**Woolsey Academy for Young Learners**

**Child Supervision and Guidance Policies**

It is our top priority at Woolsey Academy for Young Learners to give each child a safe environment in which to grow, explore, learn and play in. Therefore, we will adhere to and periodically add to these Supervision and Guidance Policies. These policies will be for all caregivers of the children enrolled in the preschool/childcare facility.

As a licensed home facility we have the best of the best. Your child will receive consistent, careful and thoughtful guidance by the use of the Becky Baily, Conscious Discipline system. Under the guidance of these principals we emphasize that we are a school family. Meaning, at “school” we must work together to reach our goals and it takes all of us to do so. Time out is reserved ONLY for older preschool children that have consistently engaged in dangerous behaviors. It is not our desire, nor is it “goal” oriented to have one of our “family” members not present. Time out suggests that we do not need or want one specific child to participate. That will not do. We are all in this together and will only move ahead with one another.

We not only educate your child in the alphabet, numbers, colors and shapes…but social and emotional skill building exercises are built into each and everyday activities. Temper tantrums, hitting, name-calling, though not encouraged, of course, are learning moments for everyone. We use those times as “teachable moments,” when everyone’s attention is drawn to the situation and we are able to present a better way.

Instead, we utilize a method called “Safe Place.” This is very effective with children of all ages…especially younger children. This is a comfortable place with books, puzzles, dolls, music, and other quiet play activities; that allows a child to regroup and refocus their minds into a calmer state. Once a child is calm and peaceful, he/she is able to make helpful choices. When a child is in a stressed state, he/she is not able to make helpful choices and their brains are actually thrown into a fight or flight method of thinking. Our goal is to help each child learn their own personal triggers and timing of when they need to take some time to themselves. Safe place is not “time” driven. It is not teacher driven…rather it is child oriented. The child, though sometimes helped to Safe Place by an adult caregiver, is allowed to return to play as he/she feels ready to do so. We utilize lots of redirection with younger toddlers and infants and encourage the teaching and learning of helpful behaviors by modeling them in ourselves.

For children with more mature logic/linguistic skills we encourage a “reversal” of the moment that lead to the ultimate offense. We help them replay the situation and encourage them to utilize positive self -talk and peer- talk to help them obtain their goal.

Please feel free to visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com) for detailed information on this method.

As an enrolled student with the preschool we will send home information from this website pertaining to the developmental stages of your child with suggestions you can use at home to help maintain consistency between home and school settings.

Should a child’s behavior become significantly dangerous to him/herself or others (head banging, biting multiple times, etc.), you will be notified and may be asked to pick up your child. If your child’s behavior may be affected by a late night, divorce, trauma or otherwise, please communicate that with us so that we can help your child effectively.

We will maintain constant supervision over each child through organized play in areas and activities that are conducive to each child’s developmental needs. The layout of our facility is such that we can maintain visual and auditory supervision over children at all times. Children, unless school age, will not be permitted in the play yard without adult supervision. School age children will be monitored through visual inspection every few minutes. As you can see, the back of our facility is lined with windows which allow us to see school age children in the play yard even when diapering a younger child inside.

Children will not be permitted to play in the front of the facility regardless of age.

No child is permitted up or down stairs during preschool hours. Should you, as the parent, need to access your child in the basement due to a tornado drill, you will be required to maintain with your child and escort them back to the main level.

Do not allow your child/children to exit or enter your vehicle unless under your direct supervision. This will help prevent accidents. Children are not permitted to enter the facility alone, meaning, you must enter the facility each day with your child. Though “dropping” your child off may seem to save you time, it is actually quite dangerous. These few morning minutes also allow you and your child’s caregiver/preschool teacher to “catch-up” on the evening’s events and communicate any needs your child may have for each day. Please help us, help you child, by escorting them to and from your vehicle each day.

If a child is being helped in the bathroom, auditory supervision at all times of the other children will be maintained and visual inspections consistently.

Should your child’s caregiver/preschool teacher become suddenly ill, you will be called. You may be asked to pick up your child in such an event if a back-up caregiver/teacher is not available.

We understand the privilege and responsibility for caring for and teaching all of our children, therefore the following will be maintained by each caregiver/teacher.

Your child’s caregiver/teacher will

* Interact with your child and attend to your child’s needs;
* Respond immediately if your child is crying or in distress in order to determine the cause and to provide comfort and assistance;
* Investigate immediately any change in the activity or noise level of your child; and
* Respond immediately to any emergency that could impact the health, safety, and wellbeing of your child.

No caregiver/teacher shall engage in business, social or personal that may affect the care and supervision of the children.

Additionally, if used, electronic monitoring devises such as baby monitors, will not replace the physical monitoring of any child.

Indoor supervision:

(1) For each child who is under 2 1/2 years of age and who is awake, the provider shall be within sight of and in proximity to the child, watching and overseeing the activities of the child. When the provider is attending to personal hygiene needs or engaging in other child care duties and is temporarily unable to remain within sight of the child, the provider shall meet all of the following conditions:

(A) The provider has first ensured the safety of each child.

(B) The provider is able to respond immediately to any child in distress.

(C) The provider remains within hearing distance of each child.

(2) For each child 2 1/2 years of age and older who is awake, the provider may permit the child to go unattended to another room within the facility to engage in activities if all of the following conditions are met:

(A) The provider determines, based on observations of the child’s behavior and information from the parent or legal guardian, that the child can go unattended to another room within the facility.

(B) The door to each room remains open.

(C) The provider remains within hearing distance of the child.

(D) The provider visually checks on the child and responds as necessary to meet the needs of the child.

(3) Each applicant with a temporary permit and each licensee shall ensure that supervision is provided for each child who is napping or sleeping.

(A) Each child who is napping or sleeping shall be within sight or hearing distance of the provider and shall be visually checked on by the provider at least once every 15 minutes.

(B) The provider shall meet all of the requirements of K.A.R. 28-4-116a for any child who is under 12 months of age and is napping or sleeping.

(C) When any child is napping or sleeping in a room separate from the provider, the door to that room shall remain open.

(D) When a child awakens and is ready to get up, the provider shall attend to the child’s needs and assist the child in moving to another activity.

Outdoor supervision requirements. When any child is outdoors, each provider shall ensure that all of the following requirements are met, in addition to the requirements of subsection (b):

(1) For each child under five years of age, the provider shall be outdoors at all times and remain within sight of and in proximity to each child, watching and directing the activities of the child.

(2) For each child five years of age and older, the provider may permit the child to go unattended to the facility’s designated outdoor play area on the premises if all of the following conditions are met:

(A) The designated play area on the premises is enclosed with a fence.

(B) The provider determines that the area is free of any potential hazards to the health and safety of the child.

(C) The provider remains within hearing distance of the child.

(D) The provider visually checks on the child and responds as necessary to meet the needs of the child.

Your child’s day will be planned and purposeful. It will include all of the following components:

1. Age appropriate toys, play equipment, books and learning materials. We use [www.creativecurriculum.net](http://www.creativecurriculum.net), [www.hookedonphonics.com](http://www.hookedonphonics.com) and [www.consciousdiscpline.com](http://www.consciousdiscpline.com)
2. Large and small motor development; i.e. running, jumping, drawing, buttoning, etc…
3. Creative expression, such as, dramatic play, music, art;
4. Math and science skills, for example, discovery, nature walks, observations, experiments, cooking, sorting, matching, counting;
5. Language development and literacy, including, reading, singing, finger plays, writing, story time.
6. At least one hour each day of outdoor physical play, weather permitting.
7. Media viewing as concurrent with lesson plans, such as, Hooked on Phonics, Science media, etc.

Toys will be maintained in good and clean physical repair. They will be washed and sanitized daily to help prevent the spread of germs. Additionally, your child’s hands will be washed upon arrival, after play, before and after eating, after toileting/diapering, and additionally as needed. Provider’s hands will be washed before and after meal times, before and after food/snack handling, before and after toileting/diapering a child, and additionally as needed.

SMOKING IS PROHIBITED ON THE PREMISES INSIDE AND OUT.

Nutrition and food service. Your child will be served menu plans for meals and snacks that contain a variety of healthful foods, including fresh fruits, fresh vegetables, whole grains, lean meats, and low-fat dairy products.

(1) If children under 18 months of age are in care, the following requirements shall be met:

(A) Each child shall be held when bottle-fed until the child can hold the child’s own bottle.

(B) No child shall be allowed to sleep with a bottle in the mouth.

(C) Each bottle that contains prepared formula or breast milk shall be stored in the refrigerator with the nipple covered. The bottle shall be labeled with the child’s name, the contents, and the date received and shall be used within 24 hours of the date on the label.

(D) If a child does not finish a bottle, the contents of the bottle shall be discarded.

(E) No formula or breast milk shall be heated in a microwave oven.

(F) Solid foods shall be offered when the provider and the parent or legal guardian of the child determine that the child is ready for solid foods. Opened containers of solid foods shall be labeled with the child's name, the contents, and the date opened.

Containers shall be covered and stored in the refrigerator.

Each child will be fed two meals and a snack. They will also be fed should they become hungry in between meals/snacks. Full tummies make happy kids!

The following items will be present in meals and snacks:

(A) Breakfast shall include the following:

(i) A fruit, vegetable, full-strength fruit juice, or full-strength vegetable juice;

(ii) bread or grain product; and

(iii) milk.

(B) Noon and evening meals shall include one item from each of the following:

(i) Meat or a meat alternative;

(ii) two vegetables or two fruits, or one vegetable and one fruit;

(iii) bread or a grain product; and

(iv) milk.

(C) Midmorning and midafternoon snacks shall include at least two of the following:

(i) Milk;

(ii) fruit, vegetable, full-strength fruit juice, or full-strength vegetable juice;

(iii) meat or a meat alternative; or

(iv) bread or grain product.

(D) For snacks, juice shall not be served when milk is served as the only other item.

(4) A sufficient quantity of food shall be prepared for each meal to allow each child to have a second portion of bread, milk, and either vegetables or fruits.

(5) Drinking water shall be available to each child at all times when the child is in care.

(6) Only pasteurized milk products shall be served.

(7) Milk served to any child who is two years of age or older shall have a fat content of one percent or less, unless a medical reason is documented in writing by a licensed physician.

(8) If a fruit juice or a vegetable juice is served, the juice shall be pasteurized and full-strength.

(9) If any child has a food allergy or special dietary need, the provider and the parent or legal guardian of the child shall make arrangements for the provision of alternative foods or beverages.

(10) Meals and snacks shall be served to each child using individual tableware that is appropriate for the food or beverage being served. Food shall be served on tableware appropriate for that food and shall not be served directly on a bare surface, including a tabletop.

(11) Tableware shall be washed, rinsed, and air-dried or placed in a dishwasher after each meal.

(12) Sanitary methods of food handling and storage shall be followed.

(13) A washable or disposable individual cup, towel, and washcloth shall be provided for each child.

Recordkeeping: A file will be maintained for each child, including each child enrolled for emergency care.

Each file shall include the following information:

(1) The full name, home and business addresses, and telephone numbers of the child's parent or parents or legal guardian and the name, address, and telephone number of the individual to notify in case of emergency;

(2) the full name and telephone number of each individual authorized to pick up the child and to provide transportation to and from the facility;

(3) a medical record as required by K.A.R. 28-4-117 (a), except that each child enrolled for emergency care shall be exempt from K.A.R. 28-4-117 (a)(2); and

(4) written permission from the parent or legal guardian for emergency medical care and for the child to go off the premises as required by K.A.R. 28-4-124 and 28-4-127 (b)(1)(A).

Napping and sleeping.

(a) Rest period. Each child shall have a daily, supervised rest period as needed. Each child who does not nap or sleep shall be given the opportunity for quiet play.

(b) Safe sleep practices for children in care.

(1) We use the Safe Sleep practices from the Infant Mortality Risk Reduction Work Team of National SIDS & Infant Death Program Support Center (NSIDPSC) & American Academy of Pediatrics “Reducing the Risk of SIDS in Child Care,” for children in care who are napping or sleeping.

(2 We will review and discuss the aforementioned safe sleep policy with you.

(3) Each provider shall follow the safe sleep practices of the facility.

(4) Each child who is 12 months of age or older shall nap or rest on a cot, or portable play bed if requested by the parent/guardian or if the child is not yet developmentally able to sleep on a cot.

(5) For children under 12 months of age the following will be maintained by each caregiver/teacher;

(A) The child shall nap or sleep in a crib or a playpen.

(B) If the child falls asleep on a surface other than a crib or playpen, the child shall be moved to a crib or playpen.

(C) The child shall not nap or sleep in the same crib or playpen as that occupied by another child at the same time.

(D) The child shall be placed on the child’s back to nap or sleep.

(E) When the child is able to turn over independently, the child shall be placed on the child’s back but then shall be allowed to remain in a position preferred by the child. Wedges or infant positioners shall not be used.

(F) The child shall sleep in a crib or a playpen that is free of any soft items, which may include pillows, quilts, heavy blankets, bumpers, and toys.

(G) If a lightweight blanket is used, the blanket shall be tucked along the sides and foot of the mattress. The blanket shall not be placed higher than the child’s chest. The head of the child shall remain uncovered. The child may nap or sleep in sleep clothing, including sleepers and sleep sacks, in place of a lightweight blanket.

Napping or sleeping surfaces;

(1) Clean, individual bedding shall be provided for each child.

(2) Each surface used for napping or sleeping shall be kept clean, of safe construction, and maintained in good repair.

(3) Each crib and each playpen shall be used only for children who meet the manufacturer’s recommendations for use, including any age, height, or weight limitations. The manufacturer’s instructions for use, including any recommendations for use, shall be kept on file at the facility.

(4) Each crib and each playpen shall have a firm, tightfitting mattress and a fitted sheet. The mattress shall be set at its lowest point when any child using the crib or playpen becomes able either to sit up or to pull up to a standing position inside the crib or playpen, whichever occurs first, to ensure that the child cannot climb out of the crib or playpen.

(5) If a crib or playpen is slatted, the slats shall be spaced not more than 2 3/8 inches apart.

(6) No crib purchased before June 28, 2011 is in use in the facility.

(7) Each pad used for napping or sleeping shall be at least 1/2 inch thick, washable or enclosed in a washable cover, and long enough so that the child’s head and feet rest on the pad. Clean, individual bedding, including a bottom and a top cover, shall be provided for each child.

(8) Cribs, cots, playpens, and pads, when in use for napping or sleeping, shall be separated by at least 24 inches in all directions except when bordering on the wall.

(9) When not in use, cribs, cots, playpens, pads, and bedding shall be stored in a clean and sanitary manner.

Transition from crib or playpen.

The determination of when a child who is 12 months of age or older is ready to transition from a crib or a playpen to another napping or sleeping surface shall be made by the parent or guardian of the child and caregiver/teacher. The requirements of paragraphs (c)(3) and (4) for a child using a crib or playpen shall apply.

Thank you for reading, understanding and adhering to these “Policies” for your children while at Woolsey Academy for Young Learners. This will help to ensure everyone’s safety and well-being.