



# Trinity's Tiny Treasures Preschool Handbook

Revised Feb 20, 2024

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# Welcome to Trinity's Tiny Treasures

We at Trinity's Tiny Treasures Preschool believe that God is an important part of our lives. Part of our curriculum will acknowledge that through stories, songs, discussion, holidays and prayers. We understand fully the trust you have placed in us to care for your most precious gift, your child, and we look forward to sharing him/her with you.

## Our Philosophy

Preschool should be a positive, educational experience, which fosters a strong sense of self-worth. Staff shall strive to work with each child on his/her own level in a loving atmosphere to help him/her to achieve his/her own potential in the areas of social-emotional growth, spiritual development, cognitive development, and physical development, as well as art, drama, and music appreciation.

Tiny Treasures is a licensed child care facility that can serve 50 children and provide care to 20 children ages 3 to 6 years.

## Our Location

Trinity's Tiny Treasures Preschool is located in the lower level of Trinity Lutheran Church. Entrance is gained from either parking lot and entering the northwest doors by the playground, going downstairs, follow the hallway and turn left. We are in the rooms on the right.

The address is: 206 E. Badger St. Waupaca, WI 54981

Phone number is: 715-258-2121

Fax number is: 715-258-0426

Operating Hours : Monday - Friday 7:45 am- 4:15 pm

## Our Programs and Curriculum

At Trinity's Tiny Treasures Preschool we believe in "play with a purpose". Our program is designed to promote a positive self-esteem, social skills, cultural diversity, and communication skills along with individual creativity through play and learning activities. Included are number and letter recognition, writing skills, large and small muscle development, and listening skills. Bible stories, as well as other stories, will coincide with the themes being studied each week in the classes. Tiny Treasures follows the Wisconsin Model Early Learning Standards. Our parent Center outside the preschool office includes; monthly newsletters, yearly calendar, daily schedule, licensing certificate, inspection results and relative curriculum information

## Objectives of the Program

- A learning environment for the children that is safe, secure and loving.
- An atmosphere in which the children can develop positive attitudes toward self and others.
- A developmental setting, which encourages children to explore, discover, and enjoy.
- The assistance for each child to develop his/her whole body, including development of:
  - positive self-concept
  - language skills
  - intellectual competency
  - self-expression skills
  - physical skills
  - social and emotional growth
  - daily outdoor activities
- To respect and allow for individual differences
- To involve the parents of the children being served.

## Admission, Fees, and Policies

Registration is open to any child within the class designated age range. Children will be accepted regardless of race, color, sex, handicap, national origin, political persuasion, or source of payment. Only those children that are registered in the program are eligible to use the facilities. Children attending preschool must be toilet trained to attend.

### Enrollment

Children must be the appropriate age for each class by September 1 of that school year.

For our program, the children are accepted in the order of applications received during designated registration times, with full day registered students being prioritized. A \$50 non-refundable registration fee is due upon registration to hold a child's place.

Each parent/ adult must register his/her child(ren) individually. Registration will be offered via different modalities such as online or by phone. Board members/staff members may not register for anyone other than their own children.

For any supplies (folders, backpack, some consumables, etc) not provided by the preschool the parents will be notified of what is needed prior to the beginning of school. We will not have pets from the children's home on the premises. The exceptions would be fish or a child bringing a pet in for show and tell.

A waiting list is available should the class of your choice becomes full.

The following information accompanied by the registration fee must be supplied by the parent, legal guardian, or custodian of the child and returned to the director by the child's first day of attendance:

1. Registration agreement/ enrollment contract
2. General information form
3. Enrollment form
4. Health Report/Immunization form
5. Medical emergency information
6. Field Trip form
7. Photo Permission form

Health forms are required for each child and must be kept in file at the preschool. All staff will be informed and trained, if necessary, on any special health care needs of a child. All personal and health information will be held confidential and held under a locked file. State forms are provided and must be completed and signed by the parents and returned to the preschool within 30 days of enrollment.

## Fees

For the preschool program, the tuition rate is based on enrollment days and times, as shown below. Priority enrollment will be given to full time enrolled families, minimum of 2 days a week required to enroll. Enrollment requirements outlined in enrollment contract.

### Tuition Rates

- Full day, 5 days a week: \$215
- Full day, daily rate: \$45 per day
- Half day, daily rate: \$30 per day
- Half day, 5 days per week, \$140
- \*5% discount will be given to families with 2 or more students off the second tuition amount
- Additional fees for field trips and community events may apply.

Tuition is **charged bi-weekly** with a due date of Wednesday two weeks prior to the school week. Trinity's Tiny Treasures Preschool is a licensed childcare facility and participates in Wisconsin Shared Child Care Subsidy Program.

Tuition payments can be made via the preschool selected app (i.e. Brightwheel), checks, money orders, and cash. Checks should be made out to Trinity's Tiny Treasures Preschool. **Any fees associated with payments made through the Brightwheel app are the responsibility of the payer. Late payment fee is \$5.00 per day** after 5 days for each day payment is not made. Non-sufficient funds (NSF) or overdrafts fee is \$25 per check.

**Full tuition is charged** even if the child is absent for any reason, including illness. **Tuition is not reimbursed for school closings** due to inclement weather.

If the tuition account is not kept up to date based on payment plan, enrollment will be terminated. Termination will be effective if the account is 2 weeks past payment due date.

Late pick up of a child, **\$3 per 15 minute increment per child.**

**Any change in schedule throughout the year requires a 3 week notice. Two weeks' written notice is required if a child is going to leave the school permanently.** No refunds will be given if withdrawal/termination is before the 2 weeks. Health and academic records will not be released until my account is paid in full.

**Vacation days: Families enrolled will receive an equivalent week of vacation days.** (i.e. a child enrolled in 3 half days will receive 3 half vacation days). Vacation days can be used for individual days or an entire week. **Vacation day requests must be submitted three weeks prior to date(s).** Vacation days do not roll over and will renew each new school year. **Vacation days will be tracked by the Director.** The final tuition payment will be reduced based on the number of vacation days used, up to 5 days, using the predetermined rate.

Scholarships and payment plans may be available at any time for tuition. The Director can help with these requests.

## **Physical Examination**

Each child must have an initial examination not more than 6 months prior to admission. The physical exam must be updated every two years. Each child must submit an immunization history prior to enrollment, which states that the child's immunizations are up to date. If for health reasons, religious reasons, or personal conviction reasons your child did not receive immunizations a waiver must be signed.

## **Non-Discriminatory Statement**

The Trinity Tiny Treasures Preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national or ethnic background in administration of its educational policies, admissions policies, scholarship and other preschool administered programs.

We do however reserve the right to refer a child with needs that exceed the scope of the program to another setting that can better meet the needs of the child.

## **Termination of Enrolled Child Policy**

Trinity's Tiny Treasures Preschool reserves the right to cancel the enrollment or recommend placement in different school of a child for one of the following reasons:

- Parents are uncooperative, such as, but not limited to:
- Failure to pay fees

- Failure to submit all required forms
- Failure to observe rules of the preschool relating to the arrival and departure of the child.
- Verbal or physical abuse of child or staff by a parent
- The child requires a disproportionate amount of one on one attention because of disruptive behavior upon discretion of the teacher and after reasonable effort on the part of the staff to integrate a child into the program.
- The needs of the child exceed the scope of our program as determined by the Staff.

The teacher, in consultation with the Director, will confer with the parents and give notification of termination. Fees will be refunded for any unused days in the quarter. The preschool board will be notified of the discharge. Parents must be notified by writing by the center one day in advanced if withdrawal of their child is necessary. Written appeals will be accepted to be reviewed by Board.

## Calendar

Trinity's Tiny Treasures Preschool generally follows the School District of Waupaca calendar for holiday breaks and school closings. A yearly calendar will be provided to parents with additional information on school start, end, and holidays.

## Hours

When open, the preschool hours are 7:45 am to 4:15 pm.

Morning half day hours are 7:45 am to 12:00 pm.

Afternoon half day hours are 11:30 am to 4:15 pm.

## School Closings

School closings will be announced over Facebook, news outlets, the preferred preschool app, or phone calls/emails sent to parents.

## Arrival and Dismissal

Children should arrive no more than 15 minutes before designated class time. Children must be accompanied to the entrance of the school. Children need to be picked up at the designated time.

The playground doors will be locked 10 minutes after the starting time of each class period to ensure the safety of our students and staff; if you are arriving later than that, or need to pick up your child before the end of the class period, parents should use the main Trinity doors off the parking lot.

Daily attendance records will be recorded by staff.



## **Short-Term Absences**

Parents should notify the preschool if a child is not attending school. If a child is not in attendance for the assigned class without any notification, the Teacher will call the parent within 1 hour of the start of class to inquire about where the child is.

No refunds will be given for children not attending due to illness.

## **Classroom Rules and Policies**

The children will learn the rules in a safe and structured environment. The Lead Teacher and assistant will clarify the rules and be responsible for the communication.

### **Child Guidance and Discipline Policy**

Discipline is the technique of helping a child react to his/her environment in a positive manner. Our approach to discipline is primarily one of prevention. Anticipating problems and attempting to eliminate them before they happen is an advantage. By knowing as much as possible about each child and their environment, as well as where they are developmentally, we can anticipate different coping and sharing skills and warning signs. Positive guidance toward redirection and staying with the child long enough to help the new activity started often helps. When other methods are unsuccessful, a time out will be used. The length of time (not to exceed 3 minutes) that the child sits quietly away from the group (yet within view) depends on the individual child: ie., age, personality, and severity of misbehavior. Parents will be notified when a situation calls for a time out, to find out if anything different is happening in the home environment. The classroom arrangement, materials and programming will be arranged to contribute to clear guidelines and promote positive behavior. Transition periods will be planned and organized to limit disruptive behaviors.

Good rapport, among the children in the class and between staff and children, will be encouraged by setting up limits, rules and constantly adhering to them. Children are treated with respect and dignity during any form of disciplinary action.

When a rule is broken, we will ensure that the victim is o.k. then remove the offending child. The behavior will be discussed, suggestions for a better choice of action will be given, and if necessary a time out will be used. If it was a bite to the skin, and the skin is broken, it will be washed with soap and water, covered, and parents of both children will be notified, and a copy of the incident will be included in the child's file and medical log.

The child and parent will understand that if this behavior continues to occur, our course of action would be to call the parent and have the child removed from the class for the day.

Punishment, which is humiliating or frightening to a child, is prohibited. These forms of punishment will never be used, even at the request of parents. Some examples of prohibited punishment include: spanking, hitting, pinching, verbal abuse, threats, or derogatory remarks about the child or the child's family, binding or trying to restrict movement or enclosing in a confined space.

If a child is crying or fussing, we will sing, rock and comfort the child. Under no circumstances will we ever shake a child.

### **Nutrition Policy**

Students are expected to bring their own snack and drink for snack time and lunch time. We encourage healthy snacks that include fruits, vegetables, lean meats, and cheeses. Children will be encouraged to try foods. No meals will be provided. Parents are expected to follow USDA guidelines. Staff will provide food alternatives should the guidelines not be met.

In the event that a snack or treat is provided, all staff will be notified of any food allergies and appropriate accommodations will be made for those students. Meal times will take place at the same times daily to keep a regular routine. Morning snack at 9am, Lunch 11:30 am and pm snack at 2:30 pm. Mealtime manners and socialization is encouraged. Staff are encourage to participate in mealtimes.

### **Pet Policy**

If a pet is brought into the classroom or facility, staff will receive written prior authorization. Pets will be accessible to children under direct supervision of their owner and staff. The center will ensure insurance liability is carried and pets have been vaccinated.

### **Rest Period Policy**

Children who are present in the Center for more than four hours are required to rest/nap for 45 minutes. The child must have 45 minutes of quiet time. After 45 minutes of quiet time, the child may have quiet activity time. Children will not be allowed to share sleeping bags or blankets and must be 2 feet away from other children. Bedding and sleeping bags must be washed once a week or after 5 uses. Five-year-olds can have a choice to nap. Teachers must provide a quiet activity for these children.

### **Field Trips**

Walking field trips will be available to children. Signed permission slips for every child must be on record at the beginning of their enrollment. A class roster will be recorded before leaving, and periodically checked throughout the trip, upon departure, and when the class returns. Emergency cards, a cell phone, and a first aid kit must go on each outing. We do not transport children in any vehicle for our 3K Preschool program.

A teacher and at least one chaperone will be present for each field trip, and will carry the required Student Emergency Information sheet with them. Upon arrival at the destination, a head count will be taken to ensure that all children are accounted for and exit the vehicle. The same procedure will take place when the students return to the school facility.

## **Parental Opportunities and Responsibilities**

The preschool is open to parents for visits and parents are invited to participate in field trips. Parents are welcome to present and/or address any problems, complaints, or concerns at the preschool board meetings. We encourage your support and comments.

Time of meeting may vary depending on the members schedules, inquiry to the Director is needed prior to the meeting to verify the date and time.

Parent teacher conferences may be scheduled in the second semester of school. Parents are always welcome to request a meeting another time. The Director and Teacher should be notified of any changes in your child's home environment, health conditions, sibling changes, emotional concerns, etc.

Copies of policies and rules are available to parents. If your child will not be present, please call the preschool prior to the class session. Children should always be dressed for play activities and appropriate weather clothing.

## **Emergency Situation Procedure**

The safety of children is the first and most important consideration in any emergency situation. Staff members must take immediate action to insure the safety and well being of the children at preschool, following the appropriate procedures. The Director should notify the Preschool Board of the emergency as soon as it is possible. A written report should document the situation. The director and the board will take responsibility to coordinate the communication with the parents, community, and Trinity Lutheran Church council.

## **Injury and Emergency Care**

Minor injuries will be cleaned with soap and water and covered with a band-aid. No medication will be given. Parents will be notified of all injuries. Staff will wear gloves when tending children when the skin has been broken. Gloves will be disposed of in the hazardous waste receptacle located in the Preschool office after each individual use.

For severe falls, smashed fingers, allergic reactions to insect stings, possible broken bones, first aid will be given and the child will be made as comfortable as possible. Parents will be notified to have the child taken to the doctor or 911 called. The same procedures will be followed if on a field trip.

All injuries will be noted in the medical log. An accident report will be filed if needed. For children in serious injury or distress, 911 will be called immediately. Parents will be notified. The child will be transferred to the nearest medical center (Riverside Medical Center, ThedaCare) unless otherwise requested by parents. If needed, other church staff would be available immediately to aid in the situation.

ALL EMERGENCY / MEDICAL / POISON CONTROL CENTER NUMBERS WILL BE POSTED BY THE PHONE IN THE PRESCHOOL OFFICE AND ALSO THE CLASSROOM. Written parental permission to call the family

physician or to refer the child for Medical care in case of injury will be on file at the preschool. The preschool will have a first aid kit available. The staff will be certified in CPR / First Aid.

### **Universal Precautions**

In the case of any clean up that must be done due to vomiting or other bodily secretions, children will be removed from the area while it is sanitized and the contents and gloves will be disposed of properly. Hand washing is required upon removal of the gloves.

### **Sexual Harassment Clause**

Trinity's Tiny Treasures Preschool will not tolerate sexual harassment of its staff. If a situation should occur, those actions are grounds for disciplinary action, including termination.

## **Health Care Policies**

All issues pertaining to the health care needs of the student will be kept confidential.

### **Illness**

State regulations require that children with significant illness be excluded from preschool attendance. Please use the following information to make your decision.

1. If your child has an oral temperature of 100 or more, the child must stay home for 24 hours after the temperature returns to normal. A child may not attend the center until a minimum of 24 hours of normal temperature is attained.
2. If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
3. If your child has symptoms that require medication, (i.e. pink eye, rash, Strep throat) follow doctor's orders before readmission to preschool.
4. When in doubt, please call the preschool Director or Teacher.

Children with a sore throat, a fever, rash, vomiting, diarrhea, inflammation of the eyes or any suspect communicable illness shall be isolated from the group until he/she can be removed from the preschool. The child will be provided with a mat/blanket, and placed within sight of the teacher. The child's parents or other person designated by the parent shall be notified to remove the child from the preschool immediately.

All cleaning supplies will be stored in a closet out of the preschool area.

Garbage will be taken to the outside dumpster.

The facility is handicap accessible. All other needs of the children will be met on an individual basis to ensure them getting the most out of this preschool experience.

## **Communicable Diseases**

When a child is suspected of having a reportable communicable or infectious disease, parents of any exposed children will be notified by letter and children will be watched for symptoms. The identity of the infected child will not be released. The ill child will be readmitted to school with a note from a physician or after having been disease free following the maximum period of communicability for the illness.

## **Medication**

No medication will be given out at the preschool unless it is a health emergency. Should a child require the use of medication for or have allergies that require emergency care, the parent will provide, prior to school starting, written and signed instructions on how and when the emergency medication will be used. All medications must have; original container, child's name, current date, name of medication, dosage, reason for medication, doctor's name( if prescription). All medications given will be noted in the medical log the record will include; time, date and person administering the medication. Tylenol and Asprin products will not be given to control fevers. Parents will be notified of missing medication or other dosage errors. The log book will be kept on site and reviewed as required. The medication will be stored in a labeled container out of the reach of the children, unless otherwise specified.

## **Additional Policies**

### **Confidentiality**

Staff and board members will to the best of their abilities, ensure confidentiality and privacy in regard to history, records and discussions about children enrolled at Trinity' Tiny Treasures Preschool, as well as their families.

- No information requested by someone other than the parent or other staff member will be given over the phone.
- "Release" forms should be filled out stating who may receive information about a child, by parents.
- Children's records are confidential and available to parents only. The center's medical log is available to parents on entries per their children only.

### **Abuse and Neglect**

The staff of Tiny Treasures Preschool are informed of the possible illness, abuse, and neglect symptoms through literature available from, but not limited to the off-site nurse, social services, hospital and medical personnel, and Wisconsin Child Care Information Center.

### **Detection**

Should a staff member feel that a child is a victim of abuse and/or neglect, they will be responsible for:

- Recording the child's name and symptoms in the medical log, with date and signature.

- Director will be notified.
- In compliance with Wisconsin Law, Protective Services will be notified in cases of abuse and/or neglect by persons finding symptoms.

### **Off-Site Nurse**

If Medical information is needed, the Director will consult the Nurse Help line or the local Waupaca County Health Services Office. Trinity Lutheran Church does not employ a Parish Nurse at this time. We will consult with the School District of Waupaca nurse, as needed.

### **Staff/Personal Cleanliness**

The staff will have on file a report signed and dated by a physician as proof of health examination. All immunizations and TB skin tests will be updated as needed and on file.

No staff member, volunteer, visitor, or parent with symptoms of illness, communicable disease, or whose behavior gives reasonable concern for the safety of the children may be on the school premises.

The use of alcohol and/or drugs is prohibited on the preschool premises.

Children will wash hands with soap and water before eating and after using the restroom. Staff will also wash with soap and water before assisting with snack time and after assisting with student restroom usage. Children may keep a spare set of clothing at school. Soiled clothing will be changed and sent home in a plastic bag.

### **Facility Cleanliness and Accessibility**

The preschool room and snack room will be cleaned during and after each session, (ex: floors vacuumed, garbage removed, bathrooms sanitized/cleaned). Toys and other equipment will be cleaned as needed. Cleaning supplies are stored in a closet out of the preschool area.

The facility is handicap accessible.

## **Safety and Evacuation Policy**

### **Fire/Tornado/Emergency Plan**

Posted at the entrance is the room's emergency exit plan. The external meeting place is Dairy Queen across the street. The daily attendance chart, taken daily at the arrival to class, which is posted at the door, as well as the emergency information sheets which are located in the classroom, will be taken with as the class exits the room /building. Once the class is a safe distance from the building, a head count will be taken to assure that all children and staff are out of the building. The class/staff will continue to the meeting place, where another head count will be taken. A report is given to the Fire official of any missing person/s along with their name/s and a description. Staff will remain with the students until

danger is over or the students are picked up by the appropriate people. Special evacuation procedures will be prepared for any staff or student requiring additional support.

### **Practice Drills and Procedures**

Monthly Fire and Tornado Drills will be done and the date will be recorded on the appropriate report form. For both drills, the Staff will explain to the students what will take place for the Drill. A siren will be set off in the classroom, the students will line up by the door and proceed out to the appropriate place. For a Fire Drill all will proceed outside the building. For a Tornado Drill, all will proceed into a Sunday School room, located across the hallway, a room with inside walls, and no windows. A head count will be taken for both drills and the Emergency information will be taken with by the Staff.

Fire safety, tornado – emergency procedures, and fire—extinguisher usage will be updated to staff yearly by the Waupaca Fire Department. Emergency routes are posted in the classroom and snack room for staff to follow. All staff will be trained in first aid and CPR by professionals. Staff must have current certification.

### **Missing Student**

If a student is not in the appropriate location with the other children, classroom or playground, one of the Staff members will search the area/church for that student. The other staff member will stay with the rest of the class. If the student is not located within minutes of searching, other staff members of the church will be asked to help search the church/grounds. If the student is not found after a thorough search has been done, the parents will be called as well as the authorities. The appropriate report will be made to the authorities and the Department of Children and Families as soon as possible, but no later than the next business day.

### **Guardians at Dismissal**

A child will not be allowed to leave the school with anyone but a parent or guardian unless you have provided the school with prior permission that specifies names and relationships of said adults. Newcomers should be prepared to show identification. Parents are required to come into the building to drop off and pick up children.

We are uncomfortable releasing a child to a parent or other release person who is clearly under the influence of alcohol or other controlled substances or appears incapable of driving. If a person shows any signs of these conditions, we will take necessary precautions and steps to ensure the safety of the child. If mediation and compromise are not working, law enforcement will be notified.

### **Extreme Conditions**

In extreme heat and cold situations, a decision by staff will be made as to the safety of the students playing outside. If the classroom temperature exceeds comfortable conditions the church janitor will be notified to make the necessary adjustments. If it is not suitable for class such as, but not limited to no

power, no water, plumbing problems, no telephones, a decision will be made by the director/ board members whether or not to hold class. Parents will be notified of the situation.

### **Human Caused Event**

In the event of a human caused event, such as a threat to the building or to its occupants, when possible, the evacuation plan will be followed, if the threat has been identified and located. If this has not happened, the teachers / staff shall isolate the children in an interior room with the door closed and the lights turned off. The children will be instructed to maintain silence. The teachers / staff will either make contact with the church office upstairs to find out the status of the event, or phone 911.

In the event of the loss of heat, water, electricity, or telephone, thus rendering the building unsafe or unusable for classes, parents will be notified via the usual means for cancellation of classes. Classes will continue to be canceled until the building is restored to its normal, usable condition.

### **Allergic Reaction**

In the event of an allergic reaction, the teachers / staff will check the student's file for all pertinent information listed on the Health Emergency form. If necessary, they will treat with the Epi Pen that is kept in the preschool office. If that is not appropriate, they will notify 1) 911; 2) student's parent and 3) preschool director.

### **Vehicle Accident**

The only case of a vehicle accident would be for 4K students in school provided transportation (bus). This situation would be governed by the school district. However, if this would happen, teachers / staff / volunteers present should maintain calm amongst the children as they evaluate the children for any injuries. Teachers and staff will have a student emergency binder with them and begin notifying parents of the event and arrange for pick up of the students at a safe location. They should stay with any child who is injured until emergency help arrives.



# Trinity's Tiny Treasures Board Information

There shall be a board for Trinity's Tiny Treasures Preschool. The board of directors will represent parents, community and Trinity Lutheran Church members.

## Board Structure

It will have a minimum of five members and not exceed ten members. The members of the board will be on a rotating two-year term. The preschool director will be an ex-officio member of the board. The board officers will consist of a president, vice-president, secretary and treasurer. A member of the Trinity Lutheran Church Council will serve as liaison to the board as appointed by the Council President.

## Current Officers

- President/ Secretary – Amanda Johnson
- Vice-President - Mary Plautz
- Treasurer - Kyle Everson
- Director/ Registrar - Brittani Martin

## Committee Chairs\*

- Funding committee
- Personnel committee
- Sunshine committee

\* to be assigned by board as needed

## Board Function

The functions of the preschool board will be:

- To carry out the philosophy of the preschool. The philosophy is as follows:

Preschool should be a positive, educational experience, which fosters a strong sense of self-worth. We shall strive to work with each child on his/her own level in a loving atmosphere to help him/her to achieve his/her own potential in the areas of social-emotional growth, spiritual development, cognitive development, and physical development, as well as art, drama, and music appreciation.

- To assure adherence to the licensing standards of the State of Wisconsin.
- Be responsible for the interviewing, selecting, evaluating, background checking, and releasing from duties, if necessary, of the preschool staff members.
- To establish the yearly preschool calendar.
- To set salaries and prepare job descriptions.
- To draw up a yearly budget, which will make the preschool self-supporting.

- To oversee purchases of the preschool.
- To oversee lesson plans of the teaching staff to assure that the preschool's philosophy is being attained.
- To communicate with the appointed TT Church Council Liaison affected in regard to personal responsibility in sharing and caring for space and materials in the church building.
- To inform the congregation and the community of the philosophy and activities of the preschool
- Abide by signed Code of Ethics

## Officer Functions

- President: duties include, but not limited to, developing a meeting agenda, presiding over monthly meetings, and maintaining a working relationship with staff, director, parents and board members.
- Vice President: duties include, but not limited to, presiding over meetings in absence of the President.
- Secretary: duties include, but not limited to, recording the meeting minutes and distributing a copy of them to the board members before the next meeting. The secretary will maintain a file at the preschool of past minutes.
- Treasurer: duties include, but not limited to, keeping accurate record of preschools finances, receipts, expenses, administering paychecks, administering refunds, and reporting on them monthly. The treasurer should forward N.S.F. checks to the registrar.
- Registrar: duties include, but not limited to, collecting and recording registration papers, enrollment numbers, scholarship forms, and tuition payments. The registrar will be responsible for contacting and setting up a payment plan for N.S.F. checks for tuition.

## Committees

1. Equipment Committee: duties include, but are not limited to, ordering and maintenance of preschool equipment.
2. FUNDING COMMITTEE: duties include, but are not limited to, grant writing and fundraising to effectively run the preschool self-sufficiently. The fundraising chair is responsible for contacting non-sufficient funds (NFS) situations for fundraisers.
3. POLICIES/ PERSONNEL COMMITTEE: duties include, but are not limited to, development of a handbook, bylaws, and procedures to effectively run the preschool and handling all matters of the personnel of the preschool including entrance and exit interview, job descriptions, evaluations, grievance issues, and any staffing concerns.
4. MARKETING COMMITTEE: duties include, but are not limited to, advertisements and promotions of the preschool to ensure and increase enrollment to the numbers that will allow the preschool to run self-sufficiently.

5. SCHOLARSHIP COMMITTEE: consists of President, Vice President and Registrar. Duties include going over the scholarship applications and deciding what the amount of each scholarship applications and deciding what the amount of each scholarship should be.

## **Board Terms**

All offices of board members will be for two-year terms, up to three consecutive terms. If the current member chooses to stay on in that office, it will be welcomed, discussed, and voted on by the other board members.

## **Term Expirations**

- Mary Plautz – July 1, 2024
- Amanda Sopa Johnson- July 1, 2024

# Trinity's Tiny Treasure Staff Information

## Personnel Policies/Job Descriptions

Job description and job duties are listed in the position contracts, renewed each year.

## Hiring Process

Available staff positions will be published via outlets such as church communications, Tiny Treasures Facebook page, WECAA, etc. Electronic applications taken through WECAA and paper applications can be requested through the preschool director or board members. Interviews will be granted to applicants who meet requirements.

References and recommendations will be checked by the preschool board. Background Verification Forms will be filed and checked. Wisconsin Registry requirements will be verified. If these checks produce undesirable results, applicants will be released. Applicants accepting positions will provide evidence of a health exam.

Staff will notify the licensee, and the licensee will notify the department, as soon as possible but no later than the next business day when: the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property; or has a professional license denied, revoked, restricted or otherwise limited.

## Staff Orientation

Each new employee will receive a handbook at the time of orientation within the first week of employment. The Director will review the center's policies on: admission, discharge, fees, personnel, delegation of administration authority, health, education, discipline, confidentiality and any job responsibilities in relation to job description.

The director, all new staff and regularly scheduled volunteers shall complete the following within their first week at the preschool;

Review of HFS Staff Development Licensing Rules for Group Day Care Centers as outlined in DCF Section 251, to include:

- center policies and procedures
- prevention and response to emergencies due to food and allergic reactions
- first aid procedures
- administration of medications
- schedule of activities of the center
- review of child abuse and neglect laws and center reporting procedures

- child management techniques
- knowing all child enrolled and their whereabouts at all times
- information on any special needs (health care, physical, emotional, social, cognitive) that children have and meeting those needs
- building and physical premise safety
- handling and storage of hazardous materials.
- Review Job responsibilities in relation to their specific job description, as outlined in applicable contracts and additional duties
- Review Trinity's Tiny Treasures Preschool Policy Handbook
- Training in emergency procedures: including evacuation plans, first aid, and use of fire extinguishers.
- Training in the recognition of childhood illnesses, personal hygiene, hand washing for staff and children.
- Review procedure – if a child is absent without prior notification from the Parent, the Teacher will call the parent within 1 hour of the start of class to inquire about where the child is.
- training on evacuation sleeping children in an emergency.
- AHT prevention Training

Documentation of this review will be in personnel files.

## **Code of Conduct**

Teachers will follow the discipline policy found in this book.

The board and the director will evaluate the performance of all staff a minimum of one time per year in accordance with the Evaluation process and form.

Any misuse of alcohol, drugs, smoking, or other inappropriate conduct by the teachers will be brought before the board. It is up to the board to determine termination or disciplinary action.

Discipline or grievances will be handled first between the teacher and director, progressing to the board, if grievances are “unsolvable.”

If at any time an employee is convicted of a crime, has been or is being investigated, the staff will notify the director, who will notify the Board and Child Care Licensing Department as soon as possible but no later than the next business day.

## **Salary and Contract Details**

Teacher salary, benefits, hours of work, lunch, and break times, holidays, vacations, sick leaves, leave of absence, probationary periods will be discussed and agreed upon prior to acceptance of the teaching position and outlined in yearly teaching contracts.

Starting pay is based on education, experience, and current competitive wage. Pay raises are based on performance evaluations, tenure, and available funds. This will be discussed at the annual performance review. Any requests requiring a change in contract regarding salary, extra duty pay, position, etc., must be formally presented to the board.

## Probationary Period

All employees will have a ninety-day probationary period from their start date. After ninety days, a performance evaluation will be completed and a raise may be given according to job performance, and annually thereafter.

## Personnel Records

Staff personnel files, which are kept confidential, should contain the following items:

- Application and/or resume with name, address, date of birth, education
- Position/previous work experience/reasons for leaving
- Letters of appointment/acceptance
- signed job description
- copies of transcripts, license, and certification
- criminal background check information
- performance evaluations
- letters of recommendation
- Documentation of physical exam, and TB test results
- Documentation of educational qualifications for the position
- Documentation of orientation and continuing education requirements
- signed contract
- signed code of ethics

## Evaluations

Teacher evaluations will be conducted twice a year by the director for the teaching staff. A copy of the evaluation will be presented to the board. Director evaluations will be conducted by the board.

Classroom evaluations may be conducted by the board twice yearly. Performance will be recorded in written form to the teacher based on: attendance, ability to work with director and staff members, creativity in lesson planning, proper implementation of lesson plans, rapport with children and families. Performance evaluations will be used in part to determine pay increases/job status.

Teacher evaluations will be conducted after the Probationary Period by the director.

## Teacher Discipline

It would be necessary to discipline a teacher in the form of, but not limited to, occur:

- Tardiness
- Failure to abide by Code of Ethics
- Unprepared lessons
- Inappropriate, but not abusive, behavior with a child or parent
- Breach of Contract

## Teacher Termination

Should a teacher find it necessary to terminate their employment with Trinity's Tiny Treasures Preschool, 30 calendar days written notice will be given. Exit interviews will be conducted. Termination occurs immediately when, but not limited to:

- Failure to meet program needs
- Failure to report child abuse suspicion to director
- Any inappropriate physical contact in an aggressive or sexual manner with a child

## Grievance Procedure

It is the philosophy of Trinity's Tiny Treasures Preschool that questions, concerns, suggestions be expressed and addressed as soon as they occur. The first person an employee should contact with a question or concern is the director. Steps to resolve the grievance may involve but we are not limited to: a conversation, written documentation, or a board meeting. All complaints must be writing, dated and signed. If resolution is not achieved at this step, the question or concern should be presented to the board of directors.

## Substitute Teachers

Substitute teachers will be employed by Trinity's Tiny Treasures Preschool, through the director, when current teaching staff cannot fill the position. Substitute teachers will meet teaching requirements and screening prior to use.

## Volunteer Help

Volunteers will receive an orientation prior to consistent volunteer time. Volunteer help will be accepted but never solely responsible for an activity or child. Volunteer help is not permitted to discipline a child. Volunteer help is not counted in child/staff ratio.

## **Staff Meetings**

The director will provide monthly staff meetings while the school year is in session. Topics covered will include current school information, problems, issues, upcoming events, etc. Documentation of meetings being held, attendance, and topics covered will be kept. While board meetings are open to the public, only the director is required to attend the open sessions.

## **Continuing Education**

The Director will assist teachers in finding and selecting classes, workshops, seminars, etc., to help meet the necessary 15 hours of continuing education needed yearly to be completed by the last day of class. Continuing education hours which are obtained through credit courses resulting in a transcript may be used to meet hours during the year in which they are obtained and for the years following that year. Sources of continuing education hours shall be limited to; formal courses requiring credits, Early Childhood workshops, conferences, seminars, lectures, home study courses, training offered by the center with a guest of staff members that are trainers. Continuing education must meet licensing requirements and be approved by the Director. Staff will also be required to keep CPR/First Aid certification current and complete the biannual child abuse and neglect training. The Director will be responsible for tracking/recording the continuing education hours for each teacher. The Director will need to complete 10 hours of training in supervision or personal management within 1 year of accepting the Director position, as part of their continuing education requirement, if they have not previously received that training. Continuing education requirements and reimbursements will be outlined in employee contracts.

## **Physical Property and Equipment**

All teachers are responsible for the care of equipment and property. All items will be used in an appropriate manner ensuring their safety. Any damage done to equipment or building will be reported to the Director.

The Director is responsible to see that all damaged items are secured. Property damage will be reported to the church custodian and Pastor for immediate action. Equipment damage will be repaired immediately or it will be discarded.

## **Accepting Donations**

The preschool will be happy to accept donations of toys and equipment as long as the items are in good condition and appropriate for the preschool's curriculum.

## **Insurance**

The preschool will have a copy of insurance coverage on the premises. Parents who wish to make a claim will have to work with the Director and the Preschool Board.



