

Koala-T-Kare
School Age
Summer Kamp & After School
Policy Book



Admission Policy

About Us

Koala-T-Kare School-Age is a state-licensed childcare facility serving children ages 5 years to 12 years (entering kindergarten to 6th grade.) Set up as a corporate childcare center to provide childcare to employees of [Qualtim](#) (a marketing and technical consulting firm), Koala-T-Kare School-Age is also thrilled to offer childcare to members of the entire Madison-area community. KTK Summer Kamp operates as a licensed day camp.

KTK Summer Kamp is housed at Westwood Christian Church in Madison, WI.

Philosophy and Statement of Purpose

The mission of Koala-T-Kare School-Age is to provide quality care for your child, with a foundation of integrity in all our services. We promise to provide fair and flexible accommodations as we support and nurture your child. We will provide exemplary care while you are away as we strive to focus on your child's social, physical, emotional and intellectual growth. We believe in providing care for the whole child.

KTK Summer Kamp combines outdoor play based learning with child led intentional planning for a fun and educational summer.

We believe your child deserves to have the very best care while they are with us. Center Staff will stay current with the latest trends and changing technology as we help your child explore their world. We know that all children can learn, and believe in providing learning experiences that will allow all children to be successful in life.

We are committed to caring for your child as if they were our own. It is our hope that you and your child will find that your experiences at Koala-T-Kare School-Age will exceed your expectations.

If you have comments or suggestions about our facility, programming or services offered, it is our goal to be open and we encourage you to speak with any of our Center Staff. Our staff is comprised of Koala-T-Kare's Owner (Suzi Grundahl), Center Administrator and Director (Cassie Koch), Teachers, Teacher Assistants and Volunteers. Parents are encouraged to address all issues and concerns through the Center Director until it is determined that the matter would require additional assistance. This structure will also serve as the chain of supervision. Volunteers, after orientation with the Center Director, would report directly to their sponsoring Teacher. When the Director is not available, the first Teacher on site will be responsible for the Center. The Director is on site until the Center closes, however if the Director is not on site the person scheduled to close would be responsible for the Center.

Welcome Letter

Hello Kampers and Families! Welcome to Koala-T-Kare Summer Kamp 2023!

KTK Kamp is an outdoor play based daycamp, with child led intentional planning, experienced staff and a focus on the out-of-doors. Kamp is housed at Westwood Christian Church, 5210 Odana Rd. Madison, WI. Our thematic approach is sure to keep your child engaged and learning all summer long. We will enhance our weeks with community guests, local field trips, neighborhood walks and park exploration.

- Kamp will provide an afternoon snack with milk and water, as well as milk during morning snack and lunch. Please remember you are responsible for bringing a morning snack, sack lunch and a labeled water bottle for your Kamper.
- Parents must provide swimwear and a towel for swim days. Please send your child wearing their swimsuit on swim mornings. Make sure to pack dry clothes for them to change into when we get back from swimming.
- Kampers will receive a 2023 Summer Kamp T-Shirt. Kampers must wear these shirts on Field Trip Days. Please send along a backpack with extra clothing, shoes, water bottle, etc.
- If you wish, please send along a LABELED bottle of sunscreen/bug spray. Sunscreen and bug spray will be kept in a safe place at Kamp. KTK will be providing sunscreen to those who marked it off on their registration forms. Kampers 8 years and older will be allowed to put on their own sunscreen.

Weather permitting, we will be outside EVERY DAY, so please make sure your Kampers are wearing safe and comfortable shoes. If sandals are worn on swim days, please send along shoes for outside time. Extra shoes kept in your Kampers locker is always a good idea! (We have had sandals break and shoes get wet!)

Each day we will be having “rejuvenation time.” The Kampers will have the option to rest or do a quiet activity during this time. We encourage talking with your children about what would be best for them during this time. Please feel free to send along a special rest mat/blanket and or quiet book or activity.

Part of Rejuvenation time will be spent on these special activities:

- **Monday Reading Buddies:** Kampers will be paired up with an older/younger Kamper to participate in Reading Buddies each Monday. For a half hour, buddies will read with each other and support each other’s learning.
- **Wednesday:** Writing/Illustration Workshop. Each Kamper will have a journal to work in during this time. Prompts and free choice time will be sprinkled throughout this workshop.
- **Friday Film Days!** Feel free to send along blankets, pillows or items for your child to get cozy with during our Movie!

“Wheelin’ Wednesday’s”! Kids are able to bring something from home that has wheels: Bike, Skateboard, roller skates, roller blades, Scooters etc. Each Kamper who wishes to participate will have time throughout the day to use their wheels outside on the blacktop. Every child **MUST** have a helmet in order to ride. No motorized wheels. **2023 Dates:** Every Wednesday! **(weather permitting)**

Forms needed by first day:

- 1) Childcare Enrollment (State Form)
- 2) Health History and Emergency Care Plan (State Form)
- 3) Immunizations Form (or print out from MyChart)
- 4) Sunscreen Form (if bringing in your own)
- 5) Medication Form (if needed)

**Forms and Waivers can be emailed, mailed or handed in in person.*

We can't wait to kick off Summer Kamp 2023! If you have any questions, please feel free to call or email: Cassie Koch, Koala-T-Kare School Age Director; ckoch@koala-t-kare.com; 608-239-7665

Non Discrimination Statement

Koala-T-Kare does not discriminate against families on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law.

Koala-T-Kare will make reasonable accommodations for children or their parents with known disabilities.

Parents can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. (Ref: policy 703 Sexual and Other Unlawful Harassment)

Center License

Koala-T-Kare School-Age became a licensed Center in 2012. In 2023 KTK Summer Camp became a licensed Day Camp. We can accommodate up to 51 children at a time. This Center complies with all laws and requirements of the Wisconsin Department of Health and Family Services Chapter 46. Our Center Staff will provide exemplary care for children while meeting the needs of the families we service.

You will find a copy of our license on the bulletin board. If you wish to review the rules and regulations of the Department of Health and Family Services, they are available from the Department Website (http://dhfs.wisconsin.gov/rl_dhfs/INDEX.HTM) or you may request a copy from the Center Director at any time.

If you feel that requirements are not being met, feel free to contact the Center Director or the department at any time.

Bureau of Regulation and Licensing
Division of Children and Family Services
P.O. Box 8916
Madison, WI 53708-8916

Hours, Months and Days

Koala-T-Kare's School-Age normal business hours are 7:30 am to 5:30 pm Monday through Friday, June-August. If you have need for childcare outside of these hours, please talk with the childcare staff to see if accommodations can be worked out. We will be closed on the following Holidays:

- Independence Day (July 4)

Capacity and Ages of Children

Our License can accommodate up to 42 children at a time. Your children may attend Koala-T-Kare School-Age from the time they enter Kindergarten until entering 6th grade. We have a variety of programming to meet the needs of children of all ages.

Child: Staff Ratios

| Age | Ratio |
|-----------------|--------------|
| 5 years-6 years | 1:12 |
| 7 years + | 1:18 |
| | |

- When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a pro rata basis, according to age
- When 9 or more children are on a field trip, at least 2 adults shall accompany the children. The counselor-to-child ratios in Table DCF 252.425 shall be met on field trips.
- Support staff, such as maintenance, clerical, housekeeping, and food service staff, may only be considered in determining counselor-to-child ratios if the support staff meet the qualifications of a camp counselor and are giving full attention to the care and supervision of children.
- A camp counselor may not engage in any duties that are not related to caring for children while he or she is counted in meeting the required counselor-to-child ratios.

Admission/Enrollment Information

Parents may call to schedule a tour with our center staff to determine if Koala-T-Kare is the right fit for their child(ren)/family. The Kamp must maintain current records about your child *prior to their first day of enrollment*. Each record must be made available to the licensing representative on request and must contain some or all of the following forms:

Childcare Enrollment Form, Child Health Report, Health History & Emergency Care Plan - and School-age Agreement/Kamp Registration Form (if applicable). These are mandatory forms needed prior to the first day of attendance. The following information appears on these forms:

- Name and birth date
- Full names of parents
- Home address and telephone number
- Phone numbers of where to reach the parents while the child is in care
- At least 2 emergency/additional contacts in the event a parent cannot be reached in an emergency (including name, address, phone number and relationship to the child)
- Name, address and phone number of physician or medical facility
- Names, addresses and phone numbers of any persons authorized to pick up the child
- Written consent for emergency medical care or treatment

Day Care Immunization Record (to be completed within 6 weeks of admission):

- Documentation of each child's health and immunization history

Additional forms required at Koala-T-Kare:

- Authorization to administer medication by the Center—when medicine is actually needed
- Authorization to use child's photos. Found on Registration forms.

Additional forms as needed:

- Authorization from parents to transport the child to and from the Center if transportation is provided
- Authorization for the child to participate in field trips or other activities
- Informed consent for any special observation or testing by an outside agency

Fees

Kamp is currently available for a small fee to employees of Qualtim, Inc. It is the employees' choice whether or not to enroll their children at Koala-T-Kare School-Age.

Kamp will be open to non-employees of Qualtim as well, and fees for non-employee childcare will be as follows (subject to yearly or as needed changes) Payments can be made via ACH withdrawals, cash or check. Payment is due weekly or monthly, prior to care given. Refund will be given via check.:

Summer Kamp:

[Pricing & Registration 2023-](#)

5 days: \$350/week

4 days: \$330/week

3 days: \$285/week

2 days: \$230/week

Daily Drop in rate: \$125/day

(9 hours of care are included in base rate. Extended care is \$5 per half hour.)

All field trips are included in cost.

Late Fee:

All children must be picked up at the scheduled time. A penalty fee of \$1/minute will be assessed beginning 5 minutes after the scheduled pick-up time and must be paid promptly.

Late Payment Fee/NSF Checks:

A penalty fee of \$2 per day will be assessed for every day a payment is past due. A fee of \$25 will be charged for a check returned due to non-sufficient funds.

Pre-pay discount:

Families that pay in full by May 1, can take a 3% discount off their remaining balance for the summer.

Additional Child Discount:

Pricing is shown per week per child. For parents with more than one child enrolled in 4- or 5-day program for at least 9 weeks, you may take \$10 off the weekly rate for each additional child after the first.

Reservation Fee:

A nonrefundable \$20 fee per child per week is required to reserve your spot in Summer Kamp. The fee will then be applied to the week you reserve. On the registration form, please indicate the number of days per week your child will attend, as well as which weeks. There is a 2-week minimum for the summer. Reservations will be made on a first come, first serve basis, with priority given to families who reserve space for the entire program. Options for 3-days, 2-days and daily drop-in can be scheduled after May 1st, as space allows.

Registration Fee:

There is a \$75 non-refundable registration fee per child for families who are new to Koala-T-Kare. If your child was enrolled in Kamp last summer or in our preschool program, the registration fee is \$45 per child

Cancellation Policy:

Cancellations or changes to reservations must be made two weeks before change, you will forfeit your registration fee. If you cancel or reduce your schedule without two weeks notice, you will forfeit your reservation fee and be charged 50% of the cost of the cancelled reservation.

Discharge of Enrolled Children

Forms that need to be completed for children before the first day of enrollment must be completed in a timely manner. This is a state regulation that we are required to follow. Lack of cooperation, by the parents/guardians to follow Center policies, would be a reason for discharge.

Should a child have problems adjusting to the Center, the parent/guardian will be advised. The Center Director would consult with the parent/guardian concerning how the circumstances may be relieved or about other resources that may be available. Documentation of any decisions made will be noted in the child's file. If it is felt that placement of the child at the Center is incompatible, parents may cease enrollment at any time. Provider will give parents/guardians a two (2) week written notice if the child will be discharged.

Attendance

We are happy to have your child join us for all or part of the day. We do ask that you set up with staff at least two weeks in advance if your schedule changes for the following week. It will make it easier for us to schedule staff as well as plan for activities.

We are very flexible and will welcome your child when they arrive each day and will make every attempt to be sure they are ready to leave at the end of their time with us. Often children are engaged in activities when their parents arrive and may have difficulty leaving their friends. We can help, if we have an idea of when your child will be leaving. Parents are responsible for signing children in or out, and they also need to make contact with the provider when dropping off or picking up. If a parent is not authorized to pick up a child, a court order must be on file stating the child may not be released to the parent. Anyone authorized to pick up a child who appears impaired by drugs or alcohol will not be allowed to leave the premises with the child. If you are running late, please give us a call so that we can plan accordingly, and also have peace of mind that there is not a problem. In cases where children are absent from the center without prior notification, we will contact parents by phone after one hour of the child's expected arrival time. Attempts to notify the parents or an emergency contact person will be documented. The daily attendance sheet also includes room for comments to note doctor appointments, etc. so that staff is aware of the location of children at all times. There also will be a location indicator at each entrance and each teacher has a cell phone that s/he keeps with her/him at all times. While Koala-T-Kare Summer Kamp has meticulous controls in place to account for and protect each child, in the highly unfortunate event of a child leaving the premises of the center without the knowledge and/or permission of the provider, the incident shall be reported to the State within 24 hours of the occurrence and a written report will be sent within 5 business days. Parents will be notified immediately as well as local authorities if needed.

When you will be away on vacation or your plans for drop-off and pick-up will be different, please be sure we are aware. If someone other than you will be picking up your child, their name must appear on your child's enrollment card or we must have **written consent** for your child to leave with this person. It is always best to list any possible person who may pick up your child when you register. We will ask you to *update this card every summer*, but will do updates at any time at your request. It is our goal to provide quality care for your child each time they visit the Center. Thanks in advance for updating us about your needs each week!

Custody issues/disputes:

The Center will follow court documentation.

Confidentiality of Information

Persons having access to children's records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. Your child's confidential file will be shared with staff members that come into contact with your child on a regular basis. It must also be made available to the Department of Health and Family Services and our Licensing Agent at their request.

Parents, upon request, will have access to all records and reports maintained on his or her child.

At times it may be beneficial to share helpful medical information about your child with other parents or volunteers (e.g., food allergies, bee sting allergies). Such medical information about your child will be shared with other parents and volunteers only with your consent.

Notice, Observation and Parent Information

Often you will receive notes about upcoming events and program updates. In addition, helpful information for parents will be posted in the front entryway. Here you will find:

- Lunch/snack menus
- Information about field trips and upcoming events
- Reminders or requests
- Monthly bulletins from Center Staff
- Memos from the Department of Health and Family Services
- Changes in Policy or Procedures
- Notices from other parents
- Information and ideas
- Any Rule Infractions and what action has been taken to correct them
- Notices about exposure to communicable diseases
- Changes in Center Staff

PLEASE NOTE:

- Parents and Qualtim Staff are welcome to visit the Center at any time unless there is a court order prohibiting access to children. Please feel free to observe your child at any time and know that other parents, as well as Qualtim Staff, are permitted to observe our program as well.
- Confidentiality is still a number one concern. Records and other confidential information about your child will not be shared with others without consent.
- Parents will need to bring an extra set of clothes for their child(ren) in case of accidents, if needed.
- We will have required Emergency Drills each month. The Fire and Tornado Drills will be held on varied times and days of each month. Tornado Drills will only be done March through October. We are required by the state to practice and document these drills. Emergency Drills are not meant to scare your child and every effort will be made to prepare your child and to comfort them during and after the practices.

Pets

There will be no animals kept on site, and animals will not be allowed inside the facility at any time.

Child Guidance Policy

Techniques/Approaches Used for Child Guidance

Our Center Staff provides opportunities for your child to develop self-control, self-esteem and respect for the rights of others. We use close proximity and monitor behavior of children at all times. Natural logical consequences along with redirection are used in attempts to shift your child's inappropriate behaviors into a more appropriate activity.

Prohibited Punishments

Any action that is cruel or humiliating, or any action that may be psychologically, emotionally, or physically painful, discomfoting, dangerous, or cause potential injury are prohibited. The following actions are prohibited:

- Spanking
- Hitting
- Pinching
- Punching
- Shaking
- Slapping
- Twisting
- Inflicting pain of any other type
- Verbal abuse
- Threats
- Derogatory remarks about the child or the child's family
- Physical restraint
- Binding, tying or restricting movement
- Enclosing in a confined space
- Withholding or forcing meals, snacks or naps

A child may not be punished for lapses in toilet training.

Any inappropriate discipline of a child by a staff member must be reported to the department. If you feel your child or another child has been wrongfully disciplined, please speak with the Center Director within 24 hours.

Techniques for the Control of Unwanted Behaviors

Flexibility is the key when it comes to controlling unwanted behaviors and it depends a lot on the age of the child and the behavior. Center Staff will use the following strategies with your child:

- The use of language to help solve problems
- Establishing fair and straightforward rules that are clearly stated
- Suggesting ideas and encouraging the child to generate solutions
- Negotiation through offering appropriate choices
- Positive reinforcement
- Natural logical consequences
- Ignoring those behaviors that are annoying but not harmful to others
- Rewards
- Re-Direction

Center Staff will try to be proactive whenever possible. By getting to know your child and their personality we can usually tell what will trigger inappropriate behavior and attempt to help them work through these triggers or avoid them completely.

Parental Involvement in Behavior Modification

You play an important role in helping your child control their behavior. All children will misbehave at some point, whether it involves throwing tantrums, testing the rules, biting, pinching, punching, using bad language, starting fights, refusing to follow directions and routines...and the list goes on. We can work together as a team to help your child improve their behavior if and when it becomes necessary. We highly recommend that parents take a Love and Logic class, as it provides consistency in approach between teachers and parents.

If you have suggestions as to what works at your house, we are always happy to hear them, but please know that at no time are we allowed to use any approach listed under the prohibited punishments on page 8 of this handbook.

We are also obligated to inform parents of any abuse children receive from another child during their stay at the Center. You will be notified if another child hurts your child during the time they are in our care, but we are not allowed to release names of children without the consent of their parents. You will also receive notice if your child hurts another child at the Center. If there are children that continually experience problems with each other it may be necessary for both children and their parents to meet with the Center Staff to discuss plans to help foster a more positive relationship between the two parties. You and your child will be required to attend before your child can return to the Center if it is necessary.

Enhancing Self-esteem, Respect and Self-control

Healthy self-esteem is a child's armor against the challenges of the world. Kids who feel good about themselves seem to have an easier time handling conflicts and resisting negative pressures. They tend to smile more readily and enjoy life. In contrast, for children who have low self-esteem, challenges can become sources of major anxiety and frustration. Children who think poorly of themselves have a hard time finding solutions to problems. If they are plagued by self-critical thoughts, such as "I'm no good" or "I can't do anything right," they may become passive, withdrawn, or depressed. Faced with a new challenge, their immediate response is "I can't."

At Koala-T-Kare we try to enhance your child's self-esteem and self-control by:

- **Watching what we say.** Children are very sensitive to words. We will praise your child not only for a job well done, but also for effort. We will reward effort and completion instead of outcome.
- **Being a positive role model.** If we are excessively harsh on ourselves, or overly pessimistic, children may eventually mirror us.
- **Identifying and redirecting your child's inaccurate beliefs.** It's important for staff to identify kids' irrational beliefs about themselves, whether they are about perfection, attractiveness, ability, or anything else. Helping them set more accurate standards and be more realistic in evaluating themselves will help them have a healthier self-concept.
- **Being spontaneous and affectionate with your child.** Throughout the day, staff tries to give your child lots of hugs. They should hear "I think you're terrific!" often. We will give praise frequently and honestly, without overdoing it.
- **Giving positive and accurate feedback.** Some comments will cause a child to start believing he or she has no control over his or her outbursts. We will focus on using appreciations instead. This acknowledges your child's feelings and rewards the choice that your child made, encouraging your child to make the right choice again next time.
- **Creating a safe, nurturing environment.** A child who does not feel safe will suffer immensely from low self-esteem. Center Staff will always remember to show respect for your child, as we encourage children to show respect for themselves and others.
- **Helping your child become involved in constructive experiences.** Activities that encourage cooperation rather than competition are especially helpful in fostering self-esteem. Your child will have an easier time developing self-control when they are set up for positive experiences.



Transition Times

Transitions are often difficult for children. There are many ways to structure transitions so they go smoothly and encourage learning in the process. The following information provides an overview of ways that our center helps children through transition times, and also provides some helpful tips for parents, both in picking up child(ren) from Koala-T-Kare and participating in various family activities outside of Koala-T-Kare.

Always make sure to **give children a few minutes of notice** and **allow sufficient time** before cleaning up and switching activities. **Give children specific tasks** to help set up or clean up, so it becomes part of the routine. Children can help set up a snack or lunch, clean up after art, and collect trash after a meal. Make sure expectations are age appropriate. For example: A three or four year old may be able to help put *all* the toys away without reminders, while a two year old may need constant assistance to stay on task. **Be clear and consistent** on what happens next. Older children can wait longer than most toddlers – especially when it comes to waiting in lines! **Allow extra time** for special projects or when children are involved in an activity. The rest of the group can help clean up or get ready for what comes next, while waiting for the others to finish up. Have many activities planned to **provide for individual needs** and so everyone has something to do. Some children complete projects quickly, but may be able to read a book or concentrate on another choice before it's time to have the group move to the next activity. **Transitions are a great time to teach.** Teachers can ask children while waiting in line, “Who has a dog, cat, etc. at home,” or “If you are wearing red today you may go sit down.”

Transitions should be fun and interesting for children and when done well can make the day less hectic and more enjoyable for everyone!



Education Policy

Optimal Development of the Whole Child

Visits to our Center should be a time for children to develop and expand their love of learning, their general knowledge, their ability to get along with others, and their interest in reaching out to the world. While childcare marks an important transition from home to an environment like school, it is important that children still get to be children—getting them ready for school does not mean substituting playtime for academics, forcing children to master “skills,” or assessing children’s success. Childcare “curriculum” actually includes such events as snack time, free play time, outdoor play time and individual and group activities. Developmentally appropriate programs encourage the growth of children’s self-esteem, their independence and their individual strengths. Children will learn to develop control of their own behavior through the guidance and support of warm, caring adults. Keeping in mind that children are eager to learn and possess an innate curiosity, teachers with a strong background in early childhood education and child development can best provide for children what they need to grow physically, emotionally and intellectually.

Ten Signs of a Good Program:

1. Children are playing and working with materials or other children. They are not aimlessly wandering or forced to sit quietly for long periods of time.
2. Children have access to various activities throughout the day, such as block building, pretend play, picture books, paints and other art materials, and table toys such as Legos, pegboards, and puzzles. Children are not all doing the same things at the same time.
3. Teachers work with individual children, small groups and the whole group at different times during the day. They do not spend time only with the entire group.
4. The room is decorated with children’s original artwork, their own writing with invented spelling and dictated stories.
5. Children learn in the context of their everyday experiences. Exploring the natural world of plants and animals, cooking, taking attendance and serving snacks are all meaningful activities to children.
6. Children work on projects and have long periods of time to play and explore.
7. Children have an opportunity to play outside every day that weather permits. This play is never sacrificed for more instructional time.
8. Teachers read books to children throughout the day as time allows in addition to planned large group times.
9. Activities are adapted for those who are ahead as well as those who need additional help. Because children differ in experiences and background, they do not learn the same things at the same time in the same way.
10. Children and their parents look forward to time at the Center. Parents feel safe leaving their child with us. Children are happy; they are typically engaged and not crying or regularly sick. All developmentally appropriate programs will have one thing in common: the focus will be on the development of the child as a whole.

Developmentally Appropriate Practice

The concept of developmental appropriateness has two dimensions: age appropriateness and individual appropriateness.

1. **Age appropriateness.** Human development research indicates that there are universal, predictable sequences of growth and change that occur in children during the first 9 years of life. These predictable changes occur in all domains of development—physical, emotional, social and cognitive. Knowledge of typical development of children within the age span served by the program provides a framework from which teachers prepare the learning environment and plan appropriate experiences.
2. **Individual appropriateness.** Each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style and family background. Both the curriculum and adults' interactions with children should be responsive to individual differences.

Teachers can use child development knowledge to identify the range of appropriate behaviors, activities and materials for a specific age group. This knowledge is used in conjunction with understanding about individual children's growth patterns, strengths, interests and experiences to design the most appropriate learning environment. Developmentally appropriate practices include the following teaching strategies:

- **Active Learning Experiences.** Developmentally appropriate programs promote children's active exploration of their environment. Children manipulate real objects and learn through hands-on, direct experiences. The curriculum provides opportunities for children to explore, reflect, interact and communicate with other children and adults.
- **Varied Instructional Strategies.** Developmentally appropriate practice encourages the use of varied instructional strategies to meet the learning needs of children. Such approaches may include cooperative learning, independent learning activities, teacher-led instruction, thematic instruction, projects and learning centers.
- **Balance Between Teacher-Directed and Child-Directed Activities.** Developmentally appropriate practice encourages a mixture of teacher-directed and child-directed activities. Teacher-directed learning involves the teacher as a facilitator who models learning strategies and gives guided instruction. Child-directed learning allows the child to assume some responsibility for learning goals.
- **Integrated Curriculum.** An integrated curriculum is one that connects diverse areas of study by emphasizing unifying concepts. An integrated curriculum often relates learning to real life. It also recognizes the importance of basic skills.
- **Learning Centers.** Learning centers are independent stations set up throughout the classroom where children can go to actually engage in some learning activity. Children choose the center they will go to and decide on the amount of time to spend there. The learning center approach provides a time when children explore and practice skills to their own satisfaction. These centers provide children with opportunities for hands-on learning, cooperative learning, social interaction, real-life problem-solving, autonomous learning and open-ended activities. Learning centers should reflect the goal of active learning; they must not be workstations full of work for children to complete. Learning centers offer an opportunity for children to be responsible for their own learning; this responsibility is the foundation for lifelong learning.

The fourth edition of *The Creative Curriculum* will be used as our blueprint for planning and implementing a developmentally appropriate program. This book gives a comprehensive picture of a high-quality program and strategies used to bring a program to life within the classroom. We hope to create a classroom where teachers educate effectively and where children can thrive.

Programming for School-age Children

School-age children in childcare need the opportunity to live and learn in a relaxed, "un-school like" setting. Our staff recognizes the growing physical, intellectual and social competence of school-age children. Eager to explore the social world and discover how the adult world works, 5 to 12 year-olds thrive on challenges, friendships, clubs and responsibility. They want to make things, build things, act out new dramatic possibilities, explore computers and books, construct imaginary worlds with dolls or Legos, and most important, not be treated like "little kids." They want to discover who they are and pursue their interests. The school-age programming reinforces their drive to learn with new challenges and opportunities to get out into the world.

Centers serving school-age children are responsible for the health, safety and well-being of a child between the time the child arrives at the Center and the time the child is released to the parent or to another activity, which is specifically authorized in writing by the parent. An agreement, signed by the parent, will be on file at the Center. It will specify the attendance schedule to be followed and authorize the child's release to activities away from the Center

Summer Kamp will provide outdoor play based learning with child led intentional planning along with:

- Rest and quiet areas
- Recreational activities, including outdoor and active play
- Freedom for children to select and plan their own activities

The School Age Program offers a relaxed, balanced program with time to play and learn with friends. This program also offers a wealth of enrichment activities such as sports, field trips, art & craft, outdoor/nature explorations and much more fun for your child.

KTK Summer Kamp is designed to unite all the fun of summer break with continued education, exploration and growth. Your child will enjoy a thematic approach to learning throughout the course of the summer that will entertain, inspire and prepare them for the upcoming school year. A new theme each week will be enhanced with [field trips](#), art projects and academic activities. Your child's mind, body and spirit will grow through weekly swimming excursions, outdoor exploration and play, Bible games and activities, healthy snacks and an overall emphasis on building a strong character and love of learning.

KTK Summer Kamp will meet on the campus of Westwood Christian Church in Madison, utilizing the beautiful outdoor property as much as possible. Kamp will also take fieldtrips twice a week. Program Schedule will be found on the Parent Board.

Religious Training, Holiday Celebration & Cultural Diversity

Our philosophy embraces Christian principles. We will not teach doctrine of any specific denominations, but rather reinforce basic biblical beliefs. Parents will be able to review and comment on all the material contained in our activities, so if anything makes you uncomfortable, we will make every effort to meet your wishes with respect to information your child is exposed to. Major U.S. holidays will be celebrated and children may learn about holidays celebrated in other countries, too.

- We will have several different ethnic themes throughout the year (e.g., Mexico or Hawaiian luau). In connection with each theme various activities will be incorporated into the daily schedule based on these themes. Different foods representing the various ethnic backgrounds will be served for lunches or snacks.
- Various holidays and traditions will be recognized and discussed. Decorations will be made, different food prepared and celebrations observed.
- We will strive for authenticity, rather than a “tourist approach,” by first focusing on the traditions of families in our program. We will also invite guests from other cultures, such as exchange students or parents, to share with us.
- Dolls and puppets representing various ethnic backgrounds and various work fields will be incorporated into the dramatic play areas.
- Crayons of all skin tones are available for use.
- Books and tapes in the library corners are used during the day representing many different family types and nationalities.
- There will be a variety of activities for children depending on what time they arrive in the morning and how late they stay in the evening. A combination of free time and directed activities will be arranged as appropriate for each child.

Outdoor Activities

Koala-T-Kare Summer Kamp is outdoor play based with a focus on appreciation for the outdoors. We will be outside as much as we can throughout our summer days.

Nearby parks, green space, wooded areas etc. will be utilized to enrich our learning and exploring.


Outdoor play equipment shall be:

- Safe
- Scaled to the size, developmental level and ability of the children
- Of sturdy construction with no sharp, rough, loose, protruding, pinching, or pointed edges, or areas of entrapment
- In good operating condition
- Anchored
- Placed to avoid danger of injury or collision and to permit freedom of action
- Placed over an energy-absorbing surface, when equipment is more the 4 feet off the ground
- Able to provide for large muscle development

The quantity of outdoor play activities shall be enough that it provides each child with at least one option for equipment when all children are using equipment.

Children using play equipment shall be closely supervised.

According to the regulations of the Department of Health and Family Services each child who is at the Center for more than 4 hours will play outside every day unless:

- There is heavy RAIN, or 
- The outside temperature reading is above **90°F**, or the wind chill is **0° F** or below (for children age 2 and above) or is **20° F** or below (for children under age 2)
- There will be a large motor room that will be available for use, in case of inclement weather.

Keep in mind that these are temperature requirements set by the State Department and that each child tolerates temperature differently. Please dress your child accordingly.

Plan for Early AM and Late PM Mixed Ages

Often, in the early morning hours and later in the day our numbers are lower and therefore our staff numbers will be lower. To accommodate all of our families, we try to be flexible in our scheduling of staff, but our number one priority is providing quality care. To do this we must make sure that we have enough staff to maintain state standards for ratios.

Because our families have varied needs, it may become necessary to combine groups of children. If and when groups are combined, we will be sure to post notices at your normal pick up spot so that you will know where to find your child. Keeping in mind that each day the needs of our families are different, we will try to follow some common grouping patterns. Any combined groups will use the mix ratio worksheet provided by DCf to determine staffing.

If you arrive at the Center for drop-off or pick-up and you are unsure of where your child's group is, you can always check with staff at the check in table. They will be happy to assist you!

Staff must be notified if your child will be arriving before or after the scheduled breakfast or afternoon snack. This will help us to provide them with at least milk, juice or fruit and a ready to eat cereal or snack. Thank you for your help in keeping us up to date with your childcare needs and we will do our best to remain flexible in attempts to offer quality care with convenient hours.

Communication with Parents

Communication between parents and Center Staff is crucial to quality childcare programs. We make your satisfaction our priority.

You will receive daily communication regarding your child's progress. It is important to know when your child last ate and what activities they have been enjoying. Kamp uses a communication App called Procure. Pictures, daily updates and detailed messages are all found on this App. Parents will receive a registration email once registration is complete. Upon arrival, please update your child's teacher about their day so far.

You may meet with the Center Director to review your child's file (update forms) and discuss changes to their needs. As always, feel free to contact the Center Director with your concerns at any time.

Health Care Policy

Immunization

We are required to keep a record of your child's vaccinations on file.

Your pediatrician will tell you when your child will have each vaccination.

We are aware of the possible side effects of each shot and will be happy to keep an eye on your child during the days following any shots. .

Health Qualifications for Staff

Anyone working directly with children, except volunteers, will have a health exam within 12 months prior to beginning work or within 30 days after beginning work at the Center. The report must be signed and dated by a licensed physician or Health Check provider. It will indicate that the staff member is free from any communicable disease, which would present a safety or health risk to children, including tuberculosis. Staff members also must be physically able to work with young children.

No person with symptoms of serious illness or a communicable disease may be in contact with the children in care.

No person whose behavior gives reasonable concern for the safety of children may be in contact with the children in care.

No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may work in the Center until it is determined by appropriate tests that the person is not a carrier of the disease.

Recognizing Illnesses in Children

The following behaviors may indicate the onset or presence of illness in children:

- **Alertness:** Decreased attention to environment; doesn't look around, doesn't look at the caregiver.
- **Motor movement:** Decreased body movement; decreased kicking and waving of arms or limp arms and legs.
- **Playfulness:** Decreased spontaneous vocalization (cooing, laughing, gurgling); no smiling; face appears anxious or child has dull expression and doesn't attempt to play with toys/favorite objects.
- **Inconsolability:** Child does not stop crying when held by parent or caregiver; unable to "settle" constant "fussiness."
- **Quality of cry:** Whimpering, sobbing, moaning, high pitched cry or absence of crying.
- **Wakefulness:** Stays awake or wakes quickly to stimuli; eyes close only briefly then immediately awakens; only awakens with prolonged stimulation or unable to rouse.

Communicable Diseases

A child with a reportable communicable disease may not be admitted or permitted to remain in a childcare center during the time when the disease is communicable and can be transmitted through normal contact.

A child can only be readmitted to the Center when there is a statement from a physician stating that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.

A child who has the following symptoms shall be sent home until medical evaluation allows inclusion: severe illness such as unusual lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing, or other unusual signs. In addition, children will be sent home if they have a fever in excess of 100.4 degrees, vomiting or diarrhea. Children may not return to care until fever free for 24 hours, or with a doctor's note indicating the child is well enough to return to the child care center. Please note that "fever free" also means the child has not been given an over-the-counter pain medication for alleviating symptoms in the last 24 hours. Diarrhea that is watery and with greater occurrence than usual must be contained by a diaper and children may not return to care until symptoms are gone. In the case of vomiting, children must not return to the center until 24 hours have passed since the *last* occurrence. You have the right to be notified if and when your child has been exposed to a communicable disease or illness at the Center. We cannot release information about the child with the disease or illness without parental consent, but will notify you if and when a child in the Center has a documented case. These will be posted on the outside or near each daycare entrance. As a courtesy, we will also inform you of any time your child needs to be up to date with their immunizations. Certain diseases must also be reported to the public health department.

Injuries

1. Written permission from the parent to call a child's physician or refer the child for medical care, in case of injury, shall be on file at the Center. The Center shall contact the parent as soon as possible after an emergency/severe injury has occurred, or if the injury is minor, when the parent picks up the child.
 - In the event that your child would require any Emergency Medical Treatment, we would call 911 immediately.
2. First aid procedures shall be followed for serious injuries.
3. Universal Precautions will be followed. These apply to blood, other body fluids containing blood, but not to feces, nasal secretions, sputum, sweat, tears, urine, saliva and vomit, unless these others contain visible blood or are likely to contain blood. Universal precautions include avoiding injuries caused by sharp instruments or devices and the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the worker's skin or mucous membranes that could come in contact with materials that may contain blood-borne pathogens while the worker is providing first aid or care.
4. Each Center shall have a supply of bandages, tape, Band-Aids and ice packs. Flashlights, blankets, radio and batteries. These supplies will be in emergency kits for off-site injuries.
5. Suspected poisoning shall be treated only after consultation with a poison control center.
6. A daily record of injuries shall be kept in the Center's "Injury" log book.
7. Records of injuries shall be reviewed by the Center Director every 6 months in order to determine that all possible preventive measures are being taken. There shall be documentation in the "Injury" log book that reviews have taken place.

Emergency Procedures

In the event you cannot be contacted and your child would require any Emergency Medical Treatment, we would call 911 for the following and all life threatening emergencies:

- Unconsciousness
- Not breathing or having trouble breathing
- No signs of circulation
- Severe bleeding
- Inability to move arms or legs

Medication

It is our policy to administer prescription medications only at noon each day. We do not administer over-the-counter drugs such as fever-reducing medications. Staff members may give prescription medication to a child only under the following conditions:

- A **written authorization** that includes the child's name and birth date, name of medication, administration instructions, medication intervals and length of the authorization is dated and signed by the parent on file.
- Blanket authorizations that exceed the length of time specified on the label are prohibited.
- The medication must be in the original container and labeled with the child's name and the label must include the dosage and the directions for administering the medication.
- A written record, including the type of medication given, dosage, time, date and the name or initials of the person administering the medication shall be made in the Center's "Medication" log book.
- Any missed medicine dosage or other errors in distribution shall also be documented in the Center's "Medication" log book and parents will be immediately notified by phone.
- Sunscreen and insect repellent may only be applied upon the written authorization of the parent. The authorization shall include the brand and ingredient strength of the sunscreen or repellent. Children shall be properly protected from sunburn with protective clothing or sunscreen. Authorizations shall be reviewed every 6 months and updated as necessary. The recording of the application of sunscreen or insect repellent is not required.
- Medication shall be stored so that it is not accessible to the children. If you bring medication for your child please give it to a staff member. Medication left in a child's diaper bag can be poison to a child who may get into it.
- Medication requiring refrigeration shall be kept in the refrigerator in a separate container labeled MEDICATION.

Medical Log

State law requires us to document any distribution of medication as well as any general first aid your child receives while in our care. This log will be kept on file for a minimum of one year. Information in the log is confidential, though you will receive a copy of any accident report that will list all medical care your child received. Before any medication is dispensed you will sign a consent form.

Sample Entry of Medical Log

| Date | Time | Child's Name | Explanation | Staff Signature |
|---------|-------|-----------------|--|-----------------|
| 3/6/ 07 | 13:00 | Michael Bedrock | Michael received his albuterol inhaler as per doctor's orders. He took his 2 puffs and then took his nap. He could breathe normally at the time. | |
| | | | | |

Mandated Reports

We are required to report the following to the Department of Health and Family Services:

- Any death of a child in care of the Center or any accident that results in an injury requiring professional medical treatment while the child is in the care of the Center. The report must be received by the department within 48 hours of the occurrence.
- Any damage to the premises, which may affect compliance with the department rules and regulations, within 24 hours of the occurrence.
- Any change in Administrator or Center Director, within 30 days of the change.
- Statistical data required by the department.
- If received, a plan of correction for cited violations of any rules and regulations.
- Any change in program service, 5 days prior to the change.
- Any known convictions, pending charges or other offenses of the licensee, childcare Center employees, or other person subject to a caregiver background check that could potentially relate to the care of children at the Center or activities of the Center.
- Any change in room usage, such as changing the way rooms are primarily used by children or using rooms not previously approved for at least 20 working days prior to the change. Changes in room usage shall be approved by the department PRIOR to the change.
- Any incident related to a child who leaves the premises of the Center without the knowledge of the provider.
- Any suspected abuse or neglect of a child by a staff member or any inappropriate discipline of a child during the child's stay at the Center within 24 hours of the incident.
- Any incident involving law enforcement that involves a licensee, a household resident or an employee of the Center that causes physical or emotional harm to an individual and any traffic-related incident where a person responsible for the violation transports children in the care of the Center.
- Any remodeling or construction project that takes place on the Center premises. Notification shall be provided in writing before the construction or remodeling begins.

Children Having Special Health Care Needs

Procedures for sharing information related to a child's special health care needs, including any physical, emotional, social or cognitive disabilities, with any childcare worker who may be assigned to care for that child throughout the day are outlined below:

- Parents will meet with everyone assigned to care for the child.
- Parents will share any medical/health care needs and procedures.
- The child's health history information shall be shared with all those assigned to care for the child.
- Person's having access to a child's records do not discuss or disclose personal information regarding the child, facts learned about the child or their relatives.

Cleaning Procedures

- Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, shall be labeled and stored in cabinets used for no other purpose and shall be inaccessible to children.
- Cleaning aids such as mops, brooms and buckets shall be clean and may not be stored in food preparation areas.
- A child's hands will be washed with soap and warm water before meals and snacks and after toileting or diapering. A child's hands and face will be washed after meals and snacks.
- A child's hands will be washed with soap and warm water after contact with any animals.
- Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting or diapering and after wiping bodily secretions from a child with a disposable tissue.
- Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in sanitary condition.
- Bodily secretions such as runny noses, eye drainage and coughed up matter shall be wiped with a disposable tissue and disposed of. The person doing the wiping will wash their hands immediately.
- Bodily secretions on surfaces shall be washed and disinfected with a bleach solution of one tablespoon bleach to one quart of water made fresh daily.
- All persons exposed to blood or blood-containing bodily fluids and tissue discharges shall wash their hands immediately with soap and warm running water.
- Single use disposable gloves shall be worn if there is contact with blood or body tissue discharges. Hands shall be washed with soap and water after removal of gloves and gloves shall be discarded in plastic bags.
- For spills of vomit, urine, feces, blood or other bodily fluids, Center Staff shall clean and disinfect any floors, tabletops, toys or countertops coming in contact with the spill immediately.
- Bedding will be washed after every five (5) uses.
- Toys are washed and sanitized on a regular basis and follow a cleaning schedule.

Nutrition Policy

Child Guidance and Food Choice

Good nutrition in the early years is vital. Children's early experiences of food play an important part in shaping later eating habits, and good eating habits support healthy growth and development.

- **Allow plenty of time:** Give children enough time to finish eating and drinking—once they have started to eat, this may take around 15 minutes for a snack and 30 minutes for a meal. Children need to eat regularly and it is recommended that they be offered something to eat at least every 3 hours. Snacks are best given well before or after meal times to avoid spoiling the appetite for the next meal.
- **Develop social skills:** When children sit down together to eat and drink this provides an excellent opportunity for them to learn good social skills and behaviors associated with eating and drinking (e.g., chatting with other children and adults, developing good table manners, offering and sharing food, learning to respect others, tasting and trying foods from different cultures). Try to avoid distractions such as television and lots of noise.
- **Provide good role models:** Children often model their behavior on others. Therefore, encouraging good food choices and eating habits in the adults around children is important in reinforcing the right messages.
- **Encourage children to experiment:** Offering a variety of foods and repeatedly introducing new foods from an early age encourages children to experiment and accept different tastes and textures.

Parents of children who are on special diets will be asked to provide as much written information as possible about suitable foods and, in some cases, may be asked to provide the food themselves. A photograph of any child with a special dietary requirement or allergy will be displayed in the food preparation area to ensure that permanent and substitute staff is aware of each individual child's needs.

Food will be served in developmentally appropriate sizes to reduce the risk of choking. Young children will be monitored so that they do not eat too much at one time. Children will receive assistance when they are learning how to use eating utensils.

Meal Times and Routines

Kamp:

9:00 AM – Morning breakfast/snack. *Provided by Parent

12:00 PM – Lunch. *Provided by Parent

3:00 PM – Afternoon snack time

Any food brought by the parents/guardians will be labeled with the child’s name and placed in the refrigerator if required.

Open food will be stored in a sealed container or bag and labeled with item name and date it was opened.

Each meal and snack will meet the children’s nutritional requirements and consist of items from the different food groups, as required by the rules for group childcare providers.

Meals and snack times should be a pleasant experience for children. Teachers will sit with children during meals and children will be encouraged to taste different foods and develop good eating habits and manners.

Menus

Menus will be posted on the parent bulletin board at the check in table. Menus will be planned on a monthly basis and parents will be given at least one week’s notice of any menu changes. Menus will include diverse types of foods. Children needing a vegetarian diet will also be included in the menus on an as needed basis.

Meal Requirements

Food shall be provided following the chart below:

| Time a child is in the Center | Number of Meals and snacks |
|--------------------------------------|-----------------------------------|
| 2.5-4 hours | 1 snack |
| 4-8 hours | 1 snack and 1 meal |
| 8-10 hours | 2 snacks and 1 or 2 meals |
| More than 10 hours | 2 or 3 snacks and 2 meals |

Summer Kamp will provide afternoon snacks, but parents are required to send along a sack lunch with drink and morning snack.

Afterschool will provide a snack.

Foods will be served at flexible intervals, but no child may go without food for more than three (3) hours.

Each meal must meet the U.S. Department of Agriculture Child Food Program Minimum food requirements.

Meals will allow time for socialization.

School-Age Children

School-age children will likely participate in the snack preparation or in the setting of the table and clean up. It is good for them to learn about nutrition and meal preparation as well as sanitation.

Food Allergies

Koala-T-Kare School Age is NUT FREE. For children who have specific food allergies, their picture and a list of the specific allergies will be posted in any food preparation area and the information shared with the teachers that care for them. If parents give consent, this information will be shared with other parents who bring in snacks as well.

A special diet based on a food allergy may be served upon the written request of the parent. Please inform staff of any food allergies and update staff if any new food allergies arise especially for toddlers just being introduced to new foods for the first time. We will make every effort to plan accordingly.

Many children develop food allergies as they are being introduced to new foods for the first time. Please let your child's caregiver know when your child is trying a new food or has tried a new food at home. We will work together to help identify any food allergies that arise. Especially when a child is starting a new food, please keep track of it. Below are some common questions doctors will ask when they suspect a food allergy.

- How long after ingestion of the specific food did symptoms begin to occur?
- How much of the food was ingested or contacted?
- Was this the first exposure to the food, and has it been eaten again since the time of the first reaction? (If so, did similar symptoms occur?)
- What were the symptoms, and in what sequence did they occur?
- How long did the symptoms last?
- What treatment, actions or medicines were given? Did they help?
- Did anyone else have symptoms after the same meal?
- How was the food prepared?
- What other foods were ingested just prior to the allergic reaction?
- If the reaction occurred in a breastfeeding infant, what foods are in his/her mother's diet?
- How long has it been since the time of the last reaction?
- Has the suspected food been strictly eliminated from the diet? (i.e., even tiny amounts of the suspected food allergen contained in processed foods or cross-contaminated restaurant food?)

In children in the United States, the most common food allergens are milk, egg, soybean, wheat, fish, shellfish (shrimp, escargot, squid, crab, clams, etc.), peanuts and tree nuts (walnuts, pine nuts, almonds, etc.).



Food Preparation and Sanitizing Procedures

When cooking projects are prepared or heated on the premises, the kitchen is equipped with a microwave, stove, double ovens, a refrigerator, utensils necessary to prepare and serve snacks and a sink. The sink will be used exclusively for food preparation and dishwashing.

All equipment and utensils have smooth, hard surfaces, and are easily cleanable, in good repair, durable, non-toxic and free of cracks, seams, chips and roughened areas. They are maintained in a clean and sanitary condition.

Food preparation tables are durable, and surfaces are smooth, non-absorbent and easily cleanable.

After cleaning, utensils are stored in a clean, dry place and protected from contamination.

Single-service utensils will be non-toxic, stored in a clean, dry place, kept covered, and may not be reused.

Food shall be clean, wholesome, free from spoilage, free from adulteration or misbranding and safe for human consumption. Meat, poultry, fish, molluscan shellfish, eggs and dairy products shall be from an inspected source.

Only milk and milk products that are pasteurized and meet the Grade A milk standards of the Wisconsin department of agriculture, trade and consumer protection may be served or used.

Dishwashing Procedures:

All kitchen utensils and food contact surfaces used for preparation, storage or serving of food are thoroughly cleaned and sanitized after each use. All utensils and dishes are scraped, sorted and pre-washed under running water.

For washing in commercial spray-type dishwashing machines using a chemical sanitizer in the final rinse, the dishes and utensils are washed, rinsed and sanitized in the dishwasher according to the machine manufacturer's operating instructions.

A readily visible temperature gauge is located on the outer lower panel of our mechanical dishwasher.

All dishes and utensils are air-dried in racks or baskets or on drain boards.

For manual washing the 3-step procedure will be followed:

1. Wash in soap and water.
2. Rinse in hot water.
3. Sanitize for at least 2-minutes in bleach solution.

Special Treats and Holidays

Parents are welcome to share special treats for a child's birthday or any holiday celebration. Please let the staff know if you wish to share a special treat, so they may give you information on any possible food allergies to avoid. They will also give you a copy of the snack guidelines, if you choose to provide a treat or snack within our nutritional guidelines. All snacks must be store bought.

We will try to have a balance of fun, sweet and nutritious snacks for our holiday celebrations; however, we will make as much effort as possible to make treats both tasty AND nutritious. Special treats are fun, but it is always nice to make sure we are providing nutritional choices for our children. Any juices served in the Center must contain 100% fruit juice. Thank you for your cooperation.

Fire, Tornado and Other Emergency Procedures

Emergency Plans

Should there be a need to evacuate the building in case of an emergency, such as fire, the children will be taken across the street. Children will not be left unattended.

When there is a tornado warning, children will be taken into the hallways/bathrooms away from windows and doors.

Fire evacuations and tornado drills will be practiced monthly. Children will be instructed in proper procedures when they are able to comprehend them. Teacher's will escort children and carry infants.

Children with physical/mental disabilities will be fully included with the other children during emergency drills. Individualized explanations/attention will be provided to children as necessary. An outside ramp and elevator are also available and easily accessible to anyone having physical disabilities.

Emergency cards will be taken and checked after everyone is outside. Emergency phone numbers are posted by each phone.

Planning

The Madison Fire Chief was consulted regarding emergency plans for tornado and fire.

Emergency phone numbers are posted on the parent board near check in table.

Evacuation plans are posted in each room and on parent board.

The Teachers will lead children and the Director will be the last of each group to leave.

The Director will be responsible to check classroom, closets, bathroom, etc., prior to leaving.

Teachers will take class rosters and emergency cards with them and check after everyone is outside (or seated for a tornado).

Training

Emergency procedures will be reviewed at a staff member or volunteer's orientation.

The drill will be reviewed with staff members following the drill. Any comments, ideas for improvements, etc., will be aired at that time.

Individual responsibilities will be reviewed periodically at staff meetings.

Practicing

The Center Director will be responsible to call fire and tornado drills at least monthly. These will be held at various times of the day and different days of the week to assure that as many people and different situations are covered as possible. Documentation of monthly practice will be noted on the monthly Fire & Safety Checklist, which will be posted in the kitchen.

Maintaining Equipment

Fire extinguishers will be checked annually by the Madison Fire Department. Weekly inspections of the extinguishers will be made by the Center Director at the same time as the smoke detectors.

Staff will be trained at orientation on the use of fire extinguishers. Procedures will be reviewed periodically at staff meetings.

Smoke detectors will be checked annually by the Madison Fire Department using canned smoke. Any maintenance is to be performed by them.

A flashlight will be kept in each emergency bag. Additional batteries will be stored in the bag as well. The Center Director is responsible for their maintenance.

Drills/Practice and Safety Requirements

We will have required Emergency Drills each month.

- The Fire Drills will be held on varying days and hours.
- Tornado Drills will also be held on varying days and hours, March through October.
- We are required by the state to practice and document these drills.
- Emergency Drills are not meant to scare your child and every effort will be made to prepare your child and to comfort them during and after the practices.

The Center has a written plan for responding to a fire, tornado, a tornado warning or other emergency. The Center shall do all of the following:

- Post the plan and practice implementing it monthly.
- Make sure that all staff members know what their duties are if there is a fire, tornado, tornado warning, or other emergency.
- Keep a written record of dates and times of the monthly fire or tornado practice.

Fire Protection:

- Each fire extinguisher on the premises of the Center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.
- All staff members shall be instructed in and knowledgeable about the use of the fire extinguishers.
- Each floor used by children shall have at least 2 exits.
- Exits and exit passageways shall have a minimum clear width of 3 feet and be unobstructed by furniture or other objects.
- An extension cord may not be used permanently with an appliance.
- No more than 2 electrical appliances may be plugged into any one wall outlet.
- The door to the basement and furnace room shall be closed.
- Areas under stairs may not be used for storage.
- All exit lights shall be lit at all times.
- Fire alarms and smoke detectors shall be maintained in good working order and shall be tested weekly and a record shall be kept of the test results.

Emergency Evacuation Procedures

Fire Drill Evacuation:

When the smoke alarm sounds:

- The children are to stop anything they are doing when they hear the alarm and begin evacuation.
- Evacuate the building regardless of the apparent size of the fire or amount of smoke. Do not stop to take clothing, toys, etc. Everyone will meet in the bottom parking lot.
- Teachers will guide the children to a safe place. The Center Director will be the last one to leave after checking bathrooms, closets, hallways, etc. If the Center Director is not in, then the lead Teacher will be the one to do a sweep of the building looking for children. The sweep role can be transferred to another teacher after verbal confirmation from the teachers. The attendance clipboard will be taken as well as the emergency cards.
- Teachers who have cell phones issued by the Center will keep their phones with them for parents who may be calling.
- Teachers will turn on all the lights on the way out. This enables firefighters to see better in a smoke-filled building.
- The last teacher out will close the classroom doors to prevent the spread of fire.
- After the children are assembled in a safe place, check the completeness of the evacuation. Take attendance records out and review.
- When the first fire truck arrives, inform the person in charge that everyone is or is not out of the building.
- Exits, hallways, and other evacuation routes must be clear at all times.
- Evacuation for fire will follow the arrows on the diagram.
- Teachers will record times and make comments on the Fire Drill chart.

Tornado Drill Evacuation:

When the alarm sounds:

- The children are to stop anything they are doing when they hear the alarm sound and begin to take shelter at once, which will be in the preschool room.
- The Center Director will check closets, etc. If the Center Director is gone then the Lead Teacher will assume this responsibility. The attendance clipboard, emergency cards, flashlight and radio will also be taken.
- Teachers who have cell phones issued by the Center will keep their phones with them for parents who may be calling.
- Attendance will be taken as soon as everyone is assembled in the preschool room.
- Everyone will remain seated until the all-clear signal is given.
- The Center Director will record times and comments in the Tornado Drill chart.

Other Emergencies:

In case of dangerous weather conditions, every effort will be made to reach parents to let them know if Koala-T-Kare School-Age will be closed. If you have any question about whether we the center will be open, please call staff to check before coming in. Parents may be called to come pick up their children if Koala-T-Kare School-Age will be closing earlier than usual.

If there are problems that make the building uninhabitable for any length of time, parents will be notified. If the problem can be rectified in a short period of time, children will be taken to the playground or alternative until the problem is fixed.

If a child is found to be missing:

- The Lead Teacher will make a thorough check of the premises.
- Children and teachers will be asked where and when they last saw the child.
- Parents will be called, as well as police.
- Extra staff members will initiate a search.

First Aid and CPR

All staff will be trained in First Aid and CPR. They will take a refresher course for CPR and receive annual training for First Aid as often as required to maintain their certification.

Staff will review how to provide first aid for the following on a yearly basis:

- Animal or insect bites
- Breathing problems
- Broken Bones
- Burns
- Choking
- Cuts, Scrapes and punctures
- Epi-Pen Usage for bee sting allergies
- Eye Injuries
- Fainting
- Head Injuries
- Heat Exhaustion
- Nosebleeds
- Seizures
- Shock
- Sprains/Strains
- Splinters
- Sunburns
- Unconsciousness

If your child has a chronic condition that involves special attention or care, please be sure to share with the staff directly involved with your child. The more we know, the better we can respond to your child's needs.

Part of First Aid training involves education about safe toys, safe foods and other potential life-saving measures that could keep your infant, toddler or child safe while in our care.

If you would like to be trained in CPR or First Aid, please contact the Center Director. It is recommended for all parents of small children.

All staff (includes volunteers, substitutes, and emergency back-up staff) working with children will also be trained in preventing, and in recognizing signs of, Shake Baby Syndrome (SBS), before beginning to work with the children.

Telephones and Emergency Numbers

| | |
|---|----------------------------|
| Koala-T-Kare School-Age | 239-7665 |
| Koala-T-Kare (located at 6300 Enterprise Lane) | 310-6727 |
| Emergency/Ambulance | 911 |
| Police and Fire Dept. (non-emergency) | 255-2345 |
| Poison Control Center | 262-3702 1-800-222-1222 |
| Emergency Medical Care | 828-7676 |
| Prevent Child Abuse | 256-3374 |
| Mike Younglove (Emergency backup – available within 5 minutes) | 215-9712 |
| Suzi Grundahl (Emergency backup – available within 5 minutes) | 217-3712 |

Building Temperature

The Department of Health and Family Services requires that if the inside temperature of the building exceeds **80 degrees F**, the staff shall provide for air circulation with fans or by other means. Koala-T-Kare School-Age (housed at High Point Christian School) has air conditioning and Center Staff will monitor the building temperature.

The Department of Health and Family Services also requires that the inside temperature may not fall below **67 degrees F**.

Sunscreen/Insect Repellent

An authorization form must be on file for the staff to apply sunscreen and insect repellent on the children. This is an example of an authorization form:

Sunscreen or insect repellent may only be applied upon the written authorization of the parents. The authorization shall include the brand and ingredient strength of the sunscreen or repellent. Authorizations shall be reviewed every 6 months and updated as necessary. The recording of the application of sunscreen or insect repellent is not required. Families may opt to use sunscreen that is provided by Summer Kamp. KTK supplied sunscreen lotion includes broad-spectrum protection, SPF of 30 or higher and is water resistant. Children 8 and older will be allowed to apply sunscreen themselves.

While in the care of Center Staff I would like my child _____ to use sunscreen on outdoor occasions.

Please use _____ (brand) with _____ (SPF) to protect them
_____ (how often).

Please follow the specific instructions listed below.

My child should also use insect repellent when outdoors.

Please use _____ (brand) to protect them _____ (how often).

Please follow the specific instructions listed below.

Signature of parent or guardian

Date

Vehicles

General Transportation:

At this time, Koala-T-Kare does not provide regular transportation to or from the Center for any children.

Field Trips:

On occasion, children will be transported for field trips when the destination is out of walking distance. Parents will be notified of field trips through the use of the Field Trip Permission slip, as well as the Transportation Permission form, which includes the date, time and destination of each trip.

KTK Kamp will be contracting bus service through a local bus company for all field trips.

Anyone transporting children will carry an emergency first aid kit, permission slips, transportation forms, emergency cards and the class attendance roster. Attendance will be taken before and after leaving a vehicle to ensure no child is left unattended. A staff member is always the last person off of a bus, this staff member performs a “sweep” of every seat on top of and below before exiting the bus. When 9 or more children are on a field trip there will be two child care workers accompanying the children and staff-to-child ratios will be maintained. Snacks and/or meals will be provided if children are on a field trip during snack or meal times.

When children participate in field trips that require transportation other than the city bus system, appropriate child safety restraints will be used. Any accidents while on field trips will be reported to the department within 5 days by the center administrator.

We will call 911 for an ambulance for any emergencies on site that require immediate medical attention.

Swimming

A wading pool, pool, water attraction or beach that is not located on the center premises may be used by children during the hours of Summer Kamp. The construction and operation of the pool shall meet the requirements of chs. SPS 390 and DHS 172 for public swimming pools. A beach shall comply with any applicable local ordinance.

Certified lifesaving personnel shall be on duty. While children are in the water of a pool, wading pool, water attraction or beach, staff-to-child ratios for child care workers who can swim shall be:

a. For children 4 and 5 years of age: 1:6.

b. For children 6 years of age and older: 1:12

When a mixed age group of children are swimming, the staff-to-child ratio shall be adjusted based on the number of children in the water and each child's age.

A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.

Either the center or a child's parent may determine a child's swimming ability.

Tracking tags will be used so supervising teachers know who they are responsible for in the water at all times.

If a child participating in water activities cannot be found:

- Director will be notified immediately
- Lifeguard on Duty will be notified of missing child
- All Kampers will be cleared from water and moved into supervising groups for head count and pool sweep
- Parents will be notified immediately

If some of the children are in the water and others are not, there shall be at least 2 child care workers supervising the children. One child care worker shall supervise the children who are in the water, and the other child care worker shall supervise children who are not in the water.

Other Information

Paperwork Required by the State for Each Enrolled Child

Each child will have on file:

- An Enrollment Form (CFS-62)
- A Health Report (CFS-60)
- An Intake Form (children under 2 only) (CFS-61)
- A Health History and Emergency Care Plan (CFS-2345)
- An Immunization Record (DPH-4192)
- Addendum A-Release of Information
- Addendum B-Sunscreen/Insect Repellent

If transportation is provided:

- A Transportation Authorization Form (CFS-56)

When there will be observation by an outside agency:

- Informed Consent for observation by an outside agency(CFS-57)

When a child will need medication:

- A form for Authorization to administer medication (CFS-59)

Before EACH field trip:

- A field trip permission slip (CFS-58)

Any time an accident happens:

- An Accident Report (CFS-55)

If a child is receiving school-age care:

- A school-age registration form (CFS-104)



KOALA•T•KARE

Summer KAMP

June 12 - August 31, 2023

Hours: Monday - Friday • 7:30 am - 5:30 pm

Location: Westwood Christian Church • 5210 Odana Rd. • Madison

Weekly Kamp Themes

Week 1: JUNE 12-16 **Kick-Off to Summer**

Hang up those backpacks and get ready for a fun filled summer! We will take this week to get to know each other and our new space. We will create summer bucket lists and start checking them off. Days will be filled with homemade outdoor splatter paint, sidewalk chalk and puffy paint! We will also play some Kamp Favorites like Kickball & Four Square.

Week 2: JUNE 19-23 **Kamp Hogwarts**

Step through platform 9¾ onto the Hogwarts Express. When we arrive to Hogwarts, be prepared to be sorted into your houses by the sorting hat and let your wand choose you! Students will participate in Potions class, a Tri-Wizard Cup and try to catch the Golden Snitch in a game of Quidditch. I solemnly swear that we will be up to SO MUCH FUN.

Week 3: JUNE 26-30 **Splashtacular**

Be prepared to GET WET! We will beat the heat with Sponge Wars, Water Balloon T-Ball, Slip-n-Slide Kickball and Spray the Lego Wall. Kampers will also explore with a rainbow water mixing station, make popsicles and build with pool noodles and shaving cream. Be ready to jump into kiddie pools, fish with pool noodles and overall have a splashing good time! Parents please provide multiple changes of clothes, swim suits and towels each day.

Week 4: JULY 3-7 (closed July 4 for holiday) **KTK Forest School**

Kampers will experience what it's like to be part of a nature school. Spending days outside, exploring and learning. So many adventures to be had! We will start with a compass led treasure hunt, apple boat races, creating 'Bug Hotels' and exploring Mud Kitchens. Kampers will also take part in many nature based art projects, plant flowers and design sun catchers. Parents be prepared to send extra clothes and lunches that can be eaten on the go!

Week 5: JULY 10-14 **Wonders of the World**

Kampers will explore all the elements around us from our own homes to large world around us. Starting off, we will take a texture/color hunt both inside and outside. Kampers will design and build mini-homes and salt maps. We will also discuss land formations and create some of our own. Ever wonder how water and land effect each other and what happens in an oil spill? We will participate in hands on experiments to figure this out! A large group focus will be a giant World Map.

Week 6: JULY 17-21 **Kamp Gets LOUD!**

LET'S GET LOUD, LET'S GET LOUD! (hopefully you sang along there!) Kampers will be encouraged to make ALL THE NOISE this week. We will create a classroom sound wave. Water Xylophone and explore Sound Labs. Kampers will be able to DIY maracas, Pan Flutes, Wind Chimes and more. We will go on a sound hunt and even make a recycled Kamp Band! WE'VE GOT THE BEAT! (sorry if this is now stuck in your head.)

Week 7: JULY 24-28 **Storytellers**

What is your favorite way to hear a story? Maybe reading? Watching a performance? Listening to music? This week we will explore all the different ways we can tell a story. Kampers will create their own stories to share with friends and families. Where will your story take us?

Week 8: JULY 31 - AUGUST 1 **Mad Scientist**

This week Kampers will transform into crazy, silly MAD SCIENTISTS! To get in the mood, we will create our personal 'Mad Scientist' look. Once we are ready, we will experiment with Lemon Volcanos, Instant Hot Ice and Sweet Science. Fizzing Ice Cubes, Bubble Wrap Body Slam and homemade bouncy balls will be sure to keep us busy and excited all week! Nothing is off limits to test and experiment with. (Please provide art smock or old shirt.)

Week 9: AUGUST 7-11 **When You Say Wisconsin...**

You've said it all. Kampers will JUMP AROUND this week and become a BADGER. Red and white is encouraged all week. We will taste test cheese curds, make homemade ice cream and create our very own badgers. OPE! We aren't done there, we will also play Mini Ice Hockey, table top football and shoot some hoops. Kampers will get a chance create their very own State Bird, and explore why Wisconsin is the best place to be! If you want to be a Badger, just come along with me!

Week 10: AUGUST 14-18 **Color Wars**

You do NOT want to miss this week! Kampers will divide into teams by color, competing in a field day with games such as Tug-A-War with a twist, Human Tic-Tac-Toe, Marshmallow Blasters, Shower Cap/ Shaving cream toss, pool noodle building races, capture the flag and MUCH MORE! The week will end with a COLOR RUN and SILLY STRING PARTY! Parents please bring extra clothes, pool goggles (if needed) and a white shirt this week.

Week 11: AUGUST 21-25 **Crazy Creatures**

Blob Fish, Komondor Dog, Aye-Aye, Axolotl — do any of these sound familiar? We will take a look at some of the CRAZIEST creatures on our planet. Projects will be inspired by those we find the most fascinating. Do you think you can create something even crazier? Lets give it a try!

Week 12: AUGUST 28-31 **Kamp Favorites & Farewells**

Do we have to say goodbye? As summer comes to an end we will bring back our most favorite games and activities. We will create memory books and enjoy moments with our Kamp friends. A special craft will be made to help us always remember Kamp 2023.

More details about the Weekly Schedule and Field Trips can be found online at koala-t-kare.com.



Summer Kamp Registration Form

Return form to our main office:
6300 Enterprise Ln
Madison, WI 53719
Fax: 608-271-7006
Email: ckoch@koala-t-kare.com

Westwood Christian Church • 5210 Odana Rd • Madison, WI 53711
608-310-6727 • info@koala-t-kare.com • koala-t-kare.com/classrooms/summer-kamp

Child's Name _____

Date of Birth _____ Grade entering Fall 2023 _____ M / F _____ T-shirt size _____

Specify Youth XS-XL or Adult XS-XL

Guardian Name(s) _____

Address _____

Phone _____ Email _____

Drop-off Time _____ Pick-up Time _____ Extended Care Needed

(Kamp runs from 7:15 am – 5:30 pm. 9 hours of care are included in base rate. Extended care is \$5 per 1/2-hour. Please contact staff for more information.)

Emergency Contact #1 (Emergency contacts must be different than Guardians listed above)

Name _____ Relationship to Child _____ Phone Number _____

Emergency Contact #2

Name _____ Relationship to Child _____ Phone Number _____

Family Doctor _____ Clinic Location _____ Phone _____

Allergies: _____ EpiPen: Yes No

| Attendance: | Circle Days to attend/Total # | Circle Days to attend/Total # | |
|---------------------|--|-------------------------------|--|
| Week 1 (June 12-16) | M T W Th F _____ | Week 7 (July 24-28) | M T W Th F _____ |
| Week 2 (June 19-23) | M T W Th F _____ | Week 8 (July 31-Aug 4) | M T W Th F _____ |
| Week 3 (June 26-30) | M T W Th F _____ | Week 9 (Aug 7-11) | M T W Th F _____ |
| Week 4 (July 3-7) | M <input checked="" type="checkbox"/> W Th F _____ | Week 10 (Aug 14-18) | M T W Th F _____ |
| Week 5 (July 10-14) | M T W Th F _____ | Week 11 (Aug 21-25) | M T W Th F _____ |
| Week 6 (July 17-21) | M T W Th F _____ | Week 12 (Aug 28-31) | M T W Th <input checked="" type="checkbox"/> _____ |

Rates:

- 5 days: \$350/week
- 4 days: \$330/week
- 3 days: \$285/week
- 2 days: \$230/week
- Daily Drop in rate: \$125/day

Choose payment option:

Prepay (due May 1) Pay weekly (due 1st day of attendance each week at drop-off) Pay in Two Installments (June 12 and July 24)

Fees & Policies:

- Pre-pay discount:** Families that pay in full by May 1, 2023, can take a 3% discount off their remaining balance for the summer.
- Additional Child Discount:** Pricing is shown per week per child. For parents with more than one child enrolled in 4- or 5-day program for at least 4 weeks, you may take \$10 off the weekly rate for each additional child after the first.
- Reservation Fee:** A \$20 fee per child per week is required to reserve your spot in Summer Kamp. The fee will then be applied to the week you reserve. On the registration form, please indicate the number of days per week your child will attend, as well as which weeks. Reservations will be made on a first come, first serve basis, with priority given to families who reserve space for the entire program.
- Registration Fee:** There is a \$75 non-refundable registration fee per child for families who are new to Koala-T-Kare. If your child was enrolled in Kamp last summer or in our preschool program, the registration fee is \$45 per child.
- Late Fee:** All children must be picked up at the scheduled time. A penalty fee of \$1/minute will be assessed beginning 5 minutes after the scheduled pick-up time and must be paid promptly.
- Late Payment Fee/NSF Checks:** A penalty fee of \$2 per day will be assessed for every day a payment is past due. A fee of \$25 will be charged for a check returned due to non-sufficient fund.
- Confirmation Policy:** A registration form, all required intake forms, and a check for all fees need to be submitted before your reservation can be confirmed. A confirmation email will be sent when your reservation is confirmed.
- Cancellation Policy:** Cancellations or changes to reservations must be made two weeks prior to the first day of reservation. At this time, refunds will be given less the non-refundable Registration fee. Kamp is designed around a one-week cycle with flexible options in days to attend, to provide families with many choices and flexibility.
- COVID-19 Policy:** The safety of our campers and staff is our top priority. Our team is continuously working with local and national health officials to implement the best safety practices related to COVID-19 this summer.

I hereby give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately.

Photo Release: Facebook Website Marketing Materials

Field Trip Permission:

KTK is allowed to take my child on all walking and bus field trips for the dates they will be at Summer Kamp 2023.

I have read and understand the fees and policies for the 2023 Summer Kamp program.

Parent's Signature _____ Date _____

Sunscreen:

- Use provided by KTK.
- I will bring my own.
- I will bring my own. Okay to use KTK's if out of personal.
- My child can apply their own sunscreen.

Note: KTK supplied sunscreen lotion includes broad spectrum protection, SPF of 30 or higher, and is water resistant. Children 8 and older will be allowed to apply sunscreen themselves.

For office use only: DCE DHH DIM Rymt Info

Paperwork Required by the State for Staff Members

Each Staff Member will have the following forms on file:

- Staff Record (CFS-53) and proof of required courses needed for position held
- Staff Orientation Checklist (CFS-2026)
- Staff Health Report (CFS-54)
- A Staff Continuing Ed Record (CFS-53A)
- Any Records of Independent Reading and Video Viewing (CFS-2114)
- A Background Check (HFS-64)
- An Accident Report (Staff Addendum A) - any time an accident occurs
- Current Infant and Child CPR certification
- Shaken Baby Syndrome training
- Registry Certificates on file for Teachers, Director and Administrator

Each Volunteer will have on file:

- A Volunteer Training Confirmation (CFS-2027)
- A Background Check (HFS-64)
- A copy of Volunteer Addendum A
- A record of hours spent at the Center each year (Addendum B)
- An Accident Report (Staff Addendum A) - any time an accident occurs

Orientation of Staff Policy

Timeline and Staff Orientation Requirements

Your Staff Orientation Schedule will be set up prior to your start date. You will learn a little about Qualtim and meet with some of the people in the company as well as learn about the Center policies and procedures. We will take care of the state required paperwork prior to your start date and you will need to have your health history signed by a physician or physician's assistant before you begin.

Your orientation will include:

- Review of the HFS 46 Licensing Rules for Group Childcare Centers
- Review of the Center Policies in this Handbook
- Review of the Center Plans for Emergency Evacuation as well as the location and operation of Fire Extinguishers
- CPR, AED and First Aid Procedures - taken from an approved trainer
- Review of your job description and responsibilities
- Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids, and communicable disease recognition
- Review of the schedule of activities for the Center
- Review of policy on confidentiality
- Review of child abuse and neglect laws and Center reporting procedures
- Review of policy on individual responsibility to inform Center Director when any criminal charges have occurred - ASAP, within 24 hours. The procedures listed under Staff Responsibilities will be followed.
- The procedure for ensuring that all childcare workers know the children assigned to their care and their whereabouts at all times
- Child Management Techniques
- Procedures for sharing information related to a child's special health care needs
- Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS). *This class is also required for emergency back-up personnel*
- Procedure to contact a parent if a child is absent without prior notification
- Tour of the building and the Center
- Questions

All staff will complete orientation including:

- Childcare teachers
- Food Service Personnel
- Volunteers
- Student Teachers

Rules and Regulations Summary

As part of your staff orientation process you must be familiar with the DCF 251 Licensing Rules for Group Child Care Centers. This can be found in the Koala-T-Kare office.

Child Abuse and Neglect

Staff should be aware of any physical indicators of child abuse including:

- Questionable Bruises, Welts or Injuries
- Questionable Fractures
- Questionable Burns
- Questionable Cuts or Scrapes

Staff should also look for any behavioral indicators of child abuse including:

- Being uncomfortable with physical contact
- Being wary of adults
- Showing behavioral extremes
- Being frightened of parents or other adults
- Complaining of soreness or moving uncomfortably
- Reporting of abuse

Staff should be aware of the physical signs of neglect:

- Looks undernourished or is overly hungry
- Appears lethargic or complains of not sleeping
- Has untreated injuries or maladies
- Has CHRONIC injuries or illness that you attribute to being unsupervised
- Noticeably not in an hygienic state

Staff should also aware of some of the behavioral indicators of child neglect:

- Begging for or stealing food
- Trouble getting along with others
- Clingy behavior
- Poor self-esteem
- Emotional neediness

These are just a few of the things staff should watch for. We are mandated reporters and will file a report any time we suspect a child is the victim of any form of child abuse or neglect. Our policy is that any staff member must call the Dane County Child Protective Services (256-3374), immediately if they suspect abuse or neglect of a child. Staff should also discuss any concerns with the Center Director. We must also call to file a report any time a *child* reports abuse. We will continue to review this topic at our monthly staff meetings. Staff will review the CAN (ad and Neglect) brochure biannually.

Reports

Staff will be required to report the following:

- Any time a child sustains an injury while in our care, an accident form must be submitted to the Center Director.
- Any time a staff member is injured on the job, an accident report must be submitted to the Center Director.
- Any time a staff member provides first aid or administers medication, an entry will be made in the “Medications and Injury” log book.
- Any staff that work with Infants/Toddlers will fill out a daily tracking sheet for parents regarding sleeping, changing and meal patterns.
- Any suspected abuse or neglect of a child must be reported to Dane County Child Protective Services: 608/256-3374 and the Center Director.

Staff Responsibilities

All staff will be responsible for:

- Being a communications liaison between the Center and parents.
- Implementing schedules with some flexibility.
- Maintaining familiarity with standards regarding facility, maintenance, safety and sanitation.
- Meeting or exceeding required standards.
- Reporting daily events, schedule changes, sleeping habits, etc. to parents and other staff who will need this information.
- Completing any necessary reports during their shift.
- Completing weekly lesson plans.
- Contributing equally in the housekeeping of their designated workspace including:
 - Washing/sanitizing toys and/or furniture
 - Emptying trash
 - Vacuuming areas
 - Straightening toys and play/sleep areas, etc.
 - Mopping floors if needed
 - Cleaning up after meals/art projects
 - Laundering children’s linens weekly or as needed.
 - Cleaning bathrooms, walls and equipment weekly or as needed.
- Insuring that all cleaning supplies and tools are safely locked out of the reach of children.
- Maintaining regular communication with the Center Director.
- Inventorying and maintaining a supply list of needed supplies and equipment.
- Requesting or shopping for needed items.
- Reporting to the Center Director any suspicions of child abuse or neglect.
- Attending all staff meetings, parent meetings and other required meetings.
- Maintaining confidentiality of children, parents and other fellow staff members.
- Dressing appropriately in accordance with their required work.
- Maintaining a professional attitude.
- Maintaining knowledge of the center policies.
- Staff must notify the Center Administrator when any of the following occurs, ASAP, within 24 hours. This responsibility will be explained during new staff orientation. This refers to anyone subject to a caregiver background check, including substitutes and volunteers serving as staff.

- Employee has been or is being investigated by any governmental agency for any act, offense or omission, including charges related to abuse or neglect of a child or other client, or misappropriation of property.
- Employee has a substantiated finding against them for a charge listed above.
- Employee has had a professional license denied, revoked, restricted or otherwise limited.
- There are other known convictions, pending charges or other offenses which could potentially relate to the care of children or center activities.
- The licensee must report such an occurrence to the licensing office no later than the next business day.

Discipline Policy

A written policy can be found in the Qualtim Employee Handbook on specific areas of discipline. These include, but are not limited to: Computer and E-mail Usage, Business Ethics and Conduct, Internet Usage, Drug and Alcohol Use, Sexual and Other Unlawful Harassment, and Personal Appearance. In general, the use of good judgment will guide you with respect to lines of acceptable conduct. When a violation occurs you will be notified in private by your supervisor through a verbal warning within 24 hours. When a resolution cannot be met or if a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, another meeting with Suzi Grundahl may be scheduled for advice and consultation. Repeated violations will be subject to disciplinary action, up to and including termination of employment.

Grievance Policy

Employees can file a grievance at any time, without fear of reprisal, through e-mail, verbally, or by a written letter. Staff members are encouraged to bring these issues to the attention of their immediate supervisor or to Suzi Grundahl. All grievances made under this policy will involve direct consultation with the injured party and will be investigated promptly. All efforts will be made to respond within 24 hours of receiving a grievance. Confidentiality will be maintained to the extent consistent with the Company's duty to investigate. Any employee who believes he/she has been subjected to retaliation in violation of this policy should contact their immediate supervisor and/or Suzi Grundahl.



www.koala-t-kare.com

Staff Education and Continuing Ed Policy

Education/Continuing Ed Requirements

1. Each Administrator, Center Director and Childcare Worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year.
2. Each Administrator, Center Director and Childcare Worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.
3. Continuing education hours may be used to meet the continuing education requirement during the year in which the hours are earned and for the two (2) years following that year.
4. Continuing education courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year the credits were earned and for the following 2 years.
5. Assistant childcare teachers who are currently enrolled in their first entry level course are not required to earn continuing education hours for that calendar year.
6. All staff members in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation within six (6) months after beginning to work with children. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.
7. Types of training acceptable to meet continuing education requirements shall be limited to the following:
 - a. Formal courses resulting in credits or continuing education units.
 - b. Workshops, conferences, seminars, lectures, correspondence courses and home study courses.
 - c. Training offered by the Center through the use of guest or staff trainers.
 - d. Documented observation time in other early childhood programs.
8. Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, caring for children with special needs, first aid, use of fire extinguishers, and nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of a childcare center or in communication skills.
9. Independent reading and watching of educational materials may be counted for up to five (5) hours of continuing education per year for each person required under par. (c) 1. to have 25 hours of continuing education, and up to 2.5 hours of continuing education per year for each person required under par. (c) 2. to have 15 hours of continuing education.
10. Each Administrator and Center Director shall complete at least ten (10) hours of training in supervision or personnel management within one year of assuming the position as part of the annual continuing education requirement, if they have not previously received that training.
11. Documentation of Continuing Education will be entered on the Staff Continuing Education Record – CFS-53A, along with any supporting documentation.
12. Koala-T-Kare will reimburse for the cost of continuing education approved by Director.

Staff Meetings

- State Law Requires the staff to meet one time each month. Staff is required to sign in at the beginning of each meeting.
- Staff will meet each month for a minimum of one hour.
- On some occasions we will have a speaker or do our CPR recertification so the time will be a bit longer (which will help with required Continuing Ed. Hours).
- Staff will get a reminder email the week before the meeting and have the opportunity to add items to the agenda.
- If a staff member is unable to attend a meeting, a follow-up meeting will be scheduled with the Center Director (after the meeting has occurred) to cover the items discussed and sign the meeting documentation.
- Time spent at required staff meetings will be compensated.

CPR Training

All Staff will receive CPR and AED Training from a certified provider of training within six (6) weeks of employment.

CPR classes will qualify as clock hours for continuing education training.

Personnel Policy

The Core elements of the Personnel Policy can be found in Qualtim's Employee Handbook. These would include general employment information, employee benefit programs, work conditions and hours, employee conduct and disciplinary action, plus additional information under the Terms section.

Qualtim's Philosophy states that the mission of the Koala-T-Kare staff is to act with integrity as we provide quality care for children. We provide fair and flexible accommodations as we support and nurture children. We provide exemplary care while parents are away as we strive to focus on social, physical, emotional and intellectual growth.

We believe children are precious and deserve to have the very best care while they are with us. Center Staff will keep up to date with the latest trends and changing technology as we help children explore their world. We know that all children can learn and believe in providing learning experiences that will allow all children to be successful in life.

Job Descriptions

Center Director:

QUALIFICATIONS

- Have three references on file attesting to character and child caring ability
- Demonstrate education or training in childcare and practical experience in a licensed child care program of at least 80 full days or 120 half days
- Be a degreed teacher and possess WI Registry Certificate verifying the qualifications are met
- Exhibit enthusiasm and energy toward the children, staff, and preschool
- Attend continuing education seminars/workshops

LICENSING

- Make application for and receive the license from the licensing agency annually
- Maintain state standards in program, staff and facility
- File all required reports
- Meet with fire and sanitation officials as they make their annual inspections
- Comply with recommendations made at such inspections, and inform proper authorities of compliance in writing
- Insure that regular emergency drills are held in each class

STAFF SUPERVISION

- Arrange for new employee orientation
- Maintain staff personnel files to include resume (if applicable), Application for Employment, and compliance on the staff record checklist for each employee
- Maintain staff ratio, assigning staff and children to classes
- Arrange for substitute staff
- Meet at least monthly with staff to oversee curriculum planning, staff performance, problems, and/or commendations
- Organize any appropriate in-service training or other extracurricular activities

REGISTRATION

- Advertise for enrollment
- Register students throughout the year
- Write and mail to parents by September 1 the fall *Registration Letter*, including all necessary information
- Make available at registration all the necessary infant/child forms, and have the forms completed and filed for each child

PROGRAM

- Supervise the day-to-day functioning of the program
- Supervise curriculum development
- Organize parties, programs, and any other special activities throughout the year
- Take charge of any "Thank You" notes or proper acknowledgements needed for donations, volunteers, etc.
- Inventory equipment and supplies at the beginning of the year and at midyear, and replace as needed
- Maintain policy handbook as the requirements change

SPECIAL CONCERNS

- Work with classroom teachers on any individual children having special needs
- Maintain networking with other childcare professionals, recommending to parents referrals to specialists as deemed necessary
- Remain alert to signs of child abuse or neglect, reporting suspected cases as prescribed

FINANCES

- Send out *Tuition Statements* or *Tuition Reminders* each month
- Purchase all necessary supplies and snacks, and bring before the Administrator any requests for large equipment to be purchased from the equipment fund
- Control the Teachers' Operating Fund, recording every purchase or charge, and furnishing to the Administrator receipts and/or invoices for every purchase

BUSINESS

- Keep parents informed and up-to-date on preschool policies, procedures, and activities through *Parent Newsletters* and notes posted on the preschool bulletin board
- Attend periodic meetings to update the Administrator, or State Licensor if needed, on all program happenings and concerns
- Act as a liaison between the staff and Administrator
- Publicize the preschool and maintain continuing public relations with the community
- Keep current records of inventory and expenses

Teacher:

QUALIFICATIONS

- 80 days/120 half-days experience in licensed child care program; necessary courses; Registry Certificate
- Supervise and insure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group
- Plan activities to meet the needs of assigned classes, with team-teacher if applicable
- Implement the daily program/activities with the help of a team-teacher or aide if applicable
- Arrange for field trips and write "Thank You" notes for trips
- Decorate and arrange the room with bulletin boards, pictures, children's art work, and other presentation of materials in the classroom environment
- Purchase or charge minor supplies, being reimbursed by the Director upon furnishing receipts
- Provide a model for children to follow in use of verbal and body language at all times; sit with children at all meal and snack times, modeling good manners and encouraging positive conversation skills
- Provide and maintain a clean, healthy and safe environment for the children; assume equal share of keeping classroom, storage rooms, and bathroom clean, neat and orderly
- Conduct individual conferences with parents of each child at least twice yearly
- Attend at least one continuing education seminar/workshop per school year; share with staff the experience and items of interest gained from these opportunities
- Supervise and train Assistant Childcare Teachers
- Be familiar with and follow all preschool policies; read the licensing requirements of state
- Keep Director informed in advance of program needs
- Report to Director any special needs or problems of individual children
- Report to Director any cases of suspected child abuse or neglect

- Attend regular staff planning meetings
- Write and send home weekly *Parent Newsletters*
- Handle discipline promptly, in accordance with stated policy on discipline
- Perform all other duties as assigned

Teacher's Assistant:

QUALIFICATIONS

- At least 1 entry-level course; if working with infants and toddlers, must complete Fundamentals of Infant/Toddler Care - before being left to care for children under age 2
- Oversee and insure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group
- Assist supervising teacher in any way possible, which may include, but is not necessarily limited to the following:
 - Assist with planning activities for assigned classes
 - Implement the daily program for assigned classes
 - Decorate and arrange the room with bulletin boards, pictures, children's artwork, and other presentation of materials in the classroom environment
 - Keep classroom, storage rooms, and bathroom clean, neat and orderly
 - Provide a model for children to follow in use of verbal and body language at all times; sit with children at all meal and snack times, modeling good manners and encouraging positive conversation skills
- Assistants are encouraged to attend local in-service workshops
- May assume temporary responsibilities of teacher in the absence of the teacher
- Be familiar with and follow all preschool policies
- Report to Director any special needs or problems of individual children
- Report to Director any cases of suspected child abuse or neglect
- Attend regular staff planning meetings
- Perform all other duties as assigned.

DAY CAMP/Summer KAMP STAFF

(a) Camp staff members, including the camp director, counselors, and volunteers, shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.

(b) 1. Each day camp shall have a person designated as camp director. The camp director shall be responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.

2. A camp director shall be at least 21 years of age and shall have at least one of the following: a. The Wisconsin Afterschool and Youth Development Credential. b. A bachelor's degree in outdoor education, recreation, coaching, juvenile justice, social work, psychology, child development, or education, or another camp-related field c. Two or more years of supervisory or administrative experience in an organized camp or children's program.

(d) Counselors who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have a high school diploma or the equivalent, as determined by the department of public instruction.

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(e) In the absence of a regular staff member, there shall be a similarly qualified staff member or substitute to replace the absent staff member.

(3) STAFF TRAINING .

(a) Each day camp shall develop a written pre-camp training plan. A copy of the plan shall be submitted to the department and implemented. The plan shall include all of the following:

1. A review of the applicable parts of this chapter.

2. A review of camp policies and procedures, as required under s. DCF 252.41 (1) (f).

3. Job responsibilities in relation to job descriptions.

4. Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids. Note: A copy of the universal precautions may be obtained from the Child Care Information Center by calling 800-362-7353 or from the Occupational Health Section, Bureau of Public Health, Department of Health Services, 1 W. Wilson St. Madison, WI 53703.

5. Daily activity plans and schedules.

6. First aid procedures.

7. A review of plans required under ss. DCF 252.41 (1) (f) 7. and 8., and 252.43 (2), including the plans for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable.

8. The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.

9. Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.

10. A review of child abuse and neglect laws and the camp reporting procedures under s. DCF 252.07 (3).

11. Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day.

12. Child management techniques.

13. For any person who will be providing care and supervision to children under 5 years of age, department-approved training in shaken baby syndrome and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children.

(b) All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp.

(c) Volunteers who are not counted as counselors for meeting the required counselor-to-child ratio are exempt from the 24-hour pre-camp training if all of the following conditions are met:

1. The volunteer receives at least 4 hours of training in day camp programming, as required under par. (a), including orientation at the base camp.

2. The volunteer works under the supervision of a counselor who has met the training requirements specified in par. (b). (d) The camp director shall plan and implement monthly staff meetings that provide ongoing supervision and in-service training for the staff. (e) All camp staff in regular contact with the children, including the camp director and each counselor, shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR), including department-approved training in the use of an automatic external defibrillator prior to working with children in care. The CPR training may be included in pre-camp training. DEPARTMENT OF CHILDREN AND FAMILIES DCF-P-PFS202 (R. 02/2023) DCF 252.42 PERSONNEL 25 252.42(3)(f) (f) The camp director shall coordinate the volunteer program and keep on file documentation of the days and hours worked for volunteers who are included for meeting the required counselor-to-child ratio.

PRE-CAMP TRAINING DOCUMENTATION – DAY CAMPS

Use of form: This form is voluntary; however, completion of this form will facilitate the licensing process and help verify compliance with DCF 252.42(1)(a)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp. Upon completion of training, trainer and counselor / volunteer shall initial and date the spaces that correspond to each completed item. The completed form shall be placed in the counselor / volunteer record for review by the licensing representative.

| | | |
|--|----------------|-------------------------|
| Counselor / Volunteer Name (Last, First, MI) | Position Title | Start Date (mm/dd/yyyy) |
|--|----------------|-------------------------|

| | |
|--------------|------------------------|
| Trainer Name | Trainer Position Title |
|--------------|------------------------|

| STAFF REQUIREMENTS | Trainer | | Counselor / Volunteer | |
|---|----------|-------------|-----------------------|-------------|
| | Initials | Date / Time | Initials | Date / Time |
| A review of DCF 252 [252.42(3)(a)1.] | | | | |
| A review of camp policies and procedures required under DCF 252.41(1)(f) [252.42(3)(a)2.] | | | | |
| Job responsibilities in relation to job descriptions 252.42(3)(a)3. | | | | |
| Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids 252.42(3)(a)4. | | | | |
| Daily activity plans and schedules 252.42(3)(a)5. | | | | |
| First aid 252.42(3)(a)6. | | | | |
| A review of plans required under s. DCF 252.41(1)(f)7. and 8. and 252.43(2), including the plans for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable 252.42(3)(a)7. | | | | |
| The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times 252.42(3)(a)8. | | | | |
| Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards 252.42(3)(a)9. | | | | |
| A review of child abuse and neglect laws; identification of children who have been abused or neglected; and the camp reporting procedures 252.42(3)(a)10.; 252.07(3)(b) | | | | |
| Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day 252.42(3)(a)11. | | | | |
| Child management techniques 252.42(3)(a)12. | | | | |
| For any person who will be providing care and supervision to children under 5 years of age, department-approved training in Shaken Baby Syndrome (SBS)/Abusive Head Trauma (AHT) prevention and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children 252.42(2)(a)13. | | | | |

Caregiver Background Checks

Caregiver Background Checks (CBC) are required for all adults who come into contact with children in the Center. The Center Director will give each provider a background information disclosure (BID) form before conducting a CBC prior to employment and annually. The Center Director will also require an annual BID form and conduct a CBC whenever it seems appropriate. Should the Center Director learn that an employee has been arrested s/he should require a BID and conduct a CBC on the employee regardless of when the last CBC was conducted.

If an employee is charged with a crime that in any way might put children at risk, the Center Administrator must be informed as soon as possible, but no later than the person's next working day, who will then inform the licensing specialist concerning any charges brought against the individual. The Center will also do another CBC. This procedure will be followed whenever any of the following occurs:

- The person has been convicted of any crime
- The person has been or is being convicted by any governmental agency for any other act, offense or omission including an investigation related to the abuse or neglect or the threat of abuse or neglect to a child or other client, or an investigation related to misappropriation of a client's property.
- The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
- In the case of a position for which a person must be credentialed by the department of regulation and licensing, the person has been denied a license or the person's license has been restricted or otherwise limited.

The Dept of Justice will run the CBC; in addition, DHFS will do an additional search, "IBIS," and will send a separate letter giving that report. Both reports must be on file.

CBCs are required for:

- Regular, part and full time staff
- All cooks
- All persons who provide transportation for children
- All substitute staff and volunteers



Koala-T-Kare
School Age
Summer Kamp & After School
Policy Book

