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PARENT HANDBOOK

UPDATED: 7/26/2017

WELCOME!

We are excited to welcome you to Sonnenberg School! The purpose of this handbook is to ensure that families have a rewarding experience with us. Most of the questions that parents have about the school and its policies are contained in the pages that follow. In order for our students to have a successful experience, we ask that parents become involved participants in the student's learning. Please read this handbook thoroughly. We welcome any feedback you may have!

CENTER PHILOSOPHY

We believe that school should be a place where each student feels supported and valued. We challenge students and expect them to challenge themselves.

We believe that education is a moral endeavor and that a school should stand for and teach a set of core values; the pursuit of knowledge, integrity, respect, responsibility, diligence, kindness, cooperation, and service.

We are committed to providing a quality education while also cultivating an atmosphere where Non-Denominational Christian principles are taught, modeled, and encouraged. We care for the ethical development of all of our students.

We are committed to being a diverse and inclusive school. We respect and protect the dignity and worth of people of diverse backgrounds. We believe that education is broadened and strengthened by acceptance.

We are committed to be a family school. We are committed to providing a family environment that welcomes involvement and reflection. We encourage sibling enrollment and participation.

We are dedicated to embrace change and innovation. We are a quickly evolving organization that is committed to growth and excellence.

MISSION STATEMENT

Our mission is to provide the highest quality of care and education for young children. Our role is to encourage and support each child in all areas of development with appropriate material and activities in the areas of social/emotional, cognitive, language and physical development. With the involvement of our staff, families and community members, our children will develop the skills and self-image they need for a successful future.

ADMINISTRATIVE STRUCTURE

Owner //

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Director //

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ADMISSION POLICY

Sonnenberg School is recognized as a privately operated, non-denominational Christian Elementary School through the Wisconsin Department of Public Instruction. It is owned and operated by Farrah Sonnenberg of Sonnenberg, LLC. An onsite Director (Angela Tappa) will manage the day-to-day operations. We require that our facility and staff adhere to all applicable (State of Wisconsin, Department of Children and Families') licensing standards.

Sonnenberg LLC will be closed on New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following. All regular fees will be charged for these holidays.

Sonnenberg School will also be closed on the days listed on the school calendar each year.

We will provide a copy of our handbook for the parents to review on our bulletin board at the entrance.

Sonnenberg School is covered by liability insurance which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Sonnenberg School staff will maintain classroom attendance - recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the student's whereabouts at all times. Comparison of the attendance record to the actual student in care will occur at each transition and frequently throughout the day.

Students in the Pre K Program may be enrolled on the following basis; full-days (8:30 am - 3:30 pm) or part-days (8:30 am - 11:30 am). There is a three day a week minimum enrollment for the Pre K Program. Students enrolled in grades K – 5th grade are full-days 8:30 am – 3:30 pm. Sonnenberg School (Pre K Program) will allow trading of days or drop-ins if prior enrollment arrangements have been made, enrollment forms are on file, and space is available.

Students must be fully potty-trained to be enrolled at Sonnenberg School without a line staff. If the student requires a 1:1, exceptions may be made to the potty-training expectation.

To protect each family's confidentiality, Sonnenberg School will not share information about a student or a student's family with anyone who is not authorized to receive this information.

As a school, all staff is required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. If an employee or volunteer is suspected of having mistreated a student that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

Parents interested in enrolling their child at Sonnenberg School must meet with the Director to discuss their student's specific needs and to review program policies. Parents can enroll students via the sonnenberglc.com website. The following items must be completed and returned to the center by the first day of attendance.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)

Due, completed, within 30 days after child starts attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Due, signed by medical professional, within 90 days after child begins attending:

- Form DCF-60, "Child Health Report"

The Director will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms.

Parents are welcome to visit the school at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the school. If the parent would like to become a Room Parent Volunteer, a background check will need to be completed prior to volunteering in the classroom.

Students will only be released to persons listed on the enrollment form. If anyone other than the student's parent or someone who is listed on the enrollment form is to pick up a student, we need to be notified in writing or by a telephone call in advance. The person picking up the student may need to show a driver's license or other picture ID.

If parents wish to allow a school-age child to leave or arrive at the school unescorted, they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the school unescorted must be traveling to home, school or another activity where adult supervision is present.

If the parent or other authorized person arrives to pick up a student and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the student, including offering to call a cab or another contact person. While staff cannot legally withhold a student from the legal guardian, we will not hesitate to call the local authorities if we feel the student is in danger.

Sonnenberg School does not have pets on the premises. Prior to adding pets to the school, staff will notify parents in writing. If a guest speaker plans to bring an animal, parents will be notified in writing.

Access to student's records: Parents have full access to review their student's records. Please call the main number to make a request to review the records so that they can be prepared for you.

Non-Discrimination Statement: We will never refuse to enroll a student on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Disability Non-Discrimination Statement: Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

Parents must meet with the Director to discuss their student's specific needs and to review program policies. We will make reasonable accommodations for a student with disabilities as specified under the Americans with Disabilities Act.

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

CONCEALED WEAPONS IN GROUP CHILD CARE SETTINGS

Sonnenberg School holds staff accountable to follow all licensing rules per Wisconsin Department of Children and Families, DCF 251.06 (2 (c) addresses the presence of firearms and ammunition in a licensed group child care center/school as follows: Firearms, ammunition and other potentially dangerous items may not be kept on the premises of a center.

Premises - means the tract of land on which the center is located, including all buildings and structures on that land. Sonnenberg School does NOT allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of Sonnenberg School. If a person is found to be in noncompliance with this regulation they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted.

DISCHARGE OF ENROLLED STUDENTS

Student's progress communication between center and parents:

It is important that we communicate daily concerning the needs and interests of each student. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, Sonnenberg School provides written newsletters/parent bulletin board and daily conversations.

Circumstances and procedures for termination of enrollment

Student related:

Sonnenberg School will regularly advise parents on their student's progress through daily email updates and scheduled conferences. When students have problems adjusting to the school's daily schedule and classroom rules, parents will be contacted for a face to face conference. At this meeting, the teacher will state concerns and discuss observations made of the student's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the student to other services.

Parent related:

If the problem leading up to termination is due to non-compliance to the school's policy by the parents, the teacher will contact the parents for a face to face conference. At this meeting, the teacher will state her concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a minimum 2 weeks' notice regarding the termination of their student's enrollment. The parent will be responsible for enrollment fees for the final 2 weeks even if the student does not attend.

Time Frame & Verbal vs. written notice:

Parents must give a 2 week written notice of their intent to withdraw the student(s) and will be required to pay for those 2 weeks whether or not the student(s) attend.

Should the school decide to terminate a student's enrollment; the parents will be notified in a face to face meeting. In this meeting, parents will be told verbally as well as in writing of their student's termination. Parents will be given a minimum 2 weeks' notice regarding the termination of their student's enrollment. The parent will be responsible for enrollment fees for the final 2 weeks even if the student does not attend.

Parent initiated mutual decision, school initiated, and involuntary discharge:

A student may be discharged from the school for many reasons. Often parents initiate the termination. Occasionally, after an action plan has been tried without good result, the school and the parents come to a mutual decision to end the student's enrollment. In some circumstances the termination may be school initiated.

Involuntary discharge of a student could result for the following reasons:

1. Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
2. Lack of parental cooperation
3. Inability of the school to meet the needs of the student. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. These steps will be documented in the student's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the student at scheduled time.
5. Failure to complete and return required forms.

Behavior related discharges. Inability to follow classroom rules, inability to follow teacher's directions, causing harm to other students or staff, causing safety concerns, etc are all examples of reasons why a student could be discharged due to behavior. If the student requires a 1:1, exceptions may be made to this policy.

Steps will be taken prior to student's discharge. All efforts will be made to work out a plan for behavior management between staff and the parents before discharge takes place. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the student to other services. All meetings, behavior plans and outcomes will be documented and placed in the student's file. Students and families may also be directed to partner with Sonnenberg Consultants for further recommendations, evaluations and/or diagnosing.

Outside agency involvement:

Prior to any student being released from Sonnenberg School, efforts may be made to seek additional services from other care providers to address the problem. For example, students may be referred to Sonnenberg Consultants for an evaluation. Referrals to birth to 3, speech and language screenings are some of the outside agencies that could be utilized. Should the student require additional services that are not available directly through the school or Sonnenberg Consultants, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

Decision making:

All decisions regarding the discharge of enrolled student(s) are summarized in the section above, *Circumstances and procedures for termination of enrollment*.

Discrimination issues:

If you feel your student has been discharged due to discrimination, please bring these concerns to the director for a thorough review. It is our policy to never refuse to enroll a student on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Appeal process:

Should you disagree with the termination of your child for any reason, please address your concerns in writing to the Director via fax at 262-671-5013 or by mail to 10450 72nd Ave., Pleasant Prairie, WI 53158. Reasons: e.g. fee payment, policy compliance

Sonnenberg School will give 2 weeks written notice of our intent to discharge a student (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed. Parents are expected to comply with all the policies and procedures of the school; failure to comply could result in the termination of your student's enrollment.

FEE PAYMENT AND REFUNDS

- If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- Refunds WILL NOT be given for days when students do not attend for illness or other reasons.
- The Director will establish a regular rate based on each student's hours of enrollment.
- There will be no reductions for additional students from one family. We do not offer a sliding scale fee, discounts or referral bonuses at this time.
- Parents are responsible for providing sufficient food for morning snack and lunch as well as an afternoon snack if the student participates in After School. If parents fail to provide food, Sonnenberg School will provide the student with a meal and/or snack. If Sonnenberg School provides food for the student, a \$15 fee will be added to the next bill. The \$15 fee will be added for every day that the child is not provided with sufficient food. If a parent fails to provide a meal more than 3 times within a given month, Sonnenberg reserves the right to terminate the student's enrollment.
- Sonnenberg School DOES charge a late fee. If a student is enrolled in half day, they must be picked up at 11:30 am. If a student is enrolled in full day, they must be picked up at 3:30 pm. If the student is not picked up within the guidelines, a late charge of \$2.00 per minute will be added to your account. Excessive tardiness will result in termination from the school. All students MUST be picked up by 6:00 pm. Students not picked up by 6:15 pm will be brought to The Crisis Center in Racine - located at 3710 Douglas Avenue Racine, WI 53402. The Crisis Center can be contacted by phone at 262-637-9898.
- Sonnenberg School DOES charge a registration fee. A registration fee of \$50.00 must be paid prior to enrollment / with the first tuition payment in September of each year.
- There WILL be an extra fee assessed for late payment or late pick up of a student.
- You will be charged an additional fee of \$30 if your check does not clear the bank.

Fee determination methods (attendance, parent sign in): Sonnenberg School will charge a fee based on your child's hours of enrollment. A contract will be drafted and signed by parents with an agreement on the rate for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. Parents should review attendance sheets each week and sign them verifying hours of attendance. There will be additional fees for field trips and enrichment activities from time to time. Parents will be advised of any additional fees in writing 30 days in advance.

STUDENT EDUCATION POLICY

There is a religious component to our program. We allow students to do mealtime prayers, songs, stories or display religious aspects if they would like to. We are committed to providing a quality education while also cultivating an atmosphere where Non-Denominational Christian principles are taught, modeled, and encouraged. We care for the ethical development of our students.

We use personalized learning based on individual assessments. We believe in mastery promotion rather than grade/age promotion. All students learn at different paces and in different ways. With expeditionary learning, we are able to help students overcome their fears and discover they can do more than they thought they could. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected.

The Having of Wonderful Ideas places emphasis on fostering curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.

The Responsibility for Learning argues that learning is both a personal process of discovery and a social activity. Therefore, every aspect of an Expeditionary Learning school encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.

Empathy and Caring believes that learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Older students often mentor younger ones, and students feel physically and emotionally safe.

Success and Failure states the fact that all students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.

Collaboration and Competition positions Expeditionary Learning schools as integrating individual development and group development, so that the value of friendship, trust, and group action is clear. Students are encouraged to compete not against each other, but with their own personal best and with rigorous standards of excellence.

Diversity and Inclusion believes that both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. Schools and learning groups are heterogeneous.

The Natural World helps create a direct and respectful relationship with the natural world, which refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

Solitude and Reflection argues that students and teachers need time alone to explore their own thoughts, make their own connections, and create their own ideas. They also need time to exchange their reflections with other students and with adults.

Service and Compassion places emphasis on strengthening students and teachers through acts of consequential service to others. One of an Expeditionary Learning school's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

We believe homework is an extension of learning and utilized only when needed for extra practice. We believe that the students work their hardest during the school day and should use home time to rejuvenate, focus on family bonding, and participate in extracurricular activities. Students are encouraged to read at home on a daily

basis.

Groups of students may be combined at the beginning and at the end of any given day. Being that Sonnenberg School is open in the early morning and late afternoon, we have a written plan for activities which meet the individual needs of the student during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of students working and playing together. Our plan includes opportunities for students to rest and eat and to use materials and engage in activities which for the most part do not duplicate activities planned for the major part of our program.

The Wisconsin Model Early Learning Standards are voluntary standards that were designed to help schools to develop programs and curriculum to help ensure that students are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a student's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353.

A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly or monthly theme based on the interests of the student and lesson plans are available for parents to review.

Students will go outdoors daily, weather permitting, please dress your student appropriately for the weather. Make sure they wear sturdy shoes that will let them be very active. In order for your child to go outside, parents are responsible to provide weather appropriate clothing for their child on a daily basis; hats, gloves, snow boots, snow pants, etc. We will have at least 15 minutes of teacher-led physical activity for every hour students are in our care. There is a variety of fixed and portable play equipment that allow for mastery of balance and coordination (tunnels, balance boards, safe climbers), travelling skills (tricycles, scooters, push/pull toys) and large manipulative skills (balls, hoops). We provide multiple pieces of equipment so that multiple students can participate in an activity at a time and that there are spaces for students of all ages. When weather does not permit outdoor play, students will engage in indoor activities.

There is an outdoor play space on the premises of the school. If we choose to provide a wading pool for the students, staff will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

We DO NOT HAVE A SWIMMING POOL ON THE PREMISES.

Sonnenberg School staff will plan activities and provide students with a variety of experiences. Learning through play is the major component of our program. Enough time, materials and space will be provided for students to actively explore the world around them. Students will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games, art, and we will celebrate how we are all the same and how we are all different from one another. Routines and activities are planned ahead to avoid keeping students waiting in lines or assembled in large groups.

Students will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy.

School age students will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and to participate in food preparation.

At Sonnenberg School, we promote healthy habits from the earliest years by making physical activity and nutrition a part of daily routines. Students two and older are provided with 120 minutes of physical activity for every 8 hours in care, with 60 minutes being led by a teacher. Our staff regularly encourages students to be active and join others in active play both indoors and outdoors. Our opportunities for physical activity are based in play and are developmentally appropriate. Activities are fun and engaging and draw upon a variety of gross motor skills.

Sonnenberg School LIMITS SCREEN TIME. STUDENTS DO NOT NEED SCREEN TIME AS A PART OF A CURRICULUM. BEST PRACTICES RECOMMEND LESS THAN 30 MINUTES OF SCREEN TIME FOR CHILDREN 2 YEARS AND OLDER AND LESS THAN ONE HOUR A DAY FOR SCHOOL AGE CHILDREN. On the occasion that screen time is available to students it is aligned with the content of our curriculum. No student is forced to engage in screen time. Other developmentally appropriate activities are made available to students.

It is important that we communicate daily concerning the needs and interests of each student. The school is required to offer parent-staff conference opportunities at least 2 times per year to discuss the student's growth and development and adjustment to the program. Our conferences are scheduled throughout the year and are highlighted in yellow on the school calendar. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, Sonnenberg School provides scheduled conferences, parent bulletin boards, daily progress emails and daily verbal conversations. To support healthy development, we intentionally include information about physical activity, gross motor development and nutrition in our communications with families.

With parental consent and consultation, we try our best to coordinate programming activities with the local school district, Birth to Three agency and/or any other agency for those families who have students who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP).

We occasionally take field trips, including walks around the neighborhood. Emergency information for each student will be taken whenever the student leaves the premises. You will be notified in advance of any field trip requiring transportation.

Sonnenberg School develops written programs of activities which are suitable for the developmental level of each student and each group of students. The program provides each student with experiences which will promote all of the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth and literacy.

Rest or naptime will be provided for all students younger than five years of age who are in attendance for more than four consecutive hours. Students will sleep on pillows/sleeping bags provided by the parents. Each week,

on the last day of the student's attendance, the parents will be responsible to bring the washed sleeping bags back on the student's first day of attendance the following week. Students who are awake after 30 minutes of resting will be allowed opportunity for quiet play.

STUDENT GUIDANCE POLICY

Student's behavior will be guided by setting clear limits or rules. We will talk with students about expected behaviors and model those behaviors consistently for them. We will state positively what students can do, using specific terms; e.g. "you need to use an inside voice" rather than "don't yell"). Undesirable behavior will be redirected to another activity. Students will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping them develop self-control, self-esteem and respect for the rights of others. Sonnenberg School uses a behavior management chart and the teachers move the student up or down the chart to reinforce "good choices" and "bad choices". The student's goal is to be on "wow" at the end of the day. Opportunities for physical activity are not withheld as a behavior management strategy. Students are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

When a student is crying, fussy or distraught, staff will work to calm and comfort him/her, in ways that are appropriate for the student's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the student's fear, or separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the student about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring, and inquire if this might indicate onset of an illness.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with students under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is similar to an extended form time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior of selectively ignoring disruptive behavior. Students are removed for a brief period of time. Usually this strategy requires that a student be removed from an ongoing activity for a brief time, typically by having a student sit on the outside of the activity within the classroom until the student calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the student.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only by well-trained teachers and caregivers when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring. Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences." The student will be praised after completing the timeout, and will be helped to rejoin the group.

We recognize that no single technique will work with every student, every time. If a student exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the student from care. In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the student; verbal abuse threats or derogatory remarks about the student or the student's family; physical restraint, binding or tying the student to restrict the student's movement or enclosing the student in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a student for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

If the student requires a 1:1, exceptions may be made to this policy

CONTINGENCY PLANS

Fire and Tornado evacuation plans will be practiced monthly. The Director will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state.

In case of an emergency that would require an evacuation, students will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all students are accounted for and all families can be notified. All students will be taken outdoors to the grass/field area located outside the building on the property. The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. The director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the students will be taken to the Mount Pleasant Police Department (8811 Campus Drive Mount Pleasant, WI 53406) until parents or other authorized adult(s) can be reached and come for them.

In the event of a tornado warning, the students will be taken to their designated spot in the hallway by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are accessible to take into the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. Staff will engage the students in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

In the event of a lost student, we will check all areas of the school. If the student cannot be found, the student's parents and/or emergency contact and the police will be notified immediately. We will notify the Department within 24 hours after the occurrence. If a staff member is alone on the premise they will contact the five minute emergency person.

In the event of severe weather students will be kept in doors and if necessary tornado evacuation plan will be initiated.

In the event of severe weather causing school closing parents will be notified of school closings through the various available media outlets. School is expected to be open following the regular schedule if no public announcement is made.

Sonnenberg School puts student safety first, which is why the school takes several factors into consideration when determining whether to close due to extreme weather, such as:

- **Winter weather warning:**
 - If the warning is issued prior to 5 a.m. and remains in effect throughout the school day, school will be closed (automatic closure)
 - Is there a sustained wind chill of -34° or lower?
 - Is there a sustained temperature of -20° or lower?
 - If the warning goes into effect after 9 a.m. and ends by 3 p.m., school will be in session as usual
 - If the warning goes into effect after 9 a.m. but lasts into the evening, a decision will be made by 5:30 a.m. regarding closure
- **Other considerations:**
 - Is there blowing snow with winds of 20 miles per hour?
 - Is there or will there be a heavy accumulation of snow, especially during the typical travel times to and from school?
 - Are streets and sidewalks clear?
 - Are buses unable to run due to extreme cold or unplowed streets?
 - Are driving conditions hazardous?
 - Are there power or phone outages?

If school is not canceled and a parent and/or guardian feels his/her child is safer at home, they reserve the right to keep them home. Keeping a child home due to weather will be recorded as an excused absence on the student's record so long as the parent and/or guardian reports the absence in a timely manner.

In the event school is closed or the arrival/dismissal time is changed due to severe weather, an announcement will be made via local television station - TMJ4, the Sonnenberg website (www.sonnenbergschool.com), and the Sonnenberg facebook page ([Facebook.com/SonnenbergSchool/](https://www.facebook.com/SonnenbergSchool/)).

If school is closed for the day, Sonnenberg will make every effort to release this information via the aforementioned avenues in a timely manner. If school is closed, all before and after school activities will also be canceled.

Procedures for extreme heat or cold

The students may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above

If there is a threat to the building or occupants we follow the American Red Cross Guidelines available at: <http://www.redcross.org/prepare/disaster> depending on what the emergency may be. If possible, evacuation of

the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building, each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed or police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

Loss of building services procedures are as follows, if the school should lose the use of heat, water or electricity; parents will be notified immediately. If students are present, parents will be asked to pick up their child/children within one hour. If students are not present, parents will be advised that the school is closed and the parent will be responsible for finding alternate care for their child until the situation is resolved.

If there is a medical emergency with a student or adult, staff will perform first aid, initialing check, call, and care procedure. Students who are present will be taken from the area calmly by available staff for supervision and safety.

Student's absence without notification procedures are as follows. If a student who is scheduled to arrive at the school, does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed in advance of the student's absence, we will attempt to contact the parent or guardian to determine the student's whereabouts. If a student is transported to the school and does not arrive and we have not been informed they will not be attending we will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

Attendance will be kept in each classroom daily arrival/departure times recorded via accurate documentation for each group of students. During early AM arrival and late PM pick-up, teachers will be kept aware of students they're responsible for, as rooms are condensed and staff leaves the school. Teachers will know the names of each student and their whereabouts at all times.

When there is only one staff person on site with eight or less students we will ensure that an emergency provider is available within 5 minutes.

All emergency phone numbers will be posted in each room occupied by students as well as in the school's office, staff and kitchen areas in the school. The address and phone number of the facility will appear on the phone list.

A MOTOR VEHICLE IS IMMEDIATELY AVAILABLE AT THE SCHOOL AT ALL TIMES IN CASE OF AN EMERGENCY OR THERE IS A PUBLIC OR PRIVATE RESCUE OR EMERGENCY VEHICLE AVAILABLE WITHIN TEN MINUTES OF A PHONE CALL.

Emergency supplies such as a radio and flashlight with extra batteries for both, first aid kit and blankets will be kept in the shelter area at all times. A flashlight is also kept in each classroom at all times.

Any student who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any special evacuation needs the student will have and accommodations will be made to ensure their safe removal from the building.

HEALTH CARE POLICY

Student Illness

We are not authorized to care for ill students. Students who are ill are not to be brought to the school.

Examples of students who are ill:

- **A temperature of 101 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours**
- **A contagious disease such as chicken pox, strep throat or pink eye**
- **An unidentified rash**
- **Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness**
- **Has a constant, thick colored nasal discharge**

If a student should become ill or seriously injured while at the school, parents will be contacted immediately. Ill students will be isolated within sight and hearing and made as comfortable as possible. Students should be picked up as soon as possible. If the student is not picked up within one hour, the emergency contact person on the student's enrollment form will be called.

The student may return to the school when they are fever and symptom free, have been appropriately treated, or have been given medical approval to return to school. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of students from school as adapted from the Division of Public Health.

In the event of a communicable disease exposure at the school, parents will be informed.

Medication log procedure are as follows: All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a student's body received outside of the school will be entered into the school's medical logbook. The director will review the medical log book every six months and document this procedure. Parents will have access to entries regarding their child.

Medications

Sonnenberg School will administer medications under the following conditions:

Prescriptive and non-prescriptive medication will only be given to students if parents have completed the authorization form provided.

All medicine must be in its original container, bearing the label with student's name, dosage and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to students. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed we will not double up. You will be notified and missed dosage will be documented in medical log.

Non-medicinal products:

Sunscreen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a student when signed authorization is on file, and the specific products are supplied by the parent and labeled with the student's name.

The school will maintain confidentiality of student and family in regard to health care needs. Information will only be shared with those staff that provides care to the student.

Cleanliness will be maintained at all times. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

Infants and Toddlers:

Diapering: Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated trash can. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

Toys: Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older students will be cleaned when they become soiled.

We will practice universal precautions when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately. Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their student up.

If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the student will be taken to All Saints - Hospital, 3801 Spring Street Racine, WI, (262)687-4011. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

When student or staff is off-site for a walk or field trip, teachers will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to a student or staff. The injury will be recorded in the medical log book upon return to the school. A cell phone will be carried along, in case help is needed. If the injury is serious 911 will be called and taken to the nearest hospital.

Special Health Care Needs

When a student is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that student, but will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and

medical log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the student's parent or a medical professional will train staff in correct procedures.

Shaken Baby Syndrome (SBS)

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work in the school.

All students will need to have a Health Report on file. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

Students will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance.

Child biting health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary an ice pack for comfort. The incident will be documented in the medical log book and parent informed upon pick up.

CARE OF MILDLY ILL STUDENTS

We do NOT care of mildly ill students.

Admissions and exclusions for mildly ill care A student is considered "mildly ill" when it is a common, temporary illness that is non-progressive in nature, and is not listed on the Department of Health's Communicable Disease Chart, which is available in the office. This service is only available to students who are regularly enrolled in the school, and parents have signed a request to use this service. An additional fee WILL be charged for this care.

A qualified staff person will be assigned to care for mildly ill students. All staff will be oriented in the care and supervision of students who will be present while in this program.

The staff member providing care to a mildly ill students will have available the Communicable Disease Chart, as well as a phone for contacting the parents or for conferring with a physician or nurse-practitioner. A student's temperature and health condition will be monitored by staff and documented as needed. Staff members will be diligent about hand washing (their own and the student's), including each time s/he might leave the room. (If the room does not have its own toilet, staff will escort the student to a bathroom and follow health guidelines for sanitizing toilet, sink, and/or diaper changing equipment.)

Daily schedule and programming for the mildly ill room. Meals and snacks will be brought to the student in the "mildly ill care" room; simpler foods, such as soups and juices, may be provided as an alternative to the regular menu, if requested by parents or student. Activities will be planned appropriate to the student's age, interests, and degree of energy, including outdoor time if weather is good.

Observation and isolation of students in care will be within sight and sound at all times. If a student's medical condition becomes contagious they will be isolated and parent informed.

Room and requirements for mildly ill care will be met. We have a separate, self-contained room, with its own sink with hot and cold water.

Emergencies: Should an evacuation be necessary, the assigned staff person will escort and assist the ill student(s). Should a tornado warning arise, the assigned staff will accompany the ill student, and see that a comfortable resting space is provided.

The mildly ill room, equipment and toys, other activity materials, bedding, etc. will be cleaned and sanitized and disinfected at the end of each day this service is provided.

A copy of the student's contact information and enrollment form will be kept in the mildly ill room as well as any documentation of specialized care the student might need.

Any medication needed will be kept in this room, along with a separate medical log maintained for this care service. Parents will need to complete a medication permission consent form

Parents will be communicated with periodically during the day for updates and to inform them if the student's illness would become too uncomfortable for them to remain in care or becomes communicable. In that situation the student must be picked up within an hour of the notification. Documentation of the student's care will be presented to the parent upon pick up.

NUTRITION POLICY

Food service personnel orientation and training:

Staff handling food shall receive annual mandatory training in kitchen sanitation, food handling and nutrition.

Food for the student is provided by the parents: Sonnenberg School shall provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child care food program minimum meal requirements in writing. Parents are responsible to provide snacks and lunch each day.

Mealtime routines: We will provide break periods to disperse food brought by parents for breakfast, lunch, morning/afternoon snack, dinner and late pm snack to all students in attendance at the times identified in the daily schedule. Students will be served the meals and/or snacks their parents provide. We understand that it is a student's role to decide whether and how much to eat.

Student guidance and food:

Students will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils. Students who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

Mealtime socialization:

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of students, refraining from eating or drinking unhealthy foods in front of students. Often times, our staff spend time talking with students about healthy foods and nutrition. Students will be encouraged to clean up after themselves.

Early AM and late PM feeding:

See below our snack and meal schedule:

- ☒ A.M. snack 9:30 am
- ☒ Lunch 11:30 – 12:30 pm
- ☒ P.M. snack 3 pm (at student request)

School age children and eating: School age children will be offered a snack period upon arrival after school.

Food allergies:

If a student has food allergies parents must notify the school in writing. Food allergies will be discretely posted in the classroom and the kitchen.

Special diets:

If a student has special dietary needs parents must notify the center in writing. Special dietary needs will be discretely posted in the classroom and the kitchen.

Kitchen cleanliness, dishwashing:

Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

Food storage:

Food will be stored up off of the floor and once opened, in airtight containers.

Special treats, holidays, etc.

Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing a food-based treats with creative activities. We do not limit certain foods due to the wide array of allergies at our school. All students (and if applicable - their staff) are responsible for checking labels to ensure individual allergies are avoided.

Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids):

- Sonnenberg School has a kitchen with a stove, refrigerator and microwave.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.

- Hand washing procedures will be posted at all of the sinks.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

TRANSPORTATION POLICY

Procedure to ensure no student is left unattended in a vehicle:

Students may not be left unattended in a vehicle. A second adult, in addition to the driver, must be present if more than 5 students under age 5 are in the vehicle, or if more than 3 students are under 2 years in age or with a disability which limits their ability to respond in an emergency. The Driver will make a visual check of the vehicle above and below the seats when students enter or exit.

Procedure for notifying parents of the date, time, and destination of any field trip which requires the use of a vehicle: Parents will be notified in advance of any field trip requiring the use of a vehicle. A form outlining the date, time and destination of the field trip will be given to parents. No student may participate in a field trip without the signed permission form from parents. Students who are unable to attend a field trip will be given the option to stay home or remain at the school under staff supervision.

Tracking policy when transporting students: To be sure no student is left unattended in a vehicle an attendance form will be carried along, with student checked whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all students and a cell phone will be carried along by the teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.

When a student is transported to his/her destination, an adult must wait until the student enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.

When regularly scheduled transportation is provided, such as to and from school or home, Sonnenberg School maintains a list of students to be transported, the transportation route and scheduled stops, name and address of the person authorized to receive a student if the student is dropped off at a place other than the student's residence and a written procedure to be followed when the parent or designated authorized adult is not at home to receive the student.

Driver requirements:

Drivers must be at least 18 years of age, hold a valid Wisconsin operator's license for the type of vehicle driven and have at least 1 year experience as a licensed driver. The driving record for all drivers will be checked annually. Smoking is prohibited in the vehicle while students are being transported.

Volunteer drivers:

Volunteer drivers may be used on occasion.

School provided transportation: Sonnenberg School does not currently provide transportation.

Contracted transportation services: Sonnenberg School does contract for transportation services for field trips. We contract vehicles through local busing companies.

Use of staff vehicles: Sonnenberg School does transport students in staff vehicles with permission from parents.

Required forms:

All students who are transported will have the following completed and signed forms on file:

- *Transportation Permission – Child Care Centers*
- *Field Trip Or Other Activity Notification / Permission –Child Care Centers*

Student safety restraints:

Vehicles must be equipped with car seats, booster seats and seat belts, appropriate for the age and size of students being transported. Students under age 13 may not ride in the front seat.

Vehicle inspections:

The vehicle must be registered in Wisconsin, seating area must be enclosed, and vehicle must be inspected annually.

Vehicle alarm requirement:

All vehicles that have a seating capacity of 6 or more passengers in addition to the driver that are owned or leased by the school or a contractor of the school and are used to transport students are equipped with a child safety alarm that prompts the driver to inspect the vehicle for students before exiting the vehicle.

Should there be an accident, the Director must verbally inform the licensing office within 24 hours, and provide a written report within 5 business days after the incident.

Transporting students with disabilities or children who have a limited ability to respond in an emergency:

Special care will be given to all students with disabilities or limited ability to respond to an emergency. Staff will ensure that these students receive additional assistance in exiting the vehicle should an emergency occur.

SPECIALIZED POLICY TO OUR PROGRAM

NIGHT CARE (for care after 9 PM and before 5 AM)

Night Care

In rare instances, we may have overnight events. Students in care during the night time will follow a schedule designed to replicate activities typical to the student's routine at home. We have an evening and morning schedule of activities planned for the hours when students are awake. Students, who attend during the evening hours, but not the whole night, shall have the opportunity to sleep as needed. Students who are present at the time the evening meal is served shall be served the evening meal. A nighttime snack, provided by the parents, will be available for students.

We will serve no more than 20 students at any one time between 9 PM and 5 AM, unless the building is equipped with emergency lighting supplied by a stand-by power source.

We will maintain required ratios and group sizes, and all staff must remain awake, within quick response time to the students.

Parents must supply pajamas and toothbrushes, individually labeled. Students will use sleeping bags supplied by the parents.

Staff will coordinate with each student's parent(s) how students will spend time, when to bed down and when to be awakened, and will attempt to follow family routines and rituals, in order to help students feel comfortable. School-age children will have opportunity to read or do homework. A schedule of evening and morning activities will be planned, appropriate to ages of students present, for times students are awake. There will be a room for students who are awake to do activities, separate from those who are sleeping.

Staff will be trained in techniques for evacuating sleeping students, as part of the orientation, and flashlights or battery-lanterns will be kept in each room.

A night-time snack as well as breakfast shall be provided by parents and available to students. When an evening meal is served, all students present shall participate.

Students, who attend for evening hours, but not the entire night, will have an opportunity to sleep, as needed.