

Mother of Good Counsel

3001 N 68th St. Milwaukee, WI 53210

Extended Care Program
Policy Book
(414) 442-7600 x123

ECP Policy Book
Current as of November 2023

Mother of Good Counsel's Extended Care Program operates under the auspices of the MGC parish/school and all policies of the Archdiocese of Milwaukee. MGC *Employment Handbook* and *Parent/Student Handbook* apply in addition to this publication. The Administrator retains the right to amend this handbook for just cause. Parents/guardians and the State of Wisconsin (per guidelines) will be given prompt notification.

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Mother of Good Counsel

Extended Care Program (ECP)

Mission

Mother of Good Counsel's ECP strives to support the emotional, social, physical and intellectual growth and development of each child in collaboration with the child's family.

Philosophy

Mother of Good Counsel's ECP offers play-based learning experiences that are appropriate for the age and developmental level of each child. We believe that children learn best when they are active agents in their own learning. A balance of active and quiet time is provided, with individual and group activities geared toward the emotional, social, physical, and intellectual needs of each child. We will provide children with a safe, secure group environment that will nurture healthy growth and development of each child. The program teachers will implement lessons and activities that foster the physical, social, and emotional well-being of each child. The Extended Care Program is designed to meet the needs and interests of children of all ages. Goals of the program include:

- To develop a positive self image and sense of well being
- To develop a positive attitude toward learning
- To foster positive interaction with parents, staff and peers
- To develop music, art, and readiness skills
- To develop small and gross motor skills
- To provide activities and projects that simulate intellectual development
- To provide varied and challenging equipment and play materials
- To help children learn to care for such materials
- To teach children creative and constructive use of such materials
- To develop language and vocabulary skills
- To encourage desirable health habits and attitudes
- To instill feelings of dignity and pride in children's cultural and ethnic heritage

I. General Information

Mother of Good Counsel's Extended Care Program is licensed for 70 children, ages 3-14. ECP is open 12 months a year, Monday through Friday, from 6:30 a.m. to 6:00 p.m.

All parents are invited to visit the program at any time, unless restricted by a court order (a copy of the order must be on file in order to comply) or there are health mandates limiting restricting visits. Parents should enter the building through the designated Extended Care (ECP) doors. Parents may also enter through the main school entrance and then sign the visitor's list and obtain a visitor's pass in the school office.

A copy of DCF licensing rules along with a copy of the program's license, exceptions and violations will be posted in the ECP office, near the ECP entrance and will be made available to parents upon request. All licensing rules, certificates, and recent licensing inspections are also posted for viewing.

All serious situations at the program will be reported to the Department of Children and Families, Division of Early Care and Education.

**** As a Licensed Day Care, every one of the Extended Care Program's staff is a mandated reporter of suspected child abuse and neglect. A log is kept for any suspicions of child abuse and neglect and reported to Child Protective Services.**

**** Child Protective Services – (414)-220-7233**

Hours of Operation

The program is a licensed twelve-month daycare with an educational component (K3 Program) during the regular school year. The preschool calendar will follow the school calendar for Mother of Good Counsel Catholic School; however, the daycare is licensed for twelve months. Monthly calendar reminders will be sent home periodically on Wednesday through our 'KidMail' system. Daycare will be provided during the days that school is not in session (i.e. summer vacation and days off) unless otherwise posted.

Regular School Hours

A.M. Extended Care:	6:30 - 7:35
A.M. School Session: (K3)	7:35 - 11:00
P.M. School Session: (K3/K4)	11:00 - 3:15 (inc. Lunch time & Snack)
P.M. Extended Care:	3:15 - 6:00 (inc. Snack)

Half Day School Hours

A.M. Extended Care:	6:30 – 7:35
½ Day School Session: (K3)	7:35 – 11:00
P.M. Extended Care:	11:30 – 6:00 (inc. Lunch time and provided snack)

Full Day Camp Hours

Full Day Extended Care:	6:30AM – 6:00PM (Snack provided)
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The Extended Care Program is closed on the following days:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving & Day after Thanksgiving
- Christmas Eve and Christmas Day
- Martin Luther King Jr. Day
- 4th of July
- Good Friday

Furthermore, The Extended Care Program reserves the right to close early in an emergency, or if not enough children are in attendance. In the event of an emergency closure, the lead and assistant teachers will supervise the children while the director and administrator/principal call and alert parents of the situation.

****MGC is a firearm free environment. Any firearms and weapons of any kind are prohibited in the day care/school building and tract of land. ****

II. Admissions and Registration

The Extended Care Program is open to all children, 3-14 years of age. Mother of Good Counsel respects the dignity of each child and the child's need for a quality education. Children and families will not be discriminated on the basis of age, race, ethnicity, sex, sexual orientation, disability, national origin or ancestry in regard to admission, enrollment, or termination. The Extended Care Program will accept any child as long as the child can be properly cared for, and all needs of the child can be met. Children may enroll into the program at any time during the year, provided there is an opening.

- All new registrants must pick up an “ECP Registration Packet”, fill out and return all forms along with a \$100 registration fee per child(\$20 siblings per school year & \$100 registration fee (\$20 siblings) for Summer Camp to secure a slot. Packets can be obtained through our program director or school office.
- Applicants will be accepted on a first come, first serve basis.
- Children who are unable to be accepted based on full enrollment will be placed on a waiting list.
- Pre-Kindergarten registrants must be 3 years old on or before September 1st of the year the child is to enter school to be eligible for registration. All children must be toilet trained prior to admission.
- No geographic boundaries are observed.

We recommend that when enrolling a new child, the parent/guardian and child visit the program in person. An appointment may be set up with the Director. This initial visit allows the parent/guardian and child the opportunity to tour the center, receive a brief explanation of daily activities, complete the proper paperwork, and have any questions addressed in order to promote a smooth transition.

A. Forms to be completed

Before a child can be left in care, the following forms from the “ECP Registration Packet” which serve as our child care contract must be completed and returned:

1. *DCF Child Enrollment* form
2. *Family Intake* form-new family engagement criteria
3. *Health Form*: ** This form is required for each child and must be kept on file in the school office. A physical form is provided and must be completed and signed by the family physician and returned to the school by the parent. *Must be returned within 90 days of the starting date of that child.
4. *Immunization History*: Each child must have an immunization history, which states that the child has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps and rubella. *Must be obtained within 30 days of the starting date of that child. Also kept on file in the school office
** = Pre Kindergarten only (K3)
5. *Provider/Parent Payment Agreement* form: This form is signed by parent/guardian and indicates form and timing of payment agreed to by payer and program.
6. *Model Release Form*: Policy and Consent for photo/video release on file for each child.

B. Attendance

Upon arrival, the parent or ECP staff will sign each child in for the day. Upon departure, parents are responsible for signing their child out for the day. Attendance will be taken every morning and at any time a new group of children enters the program. At all times the teacher/assistant will know the location of each child. The teacher will take attendance every two hours to ensure that all children are accounted for during the day. Attendance is also taken at the beginning and end of each transition period to make sure each child has made it safely to the destination.

Parents with children in ECP are to fill out a "Monday - Friday" schedule on the Registration form and Parent Payment Agreement. This schedule will let us know when that child will attend the program, on average, over the course of the year. If a major scheduling change occurs after the parent has submitted their "M-F" schedule, we ask that you inform us, so that we can better prepare for the children every day and staff appropriately.

When students are absent, names will be sent to the school office. Parents are required to contact school in the event their student will not be attending school that day. In the event the school has not been previously notified of the child's absence, after 30 minutes the school office will start calling parents to ascertain the whereabouts of the child. The program will comply with the compulsory school attendance laws of the State of Wisconsin. During "Full Day Camp" (non-school) days, the director will take over the responsibility of ascertaining the whereabouts of each pre-registered child.

Records of all children involved in the Extended Care Program are kept strictly confidential and remain in the Program's office. They are available for review upon request by the parent, persons who have written consent from the parent, or social service agencies. Records of a sensitive nature i.e. custody issues will be kept in the principal's office.

C. School Supplies List

Parents are required to supply the following items upon enrollment:

1. All school and ECP forms must be returned and information should be kept current. The school and ECP must be notified of any changes in mailing address, email address, phone number, and/or emergency contact information.
2. A complete change of clothing, including underwear, socks, shirt, and pants or skirt. These items must be labeled with the child's name.
3. A backpack to bring to and from school daily.
4. A blanket labeled with the child's name for naptime. The blanket will be sent home each week for laundering. Cots and bedrolls will be supplied by the program. **
5. A pocket folder for notes home and important notices. **

** = Kindergarten only

D. Pets

For health and safety reasons, family/household pets are not allowed in the school building or on campus. This does not include classroom animals. Currently, ECP does not have any classroom pets other than fish. The principal, for special educational events such as St. Francis Blessing of the Animals or High Interest/Career Day, may grant exceptions.

If ECP decides to add a classroom pet, or any other animal is scheduled to be in the building, parents will be informed by text, letter, posting at entrance, via KidMail or other mediums.

E. Program Transportation

1. No transportation service is provided to and from the Extended Care Program.
2. When children are being dismissed from daycare, if any staff suspects any parent/guardian or van drivers of being impaired by drugs or alcohol, the child will be detained and the police will be notified. In the case of a van driver, the child will be detained and the parent will be called.

Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of disability. The center will make every effort to accommodate the needs of any student with special needs. This could include but not limited to bathroom facilities, eating needs, evacuation routes, etc.

III. Education Policy

Mother of Good Counsel's ECP offers a stimulating and home-like environment. Children are encouraged to develop intellectually, emotionally, spiritually, and physically. We provide a play-based curriculum that is developmentally appropriate for our age groups. The curriculum provides for self-esteem empowerment, socialization and a multitude of opportunities for children to make their own choices. Throughout the day, children will be involved in large and small motor activities, indoor and outdoor play, and individual as well as group activities, all designed to inspire creativity in all age levels.

Our staff plays a large role in our program and curriculum. The staff is there to support and facilitate guided activities, as well as activities initiated by the children. Staff will provide materials that encourage high-quality play, create an environment to stimulate play, model play behavior, and introduce children to new play opportunities.

We will provide a safe, warm and culturally sensitive environment where children are encouraged to develop intellectually, emotionally, spiritually and physically. The curriculum is at the forefront of a constantly changing educational environment. Our educational curriculum is continually updated to keep pace with the new developments in education and based on WEMELS.

A. Play-Based Educational Curriculum

Our Play-Based curriculum identifies goals in all four areas of core development:

- Social: We encourage and model good peer to peer relations and behavior. We strive to make all children feel comfortable in the program, trust their new environment and friends, and provide the feeling of community and belonging.
- Emotional: Our goal is to help children develop independence and self-control. To help children exhibit confidence in their own abilities and feel pride in their own accomplishments. To model and encourage a positive attitude towards others, themselves, and life's challenges.
- Cognitive: Experience is the most fundamental way of learning. We provide an environment that gives children the opportunity to be their own instigator, teacher, and problem solver with direct hands-on experiences.

- **Physical:** Our program provides a wide variety of large and small motor skills for the children to choose from indoors and outdoors. There will be guided activities and free play.

Learning Centers

- A. Block** - This area provides for creative play using blocks, small toys and vehicles for building and acting out fantasies. This play encourages cooperation, problem solving, math and science skills and language skills
- B. Group Area** - This is where children come together to hear stories, sing songs, play instruments, games, and talk about events important to them.
- C. Dramatic Play** - This center promotes creativity and provides a healthy outlet for fantasy and roleplaying. Children use a variety of props to mix, measure and engage in roleplaying. This area promotes social interactions, as well as science, math and language skills/development.
- D. Manipulative** - Here children have many opportunities to work on their fine motor skills. Individual skill building, games, puzzles, and small manipulative toys develop thinking and problem-solving skills and language development.
- E. Art** - This center allows for children to freely explore different art materials, such as paper, crayons, pencils, markers, glue, scissors, paint and many other exciting materials and medias. Creativity and self-expression are nurtured in this area, along with promoting the idea that art is for individual pleasure and there is no right or wrong.
- F. Math**- This area includes games, manipulatives, books promoting a love for learning math
- G. Science**- This area encourages exploration and experimentation of science concepts through a plethora of materials, books, and sensory items.

Schedule – School Day

A typical School day is as follows:

6:30 - 7:35	Free Play - Program opens for the day
7:35 - 11:00	K3 class portion of the day
11:00 - 11:15	Transition activities before lunch including bathroom break
11:15 - 11:45	Lunch K3/K4
11:50 - 12:20	Large Muscle Play - Outside/Gym
12:20 - 12:30	Bathroom
12:30 - 12:45	Group Time (stories/songs)
12:45 - 2:15	Rest Time (As children wake, bathroom, books, quiet activities at tables)
2:15 - 2:30	Group Time (songs/finger plays/movement)

2:30 - 2:50	Wash hands/Snack Time
2:50 - 4:00	Free Choice in Learning Centers
3:15 - 3:45	Arrival (K5 - 8th Grade) Large Group Snack time
4:00 - 6:00	Gym/Outdoor/Guided Activities/Free Play
5:30	Evening snack for K3/K4 children still in attendance
6:00	Program Closes for the Day

Schedule – Full Day Camp, ½ School Day

The following schedule will be followed during early (11:30am) dismissal school days & Full Day Camp (no school):

6:30 - 7:35	Free Play - Program opens for the day
7:35 - 8:30	Breakfast/morning snack
8:30 - 9:30	Group activity/Field Trip
9:30 - 11:15	Small Guided activities / free play / Field Trip
11:15 - 11:30	Clean up - Wash Hands and Bathroom Break
11:30 - 12:00	Lunch
12:00 - 1:20	Large Motor Play - Gym/Outdoor / Field Trip
1:20 - 1:30	Re-grouping Transition Period
1:30 - 2:45	Group Oriented Activity (DAP for each group)
2:50 - 3:00	Clean up - Wash Hands
3:00 - 3:45	Snack Time
3:30 - 5:00	Free Play - Outside/Gym/Guided Activity

5:00 - 6:00

Enrichment activities / Free Play – Promote
Fine Motor Skills

6:00

Program closes for the day

Throughout the year, children will learn pre-math skills, reading readiness, art, drama, and music. To promote our children's social, physical, intellectual, emotional, and spiritual growth the following activities will be included in your child's school experience, but not limited to:

- Outdoor Play
- Language Experiences
- Music
- Social Experiences with peers
- Housekeeping
- Dramatic Play
- Creative Art
- Finger plays & Puppet Play
- Self-Selected Activities
- Block Play
- Cooking Experiences
- Painting
- Creative Movements
- Manipulative
- Large Muscle Activities
- Field Trips
- Scientific Experiences

While participating in these activities, our children will learn to:

- Play alone and with others
- Share/Take turns
- Explore and expand interests and abilities
- Listen to others
- Develop feelings of security and success
- Experience a mostly child group situation vs. a mostly adult group situation
- Expand language abilities
- Learn social skills needed to play game and make friends
- Learn from others while broadening their horizons
- Experience compassion and understand how to extend that to others
- Be sensitive towards friends
- Large motor activities

The curriculum has been designed to meet the changing developmental needs of each child in a caring and positive atmosphere. Activities are planned which emphasize the process rather than the product, fostering a sense of accomplishment and pride.

Weather permitting; children will be outside for a morning break and a longer period of time at lunch (noon) recess and again late afternoon. Outdoor activities may include: basketball, kickball, soccer, "tag" games, Frisbee, 4-square, bubble play, jump rope, water games and use of all outdoor equipment. During high risk weather conditions:

- a. When the temperature or wind-chill drops below 0 degrees, rises above 90 degrees or is raining, students will be kept inside for recess.
- b. Children will remain in the building when an extreme heat index has been issued. Otherwise during warm days, water (sprinklers) and water filled wading pools will be available for the children outside and play will be restricted to shady areas.

B. Equipment

The indoor and outdoor equipment used in the ECP is safe and child proof. Any piece of equipment that becomes substandard is discarded. All the equipment is scaled to size, ability and developmental level of the children. The equipment is appropriately arranged and placed so that injuries may be averted. Any equipment that is 4 feet or more in height is placed on an energy-absorbing surface at least 9 inches in depth.

All equipment is designed to provide large muscle development, construction activates, small motor skill development, social interaction, intellectual interaction, and creative expression. During indoor play, at least three choices of activities will be offered to the children when all children are using equipment. During outdoor play, children will be given the choice of at least one activity when all children are using equipment. Equipment and materials that reflect awareness of cultural and ethnic diversity are also provided. When children are using equipment, each child shall be monitored so that injuries may be prevented.

The Extended Care Program offers a variety of equipments, both indoor and outdoor, to promote play. Some examples of our play equipment include, but are not limited to:

Indoor – Puzzles, board games, books, blocks, train sets, vehicles, Legos, dolls, art materials, balls for play, card games, play-doh/molding materials, kinetic sand and dramatic play materials.

Outdoor – A variety of ‘athletic’ balls (soccer, basketball, dodge) for play, basketball hoop, hula-hoop, jump rope, chawks, Frisbees, riding cars/trikes (K3/K4 only), and a large motor jungle-gym.

C. Field Trip

Field trips are an important part of a child’s education. They let the child(ren) experience activities and/or situations that they normally would not come in contact with on a day-to-day basis.

1. Parents will be notified, and a field trip/walking field trip forms will be on file in the office.
2. Licensed and insured transportation will be used on all field trips.
3. During the field trip staff will carry emergency contact information and a method of communication to school (staff cell phones).

During the summer, seasonal breaks, and full days off, the ECP may take field trips to exciting and educationally enriched places, such as museums and parks. We also partake in swimming and walking field trips.

Swim facilities we attend are always properly staffed with trained lifeguards. Our staff, along with assistance from the lifeguards, will supervise our children closely and make regular head counts. We also participate in walking field trips. Walking trips are a great way for children to understand the community around them. We will always have a teacher in the front of the group as well as the back. Regular and frequent head counts are performed.

Unless noted otherwise, an additional \$20 field trip fee (includes admission fees + transportation costs) will be assessed. We ask that you provide your child with a lunch on any full ECP day unless the opportunity to buy a lunch during the field trip presents itself.

D. Transportation

Mother of Good Counsel's Extended Care Program does not provide transportation methods for program use. In the event of a field trip, all parents will be informed in advance in writing of the date, time and destination of any field trip requiring transportation. For our transportation needs we will contract through *First Student, Lakeside, or Central City Transportation*. All drivers are licensed appropriately.

During field trips, a head count will be performed every time entering the bus. An adult will always be the first to leave the bus, and one will always be the last to leave the bus. The last adult left on the bus will check every seat from the back to the front before leaving the bus.

F. Communication

Communication is an essential component of the child's program. The ECP will accomplish this goal in the following ways:

- Parent Resource Handbook - updated at the beginning of each new school year.
- Parent Informational board - located at sign-in area
- Parents/guardians who wish to review the ECP Policy manual should contact the director
- Daily home/school notes as needed
- Weekly informational 'KidMail' newsletter in hard copy or emailed
- Event/Update flyers posted/copies available at sign in area
- Parent conferences - three times a year
- Open Houses
- Telephone calls when needed

Parents of children in ECP are encouraged to direct any concerns or suggestions to the director in-person, via telephone or email. Parents are welcome to voice program-wide concerns or praise at monthly School Committee Meetings; the schedule for these meetings is posted in the weekly 'KidMail' newsletter. Parents are to refer to Grievance section for other inquiries of concern.

G. Cultural Diversity

Mother of Good Counsel is a Christian affiliated program. The program does celebrate certain holidays; however, if a parent wishes for another holiday to be celebrated, a meeting can be scheduled with the director and/or the child's teacher to coordinate such events.

It is important that all children are exposed to the diversity that exists within our society. Children will be introduced to different ethnic cultures and religious practices through songs, art projects, books, food, and diverse play equipment.

1. Ethnic foods - during meals and snack times. This gives children the opportunity to try and experience foods from different cultures.
2. Special songs, decorations, parades, and art projects are components of our holiday celebrations.
3. Sharing concepts of different holiday celebrations and ethnic customs including different languages through music, art, and books.
4. Culturally diverse play equipment may be as follows, but are not limited to: puzzles, books, music/musical instruments, dolls/dramatic play props, and posters/images.

The following holidays may be celebrated during the year:

- Children's Birthday
- Valentine's Day
- Easter
- 4th of July
- Halloween
- Thanksgiving
- Christmas

IV. Child Guidance Policy

All children are to follow the standards and rules of Mother of Good Counsel School regarding behavior and discipline. They are to show respect for all adults and each other. Each family should possess a Mother of Good Counsel Parent & School Handbook. If you do not have one, please request one at the school secretary's office. Specific resources and literature for parents regarding parenting and child development are available in ECP as well in the School Counselor's office.

Discipline Policies

Positive concepts of discipline are based on a belief in the dignity of each child. An essential goal is to help children develop an inner self-discipline and a sense of the rights and responsibilities of each member of the school community. There are two sides to discipline - teaching positive behavior and redirecting negative behavior. Teachers are to model this self-discipline. It is always important for the teacher to be in control of his/her emotions when handling difficult situations.

A. Positive Guidance of Children

1. Classroom scheduling will attempt to minimize frustrating experiences for the child.
2. Each staff member will conduct himself/herself as a well-disciplined example for the children; modeling the behavior we want our children to emulate.
3. Each staff member will strive to help the child become self-controlled - that is, help him/her to experience the intrinsic pleasure in appropriate behavior.
4. Each staff member will take into consideration behavior that is typical and age appropriate.
5. Explanations will be given to the children for the necessity of changing behavior, rather than scolding. The concept of natural and logical consequences will be applied.
6. Classroom activities will encourage both individual and group work. Large muscle activities will be part of the center's daily program to enable children to release excess energy.
7. When a child is crying, fussy or distraught, staff will work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation, sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how he/she is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.
8. The teacher will let the child know that acceptable behavior is great. "I liked the way you lined up for lunch today! Keep it up!"

B. Redirection of Children

1. Staff will redirect potential problem situations by direct contact and observation.

2. Minor cases of a child who is hitting, kicking, spitting, scratching, screaming or attacking will be cause for removal of the child from the classroom by a staff member and placed on a time out. Severe cases will be dealt with by the program director.

C. "Time-Out" Policy

The children will be given a place to go to think about what they have done. (Time out place)

1. A child will be warned or reminded of the rules on the first offense.
2. The child will be reminded of the rules on the second offense, and then talked to 1 on 1, then possibly redirected.
3. A "time-out" may be used for every succeeding offense.
4. A child will not be shamed or told he/she is bad. Rather the behavior will be pointed out as bad, ie. "You broke this rule. I want you to think about what that rule means. We have rules to keep us safe, so we don't want to break them." which will be restated to the child.
5. The child is asked to contemplate the events leading up to the "situation" during the "time-out".
6. A timer with a bell or cell phone must be placed out of all children's reach. It will be set by the teacher.
7. A predetermined length of time no longer than 3 minutes per incident may be used.
8. After the "time-out" has ended, the teacher will have a follow up conversation about what happened, why it happened, and how we can prevent it from happening in the future.
9. Parents will be given a copy of the method of discipline found in the MGC School Handbook.
10. If a child does not respond to the time-out and is a repeatedly struggling, other methods will be investigated and planned with the help of the parents.

D. Setting Clear-Cut Limits for Children

1. The rights of others will be discussed within the group setting, as well as with individual children.
2. Classroom rules will be discussed and explained at group time.
3. An orderly daily program schedule will be maintained to help establish limits in the minds of the children. This will be posted in each classroom.

E. Development of children's self-control, self-esteem, and respect of others

1. Children will be encouraged to work alone, as well as with others.
2. Phrases such as, "May I help you?" and "Thank you" etc. will be introduced and modeled and their use encouraged among the children.
3. A child will be allowed sufficient time to select and complete his work whenever possible.
4. Time will be given to children to express their feelings, likes and dislikes.
5. Children will be encouraged to work out their own problems if possible.
6. Group time for discussion of class problems will be allowed.
7. Apologies will be encouraged when appropriate.

F. Biting another Child

In the event a child bites another child or staff the following will occur:

1. If the skin is not broken the area will be cleaned with soap and water, bandaged and ice will be applied for comfort. Both parents will be called.

2. If the skin is broken, the area will be cleaned with soap and water, bandaged and ice will be applied for comfort. The parent of the biter will be called and the child will be removed from the school for the rest of the day. The other parent will be called and notified of the situation.
3. In either case, the situation will be documented in the daily medical/injury log.

To prevent a child from further biting, the teacher may try shadowing the biting child to decrease the behavior in the classroom.

G. Prohibited Punishments and Actions

Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:

- a. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.
- b. Verbal abuse, threats or derogatory remarks about the child or the child's family.
- c. Physical restraint, binding or trying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- d. Withholding or forcing meals, snacks or naps.
- e. Actions those are cruel, aversive, frightening or humiliating to the child.
- f. No punishments will be made for lapses in toilet training.
- g. MGC ECP Discipline Policy will be strictly adhered to even if a parent requests otherwise.

All discipline policies will be explained to each newly oriented staff member and any use of prohibited punishments is grounds for dismissal. Inappropriate discipline of a child by a staff member will be reported to the Department of Children and Families within 24 hours after the occurrence.

H. Transitions

Throughout the day, there will be many transitional phases in the schedule. The staff will use transition activities, such as stories, songs, and dramatic play to ensure that students are not kept waiting in lines or large groups. Transitional objects will be used as needed to ease transitions. To further promote continuity and looping of care throughout the entire year, every effort is made to keep the same staff/teachers with the same students in the same classrooms.

1. Staff will be present during all transitional times i.e. line, large group.
2. Daily class list will be used to monitor students present.
3. In the event a child is missing refer to policy, page 18, "Lost Child".

V. Contingency Plans

A. General Information

1. All parents must sign their child in and out upon arrival and pick up at school. These forms are posted on each classroom door. If a parent fails to sign their child(ren) out, they will be charged for a full day of daycare (arrival to close).
2. Parents will inform the center if their child's arrival or departure time will be earlier or later than usual. Special arrangements for morning and afternoon extended care will be arranged through the office in advance so we can be sure we are properly staffed.
3. If closing school for inclement weather or school emergencies, Mother of Good Counsel's Extended Care Program will follow the decision of Mother of Good Counsel's School and/or

the Superintendent of Milwaukee Public Schools. If it is necessary to cancel school because of weather conditions, the announcements will be made on TV or radio stations around 6:30 a.m. Radio stations will include **WTMJ, WISN, WOKY, and WKTL**.

4. The teacher will take attendance every two hours to ensure that all children are accounted for during the day. Attendance is also taken at the beginning and end of each transition period to make sure each child has made it safely to the destination.
5. Any loss of services will be reported to the Department of Children and Family Services within 24 hours of the occurrence.
6. All emergency numbers will be posted in the classroom or carried to any other location the children may play (i.e. the gym).
7. The classroom will have an emergency supply kit containing Band Aids, ice pack, blankets, tissue, safety gloves, flashlight, and battery powered radio with extra batteries.
8. A minimum of two adults are generally present on-site, if not, a second adult will be available within 5 minutes of an emergency call.

B. Pick-up Policies

1. Parents coming to pick up their child are to use the red doors located on 68th Street and ring the doorbell. Parents are then to sign their child out by recording time picked up and their signature on the designated sign in/sign out sheets near the parent information board.
2. Only adults placed on the *Parent Authorization to Pick-up* form may receive children from the program into their care. State photo ID may be required upon pick-up.
3. Parents may call due to unexpected circumstances to arrange release of their child to another adult. Verbal or written/signed confirmation is needed from the parent and state photo ID is required from the adult picking up.
4. If a person who is not a parent or authorized individual for pick up comes to the program to receive a child into their care, the program will contact a parent or emergency contact immediately. Verbal verification is needed from the parent and proper state ID is required from the individual picking up.
5. If a parent or legal guardian appears to be impaired by drugs or alcohol, we will do everything in our power to find an alternative ride for that child. We will inform the suspected individual that if they insist on leaving with the child, we are obligated to contact the police and report it.
6. If an authorized adult or van driver appears to be impaired by drugs or alcohol, the child will be detained; the parent will be called immediately. Police may be called for a report.
7. In the event that a parent is in direct violation of any court ordered custody agreement on file in the program, the child will not be released to that individual. 911 will be called immediately for police notification and the legal parent/guardian then immediately after. If and when possible, the parent in violation will be escorted away from the child by two staff members, one being the director, to discuss the situation and ask them to quietly leave.

C. Fire Evacuation

Fire Safety and our Fire Evacuation Plan is practiced on a once-a-month basis.

1. When the fire alarm sounds, or smoke or fire become visible, the children and staff will evacuate the building through appropriate evacuation routes; Special consideration will be given to children/staff with physical/mental disabilities such as a 1:1 escort.
2. Teachers will take their attendance record book/emergency contact information with them and turn off classroom lights and close the door.

3. Do not stop to take coats, toys or other things.
4. The head teacher will lead the children to the 68th St. doors and continue down the sidewalk (N) on 68th St, gathering by the fence. The teacher aide will be located at the end of the line. Attendance will be taken on the way out of the building as well as when gathered outside.
5. The administrator will notify the fire department as soon as possible.
6. The head teacher will take attendance to ensure all children are present after the children are safe.
7. The principal/administrator and maintenance director will check to make sure everyone has been evacuated.
8. The administrator will notify the fire chief upon arrival as to whether or not the building has been completely evacuated and the location of all children.
9. Once the building is safe for entry, the principal will give us the “all clear” to re-enter the building.

D. Tornado Emergency Procedures

Tornado Safety and our Tornado Emergency Procedure is practiced on a once-a-month basis between the months of April – October.

1. When conditions arise, the administrator will be in constant communication with the National Oceanic and Atmospheric Administration (NAOO) through the use of an emergency weather radio or computer web site.
2. When the tornado alarm sounds, the children will evacuate to the school basement through appropriate evacuation routes. Teachers will take their attendance record book, emergency contact information as well as their emergency safety supplies.
3. The head teacher will lead the children to their safe place. The teacher aide will be located at the end of the line.
4. The head teacher will take attendance to ensure all children are present.
5. The children will quietly crouch with their heads covered in their classroom’s assigned place. (See posted tornado maps)
6. The principal and maintenance director will check to make sure everyone has cleared each classroom.
7. Once the classrooms are deemed safe, the principal will give the “all clear” to return to class.
8. Children will remain in the shelter until the all clear bell has rung or the teacher has been notified by the administrator via walkie or cellphone. They will then return to their classroom or exit the building.

E. Blizzard Emergency Procedures

1. Upon hearing of heavy blizzard warnings on the radio or the early closing of Mother of Good Counsel School and/or Milwaukee Public Schools the parents will be notified to pick up children immediately or to arrange to have them picked up immediately.
2. The school kitchen will be notified in the event that some children will remain in school over night.
3. If a blizzard has begun and parents are delayed, children will be kept occupied in the classroom until the arrival of their parents or a designated person. If necessary, a snack or meal will be served to the remaining children.

F. Building Management

The maintenance director is responsible for the upkeep and maintenance of the school building. This includes the heat, plumbing, electrical systems of the school, and the removal of snow.

1. Heating Systems

- a. The school building will maintain an inside temperature of 67 degrees. The plant manager is responsible for setting the heating control to maintain the temperature. The maintenance director will arrive at school at 8:00 a.m. to ensure the heating system is working appropriately. The maintenance director is on-call 24/7 and may be reached through his cell phone.
- b. In the event of a heating problem, parents will be notified of the closing of school.

2. Water/Electrical/Plumbing Problems

- a. The maintenance director will notify the administrator of any loss of services to the building.
- b. The maintenance director will notify professionals for service.
- c. In the event of any loss of water, electrical or plumbing services the children will be moved to the church basement if services exist within that building.
- d. If the loss of services exists in the church building as well, the parents will be notified to pick up children immediately or to arrange to have them picked up.

G. Lost Child

1. The administrator will be contacted immediately.
2. If two staff members are present, one staff member will make a thorough search of the premises, inside and out while the other remains with the other children. If the child is not found, the parents will be notified and the police will be called to report the missing child.
3. We will always be staffed with 2 people. If one staff member needs to conduct a search, the administrator will be contacted immediately and will start the search of the premises, inside and out while the other remains with the other children. If the child is not found, the parents will be notified and the police will be called to report the missing child.

H. Building Security

It is important that we create a safe environment for our students.

1. All outside doors of the school building are locked at all times.
2. Pick-ups for the K3/K4 program should only enter the building through the designated ECP entrance or the main school entrance.
3. If visiting the program for any other reason than a pick-up, all visitors are to report to the school office to sign in and receive a visitor's pass.
4. No student should open a door for any adult at any time.
5. In the event of any threat to the safety of the children, the staff will refer to our "Emergency Response Guidelines" sheet:

- Life Threat: Call 911 + Notify Office
- Fire Alarm/Verbal Signal: Evacuate
- Code – "Caution": Hold – Lock
- Code – "Extreme Caution": Hold – Lock – Secure

I. Emergency Location

If for any reason the Mother of Good Counsel School building is not safe for re entry after an evacuation, staff will lead children to “Paulik Hall” across the parking lot. Paulik Hall is located in the basement of the MGC Church; 6924 W Lisbon Ave, Milwaukee WI 53210

J. Emergency Vehicle

At all times, there will be a vehicle on-site available in case of emergency and it will be the administrator’s, the directors’ or the lead teacher’s vehicle.

VI. Health & Well-Being Policies

Our objective is to maintain, protect and improve the health of all children and to reduce the risk of the spread of disease and childhood illness to all children. Information regarding children’s special needs will be kept confidential and communicated to staff only as needed. All staff will receive training for any special health care needs a child might have and how to meet those needs. Training will occur upon orientation, enrollment of a new child with said needs or as information is received.

A. Physical Examination - Child

1. A physical examination, signed and dated by a licensed physician, will be required not more than six (6) months prior to, nor later the three (3) months after admission. Only applies to Pre Kindergarten (K3 program).

B. Physical Examination - Staff

In accordance with Archdiocesan policy 4114

1. All persons who work directly with children shall have a health examination within six (6) months prior to beginning work or within 30 days thereafter. The report dated and signed by a physician, shall be on file in the program and certify that:
 - a. The person is free from illness detrimental to children. (This will include a TB test.)
 - b. The person is physically able to work with young children.
2. No staff, volunteer, visitor or parent with symptoms of illness, communicable diseases or whose behavior that gives reasonable concern for the safety of the children may be on the premises of the center.
3. No person with a health history of typhoid, paratyphoid, dysentery or other diseases will be allowed to work at the program until proof is shown by a licensed physician that such a person no longer carries the disease.

C. Communicable Disease

1. When a child is suspected of having a communicable disease or condition such as but not limited to chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp or skin, scarlet fever, whooping cough, diphtheria or meningitis, the City Health Department nurse, the Department of Children and Families, and parents shall be notified.
2. When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease and the parents shall be notified without identity of the children and their families affected by a communicable disease. Confidentiality will be maintained.
3. After a communicable disease, if the child has been absent for a period of time designated by the City Health Department, a child may not be readmitted without a statement from a licensed physician that they are able to return to the program.

4. A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for the time designated by the City Health Department.

D. Immunization

1. Each child must have an immunization history which states that the child has been immunized against diphtheria, prussic, tetanus, poliomyelitis, measles, mumps, and rubella. The history must include the month and year that each dose was given. This written history shall be on file at the program prior to the child's admission or one of the following compliance alternatives must be met:
 - a. Upon a written and dated statement from a physician that a particular immunization required is or may be detrimental to the health of the particular child, the requirement for that particular immunization shall be waived.
 - b. Upon receipt of a written, signed and dated statement from the parent that a particular child is an adherent of a religious belief which precludes immunization.
2. The child who fails to comply with immunization requirements will be discharged (excluded) from the program until such time as immunization requirements are met.

E. Observation

1. Children in the program will be observed throughout the day by the staff persons for common signs of illness or other evidence of ill health.
2. Any evidence of unusual bruises, contusions, lacerations or burns shall be noted on the child's record, recorded/dated in the medical log, and reported immediately to the administrator. This could include police and Social Service Agency notification when deemed necessary.
3. A list of allergies and special medical information will be kept for staff alert and information.

F. Isolation and Illness

1. Children who are ill should not be brought to the Extended Care Program. If a child becomes ill while at the center, parents will be contacted immediately. Sick children will be kept away from others and kept as comfortable as possible.
2. Children with a sore throat, inflammation or redness of eyes, fever, lice, rash, vomiting, diarrhea, or other illnesses will be isolated; Children may return after they are clear of fever, vomiting, or diarrhea for at least 24-hours.
3. A blanket, sheets, and cot will be moved to one of the exterior rooms for isolation. A staff member will always be within sight and hearing of the child.
4. The child should be picked up within 60 minutes of parent being contacted. If the child is not picked up within first 30 minutes, and other arrangements have not been made, the emergency contact person will be contacted to pick up the child.

G. Medical Log and Medication

1. The program will maintain a medical logbook. All medications given to a child will be documented. Any injury to a child and first aid given will be documented. Any observation of injury to a child sustained outside of our care and changes in appearance and behavior will also be documented. The director will review the entries every six months and document the review.
 - a. The log shall be in a sewn bound book with pages that are lined and numbered. The pages may not be removed.
 - b. Entries shall be in ink and dated and signed or initialed by the person making the entry.

2. No prescriptive medication or non-prescriptive medication such as, but not limited to, Tylenol, cough medication or nose drops may be given to a child except under the following conditions:
 - a. A signed, dated, written authorization from the parent is on file.
 - b. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date and physician's name.
 - c. Non-prescription/over-the-counter medication is in the original container and labeled with the child's name with a signed request from the parent. Container must have labeled the name of drug, dosage, and directions for administering.
 - d. If medication requires a teaspoon for administration, parents are asked to provide accurate medication devices available through a doctor or pharmacist.
3. A written report including type of medication given, dosage, time, date and the name of the person administering the medication shall be kept in the child's records and the program medical log.
 - a. Medication shall be kept under lock and key or otherwise inaccessible to children.
 - b. Medication requiring refrigeration shall be kept in a designated separate covered container clearly labeled "medications."
4. Parents will be contacted immediately in the event of missed or error in medical dosage. Any missed dosage or error in dosage will be logged in the medical logbook.

H. Personal Hygiene - Child

1. Children's hands shall be washed with soap and running water before eating and after toileting.
2. Children's hands and faces shall be washed after meals.
3. The childcare provider shall wash their hands with soap and water before handling food and after assisting with toileting; food service gloves should be worn when handling food.
4. Wet or soiled clothing shall be changed promptly from an available supply of clean clothing kept at the program or provided by parent. Wet or soiled clothing shall be transported home in a plastic bag. Parents are asked to launder and return borrowed clothing from the program.

I. Personal Hygiene - Staff

Persons working with the children will wash their hands with soap and water before handling food/drink as well as before and after toileting, after assisting a child with blowing their nose, before and after administering first aid, etc.

J. Accident and Injury

1. In the event of an injury needing immediate care, staff will call 911 immediately and parents immediately after. Emergency rescue will be called (dial 911) and the child will be taken to the Children's Hospital of Wisconsin, or the hospital specified on the child's emergency record located in the ECP office and/or the school office.
2. In the event of a serious injury, the parent will be called immediately. If a parent hasn't been reached, the family physician will be contacted. If neither the physician or parent can be reached within a reasonable amount of time, nor the situation calls for it before the physician and parent are notified, 911 will be called.
3. The administrator or classroom teacher accompanies or transports the child after making certain the classroom ratio is maintained.

4. An accident report will be filled out for any serious accident or injury and reported to the Department of Children and Family Services within 48 hours.
5. Bandages, tape and Band Aids will be stocked in the program at all times.
6. Soap and water will be used to clean all superficial wounds. An ice pack may also be given to the child for comfort.
7. All teaching staff shall be trained in CPR, AED, and First Aid at the beginning of the school year.
8. The administrator will review all accident records with the staff every six (6) months in order to determine that all possible preventative measures are being taken.
9. All injuries resulting from falls, accidents or incurred by other children will be recorded in the Medical/Injury Logbook.
10. A first aid kit equipped with Band-Aids, bandages, and tape, as well as the children's emergency contact phone numbers will travel with the children on all field trips.
11. All safety measures will apply when children are on field trips.

K. Universal Safe Practices

All staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. The blood borne exposure prevention kit will be located in the school office and nurse's room.
2. The staff shall take the time to put on disposable waterproof gloves whenever they expect to come into direct hand contact with blood, other bodily fluids, or contaminated items or surfaces.
3. The staff shall take the time to put on goggles if they anticipate splattering blood and protective garments if they anticipate the soiling of their own clothing.
4. The staff shall use a CPR mouth shield when administering mouth-to-mouth resuscitation.
5. All contaminated gloves shall be removed without touching the outside of the gloves and disposed of in a designated regulated waste container lined with a red plastic liner or marker with a biohazard sign. Disposable gloves shall never be re-used.
6. After removing gloves the staff shall wash their hands and any other contaminated skin for at least 15 seconds with an antibacterial soap and warm water and rinsing thoroughly and drying hands and area with a disposable paper towel.
7. All contaminated surfaces and equipment shall be cleaned with soap and water and disinfected promptly with a bleach solution (ten parts water to one part bleach). Non-disposable cloths and mops shall be decontaminated with a bleach solution or disinfectant before they can be used again.

L. Notification of Parents

Parents shall be notified confidentially in the following situations:

- a. When their child has been exposed to a communicable disease which has been diagnosed or suspected.
- b. Immediately when their child has been exposed to an illness or serious injury to the child.
- c. When their child has a minor injury. This communication shall take place upon departure from the center.

M. Rest Period

There shall be rest periods for children who attend 4 hours or more.

- a. There shall be a supervised nap or rest period of approximately one hour or longer for all children less than 5 years of age.
- b. Children who do not fall asleep after 30 minutes shall be permitted to get up early to read a book or do other quiet activities which will not disturb the other children.
- c. Each child will be provided with an individual cot or mat.
- d. Cots, mats, or sleeping bags shall be placed at least two (2) feet apart from each other.
- e. Cots, mats, sleeping bags and bedding will be labeled with the child's name to assure that each child uses the same items between washings.
- f. Each child using a cot or mat shall be provided with an individual sheet; Blankets are to be brought from home and returned to parent for laundering at the end of the week..
- g. There shall be a complete change of bed linen after each 5 uses, immediately when wet or soiled, and always upon a change in occupancy. Sleeping bags shall be sent home for washing or cleaning as often as needed.
- h. Cots, mats, sleeping bags and bedding shall be stored in a clean and sanitary manner.

N. Housekeeping

- 1. Spills or bodily fluids such as urine, vomit, etc. will be cleaned and disinfected from floors, walls, bathrooms, tabletops, chairs, and food area countertops will be immediately cleaned using the Universal Safe Practices.
- 2. Toys and equipment will be cleaned and disinfected on a regular basis unless otherwise called for because of an accident or injury.
- 3. Floors and carpeting in the classrooms will be cleaned and disinfected on a regular basis unless otherwise called for because of an accident or injury.
- 4. Bathrooms will be cleaned and disinfected on a daily basis after school hours unless otherwise called for because of an accident or injury.
- 5. Tables are cleaned multiple times a day, first with a soap/water solution and then cleaned with a Bleach or Clorox solution.

O. All OSHA Guidelines are followed.

P. Screen Time

Preschoolers (children 36-60 months of age) are provided with less than 30 minutes of screen time per week while in the program; No screen time is preferable.

School-age children (61 months and older) are provided with less than 60 minutes of screen time per day while in the program; Limited screen time is preferable.

VII. Nutrition Policy

All meals and snacks provided by this center will meet or exceed the nutritional requirement set forth by the United States Department of Agriculture Child Care Food Program. Fees for meals and snack will follow the National Meal Program. Food will never be used as a reward or a punishment.

A. Snacks and Lunch

- 1. Snacks will be provided by the program at different periods throughout the day. Children coming from school will be given a snack upon arrival. Early A.M. breakfast foods are to be provided by the parents during the school year. Breakfast will be provided during normal

school hours (during the school year) to all children. Afternoon snacks will include milk or milk product or juice, fruit, vegetable, and a grain product.

Snack Schedule

Early A.M.	Milk/juice provided (breakfast provided for off days)
8:15 A.M.	Breakfast (provided by school during school year) - K3/K4
9:15 A.M.	Morning snack (during breaks)- K3/K4
2:30 P.M.	Afternoon snack - K3/K4
3:15 P.M.	After school snack - K5-8th grade
5:30 P.M.	Late P.M. snack - K3/K4

2. Snacks are healthy and nutritious and are under the direction/approval of the State of Wisconsin, Department of Public Instruction. All dietary documents will be under lock and key in the office. These documents include but are not limited to:
 - Allergy needs
 - Medical necessities
 - Religious customs
 - Personal reasons
3. Hot lunch is provided (during the school year) by the school at approximately 11:15 a.m. Lunch will consist of at least one item from each of the following:
 - Meat, poultry, fish, eggs, cooked dried peas or beans, cheese or peanut butter.
 - 2 vegetables or 1 vegetable and 1 fruit or 2 fruits.
 - Whole grain or enriched bread products.
 - Butter or margarine
 - Grade A vitamin D milk.
4. A cold lunch will need to be provided by the parent during “Full Day Camp” and “Half School” days (unless noted otherwise in parent notifications).
5. A copy of the USDA and Child and Adult Care Food Program (CACFP) guidelines and will be provided for parents to reference when providing their own meal/snack. Guidelines will be provided upon registration. Additional copies may be obtained through the program director.
6. The program will supplement the meals, snacks and beverages brought from home if they do not meet the guidelines established by CACFP.

B. Serving Food

The food is served cafeteria style with the childcare provider sitting with and assisting the children in serving themselves. The staff will then sit with the children as they eat. Mealtime socialization is a great time for children to build skills and bonds.

C. Menus

1. Menus are posted on the program’s bulletin board weekly and sent home monthly in the school 'KidMail' newsletter.
2. Any payment for meals will be on a weekly or monthly basis due on the first day of the week or the first day of the month.

3. Every attempt shall be made to serve a variety of food and food from different culture and ethnic groups so that the child is encouraged to try and develop a taste for many different foods.

D. Safe Food Practices

1. Food is obtained from local grocery stores, markets and vendors.
2. Food is stored in the refrigerator or freezer at appropriate temperature.
3. A dishwasher is used to clean and sanitize dishes and utensils.
4. Notices of children with food allergies will be kept in the classroom and on file in the food service area.
5. Food Service staff will wear disposable gloves and hairnets when serving the children.
6. Staff members will assist and observe the children during lunch.
7. The staff and children will wash their hands before handling the food.
8. A list of any food allergies will be posted in the lunch area of the program and with the food service staff.
9. Staff will not eat with the children.
10. Food staff use bleach and soapy water mixture as cleaning aides during sanitation.

E. Consideration of Allergies, Food Intolerances and/or Dietary Restrictions

1. Written notices of children with food allergies, intolerances and/or dietary restrictions will be posted in respective classrooms for reference by teachers as well as in the kitchen/food service area.
2. A list of food allergies, intolerances and/or dietary restrictions will be posted in the lunch area of the program and with food service staff.
3. The parent of a child with a documented food allergy will be required to provide substitutes in accordance with rules of the USDA Child Care Food Program. If a child is not able to follow the latter guidelines due to special dietary needs, a doctor's note is required to be on file. Parents are encouraged to provide appropriate food substitutes that follow the guidelines as closely as possible.
4. In cases of documented, severe food allergies a classroom may be designated as "free" of a specific food allergen in order to best accommodate a child's needs.

F. Food Service Training

All food service staff will attend orientation and proper training prior to employment and 4 hours per year post hire.

G. Miscellaneous Documents

A detailed document containing equipment, requirements, food sources, cleanliness, and food preparation, handwashing and cleaning aides can be obtained by request from the director, any food service personnel, or by referencing the USDA Food and Nutrition guidelines available online.

VIII. Discharge of Enrolled Child Policy

A. Termination by Parent

Parents must notify the program in advance, with a two-week written notice, before withdrawing a child from the program. Written notice must be dated and given to the administrator. No fee will be refunded since the program required a two-week notice.

B. Termination by Program

ECP follows all discharge procedures under the policy of the MGC School. In order to best provide an education for the children enrolled in the program, it may be necessary to discharge a child for any of the following reasons, but not limited to:

1. The needs of the child cannot be met by the program.
2. Failure of the parent to pay fees in a timely manner (advance notice may not be required)
3. Failure of the parent to submit child's health information within the specified period of time, and complete and return all required forms.
4. Failure of the parent to observe the rules of program relating to arrival and departure of child.
5. Failure of the parent to observe rules of the program relating to Sick Child Care Policy.
6. Physical or verbal abuse of children or childcare providers by the parent.
7. Lack of cooperation on the part of the parent.
8. Unresolved discipline issues.

All communication by the program will be in writing and on file. Parents have the right to file a grievance (p.29, IX Grievances) in the event they disagree with any decision.

C. Disciplinary Dismissal

Occasionally a child will experience difficulty adjusting or abiding by certain rules of behavior of the program. If the child is experiencing some difficulty, the parent will be notified by the childcare provider, and a conference will be scheduled. The childcare provider will work closely with the parent to see if the problem can be resolved. As a last resort, the program reserves the right to ask the parent to withdraw the child from the program.

D. Closing of Program/School

If the program has to close permanently for any reason, parents will be given at least a four (4) week written notice prior to closing. Parents will be offered as much assistance as possible in making alternative plans for childcare.

E. Transfer of Records Rights

Upon discharge from the program, MGC's ECP will transfer any child's record to the new setting upon request from the family with written consent to the new setting.

IX. Grievances

In order to assure due process, Mother of Good Counsel recommends the following process be followed when parents/guardians want to address an issue or concern regarding the care and well-being of their child(ren) enrolled and in attendance at Mother of Good Counsel's Extended Care Program.

- Notify your child's teacher of your concern verbally and in writing
- In the event the issue is not resolved, the parents/guardians may state their case in writing or in person to personnel in the following order:
 1. Program director – Paula Payne

2. If the parent does not feel satisfied with the resolution provided by the program director, you can put in your concerns in writing or schedule a meeting with the school principal/administrator, Rachel Johnston, by contacting the school office.

Any family member, parent and/or child involved in the resolution of a conflict are guaranteed no retaliatory action.

Appeal Process

Any and all appeals shall follow the grievance policies and procedures.

X. Fee Payment Policy

A registration fee of \$100 per child (\$20 sibling) is due prior to first day of attendance along with all documents in the “ECP Registration Packet.” Hourly fees are based on the whole hour from the time the child was signed in. Billing is based on actual attendance. Courtesy communication from the parent is encouraged for planned absences so the program can staff and plan accordingly. Parents are asked to contact the school and/or ECP when child is ill or unable to attend.

Bills will be generated biweekly in the form of a statement that will be emailed to parents. Therefore, parents MUST provide a valid email address to MGC Extended Care Program. Statements may be picked up in-person by request if needed.

While we do our best to consistently bill, there may be occasions when staff absences may delay billing. If you have any questions regarding your bill, please direct them immediately to the Program Director. Parents who receive W-2 subsidy are expected to pay all applicable co-payments or overages not covered after the subsidy amount has been credited. Payments are due within 10 days after bills are sent for both private pay and Wisconsin Shares recipients. Parents can pay with cash, check, and/or with a credit or FSA card thru Tuition Express in our ProCare Billing System.

The rate schedule is as follows:

Age 3 years/3K:	\$7.75 per hour
Ages 4 thru 5 years/4K,5K):	\$7.25 per hour
Ages 6+ years:	\$6.50 per hour

Please note that **these rates will be effective September 1, 2023.**

Late fees will be assessed for any child not picked up by 6:00 p.m. For the first 1-15 minutes late, a \$10 per child fee will be imposed. For every minute after the first 15 minutes late, an additional \$10 fee per child will be imposed. Frequent tardiness can result in dismissal from use of the Extended Care Program.

All returned checks (NSF) need to be replaced with cash. An additional \$25 fee will be charged for any payment that is returned to us for insufficient funds or closure of an account.

Any refunds will be handled by the Director, Administrator and Business Manager. Cause/Reason for any refund, such as child disenrolls and there is a credit in Procure, needs to be established by the parent, confirmed and approved by Director. Director will then initiate refund with Business Manager.

We offer full day care during the off days of school. Parents must pre-register children for full days and early dismissal days. Any student who is not pre-registered for ECP on early dismissal days for full days will be charged an additional \$10.00. There will be an additional \$10.00 fee if the child arrives without a lunch.

We are required to maintain a current, accurate written record of daily attendance for all of the children in our care. We ask that parents assist us in meeting this requirement by signing their children in at the exact time they enter the center and sign out at the exact time they leave the center on the daily attendance record. If parent fails to properly sign out a child, they may be charged for attendance up to 6:00 p.m.

Any exceptions to rates, fees, payments, financial policies, or discounts/scholarships are at the discretion of the Director.

This fee policy is available to parent in the registration packet, in ECP or upon request of the Director. Parents/guardians wishing to have access to financial records related to billing and payments should contact the Director as well. Hours billed may be addressed to the Director and viewed upon request.

Any billing/payment disputes are to be directed to the Director within one week bill issuance. If the parent is not satisfied with the resolution, the parent may document concerns in writing via email to the school principal or schedule an in-person meeting with the school principal by contacting the school office.

XI. Personnel Policy

Job Description

Before and after school care teachers report to the program director and are responsible for implementing structured activities, lesson planning and providing supervision to maintain a safe environment for school age children (ages 3-14) while parents are at work or school.

This position's hours may include shifts during these times:

Before School:	6:30 am - 7:35 am
After School:	3:15 pm - 6:00 pm
Early Dismissal Days:	11:30 am - 6:00 pm
Vacations/In-service:	6:30 am - 6:00 pm

Duties & Responsibilities

1. Provide appropriate supervision to ensure a safe and nurturing environment at all times.
2. Implement structured activities as instructed by director. Maintain good relations and communication with parents
3. Maintain a safe "disciplined" environment
4. Prepare and serve daily snacks
5. Maintain play equipment, video equipment, and audio equipment in good condition

6. Document any problems with discipline and inform the director
7. Report to the director any concerns or potential problems
8. Attend all staff meetings
9. Any and all other duties as assigned by supervisor.

Qualifications

All employees will have the following completed required forms:

- Health Form/Physical. See Health Care Policy
- Staff Record completed
- Staff Orientation completed
- Background check/Fingerprinting through Field Print
- Completed Abusive Head Trauma prevention training
- Completed Mandated Reporter training (annually)
- Valid CPR/AED/First Aid certifications
- Safeguarding Training through Archdiocese of Milwaukee
- Documentation of high school diploma/GED

Child Care Teacher: A Child Care Teacher shall be at least 18 years old and have completed high school or its equivalent, and also meet 1 of the following qualifications:

- A. “Intro to Child Care Profession” and “Skills and Strategies of a Child Care Teacher” courses.
- B. 2 courses for credit in ECE from an institution of higher education
- C. Certificate from 'The Registry' indicating qualification as a childcare teacher
- D. 48 credits from an institution of higher education with at least 3 credits in ECE
- E. A 1-year childcare diploma from an institution of higher education
- F. An associate degree in ECE or childcare from an institution of higher education
- G. Child development associate credential issued by the council for early childhood professional recognition
- H. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education
- I. A bachelor’s degree in education from an institution of higher education or a license from the Wisconsin Department of Public Instruction to act as a teacher
- J. Certificate from the bureau of apprenticeship standards as a child development specialist

Assistant Child Care Teacher: An Assistant Child Care Teacher shall be at least 18 years old and meet 1 of the following qualifications:

- A. Early Childhood I class (within 6 months of starting)
- B. Completed one course for credit in ECE at a institution of higher education (or is enrolled in that course within 6 months after starting)
- C. Completed an assistant childcare teacher training program approved by the Wisconsin Department of Public Instruction.

Hiring Practices

MGC ECP will follow hiring practices consistent with the Archdiocese of Milwaukee, Human Resources guideline for recruitment, interviewing and selection policy. See addendums on Hiring Practices and Salary Schedule & Benefits. The following summary of procedures will be used in the hiring process:

A. Determination of Need: Director will meet with administrator to discuss staffing levels when additional staff is needed. Considerations may include but not be limited to current enrollment numbers, income/expenses and staff schedules.

B. Recruitment: Director and/or administrator will post openings in “KidMail,” the parish bulletin, the Archdiocese website, in the career or education departments at local area institutions of higher education and other electronic job boards. Existing staff are encouraged to share openings in their personal and professional networks.

C. Interviewing: Director will contact prospective candidates via telephone to schedule in-person interviews after receiving the required paperwork. Director will then conduct initial interviews. Administrator may be involved in a second interview or assist in screening. See addendum for a list of the interview questions and questions that cannot be asked. Administrator may also be present if follow-up interviews are conducted.

D. Selection: Director and administrator will discuss interview responses and determine best fit for any openings.

Staff File

MGC will always keep the following items in each staff file:

1. The employee's name, address, date of birth, education, position, previous work experience in child care including reasons for leaving previous positions, and the name, address and telephone numbers of persons to be notified in an emergency.
2. A background information disclosure form, completed prior to the employee's first day of employment and every year thereafter
3. A complete caregiver background check as specified in s.48.685, Stats. and ch. DHS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every year thereafter. Results of Fieldpoint fingerprinting.
4. A physical examination report
5. A certificate from The Registry documenting that the person has met the educational qualifications for the position if the person has worked as a teacher, director or administrator at the center for at least 3 months. A copy of an educator's license issued by the WI Department of Public Instruction as a teacher may substitute for a certificate from The Registry. For the persons not required to have a Registry certificate including assistant teachers and a teacher, center director or administrator who has not worked for the center for more than 3 months, documentation of the person's educational qualifications shall be on file.
6. Documentation of orientation and continuing education
7. Documentation of AHT prevention training class and Mandated Reporter Training to be taken before the first day of employment
8. Documentation of days and hours worked when the person was included in the staff-to-child ratio
9. Results of National Sex Offender database search

Staff Meetings

Monthly staff meetings will be scheduled by the Director. Meetings are mandatory and shall be approximately one hour. The Director will be responsible for documenting attendance, agenda and minutes.

Staff Orientation

Orientation will occur within the first week of employment. Orientation will be documented on CFS2026 and kept on file in the program's office. This orientation will cover all items required by the State but not limited to the following:

- Center policies
- DCF Licensing rules
- Confidentiality policies
- Child abuse and neglect review, recognition and reporting
- Health observation and precautions, medication administration, universal precaution, infectious diseases control and communicable disease recognition, safe handling and storage of hazardous materials and disposal of biocontaminants
- Emergency training including first aid, fire, tornado, AHT and CPR/AED/First Aid
- Response and prevention of food and allergy emergencies
- Knowing whereabouts of all children at all times
- Integration of special needs children into program
- Child management techniques used at center
- Job responsibilities as they relate to job descriptions
- Schedule of activities of center
- Information on any special needs of any child in the center/how to share information
- Review of building and physical premises safety
- Contact procedure for absent children without notification
- Training on Fire Extinguishers refreshed annually by the director or maintenance director

Staff must notify the licensee when any of the following occurs, ASAP, within 24 hours. This responsibility will be explained during new staff orientation. "Employee" 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 one business day.

XII. Continuing Education of Staff

Continuing Education

The ECP follow the "Mother of Good Counsel Employee Handbook of Policies and Procedures". All continuing education records and documents will be kept on file with the director and will also be recorded into the individual's staff file.

All staff will need Child Abuse and Neglect biannual training. Employees that work 20 or more hours a week must complete 15 hours of continuing education per calendar year. Employees that work 20 or

fewer hours a week must complete 15 hours of continuing education each calendar year. 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.

Types of training acceptable to meet continuing education requirements:

- Formal courses resulting in credits or continuing education units
- Workshops, conferences, seminars, lectures, correspondence courses and home study courses
- Training offered by the ECP through the use of guest or staff trainers
- Documented observation time in other early childhood programs

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. 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
- nutrition as it pertains to child development
- supervision of staff
- business/administrative aspects of operation
- communication skills

Independent reading and watching of educational materials may be counted for up to 5 hours of continuing education per year for each person required to have 25 hours of continuing education and up to 2.5 hours of continuing education per year for each person required to have 15 hours of continuing education.

All coursework needs to be pre-approved by the administrator for qualification of continuing education and reimbursement of fees. The maximum reimbursement will be established by the administrator per semester and need of coursework for employment.

Additional Personnel Policy Summary As Provided in the Archdiocesan Policy and Mother of Good Counsel Employment Handbook

1. Mother of Good Counsel does not discriminate on the basis of age, race, ethnicity, sex, creed, handicap, national origin or ancestry against any employee or applicant for employment.
2. A background check will be performed before a determination of employment is made. We will not hire anyone convicted of child abuse, sexual abuse/sexuality impropriety or morality.
3. **Wages will be determined by factors that are not limited but include: training, education, length of service, abilities and within budgetary necessities. See Wages addendum.** Employees are paid on the 15th and last day of each month or the Friday proceeding those days that occur on the weekend.

4. All staff will be paid for snow days as long as they occur on a scheduled day of work for the employee. MGC will generally follow the closing of Milwaukee Public Schools, unless the occurrence is late in the school day and the determination will be made solely by MGC.
5. Non-contract staff will earn one day of sick time per month based on average daily scheduled hours worked in a week. Those employees not working a constant week to week schedule will be determined by average hours in a month. Sick hours will accrue indefinitely but are not paid out at end of employment.
6. Vacation hours are determined by average scheduled hours worked in a week and follow the anniversary year as provided in the MGC Employment Handbook. Vacations hours do not accrue and need to be used in the year earned. If an employee leaves mid-year and has remaining earned vacation from their prior anniversary year, the remaining time will be paid out after all other payroll issues have been finalized.
7. Staff will be reimbursed for pre-approved continuing education required for employment. This could include pre-approved seminars, workshops, classroom, or online coursework. Requirements will be established by the director for continuing education after each renewal of licensing and consistent with Registry.
8. A health exam is required of each new employee to include testing for TB.
9. Each staff member will have a job description.
10. Each employee will be reviewed annually by their supervisor.
11. Each employee will be required to attend regularly scheduled staff meetings.
12. Each staff member will be required to attend a child abuse/neglect training program every two years.
13. Each employee will notify MGC of any conviction, investigation by any government agency and immediately upon their substantiated findings. Failure to do so could result in termination of employment.
14. Each employee immediately will notify MGC if their professional license is denied, revoked or restricted or otherwise limited. Failure to do so could result in termination of employment.
15. The director, lead teachers, and assistant teachers will be required to learn CPR, how to use an AED, administer First Aid and have Abusive Head Trauma training.
16. Per policy, whenever at least one child is present a minimum of two adults is required.

Mother of Good Counsel Congregation

Father Reed Christopher Mungovan SDS
Pastor/Parish Administrator

Pastoral Council Members

Chair: Steve Prueher

- | | |
|---|------------------------|
| ▪ Deacon Dean Collins | ▪ Mary Moritz- Trustee |
| ▪ Richard Mason | ▪ Robert Ninnemann |
| ▪ Deacon Andy Meuler-Parish
Director | ▪ Sandra Rotar |
| ▪ Sherrod Milewski | ▪ Dan Scholz-Trustee |

Finance Committee Members

Chair: John Miller

- | | |
|-------------------|------------------------------------|
| ▪ Paul Berthold | ▪ Father Reed Christopher Mungovan |
| ▪ Mike Daun | ▪ Mary Moritz-Trustee |
| ▪ Tim Dwyer | ▪ Robert Ninnemann |
| ▪ Kelly Kuglitsch | ▪ Susan Puls |
| ▪ Bob Maigatter | |



Mother of Good Counsel School

A Catholic Preparatory School

3001 North 68th Street

Milwaukee, WI 53210

Phone: 414-442-7600 x118 Fax: 414-442-0644 Website: www.mgcparish.org

MGC Delegation of Authority

If the Administrator/Center Director is out of the building, the chain of command passes to either Kristine Wolf (Compliance Administrator) or Julie Brigham (Lead Teacher). If this occurs, a sign will be posted on the Parent Information Board stating who is temporarily in charge of the program.

Faithfully,

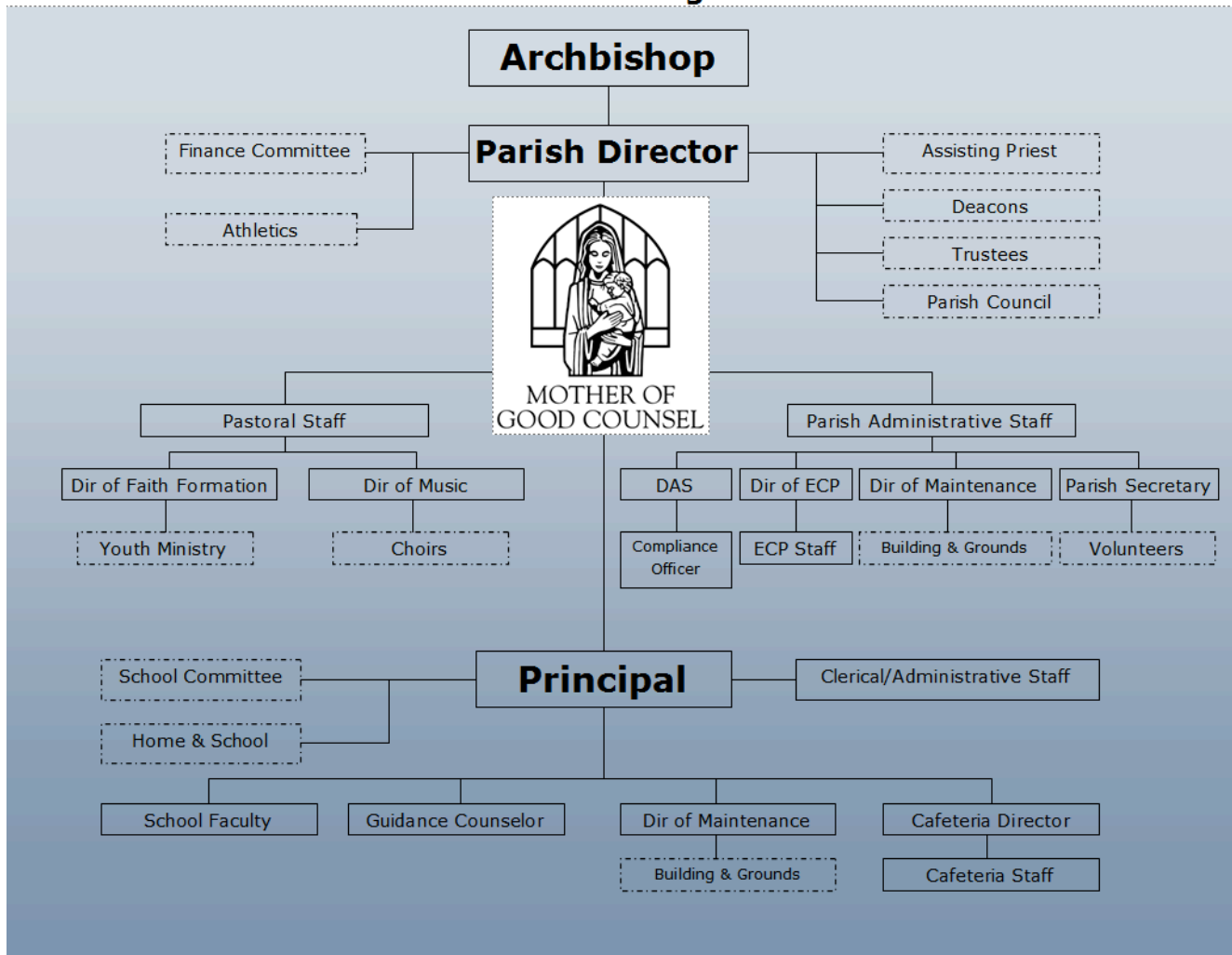
Rachel Johnston
Principal
Mother of Good Counsel School

*Updated as of 8/22/23

Statement- Delegation of Administrative Authority

*Previously cited

Mother of Good Counsel Organizational Chart



Mother of Good Counsel

3100 N 68th St. Milwaukee, WI 53210

Summer Camp Program
Policy Book
(414) 442-7600

Summer Camp Policy Book
Current as of August 2023

Mother of Good Counsel's Summer Camp program operates under the auspices of the MGC parish/school and all policies of the Archdiocese of Milwaukee. MGC *Employment Handbook* and *Parent/Student Handbook* apply in addition to this publication. The Administrator retains the right to amend this handbook for just cause. Parents/guardians and the State of Wisconsin (per guidelines) will be given prompt notification.

Registration, Payment and Discipline Policies

Registration forms are accepted at any time on a first come, first served basis in the MGC School Office and the ECP Office.

MGC Summer Day Camp serves a light breakfast. On field trip days a bagged cold lunch will need to be provided for each child by their parent. Afternoon snack will also be provided.

Registration fee: \$100 per child and a \$20 fee for each additional child in the family. **Please include payment with this form.** Make checks payable to MGC Day Camp. EBT payments may not be used to cover this cost.

We bill on an hourly rate for different age groups plus \$20.00 field trip fees on the days the children go off campus for summer adventures. EBT payments may not be used to cover the cost of field trip fees.

Center Rates:

<u>Monday through Friday</u>	<u>Regular Rate</u>
* Ages 3 years/K3:	\$7.75 per hour
* Ages 4 thru 5 years/K4,K5:	\$7.25 per hour
*Ages 6+ years:	\$6.50 per hour

Billing:

EBT payments must be made within the first 5 days of every month. Monthly EBT payments will not be rolled over into the next month. These payments assist in covering the operational, administrative and maintenance costs of providing childcare for your child for each respective month.

MGC Summer Camp uses a post billing system, meaning bills will reflect actual time used during the previous week. Bills will be generated biweekly in the form of a statement that will be emailed to parents. Therefore, parents MUST provide a valid email address to MGC Summer Camp Program.

Parents can pay with cash, check, and/or with credit card thru our ProCare Billing System. There is a fee of \$25.00 for returned checks.

Tax statements will be issued for all Day Campers by request by the end of January following the summer camp session.

Late Pick-up Fee:

Families must honor the ECP schedule. All students must be picked-up no later than 6 PM. If not, there are penalties that must be paid: 1-15 minutes after 6PM=\$10.00(per child), each 1-15 minutes thereafter is an additional \$10.00 charge per child. All late fees will be added to the bill. EBT payment may not be used to cover this cost. Frequent late pick-ups will result in dismissal from the program.

Discipline Policy:

Our goal is to provide a safe, nurturing fun-filled environment for everyone and this cannot be achieved without proper structure and discipline. School rules are in effect. Every effort will be made to assimilate all children into the program. However, if behavior problems arise which do not respond to standard discipline methods (verbal reprimands and timeouts); the following method will be used:

Step 1: Discussion of the problem with the child and parent.

Step 2: Written notice to the parent that the problem is continuing.

Step 3: Expulsion from the program.

Details, eligibility and commencement of benefits are as outlined in the MGC Employee Handbook of Policies and Procedures, August 2023.