



**SCHOOL DISTRICT OF ASHLAND**  
— EXCELLENCE IN EDUCATION —

# **Docker Care Handbook**

## **2024-25**

This handbook is a collection of selected policies and administrative guidelines,  
as well as rules and regulations of the School District of Ashland.  
If there is a conflict between Board policy and this handbook, the Board policy shall take precedent.

**BOE Approved: 5/15/2024**

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Dear Docker Care Families,

We want to thank you for choosing Docker Care for your childcare needs.

Through much of our parent outreach we have understood the need for quality childcare within our area. With that information we have worked to establish a quality childcare option for our families.

The overview of Docker Care is to provide a quality, safe, healthy, learning environment for your child to learn, play, and grow within.

Docker Care will establish a consistency of care in a school setting allowing your child/ren to establish relationships with quality educators and prepare them for the school experience.

It is important to have your involvement in your child/ren's educational journey and we appreciate open communication to work together to address needs and continue to grow the Docker Care program.

Please be sure to read the parent handbook completely and fill out all necessary forms attached with the enrollment packet.

Thank you for choosing Docker Care for your childcare option.

We are happy to welcome you to the Docker family!

Sincerely,

Taylor Janes  
Docker Care Coordinator  
School District of Ashland

## **About Us**

### **Program Philosophy**

Docker Care's program philosophy follows the School District of Ashland's philosophy which is: Inspire and Engage, every student, every day. Docker care will work to create and establish a healthy, safe, nurturing learning environment for all children in care, every day.

### **Mission Statement**

Docker Care is a quality, affordable childcare option for the Ashland area that works directly with the School District of Ashland to meet both student and family needs for quality care. Docker Care will establish a high quality, developmentally appropriate learning environment for children within care, while establishing a consistency of care in a school setting. Docker Care Staff will work together with families to address individual child and family needs and create and establish a positive learning community for children and families to grow within.

### **Policies**

#### **Open Door Policy**

Communication is a key part in providing the best learning experience for your child/ren. We encourage families to be open and discuss any concerns, questions, or ideas they may have.

#### **Hours of Operation**

Docker Care will be open Monday through Friday for 4K wrap around care beginning at 8:00 AM until 5:15 PM from September until June during the school year. Summer Care hours will be available from 8:00 AM-5:15 PM from June until September. Docker Care will be licensed by the State of Wisconsin, Department of Children and Families, and is operated under the School District of Ashland.

Docker Care is currently licensed for no more than 66 children at one time and will serve children 4 years to 12 years of age.

Docker Care will never refuse enrollment on the basis of race, color, sex, creed, political persuasion, national origin, handicap/disability, ancestry or sexual orientation.

Docker Care will follow the established School District of Ashland school schedule in regard to days off.

Docker Summer Care will have a two weeks of vacation built into the summer care schedule to provide time for building maintenance. Docker Care will also hold one week of staff training to overlap with the school district inservice week.

#### **Conceal and Carry Policy**

Docker Care follows the established School District of Ashland policy and administrative guidelines in regards to weapons.

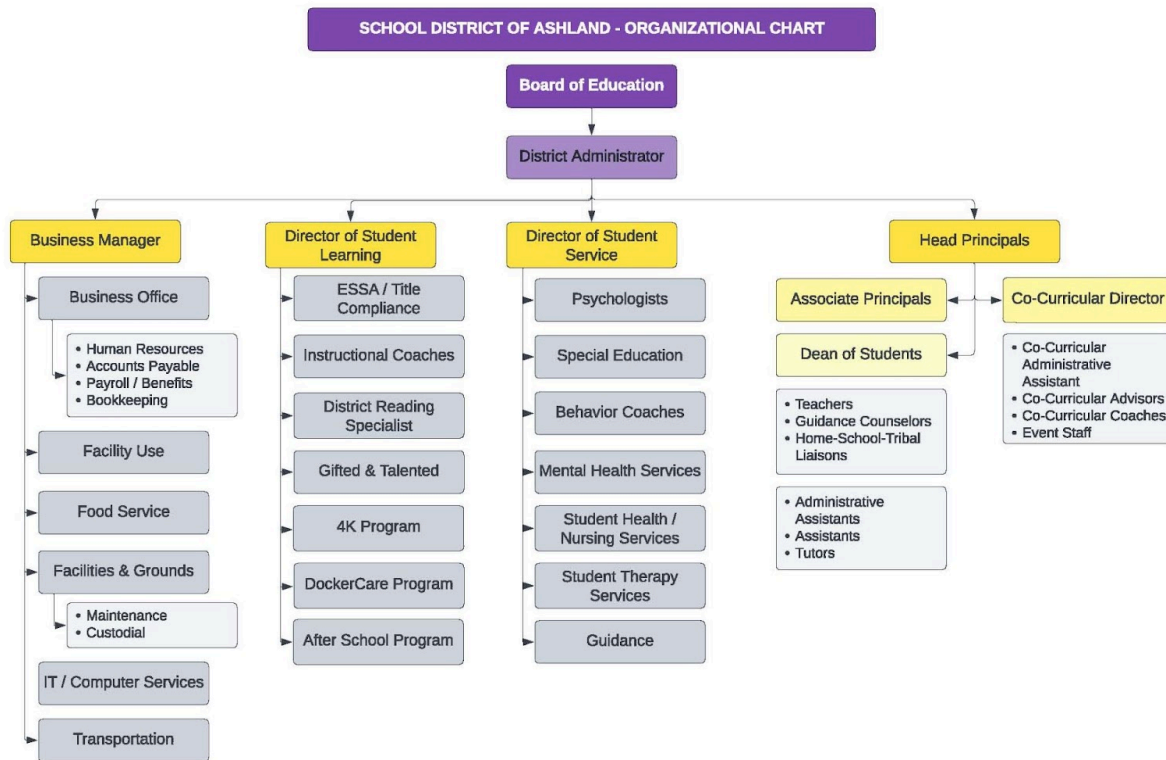
9.49 - WEAPONS The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the district, including, but not limited to, property leased, owned,

or contracted for by the district; a school-sponsored event; in a district vehicle or vehicle being used to transport a student to a school activity; or at a school activity. The term "weapon" means any object that, in the manner in which it is used or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type (including air and gaspowered guns), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This also includes look-alike weapons. Any student who violates this policy may be referred to law enforcement and the Board of Education for expulsion.

## Parent Information

A parent board will be established in the 4K hall which will include the license certificate, a complete copy of the parent handbook, most recent licensing monitoring visit, and a copy of the licensing regulations.

## Administrative Structure/ Delegation of Administrative Authority



Within our Docker Care Program:

Ashland School Board-Licensee  
 Superintendent  
 Administrator/Director  
 Teacher  
 Assistant Teacher

**Smoking is not permitted on the premises, both indoors and outdoors.**

## Change of Parent Handbook Policies

Docker Care had the ability to change any policy contained in the Parent Handbook. Parents will be notified of any changes by email/online portal notification or by written notice which will be distributed to children and sent home via parent communication method.

## Parking/Building Entry

All pick up/drop off times shall be set upon enrollment. If pick up/drop off will vary from set times parents must call the Elementary School Office at 715-682-7083 and the Docker Care cell number at 715-413-2915. Parents or authorized individuals listed on the pickup list are able to use the Elementary School Office for both pick up and drop off within school hours which would consist of the hours of 7:30 AM to 4:00 PM. If after school hours are established as a pickup time, pick up will take place either outdoors at the enclosed play yard. Parents will then be required to contact the classroom at 715-682-7827 ext. 4012 and the Docker Care cell number at 715-413-2915 upon arrival.

All entrances to the building are locked throughout the day for the safety of children and staff.

At pickup parents will need to check out with the teacher, before taking their child. This will require the teacher signing the child out to ensure we are maintaining correct attendance.

Parents or designated pickup individuals will need to park in designated parking areas. Please do not block entrances or use any 'no parking' zones. If parked in these areas' vehicles may be ticketed and/or towed.

### **Arrival**

During the school year, students will arrive in the morning for scheduled school hours. Care will take place during and after instructional minutes.

During summer care, parents/guardians will be expected to meet outside the vestibule doors at the primary entrance. Child/ren will wash hands and remove outdoor clothing and place items in the child's cubby or locker. Attendance will be maintained throughout the day by both the name and face of child as well as the number of children within attendance.

Upon saying goodbyes, please check in with the teacher and provide any updates if needed.

If multiple children are enrolled, the youngest child will be brought to the classroom first.

### **Departure**

A valid form of identification, such as a driver's license is needed for pick-up of any child in Docker Care to ensure the child is leaving with an approved individual. This will be needed until staff are familiar with authorized pick-up individuals. This includes parents and authorized pick-up individuals. All unfamiliar individuals moving forward that have been approved and placed on the authorized pickup list will need to provide identification to the teacher before the child is allowed to be released. Authorized pick-ups must be 18 years or older. Children will not be allowed to walk or ride their bike home.

Make sure upon pickup to check parent communication for correspondence.

Please make sure to check in with your child's teacher at pickup to gain information regarding your child's day as well as communicate departure when the parent leaves. If you have more than one child in care, we ask that you pick up the youngest child first. Upon departure from each classroom, it is important that you sign your child/ren out on the attendance log.

### **Bus Arrival or Departure**

Transportation is available while your child is within Docker Care for the school months through Lake Shore Busing, summer care currently will be self transport. All children enrolled in the School District of Ashland 4K program will be allowed to be bused in and out of Docker Care during the regular school year. Busing for the 2024-25 school year for 4K will take place for arrival at 8:25 AM and departure at 11:30 AM and 3:10 PM. Busing is only available on school scheduled days and must be set up upon enrollment. If children are set up for busing, Docker Care teachers will sign children in and out upon arrival and departure on attendance sheets located on classroom clipboards. Families must self transport after 3:10 PM.

### **Special Notes**

Children will only be released to individuals established on enrollment paperwork. If a parent/guardian would like to have a person not previously authorized on enrollment paperwork this must be discussed in advance with the center director by writing, email or phone.

The pickup person will need to show a picture id to establish identification.

If a child is involved in an afterschool activity such as a practice or club, a parent/guardian must provide written notice to Docker Care and must fill out an alternate arrival/release form for the child to be released to this activity.

Safety of the children in our care is of utmost importance. If a parent or authorized individual arrives to pick up a child and appears to be intoxicated or under the influence, reasonable steps will be taken to prevent the person from leaving with the child, which may include offering to call another person. The child will not be withheld from the parent/guardian, but Docker Care will contact local authorities if the child may be in danger.

### **Parent Visits**

Parent/guardian visits are allowed at any time throughout hours of operation unless restricted by a court order. It is important that if a court order is in place a copy of this order must be kept on file and should be included with the completed enrollment packet. If a copy of this order is not included, Docker Care staff cannot withhold a child from their parent.

If a parent/guardian visits during school hours, they are required to sign in/out at the main office.

### **Family Engagement**

Family engagement is important in continuing to build our learning community. We encourage families enrolled to participate in events held at or for Docker Care.

### **Communication**

Communication is very important at Docker Care. We ask that you maintain daily communication with your child's teacher. This can be done at drop off or pick up as well as utilizing daily sheets and parent communication methods that are established. Newsletters will be maintained in the classroom and will include upcoming events as well as updates within the classroom. Parent communication board will be updated as needed and will include upcoming events as well as resources for parents/guardians. Children will also have classroom cubbies/mailboxes that are established and can be used as a means of written communication.

Attendance is important to maintain consistency for your child. Please be sure to call the main office and the Docker Care cell if your child will not be in attendance at their scheduled drop off time or in attendance for the day.

### **Cell Phone Usage**

At Docker Care we ask that both adults and children do not use their cell phones within the classroom or during pick up and drop off time. This allows parents/guardians to use both pick up and drop off time to communicate openly and ask about the child's day or update the teacher on the child's morning. This also allows children to focus on learning and engaging through play and exploration.

### **Cultural Content**

Docker Care reserves the right to celebrate any or all cultural holidays, by means of art, activities, or celebrations. Docker Care will work to promote and incorporate diversity and cultural understanding around celebrations during teaching opportunities. Docker Care will follow the guidelines established by the School District of Ashland regarding the celebration of cultural holidays.

### **Grievance Policy**

It is important to have an open line of communication, and if a problem arises Docker Care feels it needs to be addressed immediately. Parents/guardians should first address the problem/concern with the teacher or staff member. If parents/guardians are unable to address and solve the problem/concern with the teacher or staff member to a satisfactory level, it is important that the matter is brought to the Director. If the Director cannot resolve the problem/concern to the level of satisfaction of the parent/guardian, the problem/concern can be brought to the School District Administrator.

### **Confidentiality**

Confidentiality is key in providing and building trust while caring for your child. Docker Care understands that confidential information that is shared with Docker Care staff about your family must remain confidential. Docker Care will not share any information in regard to your child or family with anyone who is not authorized to receive this information.

It is important that if a parent/guardian shares information within the program, and this information is overheard, this information should not be shared, and confidentiality should remain.

### **Child Abuse and Neglect**

All staff within Docker Care are considered mandated reporters. Docker Care Staff will be knowledgeable on child abuse and neglect laws. Staff will have knowledge on how to identify children who are being abused or neglected. Docker Care staff are required by law to report any abuse or neglect to child protective services or the local authorities.

### **Enrollment**

Upon enrollment, families will need to fill out an enrollment packet. This packet will include a program handbook, parent contract and enrollment forms. This packet will need to be filled out completely and the director must review the packet before the enrollment process can be completed. The family will have an opportunity to complete a site tour and review any specific questions that may come up.

Docker Care will make accommodations for child/ren with disabilities as specified under the Americans with Disability Act.

Parents/Guardians will have access to their child's file at any time by contacting the Director.

Parents/Guardians will receive updates through email/written communication if forms will need to be updated.

Parents/Guardians will receive this notice at least two weeks prior to the update due date.

The enrollment packet will include the following forms:

- Child Care Enrollment
- Health History and Emergency Care Plan
- Child Health Report (signed by doctor)
- Alternate Arrival/ Release Agreement
- Child Care Center Transportation Permission (if applicable)
- Free and Reduced Meals Application
- School District of Ashland Student/Parent Handbook
- Docker Care Handbook
- Handbook Signature Page
- Family/Tuition Contract

All forms will need to be returned prior to start date and must be filled out in entirety.

Children enrolled 4-5 days per week are considered full time enrollment.

Children enrolled 2-3 days will be considered part time enrollment.

Full time enrollment will take priority to part time enrollment. Part time enrollee will have the ability to increase to full time prior to termination for new full-time enrollee. If Part time enrollee declines, a two-week notice will be given to terminate care.

Add on care will be available for enrolled families if discussed prior with the director and space is available.

Open enrollment will be available at four times throughout the year and take place at school quarter breaks. This will allow families to add care at these times if needed and if slots for care are available.

### **Discharge of Enrolled Children**



A child may be discharged from the wraparound care program for reasons such as, but not limited to:

Failure to pay care tuition on time – immediate termination, sono notice needed

Failure to follow established program policies – Immediate termination, sono notice needed

Inability for the program to meet child's needs:

- Meeting must be held in attempts to meet child's needs
- Outside Resources must be recommended
- Parents and Program Staff must agree attempts have been made to meet child's needs and they are not being met by the program
- Observation of continued safety concerns for the child care

Failure to pick up consistently at pick up time. If late for 5 or more late pickups, this will result in immediate termination. Warnings will be provided prior to the fifth occurrence.

A formal notice will be given to families if a child is recommended to be discharged. This notice will be written and include a phone call to explain the reason for discharge.

Termination will be applicable for the duration of the current school year. Re-entry will include a three-month probationary period.

If parents/guardians choose to unenroll from care without being asked to discharge from the program. Parents/guardians will need to provide a two-week written notice. A verbal notice will not be accepted. Parents/guardians will be required to pay the remaining two weeks of attendance if the child continues to attend or does not.

All outstanding fees will need to be paid upon discharge.

Items that will be provided by parents (all items must be labeled with child's first and last name):

- Water Bottle
- Extra Clothing (Seasonal)
- Outdoor Gear (Snow pants, hat, mittens, boots)
- If a child soils their clothing the items will be placed in a bag and sent home. Docker Care will not wash these items. Please check your child's cubby, locker or backpack frequently.

### **Vacation Days**

Currently Docker Care does not provide vacation days. Docker Care will follow the established school schedule as well as be closed in summer for two weeks (date to be announced) to provide building maintenance. Families will establish individual child schedules upon enrollment within the enrollment contract.

### **Sick Days**

Docker Care does not provide sick days. This means that families will be responsible to pay for all allotted days in the established enrollment schedule.

### **Staff Orientation**

All Staff within Docker Care will be required to attend a staff orientation prior to working with your child. During this orientation staff will be required to go over mandatory staff orientation form with administrative staff. All required trainings will need to be completed at this time as well such as CPR, First Aid, SIDS, Abusive Head Trauma, and Mandatory Reporting.

### **Children's Attendance Schedules**

Parents/guardians will be required to set up children's attendance schedules upon enrollment. This information will be maintained within the child's file. The child's attendance schedule will be communicated to the staff within the child's classroom. Staffing is directly reflected on the need within the classroom, so please make sure to notify the director if changes to your child/children's schedule will need to be made.

If pick up/drop off times change, it is important to notify the director immediately and this will be subject to availability.

Pick up time is currently 5:15 PM. If you are running late, please call the Docker Care cell number at 715-413-2915. Children are not to be picked up later than 5:15 PM and if this is done, late fees will be incurred. From one to fifteen minutes the late fee will be \$15.00. More than fifteen minutes will result in an additional \$2.00 per minute late fee. Docker Care has the right to contact Child and Family Services or the local authorities if the child/ren have not been picked up by 5:30 PM with no contact from the parent/guardian and no contact can be made with established emergency contacts.

### **Children's Absence**

If your child/ren will not be attending Docker Care for illness or personal reason, please contact the Docker Care cell and the LSE main office prior to scheduled arrival time. If no contact has been made, and your child/ren have not arrived for scheduled drop off within 30 minutes to your scheduled drop off time parents/guardians will be contacted. If parents/guardians cannot be reached, the emergency contacts will be called.

If your child is scheduled for after care programming only and will not be attending, please contact the main office prior to 2:00 PM. If a child/ren does not arrive to afterschool programming by 3:30 PM, parents, teachers, and bus staff will be contacted to ensure the child's whereabouts. If the child has not been located within 30 minutes local authorities will be contacted.

### **Program Fees/ Payment Information**

Fee schedule will be established upon enrollment. This fee schedule explains that care will be paid for the week in advance. Payments can be made by exact cash, credit card, check or money order. Payments must be made by the Friday prior to the week of established care. Fees can be paid in advance.

Third party payments are accepted by county, or employer. A rate contract must be established and signed to have a clear understanding of the individual's payment portion. If third party payment changes, this must be discussed with the director and a new rate contract must be established.

Parents/Guardians will be responsible for any unpaid amounts and any unpaid copayments as established by rate contracts.

No refunds will be given for contracted days that children do not attend due to illness.

There will be a multi child discount for families who enroll more than one child in Docker Care.

There is an established late fee for any children that are picked up after 5:15 PM.

There is an established fee for any unpaid or late payment, and this may result in immediate termination.

There is a 35 dollar Non-Sufficient Fund fee for any returned check due to insufficient funds within accounts. If a check is returned for a second time due to NSF's, another form of payment will be required to continue care or care will be terminated immediately. Docker Care will charge for any attorney fees or collection fees involved in collecting delinquent payments.

Docker Care has the ability to review rates at any time throughout the year. A 30-day notice will be given to families in regard to rate changes. There will be a review of rates at least once per year.

A 25 dollar registration fee per child or 50 dollar fee per family is required upon enrollment. This payment is required in order for your child/dren's spot to be held.

Snacks and meals are provided separately through the School District of Ashland Food Service Program.

-Meal fee overview will be attached in the enrollment packet

### **Wisconsin Shares**

Docker Care understands families may need some assistance in regard to care cost. We highly encourage all families to apply for Wisconsin Shares Child Care Subsidy. An acceptance letter must be submitted with enrollment packet in regard to establishing individual rate contracts. Shares processing can take a bit of time, and payment will need to be made on a weekly basis. Once shares are determined refunds will be made at the end of the semester.

To apply and check eligibility: Go to [www.access.wi.gov](http://www.access.wi.gov) > Click on the link "Apply Now"

### **Daily Activities**

A daily schedule will be established for each age range in regard to wrap around care as well as the summer program. This schedule will reflect age-appropriate activities as well as opportunities for children to engage in Encore programming, and outdoor activities. This schedule will be included in enrollment packet but may be subject to change dependent on interest focused learning experiences and the individual needs that may arise while in care.

### **Curriculum Planning Time**

Docker Care Teachers are expected to develop plans and establish activities within their classroom that are engaging and developmentally appropriate. Docker Care Teachers will have established planning time each day to work to gather materials, make classroom arrangement changes, and do research. Docker Care staff will understand that the basis of education is to engage the children within our care to play and provide hands-on learning experiences.

### **Inclement Weather**

Docker Care staff understand the importance of getting our children outside multiple times a day if weather is permitting. Docker Care has access to outdoor play spaces established in different areas on site. These areas include outdoor play equipment, as well as space to play with balls, use ride on toys, encourage imaginative play and establish outdoor lesson opportunities.

Children will be allowed to spend time outdoors if the temperature is above 0 degrees including the wind chill.

Children will be required to stay indoors if the temperature is above 90 degrees or when it is raining.

The temperature indoors will not exceed 80 degrees or go below 67 degrees.

### **Rest Time**

It is required by the State of Wisconsin licensing standards that children under the age of 5 who are in care more than four hours require a rest period available to them. If a child would like to bring a blanket or comfort item, they will be required to go back into their cubby or locker after nap time and must be brought home each week to be washed. Children do not have to sleep during this rest time and after 30 minutes children may get up to do quiet activities. Children who wake up early from their rest time may also have the opportunity to get up and engage in quiet activities.

### **4K Children Wrap Around Care/ Summer Care**

Children enrolled in the 4k program will have access to wrap around care.

Children enrolled in wrap around care will meet 4k minutes of instruction in either the morning or the afternoon. Children will engage in wrap around care from 8:00 AM to 5:15 PM at alternating times of instruction. Children will engage in a play-based curriculum when engaged in wrap around care,. These encore activities will be divided

individually so that one encore activity will take place each day. Children will have the opportunity to engage in outdoor activities daily which will include hands-on outdoor learning opportunities.

Children may take walks throughout the building or outdoors of the building. Emergency cards must be kept within clipboards at all times and emergency backpacks and cell phones must be taken at all times when leaving the classroom. If field trips are established, permission slips will need to be filled out and prior approval will be established.

A daily schedule will be established to include activities and correlating times with these activities throughout the day. This schedule will be included in enrollment packets and placed on the parent board. Newsletters, lesson plans, and school activity schedules will be placed on the parent board as well.

Children may be combined at the end of the day, varied on the number of children in care and outdoor play.

Summer care will be available, which will include changes in daily schedule. During summer care and wrap around care, water activities will be available. Children who engage in water play will be closely monitored at all times.

### **School Age Children After School Care/ Summer Care**

During the school year, school age children will have the opportunity to use care as a quiet place to work on schoolwork, access age-appropriate materials and engage in activities as well large motor activities such playing within the gym.

If a school age child is to be released to a club or sport an Alternate Arrival/Release Agreement must be filled out and returned prior to the child being allowed to be released to the activity.

Summer Care will provide a variety of developmentally age-appropriate activities which will include an abundance of outdoor education opportunities to keep children engaged and active. This schedule may change each year and will be established prior to the beginning of summer care, as well as weekly lesson plans will be developed in regard to the children's interests.

### **Personal Belongings**

Docker Care is not responsible for any lost or stolen items. A lost and found will be established and if items are missing, parents are recommended to check the lost and found often.

### **Cell Phones and Chromebooks**

Cell phones cannot be used within the classroom and should be kept in backpacks or lockers if brought to school.

Chromebooks can be used for homework during aftercare hours. The use of Chromebook will be at the staff and director discretion.

If Chromebooks are being used for uses other than homework, staff will ask the student to put the Chromebook away. If this behavior continues, the student will not be allowed to use the Chromebook during care times.

### **Media Release**

Throughout the year, Docker Care would love to share the experiences of our students and activities they are engaged in with our families and learning community. That means that your child may be included in photography or videography while in care. If you do not want your child to appear in any of the media released, please be sure to fill out the media release form in the enrollment packet.

### **School Closure**

In case of severe inclement weather, Docker Care will be closed if the School District of Ashland is closed. Please be sure to check the district website and social media feed, as well as listen to local news stations in regard to these updates. Should the district need to shut down families will be reimbursed for that time by the end of the month.

### **Child Guidance Policy**

Docker care will follow all established child guidance policies as set by the School District of Ashland while children are within care. Lake Superior Elementary School currently uses Responsive Classroom. Staff will be trained in Responsive Classroom and how to work with children that may be struggling by understanding and working through their emotional needs. Responsive Classroom focuses on the social-emotional development of children and helping the children reflect and engage on social emotional growth.

Staff will work with children and model appropriate behaviors and communication. Staff will get to the child's level and talk in a calm tone, expressing understanding and working through each incident. Staff will work to engage children in developmentally appropriate activities and give a range of activities, so children can be redirected to another activity if needed.

Classroom rules will be age appropriate and give a clear understanding of student expectations of appropriate behavior within care.

Docker Care understands that this means of guidance may not work with all children. If children are out of control, and physically aggressive to staff or peers, a meeting may be set to discuss the child's behavior with both the parents/guardians, staff and director. During this meeting a plan will be discussed and established. If this behavior continues, a second meeting will be made to discuss if the child's needs can be met within the program.

Docker Care follows all guidelines in regard to the "Wisconsin Rules for Group Child Care Centers", understanding that no forms of punishment will be used on children within care. This encompasses any physical, emotional, or verbal abuse to any child. This includes prohibiting the use of time outs, even if requested per a parent's/ guardian's request.

### **Contingency Plans**

Attendance will be checked continually throughout the day. An attendance sheet will be kept within the classroom in regard to parents/guardians/teachers being able to sign children in and out as well as record arrival and departure times. Who signs children in and out will be dependent on means of transportation which will be established upon enrollment.

Teachers will have established class lists as well as emergency cards that will be kept for each child. Teachers will maintain attendance by both sight and sound understanding that teachers shall check attendance by both face and name. Teachers will be responsible for the children within their care at all times and their whereabouts.

Fire and tornado evacuation plans will be displayed within each classroom. Fire evacuation plans will be practiced monthly, while tornado evacuations will be practiced monthly from April-October. These drills will be documented by the director. The director will also maintain that all smoke detectors are in good working order when drills are done. This information will be recorded on a state established safety form.

Intruder training will be conducted using the protocol established by the School District of Ashland.

The district has developed an Emergency Response Plan, which is updated annually and is designed to address sudden, traumatic events that affect the school community. Such events might include, but are not limited to, the death of a student or staff member, situations that would require a building lockdown or evacuation, or an emergency condition not covered in other drill procedures. The Emergency Response Plan is written to reflect the particular needs of that school's population, is designed around the conditions and resources of the individual school and is available for inspection. Please contact the school principal or designee.

### **Fire/Tornado Procedure**

Fire/Tornado procedure will follow protocol established by the School District of Ashland and will be specific to the classroom. Each established protocol will be a visual map and show the route established to move children to a safe place within the building or outside of the building.

In the event of a fire, the nearest fire alarm must be pulled. 911 will need to be called and the teachers will gather the children to make a safe exit from the building. A clean sweep of the classroom will be done when exiting the room. The

emergency backpack and attendance must be brought when exiting the classroom. The class should stay together at all times. Face and name attendance will be taken at arrival at the designated safe spot outside of the building.

In the event of inclement weather, the teacher will gather the children and move to designated safe spots. A clean sweep of the classroom will be done when exiting the room. The emergency backpack and attendance must be brought when exiting the classroom. The class should stay together at all times. Face and name attendance will be taken at arrival at the designated safe spot.

Children and staff will not enter the building or move from designated safe spots until an “all clear” is received from the School Principal or Center Director if after school hours.

### **Missing Child**

In the event of a missing child, it will be the responsibility of all available staff to look throughout and search the building and outdoor area. The School Principal, and School Board President will be notified and will assist in locating the child. If the child cannot be found, local authorities will be contacted as well as the child’s parents/guardians. It is the responsibility of the program to notify the Department of Children and Families within 24 hours of the incident.

### **Other Emergency**

All other emergencies such as bomb threat, loss of utilities, chemical spills, and weapon calls Docker Care will refer to the School District of Ashland. Please refer to Section 9-Student Conduct in the Student/Parent Handbook.

### **Cleanliness and Sanitation**

Sanitation and cleanliness are of high importance at Docker Care. All individuals who enter the classroom are required to wash hands. Children and staff will be required to wash hands continually throughout the day when in and out of the classroom. Children and staff will be required to wash hands before and after mealtimes, and after toileting procedure. Children and staff will be required to wash hands when dealing with any bodily secretions.

Children will work on self-help skills and engage in washing hands during messy activities as well such as painting, or sensory play. Staff will work with children to establish clear handwashing procedures and proper handwashing techniques. Handwashing procedures will be posted with visual aids next to sinks within the classroom and bathrooms.

All sanitizing solutions are established by the School District of Ashland and staff will follow all established usage guidelines to ensure solutions are used properly.

### **Universal Precautions**

Docker Care will follow all Universal Precautions in regard to bloodborne pathogens and all recommendations from the CDC. Docker Care staff will establish an understanding of these guidelines during staff orientation and receive information in regard to Universal Precautions.

### **Toy Sanitation**

Docker Care staff will be required to sanitize toys that are placed in a child’s mouth immediately or place them in a bin away from the children until staff are able to sanitize them.

Docker Care staff will sanitize all toys and toy shelving daily, and items that need to be laundered will be done weekly or earlier if needed. All play surfaces within the classroom will be sanitized periodically throughout the day.

### **Health Policies**

Docker Care is diligent in providing a safe and healthy learning environment for your child to learn and grow within. It is important that parents/guardians understand that they must adhere to the health policies as established to help maintain that safe and healthy learning environment for both your child and others.

## Special Health Care Needs

Docker Care understands that children may have special health care needs that Docker Care staff will need to be informed about. When a parent/guardian establishes that a child within care may have a special health care need, that information will need to be shared with the child/children's established teacher and staff that will be working with this child. Docker Care staff understand that this information should be considered confidential.

Special health care needs include dietary needs such as allergies or special diets.

A list of children with special health care needs will be established and documented. This document will be shared with Docker Care staff and posted within the classroom in a discrete area such as the inside of a cabinet door. Medical logbook and medication lock box will be placed in this cabinet as well.

Medications will not be administered unless in emergency use such as epi pen. Epi pens will be placed in the medication lockbox and will be brought within the emergency backpack when leaving the classroom. All staff will be trained in how to administer an epi pen. If an epi pen needs to be administered 911 will be called and the parent/guardian will be notified immediately.

All other medications must go through the school nurse.

Proper handwashing techniques will be posted by all sinks within the classroom and bathrooms. Proper handwashing will be crucial in regard to prevent the spread of disease.

## Child Illness

Children will not be allowed to be in care when ill.

Docker Care will follow established policy in regard to illness and communicable diseases as established by the School District of Ashland.

Examples of children who are ill include:

- Fever - 101 or higher
- Vomiting- More than one time in 24hrs
- Diarrhea- More than one time in 24hrs
- Communicable Diseases (Which include, but are not limited to):
  - Chicken Pox
  - Pertussis/ Whooping Cough
  - Measles
  - Mumps
  - Scabies
  - Strep Throat
    - 24hr on antibiotic
    - Fever free to return
  - Pink Eye
    - 24hr on antibiotic
  - Unidentified Rash
    - Doctors note must be received to return
  - Head Lice
    - Families must follow the established Head Lice policy established by the School District of Ashland

Children may return to care once they are symptom/medication free for at minimum 24 hrs.

If prescribed a medication, an approval to return must be received by a doctor's note.

Docker Care staff will make sure all areas are disinfected and sanitized in direct regard to the Division of Public Health standards.

If a child has been diagnosed with a communicable disease, families will be notified by written or email communication. Documentation of the exposure will be posted outside of the classroom in regard to exposure timelines.

It is the responsibility of the parent/guardian to notify the program of any diagnosed communicable disease. Certain diseases must be reported to the health department and licensing specialist.

If a child were to get ill within care, parents/guardians will be contacted immediately. Sick children will be isolated within the classroom and made comfortable. If the school nurse is available, the child may go down to isolate in the nurse office. The nurse or a staff member will need to escort the child to the nurse's office. Sick children shall be picked up as soon as possible. If the sick child is not picked up

within an hour, emergency contacts will be called. Please reference the guidelines below for specific protocols:

**10.1 - ACCIDENTS/ILLNESS/CONCUSSION** All accidents/illnesses on school property or during school time (including co-curricular activities home or away) are to be reported to the teacher/supervisor in charge immediately. A student who is injured or becomes ill during the day will be sent or assisted to the health room and the parent will be notified. Each school year, students/parents shall be provided with an information sheet on concussions and head injuries. If a student is going to participate in an activity in which a concussive event may occur, the appropriate release must be signed at least once per school year. Serious accidents should be brought to the immediate attention of the principal or designee. Attempts will be made to notify parents or emergency contacts listed on the emergency card of any accident requiring medical attention. The school reserves the right to take any action deemed necessary in a given situation, which may include transportation to the hospital by emergency vehicle. Costs incurred are the sole responsibility of the parent/guardian of the student.

**10.4 - COMMUNICABLE DISEASE** A student suspected of having a communicable disease may be excluded from school until guidelines for readmission are met. Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and district, county and state policy. Non Immunized students may be required to remain home based on district, county, and state policy/ guidelines. Readmission to school is based on condition and appropriate treatment. An effort will be made to notify parents/guardians about school exposure to chickenpox or other communicable disease that may pose a risk to students.

**HEAD LICE** Current evidence and recommendations from the Centers for Disease Control and Prevention does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children. "No-nits" policies that require a child to be free of nits before they can return to school are also not recommended. The parents of students diagnosed with live head lice will be notified and requested to pick-up their child and provided with treatment. The child will be allowed to return to school the following day. In light of federal guidance and recommendations of the Wisconsin School Nurse Association, Ashland School District will respond to the presence of head lice in the following manner: 1.) Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern. 2.) The district shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice. 3.) School health personnel shall cooperatively work with parents to determine the appropriate course of action for each presentation of head lice on a case-by-case basis. 4.)

School health personnel will help to educate parents on proper treatment and prevention of head lice. Parents have the option and right to excuse their child from school for this medical reason (excused absence)

### **Medical Log/ Emergency Backpack**

All classrooms shall maintain a medical logbook to document all injuries, or any medication dispensed such as the epi pen. All Docker Care staff will be trained on how to document within the medical logbook, this includes never removing any pages from the medical log and not skipping lines when writing documentation. Each entry shall include date of incident, description, and signed by the staff member that wrote the documentation. A review of how to document in



the medical logbook will be placed within the cover of the medical logbook. The director will review the medical logbook monthly.

Each classroom will have an emergency backpack which will include emergency supplies such as first aid kit, small radio, batteries, and flashlight. Each classroom will have blankets available as well other safety supplies.

## **Medication**

Medication administration will need to be established with the onsite nurse. Docker Care staff will not administer medications.

Docker Care staff will follow all established policies in regard to medication procedures as established by the School District of Ashland.

10.14 - MEDICATION PROCEDURES All student medications, both prescription and non-prescription (Tylenol, etc.), will be administered by the nurse, health assistant, or designee. Students are NOT allowed to carry and self-administer ANY medication while attending school, with the exceptions of inhaled medication (inhalers) and injectable epinephrine (EPI pens). All medications brought to school must meet the following requirements. Prescription Medications - All prescription medications, including inhalers and Epi pens, require a Prescription Drug Administration Consent Form signed by the prescribing physician and parent. These forms are available from the school health office. Parents will have up to 48 hours to submit a completed official authorization to the school. Prescription medications will be administered according to physician orders by the school health assistant. Medications to be given at school must be in the ORIGINAL CONTAINER and must have: 1) Student's full name on the container; 2) Prescription number; 3) Name of medication on the container; 4) Physician's name; 5) Pharmacy name and phone number; 6) Dosage. Please be aware that Narcotic pain medications, such as Vicodin, Hydrocodone, Tylenol #3, Oxycontin, etc., will not be administered by the health services department personnel. Students are NOT allowed to carry and self-administer ANY medication while attending school. If your child is recovering from an injury or surgery, it is in their best interest to remain at home while taking this type of medication.

## **Non-Medicinal Products**

Non-medicinal products may include sunscreen, lotions, and bug repellent. These items will only be used if an authorization form is on file. This form will be available within enrollment packets. All products must be labeled with the child's name.

Docker Care will follow all established non-medicinal product policies established by the School District of Ashland.

Non-Prescription Medications (Over the Counter) - All non-prescription medications require a Non-Prescription Drug Administration Consent Form signed by the parent/guardian. The parent/ guardian will provide the school with the supply of non-prescription medication. A signed parent/guardian note can suffice up to 48 hours but must include: student's full name; date; name of medication; time, days, and amount to be given; reasons for use. The student's supply of non-prescription medication (Tylenol, Aspirin, Midol, etc.) will be kept at school in the health room for occasional use by the student throughout the school year (with completed parent authorization form) and will be administered by appropriate personnel according to policy. All medication will be kept in a locked container or cabinet in the health room. The health assistant, at a time conforming to the indicated schedule, will supervise the student while taking the medication. Self-administered

medications (bronchial inhalers, EPI pen) are an exception to this and require specific consent. A medication record will be kept for each student receiving any medication (prescription and non-prescription), at school, with the exception of self-administered medications. Parents/guardians must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change. New permission must be received at the start of each school year for any medication. All medications will be disposed of 10 days after the end of the school year. Inhalants (self-administered medication) – A student may possess and self-administer medication for chronic diseases or medical conditions, provided the student's parent files a written authorization with the principal or designee. Written

authorizations must be filed annually. A physician's written statement must be included with the parent's authorization. The physician's statement must be filed with a school nurse at the building the student attends annually and include the following information: 1) An acute or chronic disease or medical condition exists for which the medication is prescribed; 2) The student has been given instructions on how to self-administer the medication; 3) The nature of the disease or medical condition requires emergency administration of the medication. The school or board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition, except for an act of omission amounting to gross negligence or willful and wanton misconduct.

### **Child Injury Procedures On/Off Site**

Docker Care staff will follow all established policies and procedures in regard to Accidents of Children while on school property as established by the School District of Ashland.

10.1 - ACCIDENTS/ILLNESS/CONCUSSION All accidents/illnesses on school property or during school time (including co-curricular activities home or away) are to be reported to the teacher/supervisor in charge immediately. A student who is injured or becomes ill during the day will be sent or assisted to the health room and the parent will be notified. Each school year, students/parents shall be provided with an information sheet on concussions and head injuries. If a student is going to participate in an activity in which a concussive event may occur, the appropriate release must be signed at least once per school year. Serious accidents should be brought to the immediate attention of the principal or designee. Attempts will be made to notify parents or emergency contacts listed on the emergency card of any accident requiring medical attention. The school reserves the right to take any action deemed necessary in a given situation, which may include transportation to the hospital by emergency vehicle. Costs incurred are the sole responsibility of the parent/guardian of the student.

### **Emergency Vehicle Usage**

Docker Care has access to use School District of Ashland on site vehicles for transportation purposes if needed in the event of an emergency. Memorial Medical Center is located less than 5 minutes away from Lake Superior Elementary School where Docker Care is located.

### **Emergency Contacts/ Numbers**

Each classroom will have a list of emergency contacts and numbers of district contacts as well as the director who will be available to assist the program at any time and will be available within 5 minutes if needed. This list will be posted within each classroom by phone access and within clipboards.

### **Abusive Head Trauma/ SIDS/ CPR**

All staff will be trained in both Abusive Head Trauma, SIDS and CPR training prior to working in the classroom.

### **Toilet Training**

Docker Care staff understand some children may not be completely potty trained when enrolling in care. If children are not completely potty trained it is the responsibility of the parent/guardians to bring diapers and wipes for the entire day of attendance as well as multiple pairs of extra clothing. Parents will be allowed to bring a larger supply of diapers and wipes if they would like and keep them stored at the program.

Docker Care staff will not wash any soiled clothing. Soiled clothing will be placed in a plastic bag and sent home for cleaning. Parents/guardians are expected to check your child's cubby, locker, backpack, and mailbox frequently.

Staff will work with your child on potty training within the classroom, and self-help skills.

If your child has an established IEP recommendation that focuses on potty training, staff will follow this established IEP.

When diapering staff will follow all universal precautions and handwashing guidelines. Diapering procedure will be posted with visuals within the bathroom area.

## **Biting**

Docker Care staff understand that biting is commonly seen in care settings with young children.

Though this behavior can be unprovoked and at times occurs without warning, it often carries significant emotions by the child, parent/guardians, and staff. Biting can be frustrating and stressful. With these emotions often describing this behavior it is important to establish guidelines to follow if this behavior occurs.

If a biting incident happens the following procedure shall be followed,

The biter:

- The biter will be removed from the area with no emotions. Staff will get down to their level and talk to the child about what happened.
- The child will be redirected to another activity and the staff will talk to the child about the incident.
- An incident report will be filled out by the staff member and the incident will be logged in the medical logbook. The incident report must be signed by the parent upon pickup.

The victim:

- The child will be comforted by staff.
- Staff will administer first aid to the child.
- Staff will fill out an incident report and have the incident report signed by the parent upon pickup.

If the biting continues more than two times within a day and becomes severe, the parent will be called, and the child will need to be picked up.

Staff will document biting behavior if biting has become severe to observe any possible triggers that may be seen.

If the biting continues, and the child has been picked up more than twice due to continued biting a meeting will be set with the parent/guardian, staff and director. During this meeting outside resources may be recommended.

If the child continues to bite, and outside resources have been involved another meeting will be set with parents/guardians, staff, and director and discussion will be focused around if the program can provide appropriate supports to meet the child's needs and the child may be dismissed from care.

## **Student Behavior and Safety**

- **Running**
  - Should a child run and not be in their assigned area with their class, a walkie call will be made for additional support.
  - The child will be returned to the assigned space. The family will be called and made aware of the occurrence.
  - Should this become a pattern of behavior, a meeting will be set up with the family to discuss supports.
  - Should behavior continue despite supports being provided, we will discuss discharge from the Docker Care Program.
- **Injuring Peers and/or Adults**
  - Should a child carry out behaviors that injure or harm peers and/or adults, including – hitting, kicking, throwing objects, spitting – the child will be removed from the classroom.
  - Should the behavior continue and/or progress. The family will be called and asked to come pick up the child for the remainder of the day and possibly subsequent days depending on the severity of the observed behaviors.
  - Should this become a pattern of behavior, a meeting will be set up with the family to discuss supports.
  - Should behavior continue despite supports being provided, we will discuss discharge from the Docker Care Program.

## **Nutrition Policy**

Children within Docker Care will have access to Breakfast, Lunch and a late snack while in care.

Times for meals will be defined in the established daily schedule.

Special dietary needs of children will be discussed upon enrollment, this includes dietary restrictions and food allergies. A health history form will need to be filled out in regard to an emergency plan if the child has been exposed to any allergens.

Children are allowed to bring in meal options in a bag lunch form. These meals must be kept in the child's cubby until established mealtimes.

Families will be asked to fill out food program information upon enrollment and will be enrolled in the School District of Ashland's school food program.

Docker Care will follow all nutritional policies as established by the School District of Ashland.

**14.4 - CHILD NUTRITION PROGRAM** The school district offers lunch and breakfast at all schools. Ala carte items are offered at middle and high schools during lunch. (At the high school, a salad bar is also offered.) The district uses an automated lunch accounting system to record food service payments and monitor food purchase transactions. The automated system functions as a debit system. All students will receive a 4-digit Personal Identification Number (PIN). After making a meal selection, students enter the PIN number on the keypad at the cashier's table. The cashier will subtract the total purchases from the child's account. At the elementary schools, teachers will collect payments from the students and forward them to the food service cashier. At the middle and high schools, cashiers will accept payments in the commons each morning before school starts. Students with delinquent accounts will not be permitted to purchase a meal from the Food Service Department but will instead be provided an alternative meal until the school collects on the delinquent lunch accounts or an approved payment plan has been established. Students are expected to follow directions, comply with behavior expectations, clean up their area when finished, and exhibit appropriate table manners. Cafeteria usage is considered a privilege and subject to sanction. Behavior guidelines will be established in each school building. Board policy 6152 - Student Fees, Fines, and Charges and policy 8500 - Food Services.

**14.5 - CHILD NUTRITION PROGRAM (Free and Reduced Priced Meals Application)** Every family is encouraged to fill out an application for free or reduced-price meals. Free and reduced-price breakfasts and lunches are available to all students whose family eligibility follows guidelines published each fall. An application will be sent to households at the beginning of each school year and is also available at each school building or on the District website at [www.ashland.k12.wi.us](http://www.ashland.k12.wi.us). Instructions are included with the application form. Please fill out one application form per family. All the names of the children living in your household must be listed on the form with their grade level, including all those children not yet in school and foster children. If family financial circumstances or household size change at any time during the school year, parents are encouraged to complete an application. In accordance with federal law and the U.S. Department of Agriculture policy, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to: USDA, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250 or call (800) 795-3272 or (202) 720-6382 (TTY). It is required to complete a new form each school year, even if approved the previous school year.

### **Program Contacts**

- Taylor Janes- Docker Care Coordinator
- Kathleen Thiele - Lake Superior Elementary Principal
- Jenna Dierseon - 4K Teacher
- Amy Mashlan - 4K Teacher

**4K Daily Schedule- Wrap Around Care**

- 8:00-8:25 Arrival
- 8:25-8:50 Hand Washing/Breakfast/Fine motor
- 8:50-9:10 Morning Meeting
- 9:10-9:50 Learning Block: Math (M/W,) Literacy (T/R,) STEM (F)
- 9:50-10:30 Free Play
- 10:30-11:00 Read Aloud & Heggerty
- 11:00-11:20 Outdoor exploration
- 11:20-11:30 Prepare for end of 4k time, wash hands for lunch
- 11:30 Mid-day dismissal
- 11:30-12:30 Lunch and Recess
- 12:30-1:00 Rest time
- 1:00-1:30 Quiet choice time (Nappers will be woken at 1:20.)
- 1:30-2:00 Encore
- 2:00-2:30 Free play
- 2:30-3:00 Snack
- 3:00-3:10 Bus dismissal for those bussing out
- 3:10-5:15 Wrap around care-Departure
- 3:10-4:10-Free Play
- 4:10-5:15-Outdoor Activities/Large Motor

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**Handbook Acknowledgement**

I \_\_\_\_\_ have read, understand, and agree to abide by all of the established policies as noted in the Docker Care Parent/Guardian Handbook, as well as the School District of Ashland Student Parent Handbook.

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Parent 1/Guardian 1 Signature

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Date

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Parent 2/Guardian 2 Signature

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Date