

# **RAINBOW PRESCHOOL**

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# Handbook

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## **Board of Directors**

Rainbow Preschool is operated by a Program Director and teacher under the supervision of the Board of Directors, pursuant to the school charter, by-laws, and these policies. Most administration is the responsibility of board members, who receive no monetary reimbursement.

The board's purpose is to assist the staff in maintaining the high standards of the school by helping with the orientation of new parents, encouraging parental participation, resolving issues arising from the day-to-day operation of the school, and making long-term plans for the school's continued excellence. There will be a monthly meeting during the school year and additional meetings as needed in which the director and teacher are expected to also attend.

**President** – Must have a strong belief in Rainbow Preschool, its teachers and its educational philosophy. Acts as liaison between the board and teachers and as needed between the North Shore Congregational Church and the school. Heads Executive Committee, which makes staff compensation decisions and other decisions when appropriate. Maintains and is in charge of email correspondence with parents. Assists teachers in planning the school calendar. Prepares Parent Handbook (red folder information), conducts and coordinates parent orientation and monthly board meetings. Evaluates the director once during the year (usually January); selects a board, schedules and prepares agendas for monthly board meetings. Actively participates in Auction.

**Vice-President** – Attends and prepares minutes for all board meetings. Distributes and posts minutes on bulletin board at school and in the permanent file. Serves on the Executive Board and conducts board meetings in the absence of the President. Makes annual updates to handbook and policies based on current Board decisions; gives tour to prospective families and coordinates visits to school from prospective parents; arranges any special mailings not covered by other board members and generally assists President and other Board Members in any communication concerning the school. Maintains current enrollment list and provides copies to families. Actively participates in Auction.

**Treasurer** – Supervises and oversees outside accounting firm. Deposits all revenue received by school. Reports detailed financial data to Executive Committee and summary financial data to Board as a whole. Submits long and short-term budgets for board approval. Serves on Executive Committee. Oversees staff tax deduction forms. Actively participates in Auction.

**Program Director and Teacher** – Please see Personnel Policy.

## **Board Members**

All board members will be responsible for keeping a current, updated file during the school year, as well as creating a report that summarizes their position and duties. This summary should include all pertinent details to fulfilling that particular board position, and can be in a simple bullet point format when appropriate. This file and computer disk copies will be turned over to incoming Board Members at the close of the school year.

A permanent file is kept at school. This file contains all documents, computer software and other supplies that the teachers and board members need in order to fulfill their jobs. This file is accessible to all members of the board and the teachers during school hours. There is a check out sheet if files are removed from the file and taken off premise.

Incoming board should have its first meeting in June at which the new members will discuss details of upcoming commitments and responsibilities for the new school year. All Board members are encouraged to attend all meetings as active participants.

**Auction Coordinator** – Organizes an auction and raffle committee to plan and conduct the school auction; the largest and most important and lucrative fundraiser of the year. Actively participates in Auction.

**Advertising/Other Fundraising** – Maintains relationships and places appropriate advertising in local media including newspapers, magazines and websites regarding upcoming school events. Creates and distributes flyers as needed to promote school. Researches other advertising, publicity options and presents to Board. Maintains Preschool brochure. Arranges the Discovery Toy and Picture fundraising events with the respective company representatives. Reviews other fundraising options annually and advises next year's board. Actively participates in Auction.

**Social** – Facilitates parental participation in school events. Assists teachers in planning parties such as the Holiday Party, Grandfather/Father's Day Event, Grandmother/Mother's Day Event, and Graduation, also plans the Annual August Picnic, the Ice Cream Social, and the Year End Picnic. Prepares sign-up sheets for events, sends invites to Annual August Picnic, helps with setting up and cleaning up. Prepares diplomas. Actively participates in Auction.

**Field Trip Coordinator/School Photographer** –Coordinates all field trips which are planned by the teachers including arranging transportation for field trips via bus or car pool, and obtaining necessary documentation for all field trip participants. Creates fieldtrip form and collects appropriate fees. Arranges purchase of and subsequently sells Rainbow apparel at orientation and as needed. Coordinates Santa Claus for the holiday party. Takes and develops photographs for first day of class individual photos, class photos, special events, and field trips. If you cannot attend a function in which photos should be taken, you must arrange for a parent to do so. Maintains digital camera and photo printer. Actively participates in Auction.

**Health** – Maintains an updated file of immunization records, health history, allergies, medical approval and special needs for enrollment on all students. Schedules, participates and recruits volunteers for two toy/ room cleanings per year. Also completes a Daycare Safety Checklist at beginning of year as provided by the Department of

## Admissions

**Admission Process** - Any person regardless of race, color, sex, religion, and place of residence or national origin shall be eligible for enrollment on a first come, first serve basis. Returning children or their siblings shall be given first priority through a priority enrollment period prior to the opening of enrollment to the general public. Once the priority enrollment period for current students and alumni families has ended, all applicants are accepted in the order their applications and nonrefundable deposits are received.

While the school's licensed capacity is 18 children the board has adopted a policy of keeping the student-faculty ration low. Consequently there will be no more than 18 children per day in the 3 day program (Monday, Wednesday and Friday) and 16 children in the 2 day program (Tuesday and Thursday), ranging in age from 2 years, 9 months, to 5 years old. Children must be toilet trained. There is special consideration for disabled children.

A person interested in enrolling a child contacts the Director for an application. While application forms may be requested by telephone, interested parents may observe a class and receive application forms at that time. The following completed forms are due by August 1st: Child Enrollment and Health History, Child Care Report, Day Care Immunization Record and Rainbow Preschool Enrollment Form. All information submitted to the school is confidential and available to that child's parents on request.

**Hours** – There are two 17-week semesters, which run from September to May, following the Fox Point-Bayside school's calendar for most of its holidays. The school operates from Monday through Friday, 9:00 am to 11:15 am. Depending on available openings, parents may enroll their children for the 2-day program (Tuesday and Thursday), the 3-day program (Monday, Wednesday, and Friday), or the 5-day program.

**Daily Schedule**- Following the same schedule daily provides continuity and security for the children. However, since the children and their lives are continually changing, teachers regularly reevaluate timing, transitions, and plans. (please arrive no earlier than 8:55 am)

<b>9:00 - 9:15</b>	<b>Arrival Activities</b>
<b>9:15 - 9:35</b>	<b>Group Time</b>
<b>9:35 - 10:20</b>	<b>Discovery Learning Centers</b>
<b>10:20 - 10:30</b>	<b>Clean Up</b>
<b>10:30 - 10:45</b>	<b>Snack</b>
<b>10:45 - 11:00</b>	<b>Journals/Independent Reading</b>

**Communication with Parent** - The board encourages all parents to volunteer, observe, attend conferences and communicate their concerns to the staff and board. Teachers and parents routinely exchange information during arrival and dismissal, but parents may request a conference for another time. Teachers post a weekly schedule detailing the highlights of the week, and the parents receive monthly newsletters and calendars listing pertinent information like upcoming field trips, birthdays and volunteer and snack reminders. We offer one 15-minute parent-teacher conference per year, along with two written progress reports.

Parents receive copies of the Parent Handbook, calendar, and curriculum, supply list and other pertinent information before the start of the school year. A copy of the Policies and Procedures is posted on the bulletin board, and additional copies are available for parents to borrow upon request. All school policies are reviewed annually by the teachers and board and are explained fully to parents at the orientation meeting. Licensing rules, the Day Care License, and violations (if any) are posted on the bulletin board.

Board meetings are open to all Rainbow parents, and all families receive access to the minutes, by virtue of a copy posted on the bulletin board.

**Absence Notification** – Attendance is taken daily. In the event of an absence, sick day or vacation day, the parent informs the teachers in writing or by phone on or before the school day begins. If a parent has not notified the teachers of the child's absence, the teacher will call the child's home 30 minutes after the start time of school. The teacher will document on the attendance log as unexcused.

## Education

### **Rainbow Preschool is dedicated to providing:**

- A child-oriented, nurturing, comfortable setting with a flexible curriculum designed to encourage active learning and independence
- Free, spontaneous, self-directed play which fosters creativity and self-expression and provides a variety of social interaction
- Varied teacher-facilitated activities that address each child's unique and changing needs and strengths
- Opportunities for the development of the whole child, with emphasis on creating a positive self image and a love of learning

### **Curriculum Planning:**

- The Director prepares and discusses with the teacher a yearly thematic schedule based on the school's educational philosophy.
- The 35-week program includes the following units of study: colors, shapes, senses, seasons and some holidays.
- Teacher and Director share weekly responsibility for the thematic activities.

## Curriculum

- **Interest Centers** - Teachers provide a variety of tactile materials and activities: building in the block area with the large hollow blocks or unit blocks, manipulating the science equipment, pounding at the work bench, dramatizing and role playing in the family center, solving puzzles, constructing manipulatives and using stencils, markers, stickers, envelopes and stamps in the writing center. Each activity stimulates the child's creativity and develops coordination and social skills.
- **Language** - During conversation, show and tell and group time, teachers encourage children to share their thoughts and activities and develop good listening habits, organizational and reasoning skills.
- **Music** - Learning simple songs and playing instruments, tapes, piano and records contribute to the children's understanding and appreciation of rhythms and music. They move spontaneously and expressively during rhythmic activities, and their hopping, skipping, jumping and galloping develop large motor skills.
- **Art** - A variety of art media is offered, with teachers placing emphasis on process rather than product. Teachers encourage the expression of children's feelings through art. Easel and finger painting, crayon, marker, and chalk drawing, cutting, pasting and sculpting with play dough are just a few of the options. The art media encourage exploration and experimentation and promote eye-hand coordination.
- **Snack Time** - The children delight in helping prepare and serve the food. Periodically, the children have opportunities to follow simple recipes, measure ingredients, mix and assist in the cooking. Healthy eating habits are discussed at various times of the year, especially in connection with visits from dental or medical professionals. Finally, teachers use any special cultural foods provided by parents as an introduction to a larger discussion of the foods and related cultural topics.
- **Science** - Science activities foster experimentation and exploration, helping children develop skills in problem solving, observing, predicting, testing and generalizing. Children participate in diverse activities, including planting seeds, taking care of small animals, watching weather and seasonal changes and collecting items from the natural world.
- **Literacy Activities** - Children develop a love of books and reading through curling up in the library corner and listening to stories and poems, looking at illustrations, using puppets and telling or dramatizing stories. Good books nourish interest in sounds and rhymes, increase vocabulary, stimulate the imagination, answer questions, promote language and reading readiness skills and provide enjoyment.
- **Math** - Using the calendar, blocks and various manipulatives, the teachers provide experience in counting, graphing, sorting, classifying, seriating and recognizing shapes. These activities are interspersed in the daily large and small group activities.

## Types of Education

- **Large and Small Motor Development** - Rainbow's two rooms provide ample opportunity for developing small and large motor skills. The larger room offers equipment designed for large muscle development, including a slide, hippity hop, rocking boat, teepee, vehicles, balance beam and large blocks. Equipment for the enhancement of small motor skills is located in the smaller room and includes games to sort and play, puzzles, beads to string, peg boards, and nails to hammer. Children move freely between the rooms and choose their own games and equipment.
- **Creative Expression** - The school's activities and equipment encourage creativity. Children play freely with the art media, and may express themselves through music, woodworking, stories, dramatics and block building. Teachers encourage but never pressure children to participate in creative expression.
- **Social Interaction** - The school day abounds with opportunities for children to socialize as they play, enjoy their snacks, or share experiences during show and tell. Teachers remind children to use words to tell how they feel, and allow time to listen attentively and give thoughtful responses.
- **Cognitive Growth and Interaction** - As the school extends the range of the children's opportunities and experiences, it helps the children develop the cognitive skills needed for effective communication. Teachers help children clarify their thoughts and give encouragement to their developing intellectual skills.

## **Assessments**

Assessments are performed on an ongoing informal basis. The teachers use various tools, including their knowledge of and familiarity with developmental milestones, to assess the children for issues that need specific attention. The children who have issues and are not on target in areas such as speech, fine motor development, hearing, vision, large motor development, or social interaction are noted. If problems appear to be consistent, the parents are informed and referred to their pediatrician as well as the appropriate outside specialist in the area in which there is an issue. A list of outside specialist is maintained and updated twice per year. The appropriate resources for the various school districts that Rainbow serves are included. In the event that there is a serious developmental issue and the parents are unwilling to seek help, a written record of the recommendation that help be sought will be created and sent to the parents, with a copy placed in the student's file.

## **Transitions**

Transitions at Rainbow are fun and easy. Teachers use songs, statements, finger plays, and rhythms to help children move smoothly from one activity to another. At snack time, teachers minimize waiting by dividing the class into two groups for washing hands and eating snacks.

## **CHILD GUIDANCE POLICY**

### **Supervision of Children**

Children are supervised by sight at all times. Children may go to their cubby to put something away and may be supervised by sound for that short period of time.

### **Guidance Techniques-- Teachers employ the following techniques:**

- State directions in a positive way, using a friendly voice. Teachers speak warmly, quietly, positively, but firmly when necessary. Their calm manner and loving attitude reassure the children and model appropriate behavior. Teachers give directions appropriate to the children's developmental levels, so that young children can understand what is expected.
- Give the child a choice only when you intend to leave the decision up to him/her, and involve children in decision making whenever possible. Allowing children to choose their own activities nurtures their self-confidence. The school's two large rooms offer opportunities for play without congestion or competition for equipment.
- Give warnings prior to transition time. Use cues and signals.
- Define limits clearly and be consistent when the limits apply.
- Situate yourself where you can oversee the whole classroom and watch for potential difficulties.
- Encourage children to use words to solve problems.
- Redirect the child to her or his own interests, when necessary. In case of a slight disagreement or altercation, the teacher ends the dispute by redirecting one or both of the children. The teacher takes the child's hand and guides him/her to another area where an activity the child enjoys is available. The teacher then helps the child become involved in that area.
- Avoid labeling behavior as negative or shameful
- Avoid comparing children.
- Handle any issues with the child privately.

### **Prohibited Punishments**

Teachers never use any physical or verbal abuse, threats or derogatory remarks.  
They never withhold food or snacks or keep a child in an enclosed space.

## **Guidance Techniques-- Teachers employ the following techniques:**

Teachers remind children to use “friendly words,” “friendly hands,” and “walking feet.” By receiving reminders, cues, and at times, redirection, children gain self-control and gradually learn socially appropriate behavior. Teachers give children positive comments for appropriate behavior and actions, which increase their self-confidence, self-control, and self-esteem.

When one child hurts another or loses control, he or she is given a time out. *This method is never used for children less than three years old.* In a time out, the teacher discusses the problem with the child and removes him or her to an unoccupied space within constant sight of an adult. A timer is set for one minute per year (three minutes for a three-year-old child). Conversation with the child is discouraged until the time-out is over, at which time the teacher reopens discussion of the problem and confirms that the child understands why s/he was in time-out. The teacher reminds the child, "you may not hurt anyone, and no one is allowed to hurt you." The teacher then gently but firmly directs the child back to play and positively reinforces the child as soon as possible.

If a problem develops between children, teachers notify parents when it becomes continuous, increases, or if anyone is injured. If a child's behavior is causing concern teachers document the problem for the parents.

Time allowing, the teachers document the use of redirection, reminders, and time-outs as well.

## **NUTRITION POLICY**

Snack time is important at Rainbow Preschool. The experience of providing a snack for the class can be a source of pride for the child, and a valuable experience for the child and their parent(s). Snack time can be an opportunity for independence, for sharing culture, for individual expression and for learning to share with others.

The priority is to serve snacks that are nutritious and safe. Parents take turns providing snacks that are chosen from the Rainbow Preschool Snack List and Guidelines included in the Parent Handbook. Foods that are known choking hazards for children 3 and under are prohibited from the classroom. These items include hot dogs, nuts and seeds, hard candy, jelly beans, gumdrops, popcorn, whole grapes, raisins, raw carrots and celery, apple chunks or thick slices with the peel, fruit seeds and pits, meat bones, chunks of meat, peanut butter, and corn. (Source: Children's Hospital of Wisconsin). Additionally, Rainbow Preschool prohibits peanuts in the classroom in recognition of the proliferation and severity of peanut allergies among children this age. Parents of children with special needs (e.g. food allergies, religious beliefs) are asked to provide a snack for their child on a daily basis that is consistent with their dietary restrictions. Teachers maintain a list of children's allergies, prominently displayed, and advise volunteers of any allergies. Excessively sweet snacks are discouraged. Candy is prohibited. Cupcakes or cookies are acceptable as part of a birthday celebration.


In preparation for snack time, children and adults wash hands with liquid soap and water and dry hands with paper towels. Snack tables are sanitized with soap and water before and after eating snack. Only disposable cups, plates and napkins are used. These supplies are stored in a sanitary area away from cleaning supplies and pets. Open food or drinks are not stored. Children are offered snack in midmorning, served around tables of small groups of no more than nine children. A teacher or volunteer joins each table and encourages the children to touch, taste, smell and discuss the foods. Children help prepare, serve and clean up snack.

Snack is never withheld from a child as a disciplinary measure, nor is food used as a reward. While teachers encourage children to taste a food as appropriate, no child is ever forced to eat a snack.

## **TRANSPORTATION POLICY**

The school does not organize any transportation to and from school. A family can authorize any adult to drop off and pick-up their child by giving teachers the adult's name, address and telephone number. The teacher keeps this information handy in the child's file and updates it upon request.

Each child's application includes a general permission for trips, which is signed and dated by the family. The parents also sign and date permission slips for each field trip. If the destination is local, parents and teachers drive. All cars travel together on field trips. The school requires that all drivers hold valid operator's licenses, their vehicles be registered in Wisconsin, and their personal automobile liability insurance be current.



### **Field Trip Car Rules:**

- \* No smoking in the car when children are present!
  - \* All children must be in a car seat or booster seat!
  - \* All doors must be locked when car is moving!
  - \* Adults never leave children unattended in car!
  - \* Each driver must be at least 18 years old!
- 

In the event of an accident, all adults help remove children to a safe area. The Director notifies the police and parents (each child's emergency information is taken along), gives an accident report to police and/or State Motor Vehicle authorities and notifies the vehicle insurance agency. The Director also submits a copy of the Insurance Accident Report to the Dept. of Health and Social Services within five days. The school's certificates for liability insurance are on file at the Dept. of Health and Social Services. In the event of an accident, the school's insurance is secondary to the driver's.

## **FEE PAYMENT AND REFUNDS**

A deposit is required upon application for enrollment. This deposit is refunded only if the school does not accept the child. Tuition is charged for each semester. First semester tuition is due July 1st. Second semester tuition is due December 1st. There will be no tuition refund for those families who voluntarily choose to withdraw their child, except for instances of geographic location. Tuition will be prorated for children entering school after the semester begins. While there are no tuition refunds for vacations or minor illnesses, under highly unusual circumstances the board may review the situation and elect to prorate the tuition. In the event the Treasurer receives a check for which there are insufficient funds, the check is returned to the parents and they are asked to write a new check. Parents are responsible for any bank processing fees associated with returned checks.

### **Additional Fees and Discounts**

There is an additional annual fee for field trips for the year, which covers all bus rentals, entrance fees, and fees for outside presenters. The fee for the upcoming year is determined at the June Board meeting. The school assesses a late pickup fee for parents who fail to pick up their child by 11:15 am, as follows: \$5.00 for the first fifteen minutes, \$30.00 if the child is picked up after 11:30 am. At 11:30, the parent will be called; if the parent is unavailable the emergency contact person will be called. If a family enrolls two children simultaneously in the school, the second child's tuition is discounted 15%. A 15% tuition discount is given to members of North Shore Congregational Church, the building owner. One discount may be given per family for each semester.

## **Late Payment**

If tuition is not paid by August 7th for the first semester or December 27th for the second semester, the parents receive a reminder from the Treasurer that tuition must be received by the first day of classes. A second reminder is mailed ten days prior to the start of classes. If payment has not been received prior to the first day of class, the Treasurer is present to collect payment or request that the parents remove the child from the school. At its discretion, the board may offer an installment plan, to be documented by the Treasurer and signed by the parents and the Treasurer. Under such an agreement, payment would be made in two installments, the first due before school starts, the second due on a date mutually agreed upon by the parents and the board.

In an extreme case where it becomes financially imperative that the school is closed, the board notifies the parents in writing. Every effort will be made to assist the parents in placing their children in other preschools. Upon settling outstanding obligations, any money available will be given to charities, in keeping with the school's standing as a non-profit organization.

## **EMERGENCY PROCEDURES**

### **Accident or Injury Procedure**

Both teachers have had First Aid and CPR training and review fundamentals periodically. Written permission from parents to obtain emergency care for a child is kept in the child's folder. A record of all injuries and accidents is entered in ink into a stitched, bound, lined and numbered logbook and on the child's immunization form. Pages are not removed or lines skipped. This log is reviewed and signed twice yearly by the Director. Upon request, parents may view their child's entries. Additionally, the Director reports any serious injury occurring while the child is in the care of the school to the Dept. of Health and Family Services within 48 hours of the event.

### **At School**

For minor cuts and scrapes, the teacher wears disposable gloves and cleans the wound with liquid soap and water. She uses disposable paper towels to dry the wound and may apply an ice pack to reduce swelling. The first aid kit in the closet contains syrup of ipecac, adhesive bandages, tape, bandages, disposable gloves, and biohazard bags (for safe disposal of any bloody materials). Teachers advise parents of any minor injury at dismissal.

In case of serious injury to a child, one teacher summons help by calling 911, while the other teacher administers first aid, while the parent volunteer supervises the other children. Parents are contacted immediately. The 911 dispatcher decides whether to send the Fox Point ambulance or the paramedics. The Fox Point ambulance transports the injured child either to the nearest hospital or to a hospital specializing in the type of care the child needs, such as the burn unit at St. Mary's Hospital. Parental requests are usually honored, but the rescue personnel reserve the right to make the final decision.

If an adult sustains a minor injury at school a teacher calls the President to come immediately and supervise the children. First aid is administered. If a teacher suffers a serious injury in school, the other teacher calls 911, performs emergency first aid and supervises the children.

### **On Field Trips**

The Director carries the children's files, first aid supplies, disposable gloves, disposable towels and a biohazard bag. For minor injuries, the teachers administer first aid along the lines specified above. If a child or adult suffers a serious injury on a field trip, the teachers and adult volunteers work together to call 911, administer first aid and supervise the children. Parents are contacted immediately.

## **Severe Weather Conditions**

Since there is no outside playground, weather rarely affects the school. However, teachers are alert to changing weather and understand severe weather may present transportation difficulties. If severe weather develops during school hours, the Director alerts the President, who contacts the parents. If early morning weather is severe, the Director and President decide whether to cancel school. The President contacts WTMJ radio and TV to announce closings for extreme cold and snow. Teachers call each parent to relay the message.

## **Loss of Building Services**

If the building loses water, electricity, plumbing, telephone or if it becomes untenably cold (less than 67 degrees), or if rooms that have been renovated have not been ventilated prior to use by the children, the Director contacts the board President, who calls parents to take children home.

Emergency Evacuation of Children - A motor vehicle is always available during school hours.

The building adheres to safety standards and meets Village of Fox Point Building Codes. Diagrams showing alternate escape routes and telephone locations are posted at each door in the classrooms. Emergency numbers are posted near the phone. During orientation, new teachers and volunteers are trained in their duties during evacuation. If the Director is not on site during a disaster or emergency, the teacher will assume the Director's responsibilities.

During orientation, new teachers are trained in operating the fire extinguisher. The school's fire extinguishers and smoke alarms are checked weekly by the Director, and the check is recorded on a form on the closet door. Accurate Recharge Company performs maintenance on the fire extinguishers once a year. Teachers also keep a battery-operated radio, blankets, flashlight, batteries and a gallon of unopened drinking water in the closet.

In the event of an actual fire, the teachers escort the children to the police station next door or another safe location. In a tornado, the children are taken to the interior hallway near the restroom, where they and the teachers sit down facing the wall, heads tucked down. For flash flood evacuation, the children are taken to the highest floor in the building. The Director reports any damage to the building that may affect compliance with applicable codes to the Dept. of Health and Family Services within 24 hours. In any and all emergencies, both teachers carry records and remain with the children. The Director telephones the President, who contacts the parents as soon as possible.

## **Lost Child Procedure**

Teachers keep track of all children by taking attendance, counting children periodically during the day, keeping the outside door closed and locked, keeping inside doors closed, and insisting that a child tells a teacher when s/he needs to use the bathroom. If a child is missing, teachers check hallways, closets, and outside before calling the police, and contact parents immediately.

On field trips, teachers and parent volunteers each watch two or three children. The Director counts children before departure, in the cars, upon arrival at the destination, again in the cars, and upon arrival back at school. If a child is lost, teachers and volunteers check the site carefully before calling the police, and contact parents immediately.

## **Attempted Unauthorized Pickups of Children**

Parents complete documents specifying all persons authorized to pick up their child. If a non-custodial parent attempts to pick up their child, one teacher stalls the parent while the other teacher calls 911. If an authorized person appears to be under the influence of an intoxicant or a controlled substance, one teacher stalls the parent while the other teacher calls 911. If an unfamiliar person arrives to pick up a child and they verbally identify themselves as one of the

## **HEALTH CARE**

### **Immunizations, Physical Exams, and Health History Reports**

The school requires and the Director is responsible for seeing that all parents submit the following for their child:

- Completed Health History of the child -- due on the first day of attendance.
- Immunization Reports, showing dates of vaccinations or reasons why vaccinations were not given due one month after admittance.
- Health Examination Report signed by physician dated not more than one year prior to admittance - due 3 months after admittance.

At the time the child is admitted, the teachers review each child's health history and plan how to address each child's specific health concerns, if any.

### **Identification of Ill Children**

When greeting arriving children teachers watch for:

Fever (if the oral temperature ranges from 99 to 100 degrees F, a fever is possible. Above 100 degrees, the fever is a reality.)

- Diarrhea: loose, watery stools.
- Cold Symptoms: runny nose, headache, fever, cough, hoarseness.
- Vomiting
- Lice
- Inflammation of the Eyes
- Ringworm of the Scalp

*If any of the conditions are present, the teachers discuss the possible illness with the parents and encourage them to take the child home for treatment and rest.*

### **Isolation of Ill Children**

If a child becomes ill during the morning s/he is escorted to an area away from the other children but close to the teachers. The Director calls the parent or designated emergency contact immediately, while the ill child rests on a mat with a blanket.

### **Sanitizing Procedures**

Teachers sanitize toys and furnishings with soap and water on a regular basis. Any toy contaminated by bodily fluids will be sanitized with soap and water as soon as the child is stable using universal precautions. The toy will be allowed to dry prior to use.

### **Hand-washing Procedures for Adults and Children**

Children and the persons working with them wash their hands with soap and warm, running water by rubbing hands, lathering soap, and rinsing hands for a period of ten seconds, with the faucet being turned off with a paper towel, before snacks, before handling food and after toileting or assisting with toileting.

### **Assisting Children with the Toilet**

If necessary, teachers assist children using the toilet. Teachers promptly change any wet clothes, using a clean set of clothes kept on hand for this purpose. If a child soils his or her clothes with a bowel movement, the Director telephones the parent to come and change the child's clothes.

## **Dispensing Medication**

Teachers do not administer prescription medicine or non-prescription medicine to a child or apply sunscreen or insect repellent. The only exception is an epi pen, which will be administered only in the circumstances and in accordance with the instructions contained in the written policy located with the pen. Teachers will be refreshed in their training in the use of the epi pen on an annual basis prior to the start of the school year. A written record, including type of medication given, dosage, time, date, and the name of the person administering the medication is made in the Medication and Injury logbook on the day the medication has been given. Medication is stored so it is not accessible to children, and medication requiring refrigeration is kept in the refrigerator, in a separate container clearly labeled 'medication.'

## **Reportable Communicable Diseases**

Diseases that are transmitted through normal contact include chicken pox, German measles, infectious hepatitis (Hepatitis A), measles, scarlet fever and meningitis. A child stricken with a communicable disease may be readmitted without a physician's statement if s/he has been absent from school for a period of time determined by the Health Dept. The Director notifies the parents when their child has been exposed to a diagnosed or suspected communicable disease reported under ch. HSS 145 and transmitted through normal contact. The Director also notifies the public health nurse. The school protects confidentiality by notifying parents which disease has appeared, in which program, and the last day the infected child attended school.

## **Lice Policy**

Any child found having lice would be excluded from school until they have been treated and all signs of lice have disappeared. Upon returning to school said child will be rechecked by school personnel or medical official. All children who have been in contact with the infected child will be checked for signs of lice immediately, and then once a week for the following two weeks. School personnel should be trained to carry out lice checks by the health department

## **Medical Log Entries**

Any injuries to a child or evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of school are recorded in the Medications and Injuries logbook, dated, initialed and reported to the Director immediately.

## **Bites by Children**

If a child bites another child and punctures the skin, an "exposure incident" has occurred and the following steps are taken:

- Teachers document the incident.
- Teachers suggest the bitten child be medically examined and vaccinated for Hepatitis B within 24 hours.
- Teachers request permission to have the biting child tested for HBV or HIV.
- After receiving permission from the biting child's parents, the school informs the injured child's parents of the test results. The parents of the biting child are legally able to withhold consent for the medical tests or disclosure of the results.

## **Suspected Evidence of Abuse**

Teachers, the board, and parents at Rainbow Preschool adhere to the injunction that anyone connected with the school who knows or has reasonable cause to suspect a child has been abused or neglected, shall immediately contact the Milwaukee County Human Services Youth Dept. at 289-6444 or the local police department.

## **HIV Positive and Hepatitis B**

Wisconsin law provides strict penalties (civil and criminal) for unlawful disclosure. Precautions need to be taken for good hygiene and include washing hands and wearing gloves for cleaning up blood or bodily fluids. Adults and children will not become infected with HIV or Hepatitis B just by being in a classroom with someone who is infected or who has AIDS.

## **Universal Precautions**

Universal precautions apply to exposure to blood and blood containing body fluids and injury discharges. All persons exposed to blood or blood containing body fluids and tissue discharges wash their hands immediately with soap and warm water. Single use gloves are worn if there is contact with blood containing body fluids or tissue discharges. Hands are washed with soap and water; gloves are removed and discarded in plastic bags. For spills of vomit, urine, feces, blood or other body fluids, the teachers clean and disinfect the floors, walls, bathroom, tabletops, toys and countertops. For further information, please see "Exposure Control Plan for Blood Borne Pathogens."

## **EXPOSURE CONTROL PLAN FOR BLOOD BORNE PATHOGENS**

**1. Exposure Determination** - The teachers may come into contact with blood or blood containing body fluids during a school session. The school will not allow parent helpers to administer first aid unless absolutely necessary. The following tasks are those in which contact with blood is reasonably anticipated to occur:

- a. a teacher administers first aid to a child
- b. a teacher cleans up after an accident
- c. a teacher changes a child's clothing
- d. a teachers assists a child at the toilet
- e. a teacher helps a child blow his or her nose
- f. a teacher helps a child with a nosebleed

If a teacher comes into direct contact with blood or blood containing body fluids on the teacher's eye, mouth, mucous membrane, cut or chapped skin or punctured skin (from a needle, bite, etc.), then an "exposure incident" has occurred. If the teacher comes into contact with blood on intact skin or latex gloves, then no exposure has occurred.

**2. Methods of Compliance** - The Director assures the following safety equipment is always available:

- a. convenient sinks and antibacterial liquid soap for washing hands
- b. disposable paper towels for drying hands, drying wounds, and wiping up blood
- c. red plastic biohazard bags for proper disposal of infectious materials
- d. disinfectant made from household bleach diluted 1-10 with water
- e. disposable gloves

If an exposure does occur the school will:

- a. document the incident
- b. offer the teacher a free medical exam and follow-up exam
- c. offer a Hepatitis B vaccination. This vaccination is offered within 10 days of employment or within 24 hours after the teacher has rendered first aid or other assistance to a child that involves contact with blood or blood containing body fluids, regardless of whether actual exposure to the blood occurs.

If they decline, they must sign a waiver, as follows:

#### Hepatitis B Vaccine Declination

I understand that due to my occupation, I may be at risk of becoming infected with the Hepatitis B virus (HBV) through exposure to blood or other potentially infectious materials. However, I decline the Hepatitis B vaccine at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I again experience occupation exposure to blood or other potentially infectious materials and I want to be vaccinated against HBV at that time, I can receive the vaccination series at no cost to me.

d. request permission to have the person whose blood was involved tested for HBV and HIV, as required, and disclose the results of the tests to the bitten teacher. The school may disclose the test results only with permission from the parents, which they may withhold.

e. provide counseling to the teacher concerning USPHS recommendations for the prevention of HIV. The health care professional must be provided with a copy of the OSHA standard, plus:

- i. description of the teacher's duties as they relate to the exposure incident
- ii. documentation of the route and circumstances of the exposure
- iii. results of the source individual's blood tests, if available
- iv. all medical records relevant to the appropriate treatment of the teacher, including vaccination status, which the Director is required to maintain.

**3. Maintenance of Medical Records** - The Director is responsible for establishing and maintaining medical records for all employees either on site or at the location of the health care provider. These records must be kept for the duration of the employment plus 30 years. The required medical records comprise:

- a. name of employee
- b. employee's Social Security number
- c. copy of employee's Hepatitis B vaccination status, listing dates of all HBV vaccinations
- d. any medical records relevant to the employee's ability to receive the HBV vaccine
- e. copies of all results of examinations, medical tests and follow-up procedures
- f. copies of the health care professional's written opinion
- g. copy of the information provided to the health care professional.

**4. Staff Training in Exposure Control Practices** - The school provides training for teachers in the exposure control procedures outlined above when they start work or for existing employees, as soon as possible. The training covers the following:

- a. explanation of the transmissibility of HIV and HBV
- b. explanation of the school's universal infection control measures and the types of tasks likely to result in exposure
- c. description of procedure for reporting exposure
- d. information on the benefits of Hepatitis B vaccine and post exposure evaluation
- e. opportunity for teachers to ask questions

The person conducting training is required to be knowledgeable in the subject and familiar with how the topics apply to the school. The trainer must also demonstrate expertise in the area of occupational hazards of blood borne pathogens. In addition the school furnishes each teacher with a copy of OSHA's standard and a copy of the school's exposure control plan.

**5. Maintenance of Training Records** - The President establishes and maintains records of the teachers' training, and retains these records for three years from the training date. The training records include:

- a. dates of training
- b. contents of the training or a summary of the training sessions
- c. names and job titles of all persons attending the training
- d. names and qualifications of persons conducting the training

## STAFF AND VOLUNTEER ORIENTATION

New teachers, substitutes and regularly scheduled volunteers are required to complete the school's written orientation program within their first week at school. After the new teacher or volunteer and the Director have completed training and have reviewed, initialed and dated each policy and procedure on the orientation checklist, the Director shows the completed checklist to the President and places it in the staff and volunteer file.

### Orientation Program

1. The Director, new staff and volunteers review HFS 46, Wisconsin Rules for Group Day Care Centers.
2. The Director, new staff and volunteers review the school's Policies and Procedures in full.
3. The Director or member of fire department provides training on fire, tornado, flash flood and other emergency procedures, including use of fire extinguisher.
4. The Director or nurse provides training in first aid procedures for serious and minor injuries for children and adults both at school and on field trips. The Director and teacher take refresher courses in CPR and first aid regularly.
5. The Director, new staff and volunteers review job responsibilities as listed in the job description in the Personnel Policy
6. The Director or a nurse provides training in recognizing childhood illnesses, infectious disease control, hand washing procedures and universal precautions for handling body fluids.
7. The Director provides and reviews with new staff and volunteers a copy of the daily scheduled activities.
8. The Director provides copies of the following child abuse and neglect materials to new staff and volunteers:
  - a. The Wisconsin Child Abuse and Neglect Act, Chapter 355, Laws of 1997, Section 48.981,
  - b. The Child Abuse and Neglect Act, a Brief Overview of Chapter 48.981, WI Statutes,
  - c. Some characteristics of the Abused and Neglected Child,
  - d. Diagram of Common Intentional Injury.
9. The Director provides training in recognizing the signs of child abuse and neglect.
10. The Director explains procedure for reporting abuse or neglect, as follows:

The Director and teacher look for characteristics of abuse and neglect. They report these characteristics as well as any situations in which staff believes a child has been threatened with injury and that abuse will occur. The Director calls the Milwaukee County Human Services Youth Department (289-6444) or the local police department and gives the name, address and phone number of the child and the name of the parent or caretaker. If there is a disagreement between staff on whether a child has been abused or neglected, a report in good faith will be made. The Director records any suspected abuse or neglect in the Medication/Injury logbook and in the child's file.
11. The Director reminds new staff and volunteers not to discuss or disclose personal information regarding the children and facts learned about the children and their relatives.

This includes but is not limited to information related to a child's special health care or other needs.

The Director and the Teacher will sign an ethics commitment emphasizing this issue at the beginning of each school year.

## **DISCHARGE OF ENROLLED CHILDREN**

Parents may request a conference with the teachers at any time if the need should arise to discuss placement of the child. Parents wishing to withdraw their child from the school notify the President, the Membership Chair and the Director of their decision in writing, including reasons for the withdrawal, a month prior to the desired time of withdrawal. In cases of personal emergency, the time requirement for notification may be waived. If parents and teachers mutually determine continued placement at the school is inappropriate, no fee is refunded to the parents. This policy is clearly stated in the Parent Handbook.

The school makes every effort to meet the needs of each child as set forth in the school's policies and in compliance with the provisions and requirements defined by the Dept. of Health and Family Services, Division of Children and Family Services. Should a child require special programming that the school cannot provide, the teachers, with the support of the board, advise the parents of the situation. When appropriate, referrals are made to schools or centers equipped to meet the child's special needs.

Circumstances that may necessitate the discharge of an enrolled child include:

- Undue damage to the school's or teachers' reputations through parents' words and actions
  - Failure by the parents to fulfill their responsibilities, such as paying fees, picking up children on time, completing necessary forms, and following other school policies and rules.
  - Intense, chronic misbehaviors by the child which cause significant disruption of the educational process at the school, for example, physical aggression against other children or teachers.
- Teachers document these behaviors and notify parents as they occur.

## **PERSONNEL POLICY**

**Hierarchy of Positions:** Director reports to Board

Teacher reports to Director

**Evaluation Process:** President evaluates Director

President evaluates Teacher

**Evaluation Timeline:**

- Director and Teacher receive a self-evaluation form in early December. To be completed in a week's time.
- Director and Teacher have their official evaluation as stated above (Evaluation Process).
- Executive Board meets to review the evaluations and make recommendations for salaries.
- Contracts are offered and secured (signed by employees) by the first week of February.

### **Employment Procedures**

The board is responsible for hiring and firing the two teachers. Applications are accepted from persons regardless of race, color, age, sex, marital status, sexual orientation, creed, disability, political persuasion, national origin or ancestry as defined by law.

Applications are sought by advertising in appropriate publications. Job descriptions are stated below and are reviewed at the job interview. The board is responsible for the orientation of new staff with assistance from teachers as appropriate. When available, the assistance of departing teachers is sought for this purpose.

The school's policies and procedures are shared with new teachers at the time of the employment interview and at the orientation sessions. The board is responsible for the supervision and evaluation of each teacher after each semester.

The teacher's and Director's salaries are contractually agreed, with the Director receiving slightly more than the teacher. Finances allowing, both salaries are raised automatically every year. The salary is paid in 18 equal installments on the 15th and 30th of each month. After the teachers sign their contracts, the President signs. A copy is kept in each teacher's folder and the signed original is kept in the President's file.

## **DIRECTORS JOB**

**Description** - The Director plans, coordinates and directs the educational program and philosophy of the school and helps develop the policies. She or he develops a cooperative relationship with the President.

**Job Responsibilities** - Directs and maintains goals of the school through the curriculum for each day, month and year. Assures licensing standards are maintained. Supervises the program and the educational material, keeping current with school supplies and equipment. Handles inquiries from prospective parents, sends informational packets consisting of introductory letter, enrollment form and brochure, keeps running list of names and addresses of those requesting enrollment information and date information sent, provides follow-up phone contact as necessary, collects enrollment forms and transmits deposits to Treasurer, issues confirmation letters to all new students, maintains waiting list if necessary, and coordinates the open house including staffing, refreshments, and guest register followed up with a phone call or letter. Maintains records necessary for the students and staff, and keeps current a file containing all programming and policy information, this file will be the property of the school and therefore remain at the school if the director should leave his/her position. Assembles monthly newsletter and calendar with information from Board, teachers, and families. Distributes newsletter to all families by the first of each month. Provides orientation for new staff and volunteers, and will have a role in the hiring process of any new teachers. Attends board meetings. Obtains substitutes. Plans field trips. Keeps rooms clean and maintains equipment. Keeps current with the day care industry by attending professional workshops and conferences, reading pertinent material and discussing related subjects with professionals. Keeps up-to-date on continuing education requirements. Holds one parent- teacher conference each year for each student and provides two written progress reports, plus maintains parental involvement through day-to-day and social occasions. Develops and keeps a positive and cooperative working relationship with the other teacher. Discusses and reviews relevant topics daily with the other teacher.

In addition, the Director will maintain the accreditation standards as set by NAEYC guidelines as directed by the Board, and will assure Rainbow Preschool meets or exceeds State Licensing standards. Director will promote the direction/ philosophy of the school by stating yearly objectives to the Board of Directors, and will work with Board members to achieve these goals. Director works with Board planning and maintaining the budget.

**Job Qualifications** - The Director should be certified by the Wisconsin Department of Public Instruction as an early childhood teacher and have experience in administration, leadership and/or management.

## **TEACHER JOB**

**Description** - Along with the Director, the teacher has the responsibility of carrying out the educational policies and philosophies of the board.

**Job Responsibilities** - Helps Director plan yearly curriculum and program. Attends board meetings, assists with school supplies, equipment, substitutes, field trips, cleaning and maintenance of equipment. Keeps current with the day care industry by attending professional workshops and conferences, reading pertinent material and discussing related subjects with fellow professionals. Keeps current with continuing education requirements. Along with Director, offers parents one parent-teacher conference each year. Maintains parental involvement through day-to-day and social occasions. Develops and keeps a positive and cooperative working relationship with the Director.

**Job Qualifications** - The teacher must be qualified by education or experience as an early childhood teacher.

**Required Forms** - The school requires the following forms from each teacher, which shall be kept in the teachers' confidential personnel files:

- Day care staff record
- Day care provider staff health report
- Background character verification
- Criminal history record information check
- Two written personal references

**Work Rules** - Rules of employment are specified more precisely in the employment contract, but include:

- The teachers are expected to be in attendance at the school from 8:15 to 11:45 a.m. Monday through Friday.
- Teachers are allowed to park their vehicles in the church's parking lot
- Teachers must complete 15 hours of continuing education each year.
- The Director is expected to hold and keep records of nine staff meetings per year.
- A teacher informs the other teacher if s/he must be absent. A parent is normally asked to fill in for the day. Parents take turns assisting a teacher when necessary. Provisions for a substitute are delineated in the contract.
- Smoking, alcohol or drugs are not allowed in the school or on church property.
- Teachers must report any suspected child abuse or neglect to Milwaukee County Human Services or the local police department.
- Teachers will offer parents one opportunity per year for teacher-parent conferences.
- Teachers must follow the guidelines of the school's policies concerning positive guidance, education, health and termination of care. Teachers will maintain confidentiality with any interactions or assessments of children and will limit discussions of these issues to the families of the affected child.
- Teacher will contact the President as soon as possible but no later than the next business day when a fellow employee has been convicted of a crime, has been or is being investigated by a government agency, has a substantiated governmental finding, or has a professional license denied, revoked, restricted or otherwise limited.

**Benefits** - As specified in the employment contract teachers may expect the following:

- Paid vacations and holidays may be taken only as they occur in the school calendar.
- A bonus is given to each teacher in December and at the end of the school year. The Executive Committee determines the amount of the bonuses.
- Each teacher is allowed 5 personal days. Should a teacher be absent for more than 5 days due to sickness, her salary will be paid for one month. In the event of a prolonged absence, the board, depending on the financial position of the school, will review the possibility of continuing this practice at the end of the month. The board will determine whether to allow a teacher a leave of absence. Where a prolonged leave of absence is unavoidable, the board will determine the proper course of action.
- Snow days are paid days, except in extreme circumstances which result in the extended closing of the school. In such cases, the board determines appropriate action, such as make-up days added to the end of the school year.
- Unemployment compensation, worker's compensation and Social Security benefits are provided for as established by law. The school does not provide health insurance for the teachers.
- The school pays for a series of three Hepatitis B vaccinations for teachers if they have not been vaccinated.

## **Sexual Harassment**

In compliance with Federal and State Laws, the school prohibits any sexual harassment of the staff in the work place by any person and in any form. Any staff person who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to the President, who will make every effort to ensure that the complaints are resolved promptly and confidentially. Any staff person who is found, after proper investigation, to have engaged in sexual harassment of another staff member will be subject to appropriate disciplinary action, up to and including termination.

## **Violence in the Workplace**

In compliance with State and Federal laws, the school prohibits any violence in the workplace.

## **OSHA Standards for Employees**

The school has adopted universal precautions for its staff to protect them against risk of exposure to blood and blood containing body fluids and injury discharges.

## **Termination Due to Whistle Blowing**

The board will not take punitive action against a staff member who reports alleged wrong doing against another staff member. However, the board will have the option to take disciplinary action against the "whistle blower," should such allegations be deemed malicious.

## **Voluntary Termination of Employment by a Teacher**

A letter of resignation is to be submitted to the board by the teacher one month prior to the date of resignation.

## **Grievance Procedure**

Both the teachers and the board have the right to voice any grievances that may arise. The president or two board members may upon their own initiative call a special meeting with 48 hours written notice to each board member to provide an arena for the discussion of said grievances. When possible, the board will follow useful recommendations by the staff and board members and authorize actions to correct the problem. This process is followed for major grievances; minor grievances are dealt with informally.

## **Termination of Employment by the Board**

Upon the board's determination that a teacher has failed or is unable to fulfill their job requirements, the board votes on appropriate disciplinary action, possibly including a probationary period, dismissal or suspension with or without pay. Causes for disciplinary action include: lack of interest in or inability to work with young children, inability to function in a flexible program, inability to work with the other teacher, inability to accept supervision, irresponsibility, instability, chronic poor health, failure to perform duties, falsification of information on staff records, conviction of sexual crimes involving children, child abuse while employed by the school, failure to follow work rules (such as notification of absence), or using alcohol, drugs or smoking materials on school premises. The board will not use race, color, age, sex, creed, disability, political persuasion, national origin or ancestry as reasons for termination.

Dismissal of a teacher by the board occurs only after all prior appropriate disciplinary actions prove fruitless. Upon the board's determination that dismissal is in order and unavoidable, it holds a conference with the teacher advising her of the decision. A formal letter of dismissal follows. There would be one month notice under normal circumstances, although the board reserves the right to impose immediate dismissal in very extreme cases.

## **CONTINUING EDUCATION REQUIREMENTS**

The Director and Teacher participate in 15 hours of continuing education each year. These hours may be in the areas of early childhood education child development, child guidance, health, first aid, cardiopulmonary resuscitation (CPR), nutritional aspects of child development, or preschool management and administration. The continuing education hours must include instruction on working effectively with diverse families and forming positive relationships.

Transcripts arising from completion of credit courses may be used to satisfy this requirement for the year in which the hours are earned and for two subsequent years. Additional types of training which satisfy this requirement include:

- Courses resulting in credits or continuing education units
- Workshops, conferences, seminars, lectures, correspondence courses and home study courses
- Training offered by the school led by guest or staff trainers
- Documented observation time in other early childhood programs.

Each new Director must complete at least 10 hours of training in supervision or personnel management within one year of assuming the position.

The teachers and Rainbow Preschool share the costs of fulfilling these continuing education requirements equally.

## **PET POLICY**

Rainbow Preschool has a pet Guinea Pig. Teachers or volunteers will supervise any interaction between each child and the pet and will guide each child in how to act safely and properly when interacting with the pet.

Each child will wash their hands immediately after any direct contact with the pet. The teachers or volunteers will wash their hands at the conclusion of the pet interaction session.

Volunteer parents will take the pet home and care for it in accordance with written instructions sent with the pet on weekends and school holidays, as well as during the summer break. The written instructions provide for weekly cleaning of the cage and specify food and water requirements, as well as any other information needed to properly care for the pet. Any child who has allergies to the class Guinea Pig will not be exposed to the pet.