

Red Caboose Policy Book

Updated March 22, 2016

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BOARD AND COMMITTEES

BOARD OF DIRECTORS

February 29, 2012

Purpose

Direct, oversee, and manage the affairs of the corporation in accordance with by-laws, articles of incorporation, state licensing regulations, and other applicable laws and regulations
Ensure the long-term viability of Red Caboose through management of the finances, programs, personnel, building and maintenance, and food program
Direct, supervise, and evaluate the Executive Director
Ensure appropriate involvement of parents, staff, and standing & ad-hoc committees in the decision-making process
Receive information and suggestions from advisory committees

Composition (12-16 members)

2-4 teachers, at least 1 from SAP
1 Site Supervisor
3 parents at large
2 School Age parents
2 Center parents
1-3 community members
School Age Program Director (non-voting)

Note: Each Board member is required to be on a committee, with the exception of the Secretary.

Quorum

A majority of the currently serving Board members, with at least half the parents and half the staff present, is required. Two-thirds is required to pass the annual budget

Duties and Responsibilities

Review budget and financial reports regularly
Approve a draft budget and make decisions on major issues affecting the budget (such as changes in FTEs or program hours, equipment purchase, or changes in insurance or loan needs), before negotiations begin. Increases in tuition or staff salaries/benefits will not be decided at this time
Approve annual budget, including changes in tuition and negotiated changes in salaries & benefits, after negotiations are complete
Approve and sign major negotiated contractual and legal agreements, other than collective bargaining agreements and expenses relating to daily operations
Approve non-budgeted expenditures over \$1,000, except in case of emergency
Approve Capital Fund expenditures, except in case of emergency
Verify adequate levels of insurance coverage are maintained
Develop and/or approve new policies and changes to existing policies
Verify implementation and maintenance of the Strategic Plan
Delegate to the subcommittee the powers of the Board concerning collective bargaining agreements
Evaluate the Executive Director annually
Approve changes to new and existing job descriptions
Actively maintain and promote awareness of trends and issues that may affect Red Caboose, and educate the greater Red Caboose community

PERSONNEL COMMITTEE

February 29, 2012

Purpose

Ensure the viability of Red Caboose through a strong and effective organizational structure
Ensure that appropriate personnel policies and procedures are developed and reviewed

Composition (7-10 members)

2-3 parents, at least 1 of whom is a Board member
2-3 teachers, at least one from center and one from school age program
Executive Director
School Age Program Director
School Age Program Site Supervisors

Quorum

A majority of the currently serving committee members is required.

Chair

The committee shall choose the chair, who shall provide an agenda and designate a note taker at each meeting.

Meetings

Quarterly or more often as needed

Duties and Responsibilities

Review job descriptions for all positions and recommend changes to the Board for approval every four years
Draft and recommend new job descriptions and changes as needed.
Review the process and tools used in staff performance reviews every four years
Review the evaluation process for School Age Program Director and Executive Director positions every four years
Draft and recommend new policies or changes to existing policies about personnel issues not covered by the union contract, for approval by the Board
Review personnel policies every four years-
Review salary structure every four years

BOARD OF DIRECTORS SUBCOMMITTEE FOR NEGOTIATIONS

November 16, 2011

Purpose

Handle collective bargaining agreements on behalf of the corporation

Composition

All parent and community Board members

Executive Director

School Age Program Director

1 School Age Program Site Supervisor

Quorum

A majority of the currently serving committee members is required.

Chair

The Board Vice President shall be the chair and shall delegate a note taker at each meeting.

Meetings

During the months when negotiations are in process (Sept.-Dec.) and whenever necessary

Duties and Responsibilities

Appoint a negotiating team

Provide guidance, direction and parameters to the negotiating team

Approve collective bargaining agreements, and authorize the negotiating team to sign the contract

Review and recommend salary and benefits for non-represented positions to the Board

Respond to grievances against the Executive Director and to grievances not resolved by the
Executive Director

FINANCE COMMITTEE

February 29, 2012

Purpose

Develop and review financial policies, procedures, and long range plans

Review monthly financial statements, including budgeted and non-budgeted expenditures

Composition (6-8 members)

Financial Manager

Board Treasurer

Parent Board member

Billing Coordinator

Executive Director

School Age Program Director

1-2 members (parent, staff, or community member) - optional

Quorum:

A majority of the currently serving committee members is required.

A formal meeting requires the presence of the Board Treasurer or Parent Board member, Financial Manager, and either the Executive Director or School Age Program Director.

Chair

The Board Treasurer shall be the chair, designate a note taker at each meeting, and provide for orientation of new committee members.

The Financial Manager will provide an agenda in consultation with the Board Treasurer.

Meetings

At least once a month, before the Board meeting (so that important items/issues can be brought to the Board).

Duties and Responsibilities

Provide oversight for accounting and financial reporting functions including periodic review of the organization's compliance with the financial internal control system, and changes as needed

Report regularly to the Board on the financial status of Red Caboose, including quarterly reports of fund expenditures and balances

Make proposals and recommendations to the Board regarding financial matters

Review the draft annual operating budgets

Review accounts receivable and accounts payable procedures annually

Approve Tuition Assistance Fund requests (decisions may be appealed to the Board of Directors)

Prepare fiscal and policy analysis as requested by the Board

Review income guidelines for tiered fee schedule annually

Review the adequacy of insurance coverage

Select external financial reviewer and oversee the review process, as directed by the Board

Annually review Form 990, "Return of Organization Exempt From Income Tax" filed with the IRS and Form 1952, "Wisconsin Supplement to Financial Report on Form Other Than Form #308" filed with the Wisconsin Department of Regulation and Licensing

FUNDRAISING COMMITTEE

February 29, 2012

Purpose

Secure donations of money, goods and services for Red Caboose, while upholding the organization's positive image in the community

Composition (5 or more members)

Executive Director

2 or more staff

2 or more parents, at least one of whom is a Board member

May include community members

Quorum

A majority of the currently serving committee members is required.

Chair

The committee shall choose the chair, who shall provide an agenda and designate a note taker at each meeting.

The Board representative shall delegate specific fundraising tasks to other members of the Board (e.g. phone calls, acknowledgement or request letters, center tours, and other public representations of Red Caboose.)

Meetings

Monthly or as needed

Duties and Responsibilities

Coordinate annual alumni drive, grandparents fundraising, and Move Your Caboose run/walk.

Research and prioritize other funding opportunities including from government, corporations, foundations and individual sources, as they arise.

Update and maintain case statement yearly.

EDUCATION COMMITTEE, CHILD CARE CENTER

February 29, 2012

Purpose

Ensure that developmentally appropriate curriculum is implemented in the child care center
Maintain awareness of trends in early childhood education
Develop and review means of communication between staff and parents about the curriculum and program.

Composition (9 or more members)

Executive Director
One or more staff from each room
Four or more parents, preferably at least one from each room
One of the members must be a Board member.

Quorum

A majority of the currently serving committee members is required.

Chair

The committee shall choose the chair, who shall provide an agenda and designate a note taker at each meeting.

Meetings

Quarterly

Duties and Responsibilities

Develop and review curriculum, goals for children, and related policies every two years
Review format of parent program evaluations every two years (Twice per year, evaluations will cover teacher/child interactions, teacher/parent interactions, child/child interactions, curriculum, overall organization, physical setting, and parent education & support)
Review results of parent program evaluations and city accreditation reports, identify strengths and challenges, and make suggestions for program improvements every two years
Review format of child progress reports every two years
Provide opportunities for parent education and training

LONG RANGE PLANNING COMMITTEE

February 29, 2012

Purpose

Ensure the long-term viability of Red Caboose through periodic review of organizational structure, services, and issues

Composition (5 or more members)

Board President

Executive-Director

School Age Program Director

At least one staff

At least one parent

Quorum

A majority of the currently serving committee members is required.

Chair

The Board President shall be the chair and shall designate a note taker at each meeting.

Meetings

Monthly

Duties and Responsibilities

Review the committee descriptions periodically.

Evaluate current programs and services and make recommendations to the Board about potential changes, to ensure the long term viability of Red Caboose.

Ensure an open planning process which includes soliciting input and feedback from parents and staff, and from the greater community as appropriate.

Identify issues that could have significant and/or long term impact on Red Caboose and the child care field.

Implement and update the Strategic Plan.

SCHOOL AGE PROGRAM ADVISORY COMMITTEE

February 29, 2012

Purpose

Create, develop and implement appropriate policies/procedures as needed for RC After School and Summer Camp.

Maintain open lines of communications among parents, staff, Lapham and Marquette Schools, students, and Board of Directors

Composition (8 or more members)

School Age Program Director

Lapham Site Supervisor

Marquette Site Supervisor

2 or more staff, preferably 1 from each site

3 or more parents (1 being from the board) and/or community members (to include the MMSD if possible)

Quorum

A majority of the currently serving committee members is required.

Chair

The committee shall choose the chair, who shall provide an agenda and designate a note taker at each meeting.

Meetings

Six times per year, or more often as needed

Duties and Responsibilities

Review format of parent program evaluations regularly

Review results of parent program evaluations and city accreditation reports, identify strengths and challenges, and make suggestions for program improvements

Maintain awareness of issues that may have an impact on our school age programs

LIAISON COMMITTEE

February 29, 2012

Purpose

Facilitate Board and Union communication throughout the year regarding contractual issues.

Composition (6 or more members)

Executive Director

School Age Program Director

2 or more parent Board members

2 or more Union represented staff, 1 of whom must be a Union member

Quorum

A majority of the currently serving committee members is required.

Chair

The committee members shall choose the chair, who shall designate a note taker at each meeting.

Meetings

As needed and called by the Board

Duties and Responsibilities

Resolve specific contract issues that arise outside of regular contract negotiations, for approval by the Subcommittee and Union

Research long-term negotiable issues for possible future negotiation (gather information, compare options and do cost analysis)

FACILITIES COMMITTEE

February 29, 2012

Purpose

Research and provide information to board about possible relocation or development opportunities and options for the future of Red Caboose.

Composition (6-8 members)

1 Board member
Executive Director
Financial Manager
1 staff member
1 current parent
1-3 parents, alumni or community members.

Quorum

A majority of the currently serving committee members is required.

Chair

The committee shall choose the chair, who shall provide an agenda and designate a note taker at each meeting.

Meetings

Monthly or as needed

Duties & Responsibilities

Explore/research the following:

- Partnering with developers for new site
- Partnering with developers for existing redevelopment site
- Building on RC property
- Find already made space that can accommodate us
- Unknown

Investigate financial implications of the options and make recommendations to the Board

HEALTH, SAFETY AND NUTRITION COMMITTEE

July 31, 2013

Purpose

Prevent disease and injury by ensuring a safe and sanitary environment for children and staff
Ensure that toys and equipment are safe for children
Ensure that meals served are well balanced, nutritious and in accordance with Red Caboose's, CCAFP and State Licensing policies

Composition (5 or more members)

Nutritional Coordinator
1 or more additional staff
1 or more parents
May include community members

Quorum

A majority of the currently serving committee members is required.

Chair

The Nutritional Coordinator shall be the chair, and shall provide an agenda and designate a note taker at each meeting.

Meetings

Twice per year, or as needed

Duties and Responsibilities

Look into alternative sources of food
Review RC nutritional policy bi-annually
Annual safety check of playground and building
Keep up with current trends and issues in health, safety and nutrition

BOARD SELECTION PROCESS AND BOARD MEETINGS

October 26, 2005

There are nine seats reserved for parents, four seats reserved for teachers, and one “at large” seat for parents, staff or community members on the Board of Directors of Red Caboose. In addition, there is a designated seat for the each School Age Program Site Supervisor (voting) and the School Age Program Director (non-voting).

Each parent is given a Parent Involvement Survey upon enrollment and also every fall, in which s/he can express interest in being on the Board. In the spring of each year, Red Caboose has its Annual Meeting, at which Board of Directors elections are held.

At least one month before the Annual Meeting, a letter soliciting Board Members is given to each parent and staff. Interested people are asked to write a short statement of interest to be reviewed by the President of the Board and Executive Director. At the Annual Meeting, nominations are taken from the floor, the President presents the slate to the membership, and elections are held.

If there is a parent vacancy on the Board at other times during the year, the Board may appoint a parent to fill the position until the next election, in the following manner: At least three weeks before the Board meeting where a new member is to be selected, notices of the vacancy and the opportunity for any parent to apply will be posted at all sites. By a deadline, interested parents shall supply the same information as requested for the Annual Meeting. At the Board meeting, the Board shall choose the parent to fill the vacancy from the prospective applicants, by a majority vote of the Board.

If a staff person who is a Board member resigns from his/her position on the Board, the Board shall appoint the staff person selected by the staff at the most recent all-staff meeting by a majority vote of the Board.

In the case of an “at-large” position vacancy, the process will be the same as for a parent member.

Board meetings are open to all parents and staff at Red Caboose. The chairperson may close those portions of a meeting which s/he determines require confidentiality, because the item to be discussed is of a sensitive nature regarding one or more parents, children, or employees.

CHECK-SIGNING POLICY

June 6, 2006

Any check over \$2, 500.00 needs two signatures. Two staff members may not sign the same check.

ADVOCACY POLICY

November 27, 2006

The Board of Directors of Red Caboose believes that parents should be informed about federal, state and local legislation, as well as other government policy decisions, on child care and early childhood issues that affect Red Caboose directly and indirectly. Empowering parents to be advocates for their children, at Red Caboose and throughout their school years, is an objective of our parent education effort.

The Board of Directors, being legally responsible for the actions of the Corporation, will make the decision regarding all lobbying and advocacy Red Caboose will do.

Unless the Board of Directors decides otherwise, all lobbying is to be done by parents as private individuals. This is to avoid the possibility of misrepresentation of the Corporation, and the possibility of jeopardizing our tax-exempt status. In some situations, elected officials might request individuals to state their organizational connection. If that happens, and that person has not been designated as an official representative by the Board, s/he shall make it clear that his/her statement of connection with Red Caboose is for identification purposes only.

No federal money Red Caboose receives will be used for lobbying purposes.

The administrative staff will keep a record of the time and expenditures for lobbying, for reporting purposes, as defined by the Internal Revenue Code and IRS regulations. It is our intent to keep lobbying activities to a minimum, to maintain total lobbying expenses for any taxable year well below five percent of our operating budget. (See addendum to advocacy policy for clarification)

Red Caboose will not participate in or intervene in any political campaign, directly or indirectly, on behalf of or in opposition to any candidate for political office. This includes, but is not limited to, endorsing any candidate for political office or making statements for or against any particular candidate in any federal, state, or local election.

As an organization qualified under 5019(c)(3) of the Internal revenue Code, Red Caboose Day Care Center, Inc. may engage only in limited attempts to influence legislation. The Board of Directors believes that federal, state and local legislation, as well as other executive and regulatory agency policy decisions relating to child care affect Red Caboose directly and indirectly.

All matters involving attempts to influence legislation on behalf of Red Caboose, including contacting members of a legislative body and their staff, urging the public to contact members of a legislative body, and advocating the adoption or repeal of legislation, must be approved by the Board of Directors

STATE LICENSURE

November 27, 2006

Terms of Red Caboose's licenses are as follows:

Child Care Center

Maximum Capacity – 60

Ages of Children Served – 9 months through 6 years

Hours of Operation – 7 am to 6 pm

Days of Operation – Monday through Friday

Months of Operation – January through December

School Age Program at Lapham

Maximum Capacity – 80

Ages of Children Served – 5 through 12 years

Hours of Operation – 7:15 am to 5:45 pm

Days of Operation – Monday through Friday

Months of Operation – January through December

School Age Program at Marquette

Maximum Capacity – 64

Ages of Children Served – 5 through 12 years

Hours of Operation – 7:15 am to 5:45 pm

Days of Operation – Monday through Friday

Months of Operation – January through December

Rules, license and violations (and other parent information) are posted as follows:

Child Care Center – on the main bulletin board in the hall across from the Bumblebee Room

School Age Program at Lapham – on the bulletin board on the right side of the hallway outside the gym doors.

School Age Program at Marquette – on the bulletin board at the parent/sign out area in each classroom.

BOARD OF DIRECTOR'S CONFLICT OF INTEREST POLICY

April 30, 2008

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Red Caboose Day Care Center Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director or the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonable possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, and any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
-

Article V - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation, except that they may vote on the annual budget.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- d.

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**RED CABOOSE DAY CARE CENTER INC.
CONFLICT OF INTEREST STATEMENT**

I, _____, have read, understand and agree to abide by the Red Caboose Day Care Center Inc.'s Conflict of Interest Policy. In addition, I understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature

Date

PROGRAM

CHAIN OF COMMAND

March 26, 2014

Child Care Center

The person on site who is highest on this list is responsible for managerial duties pertaining to the center:

- Executive Director
- Preschool Program Director
- Lead Teacher (by seniority)
- Teacher (by seniority)

School Age Program

The person on site who is highest on this list is responsible for managerial duties pertaining to the site:

- Executive Director
- School Age Program Director
- Site Supervisor (by seniority)
- Teacher (by seniority)

PARENT DISPUTE RESOLUTION POLICY

March 25, 2015

Complaint or grievance about a staff person

If a parent has a complaint or grievance about a staff person, the parent is encouraged to talk first with the person in question. If the problem is not resolved, the parent should then talk with the staff person's appropriate supervisor (see Red Caboose organizational chart). If no solution is agreed upon, the parent should bring the issue to the Preschool Program Director or School Age Program Director, or, if still not resolved, to the Executive Director. If a parent has a complaint or grievance about the Executive Director, the parent may bring the issue to the Executive Committee of the Board.

Child Care Center – program issues

For complaints about the program, the parent should first talk to the Lead Teacher in the child's room. If the problem is not resolved the parent should then bring the issue to the Preschool Program Director.

Program policy issues may be referred to an appropriate committee

School Age Program – program issues

For complaints about the program, the parent should first talk to the Site Supervisor at the child's site. If the problem is not resolved the parent should then bring the issue to the School Age Program Director.

Program policy issues may be referred to an appropriate committee

Appeals

If the above processes do not resolve the dispute, the issue may be brought to the Executive Committee of the Board, followed by the full Board if necessary.

If a parent feels that all other routes have been exhausted to resolve the issue, s/he may notify the State of Wisconsin Department of Children and Families, Bureau of Early Care Regulation, Southern Regional Office at 266-2900; P.O. Box 8947, Madison, Wisconsin 53708

ACCESS TO RECORDS AND INFORMATION POLICY

In the absence of a court order or other legal document specifically prohibiting access to records, conferences, or information; the policies below will be followed by staff.

Access to records by parents and legal guardians: Natural parents (and legal guardians) and persons authorized in writing by a natural parent (or legal guardian), shall have access, upon request, to all records and reports maintained on their own child (or legal custodian).

Conferences: The staff will be available for conferences about the child's adjustment to the program, growth and development, with the persons mentioned above. If necessary, the staff will hold a separate conference for each parent.

Communicating information informally: The staff will be available to the persons mentioned above to discuss daily events at the center. When a child lives in two households, and both households have contact with the center, the center will routinely make available a copy of any printed material for both families. The center will, on written request, mail such information (newsletters, announcements, memos, etc.) to a parent who doesn't come to the center on a regular basis, provided that parent provides the center with a supply of envelopes and stamps.

We will not release a child to a non-custodial parent without written permission of the parent with legal custody.

CONSULTANT POLICY

July 26, 2006

There are many resources available to the staff at Red Caboose in our community, including public schools, Rainbow Project, and City Day Care. If the staff in a room decides that help, advice, diagnosis, or an outside opinion is needed about an individual child, the teachers, after discussion with the Executive Director or School Age Program Director, will talk with the parent and get the parent's written permission to call in a consultant.

The consultant may then discuss the child with the teachers; observe, interview or test the child; and meet with the staff and parent.

The consultant may suggest strategies to use with the child at Red Caboose and home, and may suggest further evaluation of the child. A consultant's conclusions or opinions may be one factor in deciding whether Red Caboose has the necessary resources to meet the child's needs.

CONFIDENTIALITY POLICY

All information regarding children and families enrolled in Red Caboose will be considered confidential by the staff, including substitutes and student teachers. The staff will not discuss individual children or families with parents of other children in the center or with anyone outside the center. If the teachers want to talk with a consultant in the community about a particular child, the teachers will talk with the parent and get written permission from them first. (See consultant policy.)

CHILD RELEASE POLICY

August 30, 2006

Authorization

Parents with legal custody (sole or joint) are the only persons allowed to authorize anyone (including a non-custodial parent) to pick up their child(ren.) This authorization must be written. Authorization to pick up any time can be given by listing an individual on the emergency card pick up list and one-time or limited authorization can be given by writing a note in the log and for the center, completing a Take Home Permission form. An exception to written authorizations is that one time authorizations may be given over the phone. In this case a Red Caboose Staff member will document this authorization in the parent log.

Pick up

Parents with legal custody (sole or joint) are allowed to pick up their child(ren) at any time.

Authorized persons (as explained above) are allowed to pick up the child(ren) in accordance with the type of the authorization.

No child under 18 years old shall pick up a child enrolled at Red Caboose, unless cleared by the Executive Director, Lead Teacher, School Age Program Director or Site Supervisor and with a written release from the parent.

CHILD GUIDANCE POLICY

February 18, 2009

The staff provide guidance for children's behavior, so that each child learns how to best function as an individual within a group. Teachers explain the basic expectations, rules, and limits to the children in a clear, understandable way, and provide consistent follow through. Directions are given in firm, positive terms. Redirection is used as appropriate.

The use of "logical or natural consequences" and problem solving are encouraged when discipline is necessary. Emphasis is placed on the inappropriate behavior, not the child.

Time-outs are initiated by staff as a last resort in extreme situations such as when a child hurts another child, abuses materials, has excessive tantrums or is repeatedly disruptive or uncooperative. The length of a time-out is determined by the staff person giving the time-out or by the child when s/he feels that s/he are ready to return, but is not to exceed five minutes. Time-outs are not used for children under three years old.

Teachers model problem solving techniques and encourage children to talk and listen to each other, using problem solving skills as developmentally appropriate.

The staff have the opportunity to discuss individual children and behavior problems at weekly room or program staff meetings. To provide consistency for the children, staff members will discuss methods of dealing with behavior and needs with the parent. The staff may wish to consult a professional resource person from outside the center for additional evaluation and suggestions, with written permission from the parent (see Consultant Policy).

In accordance with State Licensing requirements, only a qualified child care teacher may discipline children and actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomfoting or dangerous are prohibited.

Examples of prohibited actions include: spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or trying to restrict movement or enclosing in a confined space such as a closet, locked box or similar cubicle; withholding or forcing meals, snacks or naps. Children may not be punished for lapses in toilet training.

Teachers shall use appropriate ways to manage crying, fussing or distraught children. Each child is an individual, and we try to figure out what works for each child. Teachers give the child physical, verbal and emotional comfort, and may use the following strategies to do so: holding or rocking the child, taking the child for a walk around the center or to a different room, teachers taking turns with the child, offering the child "alone" space (within sight and hearing of the teacher), and/ or calling the parent/s for advice.

The Executive Director or School Age Program Director shall report any suspected abuse or neglect of a child by a staff member that was reported under .HFS 40.04 (8) (a) or any inappropriate discipline of a child by a staff member during the child's hours of attendance, within 24 hours after the occurrence, to State Licensing.

DIVERSITY STATEMENT

November 27, 2006

Red Caboose supports all children and families and respects the differences among them. We are committed to serving children and families of all races, cultures, family structures and economic groups, including those with special needs. We believe all children benefit from diversity.

We strive to help every child feel proud of his or her own family and culture and to appreciate the rich variety of families in the center and community. Teachers respond to all children's questions and interests in developmentally appropriate ways. We openly discuss diversity issues and actively support all children.

We respect family cultures and invite parents to share traditions with us (special foods, holiday celebrations, favorite music etc.). Staff and parents will plan together how best to present these traditions in the classroom. We hope to give children insight into the different family cultures of their classmates and support children from less well represented cultural and religious backgrounds by recognizing their experiences in the classroom.

We do observe and celebrate some non-religious holidays. These observances are designed to give focus to the passing of the year, to celebrate particular values (such as friendship on Valentine's Day), and to be fun for the children and staff.

Our classroom environments reflect the diversity of the world around us. Posters on the walls, books, music and songs, dolls and toys show the children many different kinds of families, cultures, races, ethnicities, and physical abilities of human beings in unbiased and non-stereotypical ways.

Our curriculum, enrollment and holiday policies are designed to encourage a wide variety of families to feel welcome at Red Caboose.

Child Care

Religious holidays are not celebrated at the center, and the teaching of religious doctrine is specifically excluded. Staff respond to children's questions about religious holidays factually and non-judgmentally, perhaps beginning, "Some people believe or observe ...".

School Age Program

Teachers may initiate activities that represent the diversity of the group. Teaching of religious doctrine is specifically excluded. Students and families are welcome to share their own cultural traditions in the classroom. This is consistent with the Madison Metropolitan School District policies, "the cultural expressions about holidays associated with religion may be taught in the classroom..."

ABUSE AND NEGLECT POLICY

October 1, 2014

1. Purpose

To inform all employees and volunteers of Red Caboose of the requirement to report suspected child abuse (including sexual abuse) or neglect and to inform employees of their immunity from civil liability or criminal penalty for reporting.

To establish procedures to be used by all employees of Red Caboose in making oral and written reports to the appropriate authorities of suspected cases of child abuse or neglect.

To protect children from abuse and neglect.

Child care workers are considered “Mandated Reporters” and are required by State law to report suspected or known cases of child abuse and/or neglect. Any Red Caboose staff member or volunteer with suspicion or direct/indirect knowledge of potential abuse or neglect of a child enrolled in Red Caboose shall take responsibility to report it.

It is the individual staff/volunteer person’s legal responsibility to report suspected abuse or neglect. There is no requirement that the reporter have proof that the abuse or neglect actually occurred. Waiting or looking for proof may result in significant risk to the child. It is not Red Caboose’s job to validate suspicions; this is the job of trained CPS workers and law enforcement officials. If there is ever doubt as to whether or not knowledge or observation of potential abuse should be reported, Red Caboose staff/volunteers should always err on the side of reporting their suspicion.

2. Definitions

Under this Policy, the abuse and neglect of a child (i.e., any individual under the age of eighteen (18) years) is defined as follows:

Physical Abuse: Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm.

Sexual Abuse: Sexual intercourse or sexual touching of a child, sexual exploitation, forced viewing of sexual activity, or permitting, allowing or encouraging a child to engage in prostitution.

Emotional Damage: Harm to a child’s psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or aggression. Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response or learning which are incompatible with the child’s age or stage of development.

Neglect: When a parent or caretaker fails, refuses or is unable, for reasons other than poverty, to provide the necessary care, food, clothing, medical or dental care which seriously endanger the physical health of the child.

3. Who Must Report

Any employee or volunteer of Red Caboose who has reasonable cause to suspect that a child has been subjected to abuse (including sexual abuse) or neglect shall make a report as directed below. Red Caboose employees and volunteers must act on the basis of any information and belief. All reports will be documented in writing.

1. The Reporter must make an oral report as soon as possible (after making sure that the classroom is properly supervised and in compliance with group size and ratio) to Child Protective Services (CPS) - Dane County Department of Human Services Child Abuse & Neglect Reporting Line at (608) 261-5437. The after-hours number is 255-6067.

2. The Reporter must notify and give all information required below to the Executive Director (ED), Preschool Director (PPD) or School Age Program Director (SAPD). If they are unavailable, the reporter must notify his or her direct supervisor.

If the Executive Director is the alleged perpetrator of abuse/neglect then the Reporter shall instead notify the President of the Board of Directors.

3. Any suspected abuse or neglect of a child by an employee or volunteer that was reported to CPS must be reported to State Licensing within 24 hours.

4. Written Report

As far as is reasonably possible, an oral or written report made under this Policy shall include the following information:

The name, age, and home address of the child;

The name and home address of the child's parent or other person responsible for the child's care;

The nature and extent of the alleged abuse or neglect of the child, including possible previous injuries.

5. Immunity

Any person who in good faith makes or participates in making a report of abuse or neglect or participates in an investigation or a resulting judicial proceeding is immune by state law from any civil liability or criminal penalty that would otherwise result from making or participating in a report of abuse or neglect or participating in an investigation or a resulting judicial proceeding.

6. Follow Up

After the report has been made to CPS, the Reporter, ED, PPD or SAPD may not notify the parent/s that a report has been made. Confidentiality will be maintained in cases where Red Caboose makes a report to the county; discussion will be limited to Red Caboose employees only.

7. Consequences of failure to report

If an employee/volunteer fails to report knowledge of or a reasonable cause to suspect child abuse and neglect, they will be subject to discipline up to, and including, termination.

8. All employees and volunteers shall receive training about their responsibility to report suspected abuse and neglect upon hire, and yearly thereafter.

Red Caboose Suspected Abuse and Neglect Reporting form

Date _____

Name of child _____ DOB _____

Parents/guardians _____

Home address _____

Description of concern/alleged abuse or neglect: (use other side if needed)

Disposition: ___ CPS notified by reporter.

Name of CPS intake worker _____

Phone number _____

___ State Licensing notified if concern is about a RC staff or volunteer
within 24 hours

VIOLENCE IN CHILDREN'S PLAY POLICY

August 25, 2004

Children at Red Caboose get strong, consistent messages from adults, both in words and actions, that Red Caboose is a safe place for all children. We regularly let children know that it is "not okay" to hurt other people's bodies or feelings. Depending on the developmental level of the child/ren, we actively involve them in understanding the issues and developing age appropriate limits and expectations about play.

Red Caboose teachers understand that children may need opportunities to work out violence issues through play. We try to address children's needs while trying to reduce violent play in the classroom, particularly gun and other weapon play. There are no toy guns at Red Caboose. We strive to promote the development of imaginative and creative play, with open-ended toys and non-violent play themes. This can help children gain skills in working out the issues, including violence, that they bring to their play.

Teachers observe children's play, encourage more complex play, enter into children's play, and offer ideas for extensions of play. We try to acknowledge children's need to act out characteristics such as strength, speed, appearance changes, scary situations, and emergencies.

When children talk about or act out violence, teachers may respond by listening, asking open-ended questions, trying to correct misconceptions, helping sort out reality and fantasy, and providing reassurance about children's safety.

Strategies that Red Caboose teachers use in the classroom regarding violence and/or weapons play include:

1. facilitating dramatic play to help children develop better skills for working out issues in their lives
2. redirection, including exploring topics involving power, strength, etc.
3. empower children in the group to "use words" to tell other children if they don't want to play, and/or to express their feelings about the play
4. limit play to certain times, places, and children who want to participate
5. make it clear that aggression, threatening or hurting, is not acceptable

PLANNING FOR CHILDREN WITH SPECIAL NEEDS

July 26, 2006

Red Caboose Day Care Center and School Age Programs (“Center”) are committed to serving all children and, as required by the Americans With Disabilities Act of 1990, will make reasonable accommodations to address the special needs of enrolled children and children who wish to enroll.

Every parent will be asked to identify their child’s special needs at the time of admission, and are required to inform the Center if their child develops a special need after enrollment. This helps the Center prepare for a successful experience for the child. Special needs may include but are not limited to: attention deficit disorder, hyperactivity, physical handicaps, disruptive behaviors, learning disabilities, medical conditions or other health impairments.

When a special need is identified, the Executive Director or School Age Program Director will conduct an individualized assessment of the child. The individualized assessment includes scheduling a meeting between the staff and parents to discuss the extent of the child's needs, to determine whether the Center can meet the needs, and to assess the need for and availability of possible outside resources.

As part of the individualized assessment, the Center will request information about the child’s special needs including, but not limited to, the child’s individualized education plan (IEP). Parent cooperation in providing all pertinent information to the Center is necessary for a meaningful individualized assessment.

The purpose of the individualized assessment is to explore reasonable accommodations, to determine whether the Center can meet the needs of the child without fundamentally altering the Center’s program, and to determine if the child’s presence poses a direct threat to the health or safety of other children or teachers.

All information regarding the child and family will be kept confidential, according to the Center’s confidentiality policy.

DISENROLLMENT POLICY (CHILD CARE CENTER)

July 26, 2006

Red Caboose tries to meet the needs of each child enrolled in our program. However, it is sometimes necessary to dis-enroll a child whose needs cannot adequately be met with our available resources.

When dis-enrollment is being considered, the Lead Teacher, in consultation with the Executive Director, will initiate a conference, or series of conferences, with the parents. The situation will be discussed, and plans will be made for solutions, responsibilities, and follow-up. Options may include: calling a consultant to observe the child at Red Caboose, behavior modification plans, coordination between home and Red Caboose, and scheduling changes.

Dis-enrollment may be necessary if the staff and/or parents believe that our program is not an optimal placement for the child. Factors to be considered in this decision may include:

- extent of problematic behavior in the classroom
- demands on staff time
- resources available to Red Caboose
- extent of disruption of the classroom
- possibility of danger to the child or others in the class
- ability of staff to meet child's needs
- willingness of parents to work with us and/or get outside help

Confidentiality among Red Caboose staff will be maintained at all times. Written records of meetings, etc. will be kept by Red Caboose staff.

Red Caboose reserves the right to dis-enroll a child. If the center and parent/s mutually decide that placement at Red Caboose is inappropriate, the required notice of withdrawal may be waived.

MISSING CHILD POLICY

July 26, 2006

Staff must know the number and names of all children in their care at all times and must maintain close supervision of those children with physical or written representation of each child. If a child leaves the group without a teacher seeing the departure directly, the incident will be treated as a missing child incident.

Prevention

Staff will actively track the location and activity of every child as explained in Red Caboose procedures as required by State Licensing.

Teachers will explain to all children their responsibility to remain with the group at all times, as age appropriate.

Positive behavior guidance techniques will be used to encourage children to stay with their group.

Procedure

If a teacher of children ages 7 and younger realizes that a child under his or her supervision is no longer in his/her sight and sound or, if a teacher of children ages 8 and older realizes that a child under his/her supervision is not where the child is supposed to be, that teacher will take the following actions:

- Look again in the area where the child was last seen

- Check with all teachers in the classroom

- Check the parent log and sign in/out sheets

- Check with all teachers at the site

- Search the area including all classrooms, playground, site and grounds (All available staff will help with the search, while maintaining state licensing ratios and group size.)

- Contact the Executive Director or Site Supervisor/SAP Director

- Contact the parent(s)

- Call 911

The Executive Director or SAP Director will report the incident to State Licensing within 24 hours of the occurrence.

RUNAWAY POLICY (SCHOOL AGE PROGRAM)

July 26, 2006

Children shall check in with a Red Caboose teacher within 15 minutes of school's dismissal unless the child's parent has made other arrangements with Red Caboose staff. It is a child's responsibility to remain with his or her Red Caboose group at all times unless given permission to do otherwise by a teacher. When a child leaves the care of his or her teachers without permission, teachers are unable to ensure his or her safety.

Prevention

All children will be notified of their responsibility to remain with the group at all times.

Appropriate positive behavior guidance techniques* will be utilized to encourage children to stay with their group and to discourage running away.

* Physical restraint is not a behavior guidance strategy allowed by Red Caboose policy or state licensing.

Follow-up

If the child does not return to the group immediately, a teacher will attempt to follow the child when it is safe and possible to do so.

If the teacher is able to remain with the child and the child has not returned to the group within approximately 5 minutes, a teacher will contact the child's parent to notify the parent of the need for immediate pick-up. The teacher will immediately report the incident to the Site Supervisor.

If it is not safe and possible for the teacher to follow (for example, single staffing) or the child leaves the building or grounds, a teacher will take appropriate action, including contacting the child's parent and/or calling 911. The teacher will immediately report the incident to the Site Supervisor who will consult with the School Age Program Director and then report it to State Licensing within 24 hours.

If the group is on a field trip, 911 will be called immediately and a call to the parent will follow. The teacher will immediately report the incident to the Site Supervisor who will consult with the School Age Program Director and then report it to State Licensing within 24 hours.

Consequences

Running away from the program space or group is subject to serious disciplinary action, up to and including disenrollment, as defined in the Suspension and Disenrollment policies.

SUSPENSION POLICY (SCHOOL AGE PROGRAM)

February 29, 2012

If a child creates an unsafe environment in Red Caboose's School Age Program, that child faces suspension from the program.

An unsafe environment is created through:

- physical injury of another child or staff member
- attempted physical harm
- inappropriate sexual behavior
- leaving the care of Red Caboose staff w/out permission (see Runaway Policy)
- intentional destruction of property
- verbal threats
- verbal abuse
- disruptive &/or disrespectful behavior so persistent that staff attention is taken away from the group for prolonged periods of time.

A child's attempt to peacefully mend conflicts and to recognize better choices is a significant component in the overall resolution of any behavioral concern. In situations where the safety of children and/or staff is compromised, the following steps will be utilized. Our goal is to minimize exposure of all children at Red Caboose to a dangerous environment while giving the child in question an opportunity to reflect on his/her personal responsibilities.

When unsafe behavior occurs, staff will:

- utilize positive behavior guidance as defined in Red Caboose policy.*
* NOTE - Physical restraint is not a behavior guidance strategy allowed by Red Caboose policy or state licensing.
- fill out an incident form with the child and Site Supervisor discuss the issue with the parent either over the phone or at pick-up.

Depending on the severity and frequency of unsafe behavior, the Site Supervisor or SAP Director will take one or more of the following actions as necessary:

- set up a formal meeting between the child, parent, teacher(s) and Site Supervisor to establish goals, strategies and plans; this may include a referral to school personnel or other resources.
- decide on a suspension of at least one day, but not more than one week with reinstatement being dependant on the occurrence of a parent/guardian meeting.
- set a restriction on days/times the child is allowed to attend Red Caboose on a semi-permanent or permanent basis (or until further notice.)
- disenroll the child. (See Disenrollment Policy.)

If a child is unable to attend school due to suspension, then he or she is unable to attend RC After School for the duration of the suspension.

The child may be suspended from RC After School the same day as the suspension was given. In this case, the Site Supervisor or School Age Program Director will take the following actions:

- Speak with the principal of the school to discuss the situation causing the suspension
- Determine if the child should also be suspended from RC After School the same day
- Be in partnership with the school district to contact parent/guardian to notify them if a same day suspension is taking place.

DISENROLLMENT POLICY (SCHOOL AGE PROGRAM)

July 26, 2006

Red Caboose tries to meet the needs of each child enrolled in our program. However, it is sometimes necessary to disenroll a child whose needs cannot adequately be met with our available resources.

When appropriate actions as outlined in the Suspension Policy have been taken and disenrollment is being considered, the teachers and Site Supervisor, in consultation with the School Age Program Director, will initiate a conference, or series of conferences with the parents. The situation will be discussed, and plans will be made for solutions, responsibilities, and follow-up. Options, which will be determined by Red Caboose in its discretion, may include: calling a consultant to observe the child at Red Caboose, behavior modification plans, coordination between home and Red Caboose, and scheduling changes.

Disenrollment may be necessary if the staff and/or parents believe that our program is not an optimal placement for the child. Factors to be considered in this decision may include:

- severity and frequency of problematic behavior
- demands on staff time
- availability of resources to Red Caboose
- extent of disruption of the classroom
- possibility of danger to the child or others in the class
- ability of staff to meet child's needs
- willingness of parents to work with us, coordinate with school staff, and/or get outside help

Serious breaches of safety can be grounds for immediate disenrollment, without the above listed steps, at the discretion of the School Age Program Director. For example:

- bringing a dangerous weapon to Red Caboose
- causing significant physical harm to another child or staff member
- running out of the building, off of school grounds or away from the group on a field trip

Confidentiality among Red Caboose staff will be maintained at all times. Red Caboose staff will keep written records of meetings, etc.

Red Caboose reserves the right to disenroll a child. If the center and parent/s mutually decide that placement at Red Caboose is inappropriate, written notice of withdrawal may be waived.

ROOM TRANSITIONS POLICY (CHILD CARE CENTER)

Children are enrolled into a classroom on the basis of age. The Turtle Room accepts children one to two; Elephants two to three; Bumblebees three and four; and Grasshoppers four and five. Ages overlap in each program, allowing for individual differences in children as well as the ages of children wishing to enroll at Red Caboose. Unlike the public schools, all children do not change rooms simultaneously. However, peak times for transition (January, June, and August) do exist. Children will be changing rooms throughout the year based on a combination of children's needs, parent's desires, and space available in each classroom.

The key to a successful transition into a new room is good communication among staff from both rooms, the child, and the parents. Some children will make this transition with great ease, and some will benefit from a slower transition. As a child is approaching the time to move into the next room, staff and parents will develop a plan for assuring a smooth transition, including visits to the new room. This plan will take into consideration the child's bond to the staff and the children in the old room, and the need to develop such bonds with the children and staff in the new room, as well as the need to become accustomed to the routines in the new room.

EDUCATION POLICY

January 31, 2007

Educational philosophy

At Red Caboose our primary goal is to encourage the emotional and social development of children in a safe, nurturing, and loving environment. We strive to help them learn that people are different and that differences are good.

We strongly believe children learn through play, and hands-on experiences. Our rich, stimulating environment promotes creativity and learning. We supply age appropriate materials and activities for dramatic play; art, dance, and music; science exploration; cognitive development; and motor coordination. Daily routines provide structure and encourage self-reliance, responsibility, and independence. We give children opportunities to make choices through a combination of teacher-directed and child-initiated play, large group and individualized activities, and quiet and active play spaces. In addition, developmentally appropriate field trips acquaint the children with the workings of the neighborhood and city around them.

Language and communication skills are emphasized in all our rooms and programs. Helping the toddlers identify and communicate feelings and ideas lays the foundations for the problem-solving and nonviolent conflict resolution emphasized in our preschool and school age classrooms. Helping children learn to talk and listen respectfully strengthens their social skills, critical thinking, and confidence.

We foster friendships among the children and between children and teachers. Knowledge of each child's background, needs, and interests helps us work more effectively with all the children. For this understanding the input of parents is crucial. We believe parents are an important part of the Red Caboose community and we welcome their involvement in all aspects of our program.

Red Caboose is deeply committed to fostering learning and community. Our teachers continue their education in developmentally appropriate practices by attending workshops and reading current literature. We welcome children of all races, cultures, and economic groups, as well as children with special physical and developmental needs. The diversity of our families, children, and staff enriches everyone's experience. We encourage the involvement of all the members of the Red Caboose community to enhance the classroom environment. As we prepare preschoolers for school and help school-agers navigate the many transitions of their elementary years, we aim to open the minds of the children to the wider world and teach them more about themselves.

Goals for children in the:

Turtle Room

- Receive lots of hugs and physical affection
- Learn to be gentle with others
- Play with peers as part of large and small groups
- Are introduced to the concepts of sharing and taking turns
- Begin to put words with actions, feelings, and needs
- Transition to and from parents, and from one room/activity to another
- Help at clean up time
- Learn to stay at the table and sit during mealtimes

- Practice following directions and routines, such as hand washing
- Discover materials, activities, and physical spaces through creative play
- Listen to stories, songs, and music
- Are introduced to the community and to families, staff, and volunteers of different backgrounds

Elephant Room

- Receive lots of hugs and emotional support
- Play with peers as part of large and small groups
- Expand on the concept of sharing and taking turns
- Develop language skills
- Develop beginning problem solving skills
- Work toward independence
- Clean up after self
- Stay at table and sit during mealtimes
- Follow directions and routines
- Discover materials, activities, and physical spaces through creative play
- Are introduced to concepts through stories, songs, and play
- Explore the community through field trips and interaction with families, staff, and volunteers of different backgrounds

Bumblebee Room

- Encourage the love of learning
- Feel comfortable, relaxed, and at home
- Develop social skills including developing peer friendships and relationships with adults
- Begin experimenting with sharing ideas
- Continue developing language skills
- Learn to identify feelings and solve problems through talking and listening
- Increase self confidence and independence
- Discuss and practice manners
- Follow more complex directions
- Experience diverse creative activities that encourage the love of learning and exploration
- Expand understanding of concepts through stories, songs, and play
- Explore the community through field trips and interaction with families, staff, and volunteers of different backgrounds

Grasshopper Room

- Feel safe and happy
- Learn to work as a group and play cooperatively
- Use group meetings to plan, problem solve, and discuss classroom issues
- Explore written language
- Explore languages other than English (Spanish, German, Sign, etc.)
- Expand on problem solving skills by gathering information, brainstorming, and implementing solutions
- Work toward independence by accepting responsibility for materials and belongings
- Initiate and carry out independent activities without direct adult supervision

- Practice sitting during group times - gradually increasing time as kindergarten approaches
- Learn to follow a schedule
- Discover materials, activities, and physical spaces through creative play
- Expand understanding of concepts through stories, songs, and play
- Explore the community through field trips and interaction with families, staff, and volunteers of different backgrounds

School Age Program

Red Caboose School Age Program's mission is to help each child become an active and positive member of his or her Red Caboose, Lapham/Marquette, neighborhood, city, state, national and global community. It is our goal that each child will:

- Learn to interact peacefully and meaningfully with peers and adults.
- Develop thoughtful decision making skills.
- Have the opportunity to recognize and pursue his or her interests.
- Learn how to build a positive self image.
- Learn how to recognize and address the physical/social/emotional needs of himself or herself and peers.

Early morning and late afternoon care (child care)

From 7:00 to 8:00, children in the Elephant, Bumblebee and Grasshopper Rooms (two through five year olds) are combined in the Bumblebee Room. At 7:30 the children in the Elephant Room go into their classroom, and at 8:00 the Grasshoppers go to their classroom. During the time the children are combined, they are offered a variety of options in the room, including use of the different areas (house, blocks etc.), table toys, books, and drawing. There is always a lap to sit on and help with separating from parents, including waving at the "good bye window".

From 5:30 to 6:00, these children are again combined, in the Elephant Room; outdoor activities will be available when elements permit. A small snack is served at 5:30, and after that children have a choice of reading, soft toys and one or two activities at a table.

The children in the Turtle Room (one year olds) always stay in their own group with their own teachers. The only exception to this is outdoor play.

Outdoor play

Children go outdoors to play every day, except during inclement weather. Inclement weather includes heavy rain, temperatures over 90 degrees, wind chills of 10 degrees for children age two and over, and wind chills of 30 degrees for children under age two.

SUPERVISION OF CHILDREN AND TRACKING POLICY FOR THE CENTER
October 1, 2014

The staff at Red Caboose shall guide the behavior and activities of children for their health, safety, and well-being. The children shall be closely supervised by a child care teacher and within sight and sound. This includes nap time, during which time staff are expected to be awake and available to guide children's behavior, resting, and waking. Staff are specifically prohibited from sleeping while supervising children in the nap room, and shall be subject to discipline up to, and including, termination for doing so.

TRACKING PROCEDURES

A written list is used for tracking, and is started every day by each teacher as soon as they start their shift. The list is updated as children arrive and depart, when groups split up, and when children visit another classroom.

When a teacher covers another room, s/he must have a list for that group.

Teachers must have their list on or near them at all times.

The list will be dated.

An up-to date total of the number of children in attendance will be noted on the list. Each teacher must know the number of children as well as the names of the children in the group at all times.

When going inside or outside, from one room to the another, or to the basement for a tornado drill, check/count children at each end, plus whenever there is a door, stairway or other barrier.

When moving groups of children from one place to another, do name-to-face roll call. Do not just count numbers of children.

If you have a visitor from another room, their name must be on both room's tracking list.

If your group divides, make sure it is noted on your list who is in your group as well as who the other teacher (including resource teachers) has.

During nap time, the list must reflect who is in the "wake up" group and who is sleeping in the nap room, if there are two different rooms for wake up and nap.

CHILD PICK UP POLICY

January 30, 2016

Children will only be released to parent/guardian or to persons authorized by parent/guardian in writing, over the phone, through email or as stated on their Emergency Card. Red Caboose assumes the information provided to them on the Enrollment Form and Emergency Card is accurate and complete. In the event that there is a legal restriction on parental contact Red Caboose requires documentation in the form of a court order.

Red Caboose requires copies of court orders that impact parental rights to access their children. If parental rights change in any way Red Caboose requests and will comply with the most recent documentation. Red Caboose assumes shared custody unless informed otherwise.

PERSONNEL

STAFF HIRING POLICY AND PROCEDURES

March 26, 2014

I. Policy Statement

Red Caboose shall ensure equal opportunity and equal participation in all personnel and employment actions including, but not limited to, recruitment, hiring, training, transfer, promotion, discipline, fringe benefits, salary, working conditions, and termination without regard to race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information.

II. Hiring Procedures

Upon determination by the Executive Director (ED), Preschool Program Director (PPD), or School Age Program Director (SAPD) that a vacancy exists, the following procedures will be carried out, in the order presented, until the position is filled.

A. Internal Recruitment

1. ED, PPD, or SAPD shall announce the vacancy, including position, title, room, hours, and any special requirements to all program staff, including the response deadline date. S/he shall make a reasonable effort to contact permanent staff who are ill or on vacation.
2. Simultaneously with this announcement, s/he shall send written notification of the vacancy to all permanent staff on lay-off or on an approved leave of absence.
3. All staff who wish to transfer to the position shall notify the ED, PPD, or SAPD in writing of their interest by the date specified in the announcement.
4. Staff will be considered for the vacancy in the following order:
 - Permanent Staff
 - Permanent Staff on lay-off or leave
 - Limited Term Staff who have been through the hiring processIn choosing among equally qualified candidates within a category, seniority will be the determining factor.
5. Limited term staff will be required to interview for vacancies in a room other than the room for which they were originally hired.
6. The ED, PPD or SAPD shall notify each interested employee in writing of the approval or denial of his/her transfer request. Upon request to the appropriate Director, reason for denial will be given to the applicant.

B. External Recruitment - If the vacancy is not filled through the internal recruitment process, the following procedures will be followed.

1. The ED, PPD or SAPD shall advertise the vacancy, including position title, age group, hours, salary, special requirements, and application procedures and deadline.
2. For center teacher positions, the PPD and Lead Teacher shall solicit a Hiring Committee consisting of the Lead Teacher and at least one parent from that program, and may include another teacher.

For school age program teacher positions, the SAPD and Site Supervisors will be on the hiring committee, and will include a teacher/s if possible.

The ED, PPD or SAPD shall:

- a. Screen applications using established guidelines.

- b. Coordinate the hiring process, including receipt of applications and other materials (including those required by regulatory agencies), scheduling interviews, checking references, and responding to questions.
- c. Determine the candidates to be interviewed.
- d. Develop a set of interview questions and criteria for responses.

The Hiring Committee shall:

- a. Conduct the interviews.
 - b. Make a conditional recommendation for selection to the ED, PPD or SAPD.
- 3. The position will be offered to the candidate agreed upon by the majority of Hiring Committee members. If there is not agreement on the Hiring Committee, or if the ED, PPD or SAPD does not agree with the majority of Hiring Committee members, the ED, PPD or SAPD shall make the final decision.
 - 4. The ED, PPD or SAPD will notify all applicants of the final outcome.
 - 5. The ED, PPD and SAPD shall comply with State Licensing regulations regarding criminal record checks for all employees.
- C. In the case of an LTE position, the ED, PPD or SAPD may waive the procedures outlined in Section B above and may hire a previous employee (including a previous LTE).
 - D. In hiring for the position of ED, hiring procedures identical to those outlined above shall be followed except that the Hiring Committee shall include the President or other member of the Board, one non-Board parent, and one or two staff members. The Board of Directors shall have final approval.
 - E. In hiring for the position of Financial Manager, Nutritional Coordinator, Billing Coordinator, PPD, or SAPD, hiring procedures identical to those outlined above shall be followed by the ED except that the Hiring Committee shall include at least one parent.

STAFF REVIEW POLICY

July 31, 2013

Each new employee, or employee in a new position, shall have a probationary period of at least three months. Midway during this period there shall be an interim review and at the end, a full review, by his/her supervisor.

Upon a successful full review, and Child Care Teacher status according to State Licensing regulations, a new employee shall receive a raise in salary, from probationary to permanent wage.

On each subsequent anniversary date, each employee shall meet with his/her supervisor for an annual review. The review shall include a self-evaluation and peer input. It will include a summary of strengths, skills, and accomplishments; and goal-setting and training needs for the following year. The review shall include informal and/or formal observations by the supervisor.

In the case of the Executive Director, the annual review shall be done by the Board President. The review shall include input from Board members, parents, and staff.

A written summary of the Review shall be placed in the employee's file after it has been read discussed and signed by the employee and the supervisor.

STAFF DISCIPLINE POLICY

January 27, 2010

Policy Statement

Red Caboose employees are expected to comply with relevant state laws and regulations, and Red Caboose policies and work rules, and to fulfill the responsibilities in their job descriptions.

Disciplinary action is a means to change unacceptable behavior. Through the discipline process, the unacceptable behavior is corrected, deficiencies are improved, or employment is terminated.

Sound judgment will be exercised in investigating alleged misconduct and determining just and reasonable discipline where deemed appropriate. Discipline will be carried out in steps as follows, moving through the steps for repeated unacceptable behaviors, and providing appropriate assistance to help the employee correct unacceptable behavior.

Where violations of work rules or acts of misconduct are judged to be harmful or willful, or the employee is shown to be incapable of satisfactorily carrying out the responsibilities of the job, disciplinary steps may be waived.

Procedures

The employee's supervisor (as designated in the position description) is responsible for carrying out discipline. All decisions about discipline beyond written reprimand will be made by the following:

- For child care Teacher: Executive Director in consultation with the Lead Teacher
- For school age program Teacher: SAP Director in consultation with the Site Supervisor
- For Site Supervisor: SAP Director
- For SAP Director, Lead Teacher, Nutritional Coordinator and Billing Coordinator:
Executive Director
- For Executive Director: President of the Board of Directors

Letters regarding Suspension and Discharge shall be signed by the individuals above.

In the absence of the employee's supervisor, the alleged misconduct shall be reported to the supervisor upon his/her return by the individual alleging misconduct. Where immediate action is deemed necessary (e.g., where children, staff, or others are placed at risk), the Executive Director or person in charge (as designated by the chain of command) shall intervene immediately and take appropriate action.

The following steps will be used in disciplining permanent employees not on probation, and may be used as a guide for permanent employees on probation and LTEs. (The contract will prevail where conflicts between these procedures and contract provisions exist). Steps may be bypassed depending on the seriousness of the misconduct, so that the discipline matches the infraction.

- Verbal Warning - is the first disciplinary step, and is used when regular discussions between the employee and the supervisor do not result in satisfactory improvement. The supervisor must tell the employee "this is a verbal warning," establish performance guidelines which must be met, and state that failure to satisfactorily correct behavior will result in further discipline. Written documentation of verbal warnings will not be placed in the employee's personnel file. A written record of a verbal warning will be signed and dated by the employee, and kept by the appropriate supervisor.

- Written Reprimand - is the second step in disciplining an employee, and is appropriate when a verbal warning(s) has not resulted in satisfactory improvement in an employee's behavior. A written reprimand is a letter to the employee that should include:
 - the statement that the letter is a written reprimand;
 - a description of the unacceptable behavior or misconduct;
 - a reference to the law, rule, policy, or expectation that has not been complied with;
 - a review of prior attempts to correct the unacceptable behavior;
 - specific expectations for achieving satisfactory conduct;
 - intent to and method of follow-up; and
 - consequences of failure to achieve satisfactory conduct.
 A copy of the letter is placed in the employee's personnel file, with notation of date and manner of delivery.

- Suspension Without Pay may be used when written reprimand(s) does not result in satisfactory improvement. A suspension relieves an employee from work without pay for a specific period of time, and is communicated in a letter to the employee. (Note: In some instances an employee may be suspended with pay pending investigation of alleged misconduct.) The letter must contain the same provisions as a written reprimand, and a copy is placed in the employee's personnel file, with notation of date and manner of delivery.

- Discharge - is the final step of the disciplinary process and is used where it is demonstrated that satisfactory performance or acceptable conduct has not been achieved. A discharge is communicated to the employee via letter, with a copy of the letter placed in the personnel file, with notation of date and manner of delivery.

The Executive Director or SAP Director (or President of the Board of Directors in actions concerning the Executive Director) and the employee's direct supervisor shall meet with the employee prior to finalizing suspension or discharge. One or more members of the Executive Committee of the Board may also be present. The meeting will allow the employee to ask questions or present relevant information before final action is taken.

Removal of Disciplinary Documents From Personnel Files

The Executive Director or SAP Director, after consultation with the appropriate supervisor (or President of the Board of Directors in actions concerning the Executive Director), may authorize removal of letters of reprimand and suspension from an employee's file, upon request of the employee, if no other discipline is issued for at least one year following the date of the most recent reprimand or suspension in the file.

In deciding whether to remove disciplinary documents from the personnel file, the following factors shall be considered:

- severity of infraction/discipline
- frequency of disciplinary measures/length of time since last discipline
- nature of employee's position
- comparability of current situation to others

Material removed will be returned to the employee.

COMPENSATORY TIME

November 19, 2014

It is the policy of Red Caboose Day Care Center, Inc. to pay the Executive Director, School Age Programs Director, Preschool Program Director, and the School Age Site Supervisors on an annual salaried basis. The salary paid to the people in those positions is deemed to compensate them for all the work performed in the position. The positions are not eligible to receive overtime pay at the rate of time-and-one-half the base salary. Nevertheless, the Board of Directors of Red Caboose recognizes that work requirements for these positions fluctuate over the calendar year, and that these regular fluctuations may require the employee to work more than 80 hours in a 2-week period.

The hours worked in excess of 80 hours in a two-week period may be claimed and recorded as compensatory time. Eligible staff may accumulate up to 60 hours compensatory time in a calendar year, which they may claim at any time consistent with the continued smooth operation of the Red Caboose Day Care Center, Inc. If one's compensatory account falls below 60 hours, additional compensatory time may be earned up to a total of 60 hours.

When an employee leaves Red Caboose employment, any unused comp time will be forfeited.

WORK RULES

May 27, 2015

The purpose of Red Caboose Work Rules is to inform all employees of minimum standards of appropriate behavior in the workplace. These rules are designed to insure that Red Caboose functions in an orderly, efficient and pleasant manner. They apply to staff conduct towards co-workers, substitutes, parents and children. Any employee who fails to adhere to or who violates these work rules may be subject to disciplinary action up to and including dismissal.

1. Employees are expected to use problem solving strategies to deal with conflicts with co-workers.
2. Employees are expected to not be disruptive, and to act in a manner that is consistent with Red Caboose's mission and objectives. Mutual respect is the underlying factor in teamwork at Red Caboose.
3. Employees must be ready to perform their job at their scheduled start time.
4. For unplanned absences (including sickness and emergencies) and for tardiness, employees shall notify their immediate supervisor as soon as possible before their scheduled start time.
5. No employee shall physically threaten, attempt or do bodily harm to another person.
6. No employee shall verbally threaten, intimidate, or use abusive language towards others.
7. No employee shall make false or malicious statements about other employees, children, parents, or the organization, including on social media.
8. No employee shall use, or be under the influence of, alcohol or illegal drugs during working hours.
9. Employees must provide accurate and complete information whenever such information is required by an authorized person, by Red Caboose policy, or by a governmental or regulatory agency.
10. Employees are expected to follow the Red Caboose Dress Code

SUPERVISION AND EVALUATION OF THE EXECUTIVE DIRECTOR, SCHOOL AGE PROGRAM DIRECTOR AND PRESCHOOL PROGRAM DIRECTOR

May 28, 2014

Executive Director

The Board of Directors is responsible for supervision and evaluation of the Executive Director (ED).

The goal of the evaluation process is to help the Executive Director identify strengths and goals/areas to improve, including further training.

The Board President, or designee, will implement the annual evaluation of the Executive Director. The Board members and other administrative staff will be given a survey in which to give feedback, specific to their knowledge of the ED's job performance, to the Board President. The survey will be directly related to the ED's job description. The Board President will anonymize the comments and give a summary report to the Board of Directors before meeting with the Executive Director. The Board President will meet with the Executive Director to discuss the results of the surveys, and shall include a self-evaluation. A written summary of the evaluation will be signed by the Board President and Executive Director, and filed in his/her personnel file.

School Age Program Director and Preschool Program Director

The Executive Director is responsible for supervision and evaluation of the School Age Program Director (SAPD) and the Preschool Program Director (PPD).

The goal of the evaluation process is to help the SAPD/PPD identify strengths and goals/areas to improve, including further training.

The Executive Director will implement the annual evaluation of the SAPD/PPD. Parents, site supervisors and teachers in the School Age/Child Care Programs will be given a survey in which to give feedback, specific to their knowledge of the SAPD/PPD's job performance, to the Executive Director. The survey will be directly related to the SAPD/PPD's job description. All comments from parents and staff will be confidential.

The Executive Director will meet with the SAPD/PPD to discuss the results of the surveys, and shall include a self-evaluation. A written summary of the evaluation will be signed by both, and filed in the SAPD/PPD's personnel file.

EMPLOYMENT POLICY (CCAFP)

May 27, 2015

Red Caboose employees may hold other jobs that do not interfere with their job responsibilities at Red Caboose relating to the Child and Adult Care Food Program.

LIMITED TERM EMPLOYEE POLICY

December 18, 2006

Types of LTEs

There are three types of Limited Term Employees (LTEs):

- Summer Program LTE
- LTE I - up to 6 months
- LTE II - 6 months through one year

Benefits for all LTEs

- Sick/ Vacation Time - Sick/vacation days shall be accrued at the rate of one and one quarter (1 1/4) days per month (15 days per year). A "day" shall be figured as the result of dividing the total hours worked in the month by the number of working days in the month.
- Holiday Pay - New Year's Day, Martin Luther King Jr. Day, July 4, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, December 24 (Christmas Eve), December 25 (Christmas Day), December 31 (New Years Eve Day)
- Worker's Compensation
- Unemployment Compensation
- Social Security (FICA)
- Travel and Expense for work related activities
 - Mileage by car as determined by IRS.
 - Reimbursement for bus, tolls, and parking.
- Staff Development - Professional Time, Training money, Long Range Planning Time, as approved by Executive Director or School Age Program Director

Benefits for Summer Program LTE and LTE I

\$100 paid towards the State Licensing required physical exam

Benefits for LTE II

Single Health Insurance (HMO) with co-pay consistent with current salary/benefit schedule, or Health Benefit, or 50% of the cost of couple/family Health Insurance (HMO).

CREDIT CARD POLICY

May 27, 2015

Red Caboose may, at the discretion of the Executive Director, authorize credit cards to key employees. Credit cards will be used for Red Caboose - related purchases only. Employees will be required to present to the accountant receipts for any charges to his/her credit card immediately upon incurrence. Failure to present timely documentation of charges can result in:

1. limitation or elimination of credit card privileges,
2. required employee reimbursement of undocumented charges, or through reduction of salary or bonus if necessary, and
3. discipline, in accordance with Red Caboose policy.

INFORMATION AND TELECOMMUNICATIONS SYSTEMS ACCEPTABLE USE POLICY

May 27, 2015

This Acceptable Use Policy establishes objectives and specific standards on appropriate business and personal use of Red Caboose's Information and Telecommunications Systems, which include but are not limited to all computer hardware, software applications, data, Internet, and electronic mail. Red Caboose's Information and Telecommunications Systems are the property of Red Caboose and are provided for official and authorized Red Caboose purposes.

The information technology (IT) resources available to Red Caboose staff provide easy access to tools and administrative materials used to support the Red Caboose's operations.

The goal of this policy is to ensure:

- Broad access to tools and resources that enhance job performance by staff
- Compliance with the standards listed below regarding professional conduct and appropriate use of provided telecommunications and IT resources;
- Protection of Red Caboose data from corruption, loss, unauthorized disclosure and infection by electronic viruses and other types of malicious software
- Technology equipment provided for operating Red Caboose is properly configured and maintained for its intended purpose.

I. Applicability

All employees, contractors, and those employed by others to perform work on Red Caboose premises, or who have been granted access to Red Caboose information or telecommunication systems, are covered by this policy and must comply with associated standards and guidelines.

Each Red Caboose employee acknowledges that Red Caboose management personnel, or their designated representatives, may monitor, record and audit the use of any of Red Caboose's information and telecommunications systems, including personal devices using a Red Caboose internet connection. No Red Caboose employee shall access another's accounts without written permission.

2. Objectives

Limited personal use of Red Caboose's information and telecommunication systems is allowed. Any use should be consistent with Red Caboose's mission and objectives. All use of these systems **must be legal, can be monitored and must not:**

- interfere with normal business operations
- detract from job performance
- involve solicitation
- conceal or misrepresent ones identity
- intentionally send viruses, worms or other applications intended to disrupt data systems as well as engage in activities which unduly burden or otherwise jeopardize the integrity of the Red Caboose network
- send chain mail, "spam" or otherwise unnecessary e-mail messages
- be associated with outside commercial or political activity
- be perceived as harassing

- be used to view, access or communicate material considered to be pornographic/sexually explicit, obscene, or a proponent of hate against ethnic or other groups
- be related to on-line wagering
- increase operational costs to Red Caboose
- reflect adversely on Red Caboose in any other fashion

The table below lists additional standards by technology.

| TECHNOLOGY | INSTRUCTIONS |
|---------------------|--|
| Internet | Red Caboose monitors Internet use. Content filtering software may be used to block access to web sites based on certain categories (e.g. pornographic, hate, crime, gambling). |
| Network connections | Employee owned devices may not be connected to the Red Caboose's Local Area Network via an Ethernet or wireless connection without explicit permission. |
| Electronic Mail | Electronic files containing confidential information about customers must be transmitted securely. |
| Software | Software will be installed only by staff or individuals designated by Red Caboose administrator. |
| External Storage | Confidential information must not be stored on personally owned external storage devices or servers, including social media websites. |
| File Storage | Digital copies of music, videos, movies or any other copyright protected information not licensed to the Red Caboose must not be stored on Red Caboose computer systems. |

NEW STAFF ORIENTATION POLICY

March 25, 2015

All new employees and substitutes shall receive an orientation by the Executive Director, Preschool Program Director, or SAP Director before or within their first week in the program.

This orientation will include, but is not limited to:

- Licensing rules
- Organizational policies
- Confidentiality
- Emergency training including first aid, fire, tornado and CPR(CPR within 6 months)
- Job responsibilities as related to job descriptions
- Health observation and precautions, medication, universal precautions, infections disease and communicable disease recognition
- Schedule of activities of program
- Child abuse and neglect recognition and reporting
- Procedure for knowing whereabouts of all children at all times
- Child management techniques
- Procedure for sharing information regarding a child's specific health care needs and the plan for how those needs will be met
- Procedures to reduce risk of SIDS (prior to center employees' first day of work)
- Procedure to contact parent if a child is absent from the program without prior notification from the parent.

The Executive Director, Preschool Program Director, or SAP Director will use the Red Caboose New Staff Orientation Checklist to ensure coverage of all topics and completion of required paperwork. The employee will sign and date the new Staff Orientation Checklist when the orientation is complete.

CRIMINAL BACKGROUND CHECK POLICY

March 25, 2015

Background Information Disclosure (BID)

All Red Caboose employees and the Board President must complete a BID form prior to the first day of employment, and every year thereafter, as mandated by the Department of Children and Families (DCF)

If the BID contains only NO answers to all questions in Sections A and B, that person may begin working with children with supervision (direct observation) until a complete Caregiver Background Check (CBC) is received and evaluated.

A YES answer to any question in Section A of the BID may indicate that the person is barred or restricted from employment in the center and further investigation is needed.

A YES answer to a question in Section B is for the center's information and may indicate that additional information must be obtained.

Caregiver Background Check (CBC)

The Executive Director (ED), Preschool Program Director (PPD) or School Age Program Director (SAPD) will obtain a CBC from the State of Wisconsin Department of Justice as quickly as possible but no more than two weeks after employment starts and every year thereafter. If the employee resides outside Wisconsin or a new employee has lived in another state within the previous 3 years, the ED, PPD or SAPD will also obtain a criminal record search from each state the person resided in during that time. Once an out-of-state record is obtained, the ED, PPD or SAPD may do criminal record checks through the Wisconsin DOJ in subsequent years, as long as the employee remains a resident of Wisconsin.

It is grounds for immediate dismissal if the person's CBC reveals a past conviction that the staff person did not identify on the BID.

If the CBC lists a criminal conviction or other offense, the ED, PPD or SAPD will check the listed crime(s) or offense(s) in the Caregiver Background Check Crimes Table to determine if conviction results in a bar to employment.

If the CBC or BID indicates a charge or conviction of a serious crime but the CBC results do not completely and clearly indicate the final outcome of the case, the ED, PPD or SAPD will make every reasonable effort to contact the clerk of courts to determine the final outcome and obtain the criminal complaint and judgment of conviction when required.

If the CBC shows conviction of a crime that is not a barred offense, the ED, PPD or SAPD will determine whether the crime is "substantially related" to the job. To determine whether the crime or offense is "substantially related" to the job, the ED, PPD or SAPD will consider the factors in DHS 12.06 of the Wisconsin Administrative Code including:

- The number and pattern of offense(s);
- Whether the offense(s) involved violence, threat of harm, vulnerable person(s) or was of a sexual nature;
- The length of time since the offense(s) occurred and the age of the person at the time the offense occurred;
- The employee's employment history including references;

- The extent to which the scope of the job and amount and type of supervision received presents an opportunity for committing similar offenses.

To obtain the information needed to determine whether the crime or offense is substantially related to the job, the ED, PPD or SAPD may do the following:

- Have the employee complete the Substantially Related Investigation Report (CDF-F-CRS2261-E);
- Obtain records from the Clerk of Court or local law enforcement agency where the crime was prosecuted or from the agency which took the action against the individual;
- Ask the person to submit a written statement regarding the facts and circumstances surrounding the crime or offense;
- Discuss the situation with the ED, Board President or DCF Licensing Specialist.

In addition to the CBC form, the ED, PPD, or SAPD will also complete a National Sex Offender Registry Check.

If it is determined that the person being investigated is barred from employment or the crime substantially relates to the person's ability to care for children or perform their job, he/she shall be dismissed immediately.

The ED, PPD or SAPD will document all the steps taken in the investigation and the reasons for the decision reached.

Reporting

If any of the following occur during employment, the staff person is required to notify the ED, PPD or SAPD as soon as possible, but no later than the next working day. If the staff person:

- Has been convicted of a crime;
- Has been or is being investigated by a governmental agency;
- Has a substantiated governmental finding of abuse / neglect or misappropriation of a client's property;
- Has a professional license denied, revoked, restricted, or otherwise limited.

In addition, staff must report any contact with law enforcement that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in care of the center, within twenty-four hours.

The ED, PPD or SAPD will notify State Licensing about any of the above.

Depending on the situation, the employee may be subject to discipline or placed on suspension while an investigation is conducted.

The ED, PPD or SAPD will report any known convictions, pending charges, or other offenses of any employee or Board President which could potentially relate to the care of children at the center or activities of the center to State Licensing by the next business day.

CONTINUING EDUCATION AND STAFF MEETING POLICY

March 26, 2014

Continuing Education

All administrators and teachers shall participate in at least 25 hours of continuing education each calendar year. Each employee is responsible for maintaining a record of his/her continuing education credits and/or hours each year on the Red Caboose In-service/Continuing Education Form. The Executive Director, *PPD* or *SAPD* will file these forms in individual staff files at the end of each year.

Independent reading and watching of educational materials may be counted for up to 5 hours of continuing education per year.

Credits and non-credit hours may be used to meet the continuing education requirement during the year earned, unless agreed upon by an employee and the Preschool Program Director or the School Age Program Director.

All staff members in regular contact with children shall obtain and maintain a current certificate of completion for Infant and Child CPR within 6 months of employment. This time may be counted towards the required continuing education hours.

Each employee and volunteer who comes in contact with children shall receive training every two years in child abuse and neglect reporting.

Any Employee counted in staff to child ratios at the childcare center must receive training in shaken baby syndrome and sudden infant death syndrome.

Staff Meetings

Each classroom has a weekly meeting, School Age site staff meets weekly, and the entire staff of the organization meets monthly.

VOLUNTEER POLICY

October 1, 2014

Red Caboose's volunteers include: student teachers from Madison College and the UW, Social Work Field Placement interns, Work & Learn High School students, Badger (UW) volunteers, community volunteers, including staff children and other minor volunteers (minimum age of 15). There will be no more than two volunteers in a classroom at the center at one time.

All volunteers must complete a RC Volunteer Application Form, attend a Volunteer Orientation, and fill out a Background Information Disclosure form. The volunteer shall sign the orientation checklist, to confirm that they received all the information contained in it. RC will run a Caregiver Criminal Background Check for anyone eighteen years or older and State Licensing will run the check for volunteers ages 15-17, within two weeks of the start date of volunteering.

All volunteers will receive a Volunteer Information Packet. This will include the qualifications, requirements, clear expectations, roles and responsibilities. We ask for a time commitment of at least 2 hours per week, for a minimum of one semester.

Each RC volunteer shall have a contact person/ supervisor. The volunteer will never be left alone with a child or children; they will always be under the direct supervision of a regular RC teacher or staff, who will receive a copy of the volunteer orientation packet. The Preschool Program Director and Site Supervisors will oversee the volunteer program.

RC volunteers will be required to wear a RC Volunteer Badge and sign in/out daily.

Classroom volunteers will assist the teachers in daily routines: children's individual and group activities, snack/meal preparation, clean up, field trips and outdoor play. Volunteers are not allowed to do any toileting, diapering, diaper checking, first aid, and are not to be in the nap rooms (with the exception of students studying Early Childhood who need the experience of Nap Time) They are able to help the children with hand washing in a bathroom only with a regular teacher present in the bathroom.

Red Caboose reserves the right to reassign or terminate a volunteer.

No volunteer may solicit babysitting of children enrolled at Red Caboose.

Attachments:

- Volunteer Orientation checklist
- Volunteer application and information packet

VOLUNTEER ORIENTATION – Red Caboose

MATC first year
 MATC second year
 UW practicum
 UW student teacher
 Work and Learn
 Community
 Badger volunteer

Introduction to Red Caboose

Tour center, rooms and programs, meet staff, history of RC,

City Accreditation, State Licensing, mission.

Parent involvement and sliding fees/scholarship fund.

Education Policy and goals for children –play based, social emotional focus

Peanut/nut free

Responsibilities of the Volunteer

Specific duties / job description / roles and responsibilities / limitations and prohibitions – see below *

Understanding lines of authority and the place of the volunteer in the center

Confidentiality / no photos of children

Recognizing signs of abuse and neglect and the center's reporting procedure – sign brochure

General Child Supervision Techniques

Center's child guidance policy – see information sheet

Center's procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation – explain tracking procedure

Procedure to ensure no child is left unattended in a vehicle

Review of the Daily Schedule

Names of children who will have contact with the volunteer

Arrival and departure times

Meal and snack times

Activity period components

Clean up

Outdoor play / inclement weather

Rest periods/field trips

General Health and Safety Practices

Emergency evacuation procedures

Location and use of fire extinguishers

Location of telephone and persons to call in an emergency

The need to keep potentially hazardous materials / items out of the reach of the children

Meal or snack preparation and dishwashing

Toileting

Personal hygiene / hand washing including universal precautions

Other

Parking at the Elks

Let your supervisor know if you are injured while volunteering

We welcome your feedback, suggestions, ideas, and concerns

Volunteer Signature

Date

print name

Volunteer Signature

Date

print name

Volunteer Signature

Date

print name

Volunteer Signature

Date

print name

Forms received:

Application

Emergency card

BID

A&N brochure –
signed

Trainer signature

date

*Classroom volunteers will not be alone with children. They will assist the teachers in daily routines: children's individual and group activities, snack/meal preparation, clean up, field trips and outdoor play. Volunteers are not allowed to do any toileting, diapering, diaper checking, first aid, and are not to be in the nap rooms (with the exception of students studying Early Childhood who need the experience of Nap Time) They are able to help the children with hand washing in a bathroom only with a regular teacher present in the bathroom.

DRESS CODE POLICY

November 19, 2014

It is important that Red Caboose employees present a professional appearance while maintaining the ability to do their job. It is expected that RC staff shall not wear clothing with inappropriate logos or language (including profanity, nudity, weapons, or alcohol or drug references) or revealing clothing (showing cleavage, buttocks, underwear, or midriff). Clothing, including footwear, must be appropriate for the position, and must not restrict the ability to be on the floor with children or run on the playground . Clothing must also be appropriate for all weather conditions. Teachers will be expected to be outside every day and cannot refuse to go outside because they are not dressed for the weather. Red Caboose prefers that no employee wear sweat pants or pajama bottoms.

CELL PHONE POLICY

May 27, 2015

Red Caboose owned cell phones

Cell phones have been put into use by Red Caboose for the convenience and safety of School Age Program parents, children and staff. These phones are to be used for Red Caboose business only. Unauthorized personal use can result in:

1. limitation or elimination of cell phone privileges,
2. required employee reimbursement of charges incurred for personal use, through reduction of salary or bonus if necessary, or
3. discipline in accordance with Red Caboose policy.

Personal Cell Phone, Camera, Digital Media

General Policy

While at work, employees are expected to refrain from excessive personal use of cellular phones, computers and PDAs. Personal calls, personal instant messaging, personal text messaging or tweeting during the work day -- regardless of whether the equipment used is company-provided or not -- interferes with employee productivity and is distracting to others. Employees are at work to provide high quality childcare. They are expected to limit personal interactions during work time and make personal calls and/or send personal text messages, tweets or instant messages on non-work time and to ensure that friends and family members are aware of Red Caboose's policy. Red Caboose is not liable for the loss of personal cellular phones, PDAs or other personal electronic equipment brought into the workplace.

1. Cell phones shall be turned off or set to silent or vibrate mode during work hours.
2. Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions, the employee may become subject to disciplinary action per Red Caboose policy. Employees cannot take personal phone calls while supervising children, and cannot take leave from supervising children, unless in compliance with state licensing mandated child/staff ratios.
3. Employees in possession of Red Caboose equipment such as cellular phones or PDA's are expected to protect the equipment from loss, damage or theft.
4. The use of camera phones, or other audio or video recording capable devices within Red Caboose may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of the children or other protected information. Therefore, the use of personal camera or other personal video-capable recording devices by any employee, substitute, student teacher, volunteer, or intern, within Red Caboose is prohibited without that individual having the express written permission of the child's parent or guardian.
5. All staff are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind others of their responsibilities in complying with this policy.

ENROLLMENT & TUITION

ADMISSION POLICY

September 24, 2008

Red Caboose does not discriminate on the basis of race, religion, marital status, age, color, sex, disability, national origin or ancestry, income level or source of income, less than honorable discharge, physical appearance, sexual orientation, political beliefs, student status, arrest record or conviction record against any enrolled child or family or applicant for enrollment.

CHILD CARE

Enrollment Priorities

The following priorities will be used in determining order of enrollment:

1. Siblings of currently enrolled children and children of current staff members
2. Children of alumni families
3. Children on waitlist, by date called and schedule match
4. First come, first served

Enrollment Procedures

To enroll a child, a parent must have legal custody (or in the case of a foster parent, a letter from Dane County must be on file) and must:

- 1) Fill out enrollment forms and CCAFP income form
- 2) Pay registration fee and yearly parent dues (non-refundable), and one week's tuition in advance (refundable with appropriate notice).
- 3) Complete all required paperwork, such as: emergency card, health history and emergency care form, immunization records, etc.
- 4) Receive an orientation by the Executive Director

SCHOOL AGE PROGRAM

Enrollment Priorities

A waitlist is maintained for School Year by day of the week, for Summer Program by individual day and for No Public School Days by individual day.

After School Program

- 1) First priority is given to children currently enrolled in the school year programs at Lapham and Marquette and in Red Caboose's Grasshopper Room who will attend Lapham. These children will be enrolled in the order of the date of return of the re-registration form until the priority deadline.
- 2) If space remains available, second priority is given to siblings of currently enrolled School Age and Child Care Center children and children of Red Caboose Staff members. These children will be enrolled in order of the date of return of the registration form until the second priority deadline (kindergarten registration day.)
- 3) If space remains available, third priority is given to children currently on the Lapham or Marquette waiting lists. These children will be enrolled in order of their respective wait list as long as the registration form is returned by the second priority deadline (kindergarten registration day.)
- 4) If space remains available, fourth priority is given to children in grades K-5 at Lapham or Marquette whose new registration forms are returned by/on kindergarten registration day. These children will be enrolled by a lottery format for each site if necessary.

- 5) If space remains available, fifth priority is given to children at Lapham and Marquette whose re-registration or new registration forms are returned after the respective deadlines. These children will be enrolled in order of the date of return, based on the number of days difference between the deadline and the return date.
- 6) If space remains available, sixth priority is given to children attending schools other than Lapham or Marquette Elementary Schools. These children will be enrolled only when children in all of the above groups have been enrolled and spaces still exist and will be enrolled in order of the date of return of enrollment forms.

No Public School Day Programs

- 1) Children currently enrolled in the school year programs will be enrolled in order of the date of return of the sign-up form until the deadline or until enrollment meets the level determined by the School Age Program Director, which ever comes first.
- 2) Children not currently enrolled in the school year programs will be enrolled upon parent request if the School Age Program Director determines that there is still space available as of the deadline.

Summer Program

- 1) First priority is given to children currently enrolled in the school year program as well as RC and Summer Program alumni. These children will be enrolled in the following order (with the date of return as the ordering factor within each category) until the priority enrollment deadline:
 - a. Children requesting full time enrollment for 6 or more weeks of the summer
 - b. Children requesting part time enrollment for 6 or more weeks of the summer
 - c. Children requesting full time enrollment for 3 to 5 weeks of the summer
 - d. Children requesting part time enrollment for 3 to 5 weeks of the summer
- 1) If space remains available after the priority deadline, second priority is given to children who are new to Red Caboose (and those listed above in priority #1 who return registration forms after the priority deadline) who are requesting schedules for 3 or more weeks of the summer. These children will be enrolled in order of the date of return, starting on the first business day after the priority deadline.
- 2) If space remains available by the end of April, third priority is given to children requesting enrollment for 1 to 2 weeks of the summer. These children will be enrolled in order of the date of return of the registration form.

Enrollment Procedures

Each school year is a separate enrollment period, as is Summer Program, therefore, the following steps must be taken for each school year or summer.

To enroll a child, a parent must have legal custody (or in the case of a foster parent, a letter from Dane County must be on file) and must:

1. Fill out and return enrollment or re-enrollment form
2. Pay registration fee (for new families) and yearly parent dues (non-refundable), and one week's tuition in advance (refundable with appropriate notice).
3. Complete or update all required paperwork, such as emergency card, health history and emergency care form, immunization records, etc.

After School Program

Beginning in late winter, enrollment forms are distributed to families in accordance with the enrollment priorities explained on the previous page. Within each priority group, children are

enrolled for the following school year in order of the date of return of the sign-up form. If an enrollment packet is not received at least one week prior to the first day of school, the child will start the second week of school.

No Public School Day Programs

Three to four times per year, sign up sheets are given to all currently enrolled School Year Program families to sign up for one or more upcoming No Public School Day Programs. Children are enrolled in order of the date of return of the sign-up form until the deadline or until enrollment meets the level determined by the School Age Program Director, which ever comes first. Families are billed for the schedule selected.

Summer Program

In early spring, Summer Program enrollment forms are distributed to all currently enrolled School Year families as well as all Red Caboose and Summer Program from the previous year. Enrollment proceeds in accordance with the enrollment priorities explained on the previous page.

Termination Procedure (Both Child Care Center and School Age Program)

Red Caboose may terminate a child's enrollment in the following situations:

1. Needs of individual child cannot be served by center (see disenrollment policy).
2. Failure to pay fees or make arrangements with Billing Coordinator (see payment policy).
3. Failure to submit required child health and immunization information in a timely manner.
4. Failure to observe rules regarding late fees (see late fee policy) or other arrival and departure rules.

Parents will be notified at least two weeks in advance of center or school age program closing.

BILLING POLICY

February 24, 2010

Red Caboose bills in advance for the month, based on the number of Fridays in the month. The bill shows any past due balance, the tuition charged for each week, payments received in the past month and the total balance due by the end of the month.

The bills are placed in the child's locker at the child care center, and are mailed to parents in the school age programs. Upon request, bills can be e-mailed instead.

Child Care Tuition Rates

Red Caboose charges "full tuition" to all families. However, private paying parents may qualify for a discounted tuition rate based on their family size and income.

City or County Funding

Parents who receive city or county tuition assistance funding are responsible for paying the difference between Red Caboose's full tuition and the amount paid for by the funding source (parent co-pay). Red Caboose may provide scholarships for a portion of the parent co-pay.

Part-Timers

Parents will be billed for the days the child is scheduled. If parents wish to add any "drop-in days", they must check with the Lead Teacher or Site Supervisor for availability of space. A parent cannot "switch" one scheduled day for a "drop-in day". The charge for "drop-in days" will be added to the next month's bill.

Holidays

Red Caboose will be closed, and parents will be billed if the child is scheduled to attend, on the weekday that Red Caboose observes the following holidays:

- | | |
|-------------------------------|---------------------------|
| -- Martin Luther King Jr. Day | -- Day After Thanksgiving |
| -- Memorial Day | -- Christmas Eve |
| -- July 4 th | -- Christmas Day |
| -- Labor Day | -- New Year's Eve |
| -- Thanksgiving | -- New Year's Day |

After School parents are not charged for any holidays that fall within the full weeks of winter and spring break.

Child Care parents will be charged for one classroom set-up day per year.

After School

Parents will be charged for the days their child is scheduled to attend After School when Public Schools are in session. The weekly charge is the same each week of the year (except for the full weeks of winter and spring break).

No Public School/Early Release Days

When the Public Schools are scheduled to be closed (for in-service, school vacations, conferences, etc.) and Red Caboose provides a program (No Public School or Early Release), parents must sign up in advance in order for their child to attend. If a child is signed up for a No Public School or Early Release Day, an additional charge will be added to the bill.

Parents must sign up in advance to register for a No public School or Early Release Day. If a parent has not signed up by the deadline, a charge of \$5.00 will be added to the charge for each child, for each day.

PAYMENT POLICY

June 1, 2006

Payment of Tuition and Co-Pays

Payment is due in advance, by Friday, for the following week. (Refer to Late Fees for overdue accounts.) Parents may pay for more than one week in advance if they wish.

If a family overpays their account, the over-payment will be credited on the next bill.

When parents request, or agree, that it best serves the needs of their child to be in a classroom with lower group size and ratio than is usual for the child's age, tuition will be based on the younger age group rate.

Any exception to this payment policy must be arranged with the Billing Coordinator. (Refer to Payment Plans.)

Late Fees

A \$10.00 late fee will be charged on accounts that are more than two weeks overdue. Subsequently, a \$10.00 late fee may be charged weekly until the account is current. Parents are strongly encouraged to speak with the Billing Coordinator before their account becomes overdue.

Payment Plans

The Billing Coordinator may arrange a payment plan with parents who have an outstanding balance. The Billing Coordinator will prepare the written payment plan for the parent to sign; one copy will be kept on file at Red Caboose and one copy given to the parent. The plan must include keeping up with current tuition payments as well as paying something toward the past due amount. With a payment plan signed and/or at the discretion of the Billing Coordinator, late fees may be waived.

Parents may be asked to reduce the number of days their children are enrolled in order to make it easier for them to keep up with the payment plan.

If current parents do not cooperate in making a payment plan, or do not keep up with their payment plan, their child/ren may be disenrolled.

If a child is no longer enrolled, and the parents do not respond to communications from Red Caboose, or do not follow through on their payment plan, Red Caboose reserves the right to send the overdue account to a collection agency. Best efforts will be made to avoid this action and to resolve the issue directly with the parent.

Payment Upon Withdrawal

A family withdrawing from Red Caboose will be given a final bill. If tuition is due, full payment should be made by the last day of attendance. If a private paying family has a credit balance, they will receive a refund.

CHANGE OF SCHEDULE AND WITHDRAWAL POLICY

September 24, 2008

Child Care

Adding Days: If space is available, days can be added to a set schedule.

Drop-In Days: If space is available, Drop-In Days (any additional day not part of the set schedule) can be arranged with the Lead Teacher.

Changing Weekly Schedule: If space is available, a set schedule may be permanently changed as long as there is no net reduction in days.

Dropping Days/Withdrawing: Two weeks written notice is required to withdraw or reduce the number of scheduled days, except during the period May 1 through September 1 when four weeks written notice is required.

After School

Adding Days: If space is available, days can be added to a set schedule.

Drop-In Days: If space is available, Drop-In Days (any additional day not part of the set schedule) can be arranged with the Site Supervisor.

Changing Weekly Schedule: If space is available, a set schedule may be permanently changed as long as there is no net reduction in days.

Dropping Days/Withdrawing: Two weeks written notice is required to withdraw or reduce the number of scheduled days per week, including No Public School Days. A child's schedule may be changed no more than twice per year. Any additional schedule changes may be charged a fee.

Summer Program for School Age Children

Adding Days: If space is available, days can be added to a set schedule.

Drop-In Days: If space is available, Drop-In Days (any additional day not part of the set schedule) can be arranged with the School Age Program Director no more than one week in advance of the requested drop-in day.

Changing Weekly Schedule: If space is available, a set schedule may be permanently changed as long as there is no net reduction in days.

Switching Weeks: If space is available, a contracted week can be switched for a previously uncontracted week.

Dropping Days/Weeks: Individual days and/or weeks cannot be dropped once they have been contracted for.

Withdrawing: Four weeks written notice is required for withdrawal from the program.

Procedures for Change of Schedule or Withdrawal

Parents must fill out a change of schedule/withdrawal form and give it to the Lead Teacher or School Age Program Director for approval.

If the required notice is not given, parents will be charged for the length of the required notice following the date of notification of withdrawal.

If the center and parent mutually decide that placement at Red Caboose is inappropriate, notice may be waived.

LATE PICK-UP FEE POLICY

December 20, 2000

A late fee of:

\$6.00 for the first five minutes

\$6.00 for any portion of each additional five minutes will be charged for each child left after:

12:30 for morning sessions

5:30 in the Turtle Room

6:00 in the Elephant, Bumblebee and Grasshopper rooms.

5:45 in the After School Program

5:30 in the School Age Summer Program

Teachers will attempt to notify parents, or emergency contacts, if a child has not been picked up at closing time.

Parents who arrive late must sign a late fee form stating the time the child was picked up.

Late pick-up fees will be added to the parent's bill.

Consistent lateness on the part of parents (more than three times per month or six times in a year) may be grounds for dis-enrollment. Parents will receive a written warning before this action is taken.

WINTER WEATHER CLOSING POLICY (CHILD CARE CENTER)

September 27, 2006

Red Caboose will be closed when the Madison Public Schools do not open at the beginning of the day, due to inclement weather.

If the Madison Public Schools have a delayed start time, Red Caboose will be open as usual.

If the Madison Public Schools close during the school day, Red Caboose will remain open.

However, in the event of a winter weather-related emergency or when the Madison Public Schools are not in session, the Executive Director, in consultation with the President of the Board of Directors, may decide to close the center, and will notify parents and staff accordingly. Criteria used to make the decision to close may include Madison Metro shutting down, or winter storm, blizzard or ice storm warnings from the National Weather Service. Parents and staff will be notified about Red Caboose closing via announcements on TV and radio.

Parents will be charged the usual rate if the child is scheduled for a day/s that Red Caboose closes due to weather.

CLOSING POLICY (SCHOOL AGE PROGRAM)

September 27, 2006

If Lapham and/or Marquette School does not open in the beginning of the day or closes during the school day for any reason (including inclement weather or physical plant problems), Red Caboose will not provide After School care on that day.

In the event of a winter weather-related emergency or when the Madison Public Schools are not in session, the Executive Director, in consultation with the President of the Board of Directors, may decide to close the center, and will notify parents and staff accordingly. Criteria used to make the decision to close may include Madison Metro shutting down, or winter storm, blizzard or ice storm warnings from the National Weather Service. Parents and staff will be notified about Red Caboose closing via announcements on TV and radio.

Parents will be charged the usual rate if the child is scheduled for a day/s that Lapham and/or Marquette School is unexpectedly closed.

ABSENCE WITHOUT NOTIFICATION POLICY

March 25, 2015

When a child will not attend Red Caboose on a scheduled day, a parent/guardian must notify the program of the absence either in writing, by phone or by phone message.

If a child has not arrived at the program by the child's regularly scheduled time, and the staff have not been notified of the child's absence, staff will make efforts to contact parent(s)/guardian(s) as soon as practical but no later than 2 hours after the regularly scheduled time.

If a school age child has not arrived from school within 15 minutes of school's dismissal, School Age Program staff will begin to make efforts to locate the child through contact with MMSD staff and calls to parent(s)/guardian(s) and emergency contact(s).

If a school age child is authorized to walk to Summer Program or No Public School Days by him/herself, staff will make efforts to contact the parents(s)/guardian(s) and emergency contacts within 15 minutes of the child's scheduled arrival time.

Repeated absence without notification may be grounds for disenrollment.

If a child is absent without notification for two weeks and we are unable to reach a parent or guardian, we will send a certified letter; if there is no reply within one week, the child may be disenrolled.

HEAT ADVISORY CLOSURE POLICY (SCHOOL AGE PROGRAM)

June 25, 2008

When air-conditioned space is not available, Red Caboose Summer Program for School Age Children will be closed on the second consecutive weekday of a Heat Advisory*, and on any subsequent consecutive weekdays for which the warning is issued. On the first day of a Heat Advisory, the program will be open and flyers will be inserted into each child's mailbox, alerting parents. Parents then must tune to local news or radio weather reports (these receive notification from the NWS) for information about the forecast for the following days. This information can also be obtained directly from the NWS (Milw./Sullivan) through their website (hazardous weather outlook page) at: WWW.CRH.NOAA.GOV/MKX/HWO.SHTML Note that since Mondays follows the weekend, we would never be closed on a Monday (even if there was a Heat Advisory Sunday).

The Board of Directors will meet immediately in the event of a 3rd day of heat closure in a given year (whether consecutive or not).

** Our local office of the National Weather Service (Milwaukee/Sullivan) issues a Heat Advisory when forecasters have a high level of confidence that for any 24 hours period, the Heat Index (how warm it feels due to heat + humidity) is forecast to equal or exceed 105 degrees for 3 hours or more during the day, AND remain at or above 75 degrees at night. NWS meteorologists will attempt to issue a Heat Advisory within 24 hours of the first expected day of excessive heat.*

ATTENDANCE POLICY

February 18, 2009

Sign-in and sign-out: child care

Parents (or authorized person) are responsible for signing the child in and out daily, with their initials and time of arrival and departure. If the parent does not do so, the Lead Teacher or designated teacher will.

Sign-in and sign-out: After school and Early Release Days

Teachers sign the children in with their signature and time of arrival.

Parents (or authorized person) sign the child out with their signature and time of departure.

If child walks home alone, the teacher signs the child out with their signature and time of departure.

Sign-in and sign-out: Summer Program and No Public School Days

Parents (or authorized person) sign the child in and out with their signature and time of arrival and departure.

If child arrives or departs by his/herself, teachers sign the child in and out with their signature and time of arrival or departure.

Attendance record - child care

The Lead Teacher in each classroom is responsible for taking attendance daily in their Roll Book.

Attendance record - school age

The School Age Program Director keeps attendance records (who is present or absent) in a spreadsheet every two weeks.

HEALTH, SAFETY & NUTRITION

HEALTH POLICY

February 18, 2009

Medications

Center staff may administer prescription or non-prescription medications only under the following conditions:

1. A signed, dated, written authorization from the parent is on file that includes the child's name and birth date, name of medication, administration instructions, medication intervals, and length of authorization. Blanket authorizations that exceed the length of time specified on the label are prohibited.
2. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration. The dosage and frequency must not exceed the guidelines on the label. If they exceed the guidelines, written instructions from the doctor are required
3. The parent makes a daily note in the room log, stating the child's name, the name of the medicine, time medicine is to be given, the dosage, and the parent's signature.

Staff will initial in the log that the medication has been given, and will also enter a written report (type of medication, dosage, time, date, and name of the person giving the medication) in the bound medications and injury log on the day the medication is administered.

Medication will be kept in a locked cabinet in the classroom. Medication requiring refrigeration will be kept in a labeled container in a refrigerator.

Health /Universal Precautions

Bodily secretions such as runny noses, eye drainage and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container. Staff will wash his/her hands immediately. Bodily secretions on surfaces shall be washed with soap and water and then sanitized. Staff will wash his/her hands immediately.

Center staff shall adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children. Staff shall wear single use disposable gloves if there is contact with blood-containing body fluids or tissue discharges, and shall wash his/her hands immediately after removal of gloves.

Diapering and Toileting

Children do not need to be toilet trained to attend Red Caboose; teachers will work with the parents on toilet training. Generally speaking, children are toilet trained before they move into the Bumblebee Room.

Teachers shall change wet or soiled diapers and clothing promptly. The diaper changing surface shall be easily cleanable which is cleaned with soap and water and then sanitized after each use.

Disposable soiled diapers and gloves, if used, shall be placed in plastic-lined, foot-activated, covered container immediately; parent-supplied diapers and gloves, if used, shall be placed in labeled plastic bags in a covered container which is washed and disinfected daily.

Lotions, powders or salves may be applied with the specific written direction of the child's parent or doctor, which shall be posted in the diapering area.

Teachers shall wash the child's diaper area before each diapering with a disposable towel.

Handwashing

A child's hands shall be washed with soap and running water before meals and snacks and after toileting or diapering; hands and faces shall be washed after meals.

Teachers shall wash their hands with soap and running water before handling food, before and after each diapering or assistance with toileting, and after wiping bodily secretions from a child.

Health Examination and History

Each child under 2 years old shall have an initial examination not more than 6 months prior to, or no later than 3 months after admission, and a follow-up health examination at least once every 6 months after admission.

Each child over 2 years old shall have an initial examination not more than 1 year prior to, or no later than 3 months after admission and a follow-up health examination at least once every 2 years after admission.

The health examination report shall be on a form provided by State Licensing, and shall be signed by a physician, physician assistant or HealthCheck provider.

A child's health history, on a form provided by State Licensing, shall be completed by the parent and on file by the first day of attendance. Information contained on the health history form shall be shared with every teacher assigned to care for the child.

Immunization

Each child shall have a record of immunizations on file within 30 school days of admission.

Building temperatures

The inside temperature shall not be less than 67. If inside temperatures are above 80, air conditioners or fans to circulate the air shall be used.

Cleanliness and Sanitation

The center is cleaned daily by a janitorial service and the public schools that house our school age programs are cleaned by the school district janitors.

The teachers are responsible for keeping the rooms tidy and for sweeping up after meals and messy projects.

The teachers will remove and sanitize toys that have been put in a child's mouth. Other toys shall be washed and sanitized in the kitchen sanitizer regularly. Water tables shall be disinfected after each days use.

ILLNESS POLICY

October 1, 2014

Each child shall be observed upon arrival by a staff person for symptoms of illness and injury. Any injury or evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of center care shall be recorded in the medications and injury log book and reported to the administrator or person in charge of the center.

Any child well enough to come to the center is well enough to go outside. Any exceptions to this must be cleared with staff person from the child's classroom.

Ill Child Procedure

Children may not attend Red Caboose when they show the following symptoms: temperature over 100 degrees with other symptoms of illness, live lice, ringworm, unexplained rash, vomiting, diarrhea, or any illness or condition having the potential to affect the health of other persons. Parents should notify the center if the child contracts a communicable illness.

If any of the above symptoms appear while a child is at Red Caboose, we will contact the parent to ask that s/he take the child home immediately. If we cannot reach the parent, we will call the emergency contacts listed on the child's emergency card. It is the parents' responsibility to keep these cards up to date and inform the emergency contacts of their responsibilities.

Children who become ill at Red Caboose will be provided with a cot and a blanket and isolated (within sight and hearing of a staff person) until the parent or other designated person picks them up.

In addition, the staff will take the following into consideration when deciding whether parents should be called to pick up a child who is showing symptoms of illness such as feeling sick, uncomfortable, lethargic at Red Caboose:

- the child's symptoms prevents him/her from participating in routine activities.
- the symptoms requires more care than our staff can provide without compromising the needs of other children in the group.
- keeping the child here poses an unreasonable increased risk to that child; or to other children or adults, due to symptoms including, but not limited to, cough or mucus discharge.

Communicable Disease

When a child has a reportable communicable disease or condition transmittable through normal contact, the City Public Health Department, State Licensing, and the parents of exposed children shall be notified.

A child with a reportable communicable disease may not be admitted or be permitted to remain in the center during the period when the disease is communicable.

A child may be re-admitted if the parents provide a statement from the physician that the child's condition is no longer contagious or if the child has been absent for the period of time equal to the longest usual incubation period for the disease as specified by the Department of Public Health.

We will use Public Health Service Guidelines for determining disposition of suspected or confirmed communicable diseases, knowing that our policy may be more conservative because of the age of the children and conditions of the child care environment. We will comply with applicable statutes and rules regarding exclusion of children.

SWIMMING POLICY

November 27, 2006

Swimming may occur only in the presence of a lifeguard, who shall be in addition to the Red Caboose staff/child swimming ratios.

Swimming will not occur during any period in which an official warning is posted.

School Age Program

Pool Swimming:

Staff persons must be in the pool area (in the water or on the edge) and one staff person must be present for every 10 children.

Beach Swimming:

A staff person must be at least knee to waist deep in the water and must minimize one to one child/staff interactions so as to better monitor all swimmers.

The "buddy" system will be used at all times. Each child will have a partner and will be required to stay with that person while in the water.

Older Group (2nd-5th graders) 8-12 year olds

There must be one staff person in the water for every 10 children in the water and one staff person on the beach for every 14 children on the beach.

Younger Group (K-2nd graders) 5-8 year olds

There must be one staff person in the water for every 8 children in the water and one staff person and one other adult (e.g., a volunteer) on the beach for every 16 children on the beach.

ACCIDENT OR INJURY POLICY

November 27, 2006

Minor Injuries

Superficial wounds will be cleaned with soap and water and protected by a band-aid or bandage. Ice shall be applied to minor bumps or bruises.

Parents shall be notified at pick-up time in case of a minor injury.

In case of a bump on the head, the child shall be observed for symptoms of concussion, and the parent will be notified.

Serious Accident or Injury

In case of a serious accident or injury, staff will act to the extent of their first aid training while a parent and/or 911 is being called. The child will be transported by ambulance to the hospital of parent's choice as noted on the emergency card, or to University Hospital if none is selected by the parent. A Red Caboose staff person will go to the hospital with the child.

Parents or emergency person shall be contacted as soon as possible after an emergency has occurred.

Off-Site Accident or Injury

Staff will carry a first aid kit when away from the site. The above procedures will be followed for accident or injury.

Documentation

A record of the accident or injury (accident/incident form) shall be filled out by the teacher, signed by the parent, and kept in the child's file. The incident shall also be documented in the medications and injury log book. The log shall be reviewed by the Director every 6 months, and the review shall be documented in it.

SMOKING POLICY

November, 19, 2014

There is no smoking in the building or on the grounds at any time.

TRANSPORTATION POLICY

March 25, 2015

Field trips are an integral part of Red Caboose's program and may include the use of city buses, leased school buses and walking.

Red Caboose has non-owned vehicle liability insurance coverage.

Staff may not use personal vehicles for transporting children for program purposes.

When on a field trip, staff shall carry required emergency information (Red Caboose Emergency Cards for all children as well as Health History and Emergency Care Forms for all children with special medical needs) and first aid and necessary medical supplies.

Staff must know the number and names of all children in their care at all times and must maintain close supervision of those children with physical or written representation of each child.

A designated teacher (as decided by the room staff) is responsible for accounting for each child as s/he enters and leaves the vehicle. This person is also responsible for visually checking the entire bus to ensure that every child has exited. If on a city bus, the designated person may need to request that the bus driver pause while this is done.

The special needs of a child will be taken into consideration by the staff when planning a walking or bus field trip. If needed, one or more of the following strategies may be utilized: get assistance from an outside agency, have the parent go on the field trip, assign a staff person to child, or have an extra staff.

EMERGENCY POLICY

February 18, 2009

Emergency contact

There will always be at least two people (teachers or other staff) on site at all times.

Fire

There will be monthly practice of fire drills.

Fire- child care

Map of exit routes (primary and alternate) and procedures shall be posted in each classroom. Upon hearing the fire alarm, teachers will help each child line up and quietly walk outside to their designated spot. Staff will carry children when necessary.

The teachers will take the emergency cards and sign-in sheet with them, and will take attendance once outside.

When children are in the playground during a fire drill, they will go to the end of the parking lot with the other children.

Fire- school age

Evacuation routes are indicated on the site map(s) included in the manual and posted in each classroom. Children are not to take anything (including coats) with them for drills or actual emergencies. Teachers must take the emergency backpack, sign in and out sheets, clothespins (on lanyard) and, if possible, the cell phone. Teachers will evacuate to the designated location for their classroom and do a roll call of the children in the group. Once all children in the group are accounted for, staff will wait for the "all clear" from the Fire Department or SS. In the event of an actual fire and prolonged evacuation during cold or wet weather, the Fire Department will call a Metro Bus to provide shelter.

Tornado

There will be monthly practice of tornado drills from April through October.

In case of a tornado drill or warning, staff will follow procedure for fire drill, but go to the designated tornado shelter area in the basement.

Emergency evacuation

In the event that the building must be evacuated, the staff will take the children to the following locations. Teachers will bring emergency cards with them.

child care: WECA building, 744 Williamson Street.

Marquette: Wilmar Center, 953 Jenifer Street.

Lapham: Christ Presbyterian Church, 944 E. Gorham Street.

Unauthorized Person

When a person who is unfamiliar to staff enters the program space, staff shall approach the person and ask about the person's identity. If the person is not authorized to be present at RC (any person, including a non-custodial parent who does not have written permission from the custodial parent to pick up a child), they will be asked to leave. If they do not do so immediately or present any physical threat to children or staff, a teacher will notify all other site staff via walkie-talkie, intercom or whatever means possible that there is a dangerous intruder and that 911 needs to be called. Each site will have a code word or phrase that staff will use a signal to evacuate the children to safety.

Tracking

The number and names of children in care are known to each child care teacher at all times.

Tracking – child care

A list is used for tracking. A new list is started each day and is updated as children arrive or depart, when groups split up, and when children "visit" another classroom. Teachers have the list on or near them at all times.

Tracking – school age

Clothespins are stored on clipboards in each classroom by grade level or alphabetical order. As children arrive, their clothespin is put on a lanyard, which teachers wear around their neck. As children move between rooms or outside, their clothespin is moved to the appropriate teacher's lanyard. When the children leave the program for the day, their clothespin is returned to the clipboard.

PETS AND ANIMAL POLICY

November 27, 2006

Red Caboose will inform parents of the presence of any pets and animals in the center. If pets are added after a child is enrolled, parents will be notified in writing prior to the pets' addition to the center.

Cats and dogs are not allowed on the premises, except for service animals.

NUTRITIONAL PROGRAM POLICY

March 25, 2015

Goals

The focus of the food program at Red Caboose is to provide healthy, nutritious meals, incorporating as many fresh, unprocessed foods as possible. Milk is available at all meals. Fresh fruits and vegetables, whole grains, and homemade entrees made "from scratch" are emphasized. The following are the goals of the nutritional program at Red Caboose:

- To plan a menu of interesting and nutritious foods
- To teach children about nutritious foods and their importance through eating and cooking projects
- To satisfy all legal requirements for the safe storage, preparation, and serving of foods, while satisfying the regulations of the Child Care and Adult Food Program (CCAFP) and the State Licensing.
- To serve food promptly and attractively while allowing sufficient time for unhurried eating and socialization.
- To encourage children to try all foods, with as much self-feeding and self-serving as possible.
- To utilize menus that recognize children's food preferences yet incorporate dishes from a wide variety of ethnic backgrounds.
- To permit children to choose the quantity of food they eat.
- To make allowances for any food allergies or special dietary needs of children.
- To discourage the consumption of empty calorie foods.
- To rely on fresh foods as much as possible and to emphasize frozen foods and less processed canned foods in their own juices to the fullest extent possible, considering availability and price.
- To refrain from serving foods with dangerous chemical additives, such as nitrates.
- To minimize the amount of salt and sweetening added to foods and watching for hidden salts and sweetening in all prepared foods.
- To attempt to involve all children in foods and food preparation as part of the activities in their classrooms.
- To have children enjoy their experiences with food at Red Caboose.

Parents are encouraged to bring any questions or comments about the food program to the Nutritional Coordinator.

Meals and Snacks

Red Caboose serves breakfast at 8:30, lunch at 11:15 for the Turtle and Elephant Rooms and 11:30 for the Bumblebee and Grasshopper Rooms), snack is offered at 2:15 for the TR and ER and 2:30 for the BR and GR, and late snack is served at 5:15 for the TR and ER and 5:30 for the BR and GR) at the center. Infants and toddlers shall be fed at other times than scheduled mealtimes when hungry.

Breakfast, lunch and snack are served at summer program.

Snack is served at after school.

Each meal or snack includes at least the items and amounts specified in CCAFP regulations.

Menus are posted in the kitchen, and on the front, back, and upstairs bulletin board at the center; changes are recorded on the copy in the kitchen.

Menus are posted on the parent board at the school age programs.

Menus are planned at least one week in advance, dated and kept on file for at least three months.

Special Diets

Red Caboose serves both meat (mainly fish and poultry) and non-meat lunches; there is always a vegetarian option. Breakfast and snack do not include meat.

A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of the child's physician and upon request of the parent.

A special diet based on a food allergy may be served upon written request of the parent.

When a child has a special diet, Red Caboose may be able to fully accommodate the diet. If a child's diet is very restrictive, parents may be asked to bring in special food.

SIDS POLICY

March 25, 2015

Each child under one year of age will be placed to sleep on his or her back in a crib or playpen, unless otherwise specified in writing by the child's physician. The child shall be allowed to resume the position most comfortable to him or her when able to roll over unassisted.

If a child is under 1 years old, all soft objects will be removed. Blankets and sheets used to cover the child will be tucked tightly under the mattress around the child and shall be kept away from the child's mouth and nose.

For children over 1 years old, soft objects are allowed.

Teachers will provide non-mobile children with time each day to spend in a prone position.

All staff members at the center, no matter what age group they work with, will be trained about SIDS as part of the orientation process, before they start work.

INTRUDER POLICY (SCHOOL AGE PROGRAM)

May 28, 2008

This policy is guided by the MMSD Emergency Procedures manual for consistency to help ensure the safety and well being of our children during emergency situations.

Code Red: Intruder, weapon, threat to safety/health

Definitions:

Dangerous Intruder: Armed, threatening, or violent intruder

Weapon: Any firearm or device designed for or capable of causing great bodily harm.

Disruption: Large-scale protest, major altercation, gang-related threat to safety/health, threat of physical harm to staff or students.

INTRUDER INSIDE—CODE RED

- Immediately inform site supervisor of the situation, giving location, descriptions, and nature of situation.
- Site Supervisor will contact the school office, if they are still available, and “CODE RED” will be announced. The Site Supervisor will call 911 and the Red Caboose School Age Program Director (251-5432).
- Staff will:
 - Move all students into the classrooms, including children who are in the halls and bathrooms, and keep them out of sight from windows and doors.
 - Lock the classroom doors, turn off lights, and cover interior windows—including door windows.
 - Keep students absolutely quiet and as calm as possible.
 - Remain inside classroom until police and site supervisor unlock your door.

Note:

- If a weapon is discharged in the vicinity of playground, all student and staff should lie on the ground and assume the lowest level profile. Use your cell phone to summon the police.
- If there is immediate physical danger, call 9-1-1.

INTRUDER OUTSIDE:

If an intruder is outside the building, lock all exterior doors and close shades. This should be the only time exterior doors are locked.

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