaperone. If GCC is not able to cover the fee, the chaperone will need to pay for their admission. If GCC asks a parent or family member to attend for safety reasons, we 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.
- Actively/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 GCC 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 GCC, 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 GCC classrooms make time in their daily schedule for outdoor play. Outdoor play spaces include our fenced playground area, outdoor classroom, splash pad, 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 is 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 are asked to store these items in their cubbies when they are not outside.

When picking up your child from an outdoor play space or GCC's 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 to 5:30 p.m. every day. If you have signed your child out of the program, we ask that you wait until 5:30 p.m. 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 are always supervised by staff.
2. Staff wear lanyards with clips that have the children's names in their group for tracking purposes 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 always have a two-way radio/cell phone to communicate with inside staff and playground staff and check each child's clip every 10-15 minutes.

4. Playground equipment is 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 are not allowed to climb the fence or be on top of the 2 storage boxes outside.
7. Children stay in the designated area.
8. Trash from snacks is to 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 must always sit on swings.
2. An adult always supervises the swings while 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 should 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 move as a group (or as small groups), with adults at the head of the line.
2. Children put on coats in the cubby room.
3. Children leave the building as a group, with their teacher.

INCLEMENT WEATHER

In extreme heat or extreme cold, active play is moved from outdoors to indoor locations including our gymnasium. A sign will then 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 Fahrenheit or below.

At 90 degrees Fahrenheit or above, or at wind chills of 0 degrees Fahrenheit or below, teachers 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 Fahrenheit), 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 Fahrenheit (but not exceeding 99 degrees Fahrenheit), 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

GCC's Early Childhood Education and Elementary After School Programs provide care on some of the days that the Madison Public Schools are closed. Preschool and After School are closed for two weeks between the end of the school year and the start of the summer program to prepare for summer. Programs are also closed for two weeks after the summer programming ends and the new school year begins.

GCC's Preschool and After School care also closed to observe holidays and in-service training. A calendar with these days will be provided at the start of each semester to provide ample time for parents/guardians to find alternate arrangements.

MONTHLY CALENDAR

Staff 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 is posted on the parent boards located at the main entrance and above the 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), GCC's After School program will provide full day of 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 & BIRTHDAYS

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. 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.

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 to account for any potential food allergies. As a reminder, GCC is a nut-free childcare center. . If the child's parent/guardian does not wish to have their child's birthday 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 wants 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 to 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 parents can speak with GCC's Executive Director.
3. If the problem is still not resolved, parents/guardians may submit a written report to GCC's 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 involves health, safety, or the welfare of the child.

STAFF GRIEVANCE PROCEDURES

GCC strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor, and if necessary, to HR, or the CEO. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of GCC, management, or any other persons or entities related to GCC, bring your concerns to the attention of

your supervisor. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, you should feel free to present your concerns to HR or the CEO.

DISCIPLINARY PROCESS

GCC expects employees to act professionally and respectfully, observe policies/procedures, and meet performance expectations. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and encourage excellence and will be administered consistent with our Non-Discrimination policy.

Disciplinary action may call for any of four levels – verbal warning, written warning, final warning and/or suspension, or termination of employment – depending on the severity of the problem. One or more levels may be bypassed based on facts and circumstances. Supervisory and management level employees will be held to a higher standard of conduct.

Employees who receive any form of disciplinary warning or are terminated will have a record of the disciplinary action placed in their personnel file and a copy given to the employee. Documentation will include the date/location/nature of the incident, date of the warning, name of the employee and supervisor issuing the warning, consequences for future incidents, comments (if any) of the employee. The warning should be signed by both individuals. For documentation above a verbal warning, there should be a witness who also signs the warning, preferably Human Resources or the manager of the employee's supervisor.

- Verbal Warning - a meeting between supervisor and employee to discuss attendance, conduct or performance concerns and corrective solutions.
- Written Warning - issued when an issue is more serious or repetitive.
- Final Warning or Suspension - issued for a major, repeated, or ongoing issue. A supervisor recommendation for suspension must be approved in advance by the CEO or COO. The duration will be determined on a case-by-case basis and will be administered consistent with Fair Labor Standards.
- Termination or discharge - when the offense warrants or other attempts to correct the situation have been unsuccessful. All terminations must be approved in advance by the CEO or COO.

By using progressive discipline, we hope performance, attendance, and conduct issues can be corrected early, benefiting both the employee and the GCC. To support employee success, any warning may include a performance improvement plan document.

ADMINISTRATIVE CONTACT INFORMATION

Goodman Community Center: (608) 241-1574
Childcare Attendance Line: (608) 279 - 2808

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.....Column Break.....

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