



Family Handbook

Kids Express Learning Center, Inc.
(dba **Hickory Hill Academy**)

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Hickory Hill Academy

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ADMINISTRATIVE OFFICES

President, ext. 232
Chief Academic Officer
Head of School, ext. 241
Early Childhood Director, ext. 266
Early Childhood Assistant Director, ext. 251
Wellness Director, ext. 223
Program & Events Coordinator, ext. 231
Finance Director
Finance Manager, ext. 240
Chief Marketing Officer, ext. 232
Admissions Director, ext. 295
Marketing Director, ext. 231
Operations Director, ext. 248
Administrative Assistant, ext. 293

CLASSROOMS

Building #1 - The Dahlhouse

Corgiville Fair Nursery, ext. 242
Make Way for Ducklings, ext. 243
The Velveteen Rabbit, ext. 288
Time of Wonder, ext. 245
The Giving Tree, ext. 244
Inch by Inch, ext. 287
Over in the Meadow, ext. 286
Wind in the Willows, ext. 285

Building #2 - Big Red Barn

The Hayloft, ext. 230
Big Red Barn, ext. 229

Building #3 - Main Building

The Teddy Bears' Picnic, ext. 227
Paddington Station, ext. 226
The Secret Garden, ext. 225
Hey Diddle Diddle, ext. 224

HOURS OF OPERATION

Infant & Toddler Program: 7:30 a.m. - 5:30 p.m.

2-Year-Olds, Preschool, and Pre-Kindergarten; Kindergarten to Sixth Grade:

8:00 a.m. - 3:30 p.m. Extended Care Options: 7:30-8:00 a.m., and/or 3:30-5:30 p.m.

Summer on the Farm Programs for Infants to Sixth Grade:

8:00 a.m. - 3:30 p.m. Extended Care Options: 7:30-8:00 a.m., and/or 3:30-5:30 p.m.

Licensing Regulations:

HHA is licensed by Wisconsin's Department of Children and Families and may serve up to 260 children at one time. Wisconsin Licensing Rules for Group Child Care Centers is available online at:

<https://dcf.wisconsin.gov/files/publications/pdf/205.pdf>, and, upon request, in the office and in classrooms.

HHA's Family Handbook is likewise available in the office, in classrooms, and on our website at HickoryHillAcademy.com. HHA licensing information and non-compliance notices are posted in the lobby of Building #1.

Federal Tax ID#: 39-1634927

Liability Insurance: Cincinnati Insurance Company

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PART I: INTRODUCTION

I. PHILOSOPHY OF HICKORY HILL ACADEMY (HHA)

Hickory Hill Academy cultivates children's growth in a stimulating and compassionate environment. Our supportive teachers engage the curiosities and needs of each child, fostering self-esteem, the confidence needed to benefit from our robust academic programs, and the interest to embark on a journey of life-long learning. Our focus on empathy, character, and individual well-being encourages our children to envision how they will serve their community beyond the expanse of our campus.

We believe children are capable, curious, self-directed learners who respond positively to warm, loving guidance. Children crave intellectual stimulation and depend on encouragement and support to grow emotionally, morally, and socially strong. This philosophy is integrated throughout our school, preschool, childcare, and summer camp programs.

2. HISTORY OF HHA

Prairie View Farm, where Hickory Hill Academy (formerly Kids Express Learning Center) now resides, was once home to our founders, the Dahl Family, from 1986 to 2005. The property served as a popular gathering place for youth groups, sports teams, and their families. Observing young people enjoying picnics on the lawn, games in the meadows, sleepovers under the stars, and interacting with animals in the pastures, the Dahls were inspired to share their property's gifts with others. The school was founded in the spring of 1996 and chartered as a for-profit organization under Wisconsin state law.

Phase I of HHA was housed in one large classroom that had previously served as a boathouse, storage shed, and art studio. Renovated in 1996, the building became a preschool-kindergarten facility—and opened to admit HHA's first students—nine boys!

Enrollment grew steadily, prompting HHA's Phase II to begin during the summer of 1997, and resulting in the addition of offices and two more classrooms. In January 2002, our 150-year-old barn's renovation was complete, followed by further renovations to complete the Corgiville Fair Nursery to welcome infants and toddlers.

Phase III began during the summer of 2005 when the Dahl family home, now known as "The Dahlhouse," transformed into four beautiful new classrooms. In 2008, a new wing to The Dahlhouse added three new classrooms, two gyms, and our administrative offices.

In 2019, Phase IV of HHA began with program expansion through the 8th grade. Construction of a new school building will be completed in August of 2023 to further support the learning environment for our elementary and middle school students.

Set on a picturesque ten-acre farmette, HHA hosts a variety of extraordinary indoor and outdoor learning environments. Home to animals such as alpacas, sheep, and goats, the campus also offers a large sports court, golf putting green, pond, child-centric organic vegetable, herb, and flower gardens, forested trails, a nature study bus, two gyms, and more. Read on to learn about our curriculum and enrichment programs for children from 12 months through middle school.

PART II: APPLICATION PROCESS, ENROLLMENT

1. NON-DISCRIMINATION POLICY

Hickory Hill Academy (HHA) does not discriminate based on age, race, ethnicity, socio-economic status, gender, sexual orientation, creed or religion, political persuasion, veteran's status, or disability in administration of its admission, education, employment, or programming policies and practices.

2. APPLYING FOR ENROLLMENT

a. Current Families

Families with children currently enrolled at HHA are given priority consideration in securing future enrollment schedules of their choice, provided they submit enrollment applications and application processing fees to HHA by specific deadlines. Academic School Year and "Summer on the Farm" applications are filled out online, through the Parent Portal.

b. Returning Families

Families having previously enrolled children at HHA are given second priority consideration in securing the enrollment schedules of their choice, provided they submit the enrollment application and application processing fee to HHA by specific deadlines. These families should obtain applications through the Parent Portal.

c. New Families

New families who wish to apply should fill out an inquiry form via our website, under the admissions tab. Applications may be submitted at any time throughout the calendar year and are processed in the order in which they are received. Enrollment is offered once HHA has met obligations to current and returning families.

3. WAITLIST

If HHA cannot offer parents/guardians their desired schedule, the child's name is added to a "waitlist" and the family is notified when an opening becomes available. It is important to maintain contact with HHA while on the waitlist. Please inform the Admissions Director promptly if you wish to alter a schedule request.

Families on the waitlist have two business days to respond to a placement offer. If HHA does not receive a written commitment to accept a placement offer, within two business days, the next family on the waitlist will be offered the opening. Families who are unable to accept a position when it comes available may keep their name on the waitlist for the next available position. Families declining a second placement offer will be removed from the waitlist and encouraged to re-apply later. This will ensure timely service for the remaining families on the list.

4. SCHEDULE CHANGE REQUEST

Families unable to initially obtain the schedule they most desire may notify the Admissions Director to request a change of schedule. parents/guardians of currently enrolled or previously-enrolled children will have first and second priority, respectively, in obtaining desired scheduled changes. parents/guardians have two business days to accept or reject a new schedule offer.

5. FINANCIAL INFORMATION

Every effort is made to maintain accurate records through our computerized management and accounting program. Should you ever have questions regarding your invoices or the status of your account, please call our Finance Manager.

a. Application Fee

A non-refundable processing fee must be paid with any application.

b. Program Fees and Payment Schedule

The Academic School Year begins in early September and ends in June of the following year. Tuition for the academic year is based on a 40-week period and is billed in ten equal installments, due on the 15th of each month, with the first payment due on August 15th and the last payment due on May 15th. Lower School and Middle School families may pay in a single installment to receive a reduced rate.

Summer on the Farm runs in two 6-week sessions from June through August. Tuition for the first session of Summer on the Farm is due on June 15th, and tuition due for the second session of Summer on the Farm is due on July 15th.

There are no tuition adjustments for snow days, holidays, family vacations, non-attendance on field trips, absence due to illness, or absence for other reasons.

HHA tuition sheets are available to parents/guardians both online and in our administrative office. In addition to the fees outlined on tuition sheets (which include rates for extended care and details regarding semi-annual fees), families may incur additional expenses, or savings, through the means indicated below.

c. Late Enrollment

Tuition is prorated accordingly for children who are enrolled to begin attending after the beginning of the school year or summer session. Tuition is due on your child's first day.

d. Late Payments

A \$50.00 late fee is assessed for late payments. If an account is delinquent for two months, the child will not be able to attend HHA until the account is brought into balance. A fee of \$30 will be incurred for any failed payment.

e. Late Pick-Up Fee

A \$10.00 fee is assessed to a family's account for the first ten minutes past the time when a child should have been picked up. A \$20 fee is added for any portion of a ten-minute block, thereafter. If you will be late for a 3:30 p.m. dismissal, you may wish to contact your child's teacher and ask to have your child go to the After School program, thus paying an After School drop in fee as opposed to a late pick-up fee (refer to After School pricing on HHA tuition sheet).

f. Special Event Fees

Families may be billed nominal fees for special events such as field trips, special lunches, and/or occasional supplies for projects. Families will have advance notice of events/needs/costs and will have the opportunity to decline participation. Said fees will be added to the next tuition invoice, as appropriate.

g. Automatic Payment Processing System

With convenience, efficiency, and security in mind, we utilize an automated payment processing system, Blackbaud Tuition Management. Payment options include monthly debits from a bank account or debit/credit card (MasterCard and Visa).

To participate in this program, families will have Tuition Management accounts created at the time of enrollment. Your family's account balance will then be paid automatically on the due date for each billing period.

h. Financially Assisted Families

HHA accepts funding through Wisconsin Shares, CCTAP (UW-Madison), and Child Care Aware. HHA must receive authorization for these types of aid at least two weeks prior to the child's first day of attendance. Families seeking financial assistance outside of these programs should apply for assistance through FAST Aid, with an application available on the school's website.

6. ENROLLMENT, NECESSITIES, TRIPS, AND TRADITIONS

Parents/guardians work with the Admissions Director to determine availability and placement. Having accepted a placement offer, parents/guardians receive a contract for the enrollment period (either the Academic School Year or Summer on the Farm). After returning the signed contract and deposit, accordingly, parents/guardians will receive an email with instructions for additional steps needed to complete enrollment. parents/guardians will begin receiving regular invoices from Tuition Management in accordance with their child's enrollment timing and the billing schedule.

a. Records Requirements

Prior to a child's first day, parents/guardians should ensure that the HHA office has successfully processed all forms necessary for your child to begin.

Early Childhood

Licensed by the State of Wisconsin and accredited through the National Association for the Education of Young Children (NAEYC), HHA must comply with the requirements of both entities. We must, therefore, require families to provide and update information routinely as a condition for uninterrupted care. It is imperative that children's records are kept current.

Forms include but are not limited to:

- Student Enrollment Form (includes contact information, preferences, and permissions)
- Health History and Emergency Care Plan
- Child Health Report (completed for children under 5)
- Immunization Record
- Intake for Child Under 2 (Must be updated at least every 3 months until the child turns 2)
- Additional Authorized Pick-Up Person (optional)

Lower and Middle School

Forms, provided through our online community, include but are not limited to

- Student Enrollment Form (includes contact information, preferences, and permissions)
- Health History and Emergency Care Plan
- Immunization Record
- Technology Agreement
- Additional Authorized Pick-Up Person (optional)
- Additional permissions as needed for field trips

7. WITHDRAWAL/TERMINATION OF ENROLLMENT CONTRACT

a. Withdrawal/Termination of Summer Enrollment Contract

Application fees and deposits are non-refundable. Verbal communication of intent to cancel or alter a contract is not acceptable notification. Parents/guardians must ensure that HHA's Admissions Director has received, by May 15th, written notice of any intent to terminate a summer enrollment contract. If said notice is not in the Admission Director's possession by May 15th, then tuition obligations must be fulfilled per the signed contract.

b. Withdrawal/Termination of Academic Year Enrollment Contract

Application fees and deposits are non-refundable. All withdrawals of academic year enrollment contracts must be written and delivered to HHA's Admissions Director. Verbal communication of intent to cancel or alter a contract is not acceptable notification. HHA's Early Childhood and Lower/Middle School programs are subject to separate withdrawal/termination policies.

For Early Childhood programs (Infants & Toddlers, 2-Year-Olds, Preschool, and Pre-Kindergarten), a contract may be terminated before the start of the academic year by May 31 with no penalty other than forfeiture of the contract deposit. After June 1st, the parent/guardian assumes full responsibility for the entirety of the tuition for which the contract is applicable through at least September 30th. Termination dates between October 1st and April 1st are allowed with no penalty other than the forfeiture of the contract deposit. A written notice must be received by the Admissions Director 30 days before the termination date. After April 1st, parents/guardians assume full financial responsibility for the entirety of the tuition for which the contract is applicable.

Written notice of intent to terminate an Early Childhood academic year contract must be in the Admission Director's possession by March 2nd for families to avoid having to pay tuition for the remainder of the HHA academic year. However, families must pay tuition for 30 days after the written withdrawal/termination notice is in the Admission Director's possession. Families that do not ensure HHA Admission Director's possession by March 2nd of written notice of intent to withdraw/terminate a contract are obligated to fulfill the terms of the contract and to pay tuition for the remainder of the HHA academic year.

For Lower and Middle School programs, a contract may be terminated before the start of the academic year by May 31st with no penalty other than forfeiture of the contract deposit. After June 1st, no termination option is available other than for a move of greater than 45 miles.

If the student establishes a permanent residence at a distance of more than 45 miles from the HHA campus, the family will receive a credit for 50% of the unused tuition (prorated on the number of class days remaining in the academic year). Parents/guardians are obligated to pay any balance remaining after this credit has been applied. The effective date is 30 days after written notice of the withdrawal is received by HHA's Admissions Director.

For both Early Childhood and Lower/Middle School programs, if HHA determines that a parent must withdraw a child, tuition reimbursement will be granted for the remainder of the month of withdrawal and no additional tuition payments will be required. Registration fees, tuition deposits, and classroom fees are non-refundable.

The enrollment agreement between Hickory Hill Academy and families of enrolled children will be terminated if one or more of the following situations occur:

- The school year has come to an end.
- The parents/guardians of the child allow their HHA account to become delinquent.
- HHA Head of School determines that HHA lacks the resources needed to support a child's needs.
- Parents/guardians fail to comply with HHA rules relating to the arrival and departure of a child.
- The school determines it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.

When a child has unusually challenging behaviors, HHA teachers and administrators will work diligently with parents/guardians and, as appropriate, other adults who support the child, to develop strategies to meet the child's needs and bring about improvement. In rare cases, if the team of parents/guardians, teachers, and perhaps other professionals cannot implement appropriately successful strategies, HHA may suspend or terminate a child's enrollment.

PART III: HHA COMMUNITY

– WORKING TOGETHER

To be successful, Hickory Hill Academy needs and expects the cooperation of its parents/guardians, who should understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the school and its parents/guardians form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents/guardians and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, and respect. Please understand that, when we refer to our “school community”, we are including parents/guardians.

I. PARENT INVOLVEMENT

Education is a shared partnership between parents/guardians and the school. A high degree of contact is encouraged and should begin with the child's teacher who is the main contact between the school and home. When parents/guardians have any questions or comments regarding a child's academic work or behavior, the first step is to contact the teacher directly. We believe open communication between parents/guardians and teachers will enhance the child's progress. In addition to formal meetings related to education, there are a number of activities in which parents/guardians are encouraged to take part such as extracurricular activities, school events, and parent teacher conferences.

2. PROFESSIONAL STAFF

HHA places emphasis on having a highly qualified, professional staff. All staff members have completed the coursework necessary to meet state requirements for working with young children and meet state and NAEYC (National Association for the Education of Young Children, through which HHA is accredited) hiring and records retention requirements. All staff must pass criminal background checks, and staff members who work with children must submit a health report, signed by a physician, indicating the results of a recent TB test and that the individual is medically sound to work with children.

Teachers' files include copies of teaching degrees, licenses, registry level, and continuing education documentation. Teaching staff credentials are submitted to The Registry, Wisconsin's early childhood professional recognition system, for evaluation and for the assignment of the teacher's Registry level.

Annual conferences, professional development courses, in-services, workshops, coursework, networking with other teachers, and, of course, ongoing classroom experience helps our staff maintain professional skills.

3. TEACHER/CHILD RATIOS (EARLY CHILDHOOD PROGRAM)

Ratio standards set by Wisconsin's Department of Children and Families appear in the chart below. HHA ensures adherence to state ratio requirements and typically has an additional teacher join classrooms during pre-academic and academic small group learning periods.

Age of Children (in years)	Adult/Child Ratio	Max. Group Size
0-2	1:4	8
2-2.5	1:6	12
2.5-3	1:8	16
3-4	1:10	20
4-5	1:13	26
5-6	1:17	34
6-10	1:18	36

4. REMARKABLE LEARNING ENVIRONMENTS AT HHA

a. Farmer Will's Nature Nook

The Nature Nook is a charmingly transformed school bus sporting heated floors, air-conditioning, microscopes, and other tools for examining fossils, conducting experiments, and learning about nature, science, basic physics, and basic chemistry.

b. The HHA Forest

HHA's Forest is a sensory-rich outdoor classroom where, with guidance from our science and nature studies specialist, children explore and track seasonal and life cycle changes of woodland plants and animals and learn techniques for tracking, identifying, and observing our forest dwellers, among other great learning experiences.

c. Prairie View Farm

Our Prairie View Farm, nestled between playgrounds, meadow, and vineyard, allows children to safely observe and interact with animals such as alpacas, sheep, and goats, to learn about the animals and about being responsible for them. Lessons in animal care and life cycles, and comical animal antics, foster children's interests and knowledge in the world of animals.

d. The Children's Gardens

HHA's Children's Gardens grace the upper campus with flower beds, gazebo, butterfly gardens, herb, fruit, and vegetable plots, whimsically sculpted shrubbery, and environments that beckon children to come and be surrounded by the natural beauty they help to nurture. Here, enthusiastic young gardeners enjoy tasting produce off the vine, gathering ingredients for recipes, and preparing and sharing tasty creations in the gardens.

e. Little Augusta Golf Green

Little Augusta's golf green, tee box, and floral gardens beckon young learners to exercise their cognitive, physical, and social skills as they learn about and engage in the sport of golf – all while their senses are treated to the beauty of the gardens, and to the birds and butterflies who are frequent visitors to the area.

f. HHA's Nature Playground

The Nature Playground is a large, cleared woodland gathering area with stump seating, a chalkboard, a tire tunnel and a natural playground. Nature lessons, picnics, and sing-alongs help to make this magical area a favorite for children and their teachers.

5. PROGRAM OVERVIEW

HHA offers the highest quality infant/toddler care, preschool, pre-kindergarten (pre-K), and Kindergarten through sixth grade programs. Additionally, we offer outstanding summer camp programs for children through the sixth grade. Though we enroll children throughout the calendar year, HHA has two distinct enrollment periods: The Academic School Year and Summer on the Farm. Children enroll, via separate applications, to attend either or both programs.

a. The Academic School Year (ASY)

HHA's ASY begins in late August or early September and runs through early June. HHA operates as a school during this time, with the school calendar reflecting time off for teachers to be with their families during holidays, for professional development (teachers must meet annual continuing education requirements), staff training (including CPR and First Aid Certification, and much more), meetings, in-services, and parent/teacher conferences.

b. Summer on the Farm (SOF)

SOF is composed of two sessions. Session 1 runs from June into July. Session 2 runs from July into August (consult the school calendar for exact dates). Children under age two must be enrolled for both summer sessions, while children 2.5 to 12 years old may enroll for either or both sessions.

c. Program Options/Hours of Operation

Infant/Toddler Program

Our program for children 12-24 months of age runs from 7:30 a.m. until 5:30 p.m. Children are enrolled to attend five, three, or two days a week, and are assigned to classrooms based on age and availability. Those enrolled for three days a week attend HHA on Mondays, Wednesdays, and Fridays. Those enrolled for two days a week attend on Tuesdays and Thursdays.

Two-Year-Old, Preschool, and Pre-Kindergarten

Our program for children ages 2 years through Pre-K runs from 8:00 a.m. until 3:30 p.m.

Lower School & Middle School Program (Kindergarten - 6th Grade)

Children are enrolled to attend five days a week, from 8:00 a.m. until 3:30 p.m.

Extended Care

For children enrolled in 8:00 a.m - 3:30 p.m. programs, HHA offers Before School care, 7:30-8:00 a.m., and After School care, 3:30-5:30 p.m. There are additional fees for extended care. Children may be signed up for specific days, or parents/guardians may request extended care on short notice, as needed.

Fees are billed for all days contracted for extended care (adjustments are not made based on the child's actual attendance). Please see our fee schedule for specific costs.

d. Program Logistics

Supplies

Parents/guardians must supply an extra set of size and seasonally appropriate clothing for each child. Extra clothes are kept in each child's cubby, in a zipper-lock plastic bag labeled with the child's name. For children who are actively potty training, please provide additional clothing and underwear. Whenever your child uses extra clothes, please provide a new set the following day.

Children's winter apparel needs include a warm coat, snowsuit or snow pants, boots, hat, extra mittens, and extra socks. Please take home outdoor clothing daily, to allow cleaners easy access to cubby areas, and be sure to label all of your child's belongings, including coats, shoes, and boots.

School supplies will be provided by the school for all Lower School and Middle School students.

For children beyond infancy, please provide:

- Sunscreen/insect repellent, if desired. Items must be labeled with the child's name and parents/guardians must complete an authorization form.
- Change of clothes and shoes (in a zipper-lock bag).
- Laminated pictures of your child and family (with faces clearly identifiable, please - no sunglasses), to be placed in the child's "cubby" or in a Classroom Families 'book.'
- Soft, small "rest buddy." HHA provides and launders all bedding.
- Lunch, with a cold pack. Hot food should be kept in a thermos.

Note: Your child's name or initials need to appear on all belongings.

For all children, please bring items noted in the classroom Welcome Letters distributed by the child's classroom teachers.

Arrival and Departure Procedures and Recommendations (Early Childhood Program)

- Greet teachers and ensure that they are aware of your child's arrival and departure.
- Sign-in/sign-out your child on child's arriving/departure each time
- Help your child wash hands and stow belongings in your child's cubby, upon arrival.
- Check your child's mailbox and read the classroom whiteboard (summary of the day's activities) before departing for the day.
- Never leave children alone in a parked car, even if the engine is not running.

Arrival and Departure Policies

- Teachers must be alert to children arriving/departing and have limited ability to converse during arrival/departure periods. See section below: Parent/Teacher Communication.
- Use classroom notebook (near sign-in/out sheet) to inform teachers of important matters.
- If a child is absent without prior notification to HHA, teachers will contact families.
- Staff must not allow someone they do not recognize as a parent/authorized individual to pick up a child unless the individual provides proper ID and is at least 18 years old.
- parents/guardians must provide written authorization for any individual to pick up the child.
- Please do not arrive early or late without arranging for extended care.
- Teachers have limited time to plan activities, set up, clean up, meet with their teams, and often have time-sensitive commitments at the end of their workday.
- Please do not bring older siblings into the Infant & Toddler classrooms. Please drop off older children in their classrooms, first, and pick them up after picking up your toddler. We apologize for any inconvenience, but to ensure the safety and health of children in these rooms, we must minimize traffic and congestion in these areas.

Staff may be concerned about releasing a child to a parent or parent-authorized person who...

- Appears too ill to drive competently.
- Appears to have been drinking alcohol or to be under the influence of any type of drug.
- If concerned about releasing a child to a parent or parent-authorized person, staff may...

Offer to contact a parent-designated emergency backup person to pick up the child or may contact local law enforcement.

While any such situation would be uncomfortable for all, our main concern must be for the safety of all HHA children and families.

Authorized Pickup Procedures

Individuals must be parent-authorized (and at least 18) to pick up a child and must be prepared to show state/federally issued photo identification. Staff must not allow someone they do not recognize as a parent/authorized individual to pick up a child unless the individual provides proper ID and is at least 18 years of age. The authorized individuals should be listed on the Enrollment Form. If more than two individuals are authorized to pick up the child, they should be listed on the Additional Authorized Pick Up Persons Form. For single occurrence pick up changes, please notify the child's teachers by including the following information in an email - name, relationship to child, phone number, and home address.

Child's First Day (Early Childhood Program)

If you suspect your child may have difficulty separating from you, if it is your child's first experience in an early childhood program, or if your child's first language is not English, you may wish to visit HHA with him prior to his first day at HHA. While here, help your child find a place to play, use the teacher's name often, join in at story-time or snack-time, or visit the playground with the class. Try to learn one or two other children's names. Accompany your child to the bathroom and show him how to use the soap dispenser, etc. A parent or guardian must always supervise the child during

such a visit. Student visits should be arranged with the Admissions Director.

Parting Suggestions

Children often have difficulty separating from their parents/guardians during the first days of school. However, prolonged good-byes often raise a child's anxiety and may unsettle other children. We advise parents/guardians to tell their children when they'll see them ("after nature class"), that they will be eager to hear about the child's day, and that they are mindful of appearing confident in entrusting the child's care to her teachers.

Be assured that we will comfort and reassure your child. Feel free to call, email, or stop in to see how your child is doing. Teachers can advise you on how to 'discreetly' check on your child. If you are concerned about separation anxiety, speak with teachers or the Director.

6. PARENT/TEACHER COMMUNICATION

Parent/teacher communication is essential to our program. Teachers have little opportunity to converse while supervising children but welcome phone calls, emails, and notes in the classroom communication notebook, and can arrange to meet with parents/guardians outside of classrooms. Teachers often respond to email during children's rest time, in the preschool years, but please avoid calling during this time, if possible. Upon request, translators can be provided.

Parents/guardians who need to communicate with a teacher upon arrival should leave a detailed message in the classroom communication notebook (next to the sign-in/out sheet) – doing so helps to ensure that teachers can recall details that may be missed during busy arrival periods.

A parent/guardian information board in each classroom displays lesson plans and schedules for each classroom (including enrichment classes), the month's snack menu, classroom news, and more. This information is disseminated via email and/or children's mailboxes and teachers summarize the day's activities on classroom whiteboards.

During the fall "Parent/Teacher Conferences," parents/guardians and teachers establish goals for the child. Throughout the school year, teachers nurture each child's growth and development within the HHA curriculum and with attention to established goals. At the same time, teachers are creating a portfolio for each child, demonstrating each child's development and progress toward goals. During spring "Parent/Teacher Conferences," parents/guardians and teachers review the child's portfolio and development in areas such as creative representation and expression, language and literacy, math, physical development, science, social and emotional growth, and more.

We encourage parents/guardians to share their time, talents, traditions, and/or interests with their children's classroom communities. parents/guardians may share photos from a trip abroad, help children with an art or cooking project, read a book to the class, or chaperone a field trip, for example. parents/guardians may stop in to observe or visit their child at any time, and we encourage parents/guardians to observe activities such as nature studies, gardening, and so on.

7. FIELD TRIPS

HHA arranges bus transportation for field trips through a licensed service provider. Every HHA enrolled child must be closely always supervised and within sight of either the parent/guardian or an HHA staff

member.

Our risk management strategy involves doing our best to ensure safe trips and excursions for our students and staff. As a school, we make every effort to ensure that insurance, adherence to the law, accepted safety standards, and emergency procedures are in place. If you are ever uncomfortable with an activity, please do not hesitate to contact us immediately and we will discuss these concerns with you. If by the end you still do not feel happy with the risks involved, then it is your right and prerogative to hold your child back from participating.

While on school trips, students are ambassadors for the school. Hickory Hill Academy and its chaperones hold participants to a high code of behavior and a significant level of personal investment and responsibility is expected from each participant joining the team. When HHA students are on excursions away from the school we expect our students to abide by all school rules.

Parents/guardians may chaperone (though adult seating on the bus may be limited) and must sign an authorization for their children to participate in each field trip. Unenrolled siblings may not attend HHA sponsored trips.

Parents/guardians may authorize in writing a relative, caregiver, etc. (who is at least 18 years of age) to chaperone their children on field trips, in which case the field trip transportation and supervision rules for parents/guardians apply to the chaperone. Authorizations must include the chaperone's full name and telephone number, and chaperones must present a current driver's license, state ID, or passport.

8. HHA TRADITIONS

Birthdays: We invite you to celebrate your child's birthday with the class. You may wish to join your child for lunch that day, or provide a healthy snack (oatmeal cookies, fruit and dip, crackers and cheese cut into shapes, chocolate milk, etc.) to share with classmates. Please consult teachers regarding any food allergies present among classmates, if providing snacks. In lieu of snacks, you may wish to contribute a book, educational game, toy, or puzzle to the class.

Parent Orientation Night: Early each fall, HHA hosts parent orientation to help parents/guardians become acquainted with teachers and program offerings. Please check our school calendar for the exact dates of these events.

"Child of the Week" (Early Childhood Program): This tradition is celebrated in most classrooms to nurture self-esteem and demonstrate the classroom community's genuine interest in each of its members. During a child's special week, her family may join the child for lunch, bring in a special treat, or share a book or activity with the class. We ask parents/guardians to provide a poster board photo display, celebrating the child. Please consult teachers regarding guidelines for foods brought into the classroom.

Portrait Days: Individual and class photographs are typically taken in mid-September. Check the school calendar for precise dates.

Scholastic Book Club: Each month, affordable, quality children's books are offered for sale through Scholastic Book Club. Classrooms earn points, via purchases, which allow teachers to obtain free books and materials for their classrooms. Parents/guardians who wish to donate to their child's classroom may check the classroom's wish list for specific titles.

National Week of the Young Child (WOYC): One week in April is nationally designated for celebrating young children, every year. During WOYC, HHA provides special treats and entertainment for the children

and hosts an evening event for families.

Read Across America: In early March each year, we celebrate Dr. Seuss' birthday and his many contributions to children's literature. Guests from the Madison community read favorite children's books to the kids and, among other activities, Bucky Badger and UW Spirit Squad members often join us for the morning's finale, a "Jump Around" music fest in our own Little Red Gym.

Dairy Day: June is Dairy Month, and we celebrate with cows and calves on campus, and local Dairy Princesses who help the children learn about dairy cattle and the ways in which farm families serve our community. The annual event includes delicious dairy products.

National Teacher Appreciation Week: The first week in May is nationally designated as a time to say Thank You to teachers, for their vital role in children's lives.

Annual Parent Appreciation Events: Classroom teachers plan classroom community events, near the end of the school year, to honor and thank parents/guardians for their trust and many contributions.

Harvest Party: Each September, HHA hosts this well-loved event to celebrate the bounty of fall. Families gather for an early evening of festival-type activities and foods.

PART III: HHA POLICIES

I. ANIMALS POLICY (EARLY CHILDHOOD PROGRAM)

In keeping with licensing regulations, we notify enrolling families of the number and type of animals at HHA and of their degree of contact with children, and we update parents/guardians, via email, of any changes in the number of animals at the center, or their contact with the children. Also in keeping with licensing and HHA policies, we will inform families in writing of any scheduled animal visits and will seek parent authorization for children's participation.

a. HHA Animals

- HHA animals are kept current on vaccinations against diseases for which vaccines are available and which may pose a health risk to children.
- Animals suspected of having an illness or health condition are treated by a veterinarian and would be removed from HHA if recommended by the veterinarian.
- Were an animal to harm a child, HHA would inform the parent, consult a veterinarian to determine the proper course of action, and inform the parent of actions taken.
- HHA animals are kept and handled in a manner that protects both children and animals. Staff and children wash their hands after visiting HHA animals. We ask that parents/guardians who visit the animal area also wash their hands before interacting with children when entering classrooms.
- Animals are kept away from food preparation areas.
- Children are allowed to observe and feed animals only under the supervision of an adult.
- Children are allowed to walk along HHA nature trails to observe and evaluate plant and animal habitats, behaviors, and changes.
- Children may feed and observe wild birds while supervised by HHA staff.

- Children are allowed to observe the natural habits and life cycle of all animals on HHA's Prairie View Farm, which may include sleeping, playing, mating, birthing, struggling with illnesses, or, sadly, even the natural death of an animal.

b. Visiting Animals

While we strive to enrich children's worlds through both learning about and caring for animals, we must prioritize safety, and minimize any risks with the learning potential of animal contact.

While some families might like to bring a beloved pet to visit their child's school, other families, and staff, cannot be as confident of the animal's temperament. Some may have had negative experiences, and pet owners can be surprised by a pet's reaction in a new environment or toward individuals.

Weighing potential risks and benefits, we have decided not to allow staff or family pets to visit HHA, but to restrict animals on campus to HHA farm animals, animal visits arranged for special events and learning opportunities, wild animals naturally occurring across campus, and service animals as defined by Wisconsin state statutes.

2. REST TIME POLICY (EARLY CHILDHOOD PROGRAM)

Children under 5 years of age who are in care for more than four hours are required by state law to have a 30-minute rest time. A child who is not asleep after 30 minutes of quiet time will be permitted to leave the nap mat/cot and engage in quiet activities. Children who fall asleep are permitted to sleep until they awaken.

In conjunction with state regulations, staff will not withhold or force naps. Children will generally be allowed to nap as long as they need to. Staff are generally not able to wake sleeping children even at the request of a parent/guardian. However, in rare circumstances, staff can wake a sleeping child if the parent/guardian provides a signed, dated doctor's note specifying how long the child should sleep, and at what point the child should be awakened.

HHA supplies each child with an individual sheet-covered rest mat or cot and a blanket. Parents/guardians may provide a "lovey" or comfort item for their child's rest time. During rest time, mats/cots are placed at least two feet from other mats/cots. Sheets and blankets are laundered, and rest mats are sanitized at least once a week, by HHA staff.

3. DIAPERING/TOILETING POLICY (EARLY CHILDHOOD PROGRAM)

- Parents/guardians are responsible for providing diapers, wipes, and any diaper ointments/creams.
- Wet/soiled diapers are checked and/or changed at least every 2 hours, and after the child awakes from nap. Wet or soiled diapers and clothing will be changed promptly.
- Staff wear disposable gloves when changing diapers.
- Children will not be left unattended on a surface from which they might fall.
- All toilet articles will be kept in a sanitary condition.
- Diaper changing surfaces are cleaned with soap and water and disinfectant before and after each use.
- Soiled reusable/cloth diapers will be rinsed, placed in a plastic bag labeled with the child's name, and

sent home daily.

- Disposable diapers will be placed in a plastic-lined, covered container, and disposed of frequently throughout the day.
- A sink adjacent to the changing table, equipped with an automatic faucet, is dedicated to diapering procedures. Caregivers will wash their hands with soap and running water before and after each diapering or assistance with toileting routines.
- Staff will apply lotions/creams at diapering time, in accordance with parents/guardians' written instructions.
- After diapering or toileting, children's hands are cleaned with soap and water.
- Toilet training will be initiated when a child is ready (after 18 months of age) and in consultation with the parents/guardians.

4. TOILET TRAINING (EARLY CHILDHOOD PROGRAM)

HHA teachers will plan toilet training in cooperation with the parents/guardians so that a child's toileting routine is consistent between the center and the child's home. Toilet learning strategies will be positive in nature and no child will be disciplined for toileting mistakes. HHA teachers cannot routinely attempt to toilet train any child under 18 months of age, per DCF licensing rules.

5. CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

Student records are the property of HHA, which is charged with their safekeeping and security. It is HHA's responsibility to ensure that the confidentiality of the information contained in these files is maintained. While disclosure of information in the school's files may be made to parents/guardians regarding their children's status, disclosures will not be made that would reveal private information about other students and individuals.

A student or parent/guardian of a student is permitted (unless restricted by court order) to:

- examine all student records kept by the school pertaining to that student, while accompanied by a person designated by the Head of School; and
- receive a copy of any student record (the school may charge a fee to cover the costs of copying the document(s)).

Access to student records may also be granted, upon the assurance of confidentiality and with parent/guardians' consent, to professionals who are planning for or delivering education, health, social or other support services to a student.

The professional referred to in this section is required to:

- ensure in writing, to maintain the privacy of the student's family with respect to matters disclosed in the record; and
- not use or disclose the information in the student record except for the specific purposes for which the information was provided.

Access to student records may also be granted without parental consent:

- to school authorities when defending any claim or potential claim against the school; and
- in compliance with a court order.

If a student's parents/guardians are separated or divorced, the Head of School may receive requests from the non-custodial parent for student record information or for visits with the student at school. In these cases, the Head of School or designate will confirm the entitlement of the non-custodial parent to obtain such information or contact with the student. This will include reviewing applicable court orders respecting custody of and access to the students and other relevant documents. The custodial parent should be notified of a non-custodial parent's request for student information or for contact with the student at school. If the Head of School or designate is unsure of the legal entitlement of the non-custodial parent or if there is serious conflict between parents/guardians with respect to the request, then the Head of School will obtain legal advice.

6.APPOINTMENTS

Please try to arrange your child's appointments for after school hours. If this is not possible, please inform their teacher of the appointment time. Parents/guardians are required to check their child out when they are leaving the school and check in when they return.

7.ABSENCES AND TARDIES (EARLY CHILDHOOD PROGRAM)

If your child will not be attending school or arriving late on their scheduled day, please notify your child's teachers.

8. SCHOOL ATTENDANCE (LOWER AND MIDDLE SCHOOL PROGRAM)

Consistent school attendance and timely arrival each day are crucial for academic and personal wellbeing. Students are expected to attend and participate in all aspects of the school program.

Parents/guardians must call the School Office at (608) 845-3245 and also let the grade level teacher know by 8:15 a.m. on each day a student will be absent, tardy or leaving school early. An email may be sent to the Administrative Assistant in lieu of calling. If the absence is pre-arranged (i.e. a medical appointment), families are asked to let the teacher know in advance. Families are encouraged to contact teachers via email to make arrangements for any missed work and to request any materials from class.

Students arriving after 8:15 a.m. should report directly to the classroom and the teacher will inform the office of the late arrival. Consistent late arrival will be followed up on by the Head of School.

At HHA, we as a school have two types of absences, excused or unexcused. An excused absence is for any time families need their child to miss school for an emergency, any unexpected or unplanned event, or something that is beyond the control of the family. This includes anything medical or COVID related. An unexcused absence is designated for absences that are voluntary, such as family vacations.

For unexcused absences, please notify the Head of School and your child's classroom teachers at least two weeks ahead of time. While some work can be made up at home, class time cannot be recreated, so families are encouraged to think carefully before pulling a student out on school days, and to use great discretion when making these decisions. The school's calendar has been designed with several breaks over the course of the year to provide families with time for travel. Families should plan their personal trips during this time. In unavoidable situations where additional holiday time is necessary, then parents/guardians must inform the Head of School in writing before the projected absence. Teachers will not provide an instructional program for unexcused absences. Please note that teachers are not required to provide homework during unexcused absences. If a student has an excused absence, the teachers and

family will work together to establish a plan to make up for any missed work.

A convenient and efficient way for students and families to communicate with teachers during illness is to email them directly to inquire about missed work and to create a make-up action plan. Students and families are responsible for arranging with each teacher to complete all required work and assessment for the period of the absence. Teachers are authorized to establish their own policies regarding a timeline for making up missed class work.

9. INCLEMENT WEATHER POLICY

a. Daily Outdoor Time (Early Childhood Program)

All children at HHA have daily outdoor time, weather permitting. Children who should not go outdoors due to illness should be kept home, to allow for their comfortable recovery.

Outdoor playtime will be restricted under the following conditions:

- Temperature above 90°F
- Temperature or wind chills of 0°F or below for children aged 2 and above
- Temperature or wind chills of 20°F or below for children under age 2
- Air quality advisory suggesting limits on outdoor time
- Wind advisory
- Tornado watch

Teachers may decide to take children 2 and older outside for shortened play periods when the temperature/wind chill is between -5°F and -1°F, or may decide to take children under 2 outdoors for a shortened period when the temperature/wind chill is between 15°F and 19°F.

Staff will be mindful of weather conditions and check forecasts, as appropriate, to determine temperature and wind chill before taking children outdoors. Parents/guardians should send proper winter play clothing every day during the winter months, regardless of daily weather conditions.

b. Closure Due to Inclement Weather

HHA will delay opening or be closed in accordance with decisions made by Madison Metropolitan School District (MMSD). However, we may remain open when MMSD closes due to temperature or wind chill factors at the discretion of the Head of the School. Families will be alerted via email, Facebook, and the HHA website.

Please note: If Madison schools are to open 2 hours late, HHA will open 2 hours late (at 9:30 a.m.). If Madison schools close early, we will close at the same time. However, if Madison only cancels after-school activities, our After School program typically remains open.

10. HEALTH POLICY

HHA health policies reflect the requirements of Wisconsin's Department of Health, Public Health Madison Dane County (PHMDC), Department of Children and Families (DFC), National Association for the

Education of Young Children (NAEYC), and the Department of Public Instruction (DPI).

a. Health Records

HHA requires our parents/guardians to maintain up-to-date health records at HHA. Every student must have an up-to-date Health History and Emergency Care Plan and Immunization Record. For children under the age of 5, a Child Health Report will also be required. Note: HHA reserves and acts on the right to refuse care for children while parents/guardians are noncompliant with records requirements.

Health History and Emergency Care Plan: This form must be completed for all students and includes information regarding medical conditions, allergies and any special care that a child may require while on campus. Parents/guardians must update the school on any new medical information.

Immunization Record (IR): This record must be completed for each student. A copy of the record may be obtained from the child's healthcare provider, through the Wisconsin Immunization Registry or a completed Student or Child Care Immunization Record may be submitted. Parents/guardians may 'waive' requirements, using the IR form. If immunizations are waived for a medical reason, a physician must also sign the IR. The record should be updated anytime a new vaccine is received. A new waiver will be required when there is a new vaccine required per state requirements. Note: The state may require centers to temporarily exclude children who are under-vaccinated if a vaccine-preventable disease for which they are susceptible occurs at the center.

Child Health Report (completed for children under 5): This report must be signed by a medical provider and reflect the child's most recent physical exam. For children under 2, records on file must document a physical at least every 6 months. For children over age 2, records must indicate a physical within 12 months prior to admittance or shortly thereafter, and at least every 24 months thereafter.

b. Children with Special Health Considerations

All HHA teachers are kept informed of issues identified by parents/guardians on a child's Health History and Emergency Care Plan. Parents/guardians must communicate all special care or medical conditions in writing to the Wellness Director.

c. Food Allergies/Sensitivities Policy

HHA uses a system of checks and balances to protect children with identified food allergies. The Wellness Director will meet with the parents/guardians of each child who has a severe allergy to

ensure that the school fully understands the extent of the allergy and the appropriate emergency response. An individualized plan to minimize risk to the child will be created, ensuring that the right people are given the appropriate information (including teachers, substitute teachers, volunteers, non-teaching staff) and that the school has the appropriate permissions from the parents/guardians, including permission to administer any emergency medications. Please contact the Wellness Director with any questions/concerns regarding special care.

HHA has a "nut aware" policy. Any food brought in by the school will contain no nuts of any kind. All staff and volunteers are asked to respect and enforce this policy.

Exposure to scented products can adversely affect a person's health. Scented products, even in the smallest amounts, can trigger a reaction in individuals with certain medical conditions or sensitivities. Wherever possible, we ask that the HHA community not wear perfume, cologne, body sprays, lotions or any heavily scented products.

d. III Child/Contagious Conditions Procedure

A child with a fever or exhibiting symptoms of a contagious illness such as diarrhea, vomiting, unusual lethargy, sore throat, rash, inflammation around the eyes, eye or ear drainage, significant nasal drainage, or a persistent or hacking cough that interferes with activities, must be kept home unless parents/guardians provide a provider's note indicating that the child need not be excluded from participation in center activities. Any child not well enough to participate in outdoor activities should remain home.

In addition to these symptoms, all students and staff will be required to follow the Health & Safety Policy which reflects the most current guidance regarding COVID-related matters.

For children in Early Childhood Program classrooms, state regulations require that teachers observe arriving children for symptoms of illness, injury, or unusual behavior/appearance. Teachers record (in medications and injury logbook) and report to the Early Childhood Director any unusual bruises, contusions, lacerations, burns, seemingly unusual illness, or emotional state.

III Child at HHA: When a child appears ill, staff will attempt to contact the parent/s. If unable to reach parents/guardians, staff will attempt to contact a parent-authorized individual to pick up the child. An ill child must be picked up as soon as possible but within no more than 1 hour.

For children in Early Childhood Program classrooms, children with symptoms of vomiting, diarrhea, fever or other conditions having the potential to affect the health of others will be isolated until they are picked up. An appropriately supervised isolation area will be provided for the care of children who appear ill. A cot and sheet will be provided and the child will be comforted until they are picked up by a parent/guardian or emergency contact person.

Fever: A fever is defined as an internal body temperature of 100.4° F or higher. A child with a temperature of 100.4° or higher will be sent home. A child with a temperature less than 100.4° but who is exhibiting other symptoms of illness that prevents participation in all classroom activities will also be sent home. A child may return when they have been fever-free for at least 24 hours without the use of fever-reducing medications and if their other symptoms have improved so that they are able to participate in all indoor and outdoor activities.

Diarrhea: Diarrhea is characterized by watery, unformed, or an increased number of stools beyond a child's normal pattern. Staff will attempt to contact the parent/guardian at the first indication of diarrhea. A child who has two or more episodes of diarrhea that is not associated with a change in diet or other known non-infectious cause (i.e. antibiotic usage) will be sent home. In order to return to school, a child must have no episodes of diarrhea for at least 24 hours and be able to tolerate a regular diet.

Vomiting: A child who vomits (unrelated to crying, coughing, gag reflex) must be picked up. Prior to returning to school, the child must have no vomiting episodes for at least 24 hours and be able to tolerate a regular diet.

Skin Rash: A child with a skin rash that is rapidly spreading or of an infectious origin should remain home. Parents/guardians must provide a doctor's note indicating that it is appropriate for the child having a rash to be admitted to the center.

Conjunctivitis, "Pink Eye": Conjunctivitis, or "Pink Eye," is a bacterial or viral eye infection spread from direct contact with an infected person, or through secretions. A child with red eyes and drainage must remain home until the eyes have been free of discharge for 24 hours and the child is well enough to participate in classroom activities or with a provider's note indicating the child is appropriate to attend.

Ear Infections: A child diagnosed with an ear infection must be fever-free for 24 hours, free of any ear drainage and able to participate in all classroom activities before returning to HHA. A child diagnosed with an ear infection but having no ear drainage or fever may attend the center without interruption if the child is well enough to participate in all classroom activities.

Strep throat: A child diagnosed with strep throat should remain home until fever-free for at least 24 hours and at least 24 hours following the initiation of antibiotics.

Head Lice: Head lice are common, particularly among young children. They are not indicative of poor hygiene, and they do not jump or fly but are spread mostly from hair-to-hair contact. If a child is found to have live lice, parents/guardians will be notified on the day of identification. The child will not be sent home early, but parents/guardians will be asked to provide proof of lice treatment prior to the child's next day of attendance. If nits are found in a child's hair, parents/guardians will be notified, but the child will not be excluded from class. Classroom screenings will not take place unless a child is exhibiting symptoms or there is a specific cause for concern.

Other Conditions: For other conditions not specified, the Wisconsin Childhood Communicable Diseases chart produced by the Department of Health Services will be utilized to determine a safe return to school.

e. Communicable Disease Procedures

HHA is required to report to the state any occurrence of certain diseases on campus such as chickenpox, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis and COVID-19. HHA must provide notification of exposure to reportable communicable diseases, identifying the disease and the number within the local population known to have contracted it. Notifications do not include personally identifying information.

A child with a known or suspected reportable communicable disease (see details, below) must not be present at HHA during the period in which the disease is communicable. The following protocols apply:

- When a child is suspected of having a reportable communicable disease, the local public health officials will be notified.
- If a child is found to have a reportable communicable disease, HHA will observe exposed children for symptoms and inform parents/guardians of exposure and symptoms associated with the disease (staff will not share personally identifying information).
- A child who has contracted a reportable communicable disease may return to HHA with a physician's note approving the return, or once the child has been absent for a period of time equal to the longest usual incubation period of the disease, as specified by the Wisconsin Department of Health.

f. Staff Health Qualifications

Staff members who work directly with children are asked to submit a state health report signed by a medical professional, indicating that the individual is medically sound to work with children. No one whose behavior or symptoms of illness give reasonable concern for the safety of children may be in contact with the children in HHA's care.

g. Health Precautions

- Children's hands must be washed with soap and running water upon entering a classroom.
- Children's hands must be washed before eating and after toileting.
- Hands and faces are washed after meals.

- Bodily secretions (runny noses, eye drainage) will be wiped with a disposable tissue used only once and placed in a plastic-lined container. Individuals wiping up secretions will wash their hands immediately afterward.
- Bodily secretions on surfaces will be washed with soap and water and disinfected. Hands will be washed immediately.
- Wet or soiled clothing will be changed promptly, using clean clothing supplied by parents/guardians, for each child. Soiled clothing will be rinsed and placed in a plastic bag.

g. Universal Precautions

Staff members use universal precautions for dealing with bodily fluids and follow proper protocols when dealing with secretions. Staff members use disposable gloves to avoid direct contact with bodily fluids and immediately wash their hands afterward. Staff clean and disinfect surfaces exposed to bodily fluids.

Injuries

Parents/guardians must indicate on the Student Enrollment Form that HHA is authorized to seek emergency medical care as appropriate. Staff will inform a parent, as quickly as possible, should their child incur a significant injury or any injury to the head or face. When staff members are aware of a minor injury, not to the head or face, they will inform the parent via an email during the day or when the child is picked up. Per state law, HHA maintains incident/accident logs and reports any injury requiring medical care to a licensing specialist (for Early Childhood Program classrooms). These log books are reviewed regularly by HHA administrators.

Treatment Of Injured Child: HHA will have adequate first aid supplies, including gloves, medical tape, and bandages. Superficial wounds will be cleaned with soap and water and protected with bandages. Routine procedures for the treatment of serious but non-life-threatening and minor injuries, as learned in the basic first aid classes, will be followed.

If emergency care is needed, HHA will...

- Call 911 and follow dispatch instructions.
- Request an ambulance or transport the child to American Family Children's Hospital.
- Attempt to contact parent/guardian.
- Attempt to contact parent-designated emergency contact person/s if unable to reach the parent.

Parental Notification: Parents/guardians of enrolled children shall be notified:

- If a child has been exposed to a suspected or confirmed communicable disease
- Immediately if the child becomes ill or is seriously injured
- When a child has received any injury to the head or face

j. Concussion/Head Injury

Parents/guardians will be called immediately for every head injury. If a student is knocked unconscious, an ambulance will be called. If a concussion is suspected, the student will be removed from activities until a parent/guardian or emergency contact person is contacted to pick them up and a follow-up evaluation with a medical provider will be recommended. If a diagnosis of a concussion is made, parents/guardians should provide any relevant care instructions from their provider so that the school has an accurate and up-to-date

record of all such injuries. A student with a known concussion will not be allowed to participate in school activities (such as PE) until cleared by a note from a provider.

k. Medication

There are numerous state regulations, licensing, and NAEYC requirements for keeping and administering over-the-counter products and any medications. It is a considerable task and responsibility of the school and staff to manage these products in keeping with requirements, making parent cooperation a necessary component of the process. If a child requires medication while at school, an appointment should be made with the Wellness Director to review the medication and necessary documentation.

Staff will administer prescription medication with written instructions from a practitioner and written consent from a parent or guardian using the Authorization to Administer Medication form. This form can be obtained from the Wellness Director upon request. According to state law, the medication must be in the original packaging and include the following information in a legible format: name of the student, name of the prescriber, name of the prescription medication, dosage, effective date and directions.

Students who require life-saving medications must have the medication available on campus no later than their first day of attendance. The child will not be allowed on campus without the medication. If the student has a School Emergency Plan, this should be provided to the school as well.

Staff will administer non-prescription medication to a student with written instructions and consent of a parent or guardian using the Authorization to Administer Medication form. This form can be obtained from the Wellness Director upon request. Written parent instructions must match the medication label's instructions. If the medication is to be administered for a prolonged period or in a way that differs from the label or if the label indicates that a healthcare provider should be consulted based on the child's age or weight, written instructions from the child's practitioner must be provided. A practitioner is defined as a physician, naturopathic doctor, dentist, optometrist, physician assistant, advance practice nurse prescriber or podiatrist. The medication must be provided in the original container and clearly labeled with the student's name.

Non-regulated products such as nutritional supplements, essential oils, herbal remedies or homeopathic supplements will not be administered by staff members on campus due to the lack of regulation surrounding these products. If a parent wishes for their child to receive these products, dosing outside of school hours should be considered. A parent may come to campus and administer the product, but they must adhere to our Visitor Procedures. **Visitor Procedures:** All visitors are required to use the office entrance and identify themselves and their purpose for visiting to the Administrative Assistant who will allow visitors to enter the building. Upon entrance, visitors are to go directly to the office, to sign in and receive a visitor badge that must be displayed/worn during the visit. Upon leaving, visitors are to go to the office to sign out.

A written record, including the type of medication given, dosage, time, date, and name or initials of the person administering the medication will be made in HHA's medical logbook on the same day that the medication is administered. Medications are stored in a locked cabinet and/or in the refrigerator out of reach of children. Emergency medications will be kept by teachers while on field trips and on HHA campus. If a dosage is missed or an amount is given in error, parents/guardians will be made aware, and particulars will be noted in the medical logbook.

l. Non-Medicated Products

Parents/guardians should apply sunscreen and/or insect repellent to their child prior to their arrival in the morning. If a parent/guardian wishes to have sunscreen or insect repellent reapplied to their child in the afternoon, they may request a Sunscreen/Insect Repellent Authorization form from their child's teachers.

This form must be completed and returned to the classroom with the product labeled with the child's name.

Non-medicated products such as diaper cream, lotion, lip balm, etc. may be administered if the Authorization to Administer Parent Provided Product form is completed and returned to the classroom with the product labeled with the child's name.

Note: Medication, ointment, lotion, lip balm, etc., must never be placed in a child's lunch container or backpack. parents/guardians must give all such items directly to a teacher or Wellness Director so that items can be secured out of reach of children.

II. NUTRITION POLICY

a. Toddlers

- Breast milk not used within 24 hours is discarded.
- Formula/milk leftovers are discarded after a feeding.
- Formula must be iron-enriched and mixed according to the manufacturer's directions.
- Infants over 12 months of age are given Grade A pasteurized vitamin D whole milk if parents/guardians direct staff to offer this milk to the child.
- Parents/guardians provide bottles/nipples.
- Bottles are warmed in a crock pot or bottle warmer.
- Bottles are returned to parents/guardians at the end of the day, to be thoroughly cleaned by parents/guardians.
- Purified water from a commercially supplied/serviced water dispenser is offered to toddlers several times a day. This water contains fluoride.
- When parents/guardians begin giving their child baby food or solid foods, they should inform staff and begin supplying these items.
- Parents/guardians provide either a week's supply of sealed, store-bought baby food for their toddlers who eat soft foods or, daily, provide home-prepared meals in a lunchbox (with a cold pack or thermos, as appropriate).
- Toddlers have scheduled group meals and snacks, but caregivers also accommodate individual needs.
- HHA provides snacks consisting of two food groups (milk, juice, crackers, fruit, vegetables, etc.), for children who eat table foods.
- Breakfast meals should include fruit or juice, and cereal/grain (and milk—provided by HHA).
- Lunch should include a protein, two foods from the fruit/vegetable group (and milk—provided by HHA). Each meal should provide 1/3 of the child's daily nutritional requirements.
- Toddlers typically strive for independence, particularly in self-feeding. Thus, their lunches should include prepared finger foods.
- Wide-based highchairs with safety straps are provided for children who are not able to sit in a chair at a table. Eating utensils and cups are scaled to size for small children.

In accordance with Wisconsin Administrative Code ("licensing"), snacks and meals will be offered, minimally, as indicated below:

Child's presence in care	Number of snacks/meals offered
At least 2.2 hours, but less than 4	1 snack
At least 4 but less than 8 hours	1 snack and 1 meal
At least 8 but less than 10 hours	2 snacks and 1 meal

b. Food guidelines for lunches and snacks

Families must provide lunch for their children enrolled in full-day programs. Please see USDA Child Meal Patterns at the end of this handbook and ensure that your child's lunch, or any snacks you may provide, meet the meal pattern requirements for your child's age.

Please supply a drink for your child. If supplying juice, and not milk, please include a dairy food in your child's lunch. Lunch is stored in the classroom. Please include an ice pack with your child's lunch. Hot food should be kept in a thermos. Teachers do not heat children's lunch items. All lunches should be labeled with the child's name. If a child has no lunch, HHA will provide a lunch and a small fee will be applied to the family's account.

HHA provides morning and afternoon snacks. Snacks meet USDA requirements (see requirements at end of handbook). When special treats are supplied by families, they will be served along with our snacks. Any changes made to snack menus will be noted in the classrooms. Appropriate snack and mealtimes will be scheduled in each classroom.

Teachers join the children for snacks and meals, promoting conversational and social skills.

Parents/guardians must supply appropriate substitutes when a child is unable to eat HHA snacks, due to an allergy or parental preference.

12. SAFETY POLICY

HHA has policies in place to help ensure safety for all, but the children of this community are especially dependent upon all of us, staff, parents/guardians, and other caregivers, to work together and to adhere to safety policies and precautions to ensure the best outcomes.

a. Abused Student Procedure

Anyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent/guardian or other person, or needs protection, is legally responsible to report it. Wisconsin law requires all employees of Wisconsin schools to report suspected child abuse and neglect/child maltreatment (mandated reporting), Wis. Stat. sec. 48.981(2)(a)16m.

Per state regulations, HHA ensures that all staff members having contact with children have received training in child abuse and neglect laws, how to identify signs of abuse and neglect, and the process for reporting. Staff members are required by law to report concerns should they know or have reason to suspect that a child has been neglected or harmed. Reports are made to Dane County Social Services. There are several different forms of child maltreatment:

- **Physical Abuse:** non-accidental physical injury inflicted on a child
- **Emotional Damage:** harm to a child's psychological or intellectual functioning for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable to for reasons other than

poverty to obtain necessary treatment or take steps to ameliorate the symptoms

- **Sexual Abuse:** inappropriate sexual behavior with a child; sex trafficking and sexual exploitation
- **Methamphetamine** manufacture in a child's home, on the premises of a child's home, in a motor vehicle on the premises of a child's home, or where a reasonable person should have known that the manufacture would be seen, smelled, or heard by a child is considered child abuse
- **Neglect:** failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child. 'Seriously endanger' includes potential as well as actual harm to the child

Parents/guardians who desire more information are requested to meet with the Head of School.

b. Bullying & Harassment Policy

Hickory Hill Academy does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe, supportive environment based on the school's values of learning, respect and cooperation.

General awareness of issues around bullying and harassment is raised through discussion in the classroom and whenever it fits the natural context of other classes.

The staff as a whole has a responsibility to support and exemplify the policy of the school and to stress the virtues of respect and tolerance, both through their personal relationships and in their teaching.

Parents/guardians are actively encouraged to support the school and accept the school's considered actions when their children are found to be involved in harassment, and to work in partnership with the school toward resolution of these difficulties.

c. Security Locked Buildings

HHA buildings are locked at all hours of the day (with exceptions for some special events).

Parents/guardians must ring a doorbell to be let in. Visitors must report to the Administrative Office in The Dahlhouse, and must check-in and check-out at the office and obtain a name badge.

d. Parking

Parents/guardians may park along the driveway and in the large lot at the end of the long driveway. At the request of the Town of Middleton Board, and to ensure children's safety, only staff and visitors may park in the small lot adjacent to The Dahlhouse.

To ensure children's safety, please do not leave your car running, unattended. Please do not leave unsupervised children in vehicles.

- **Early Childhood Program:** The person dropping off/picking up a child at HHA must bring the child to the teachers and pick up the child from the child's class group, signing the child in/out.
- **Lower School & Middle School Program:** Students may be dropped off in designated areas without a need to sign a child in/out. Adults are also welcome to accompany children to their classrooms.

e. Safety Response Preparedness

HHA conducts drills and inspections in accordance with state statutes. Fire drills are held monthly. Tornado drills are held monthly April-October. Active intruder procedures are reviewed with teachers and staff. Fire

extinguishers are inspected annually by Cintas.

f. Supervision

Staff is required to always know how many children are under their care and must count lined-up children, prior to leaving a classroom for any activity, and again, upon arriving at their destination (playground, bus, etc.), and to keep children within sight and hearing range. Staff members are trained to check all rows of a bus, once children have disembarked, and to check bathrooms and all areas of a classroom when vacating for a drill/emergency.

g. First Aid/CPR/AED Training

All Early Childhood staff who supervise children are certified in Adult, Child and Baby First Aid/CPR/AED and receive training and recertification every 2 years.

h. Weapons Policy

A weapon is an instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Weapons are not allowed:

- In the school
- On school grounds
- On the way to and from school
- At any school-related activity

The school will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as “I forgot I had it” or “It’s not mine” are not acceptable. Violation of this policy can result in suspension or expulsion, according to the circumstances.

13. DISCIPLINE POLICY

At Hickory Hill Academy our community approaches student behavior through a way of teaching that creates a safe, compassionate, and joyful classroom and schoolwide climate for all children. Teachers understand that all of children’s needs—academic, social, emotional, and physical—are important. The teacher creates an environment that responds to all of those needs so that your child can do his or her best learning. The teachers at Hickory Hill take time to model and teach children how to translate classroom expectations into action in a wide variety of situations.

Our school-wide expectations are:

- Take care of ourselves.
- Take care of others.
- Take care of our school.

When students do not follow our expectations, teachers may use a variety of age appropriate strategies to help children learn to make safe and proper behavioral decisions.

For students in our Early Childhood Program, we take into account the child’s age and developmental level of understanding behavioral expectations. Positive guidance strategies are incorporated into daily routines.

Positive guidance strategies include:

- Teachers use a calm voice and positive, reassuring words when guiding children.
- Teachers are at eye level to the child when talking to children.
- Teachers model positive behaviors and language.
- Teachers foreshadow upcoming transitions.
- Teachers tell a child what they want the child to do, rather than what not to do. Example: "Walking feet please." instead of "Don't run!"
- Teachers give choices whenever possible.
- Teachers use a firm voice when stopping hurting or unsafe behavior. Teachers redirect the child to a safer activity.
- Teachers talk with children about feelings and what to do when they are mad, sad, etc.
- Teachers teach breathing and other calming techniques.
- Teachers encourage prosocial behavior among children and between children and adults.
- Teachers praise children for their efforts to make positive behavior choices.

When unwanted or unsafe behaviors occur, it is helpful to identify possible causes of unwanted behaviors. Behaviors such as refusal to participate, hitting, biting, throwing items, or making unkind remarks have underlying causes. For our very youngest students, they simply have not learned yet what is expected or safe, so they need adults to help them learn. They need opportunities to practice better choices. For some children, causes might include fear, jealousy, loneliness, fatigue, confusion, anger, embarrassment, over-stimulation, curiosity, boredom, hunger, illness, problems at home. When difficult situations arise, teachers use the following strategies: Redirect a child to another activity. Redirect a group to a different activity. Encourage the use of words to solve problems and model ways for children to express themselves effectively. Prompt children to express their feelings, using phrases/questions such as, "You look sad," or, "How did that make you feel?" Encourage them to take a leading role: "What can you do to make it better?" Intervene if a child hits, kicks, or bites, saying, for example, "You may not hit." Depending on a child's age, s/he may have quiet "time away" from the group. After an incident, a teacher will facilitate reconciliation between children.

When a child frequently exhibits challenging behavior, teachers note what precipitates the behavior, in an effort to determine causes, and will work with parents and possibly other support people to identify the best ways for teachers to respond to and to support the child.

For students in our Lower School and Middle School, when deciding how to manage a student who is not following our expectations, we take into account how severe the behavior is, how likely it is to happen again, and how it impacts others.

The teacher may:

- Simply give a reminder or tell the child to do something different.
- Have the child sit closer to the teacher or other adult (often just being closer to an adult helps children remember what they're supposed to do).
- Use "take-a-break" (the child goes to a distraction-free space in the room for a little while to regain self-control).
- Limit the child's choice of activities for a while (for example, playground equipment only at today's recess; try field games like kickball again tomorrow).
- Guide the child in fixing problems caused by his or her mistake (for example, helping the adult/teacher clean up if she or he made a mess in the bathroom).

When a student needs additional support, HHA staff may:

- Use a buddy teacher “take-a-break” (the child goes to a distraction-free space in another teacher’s room for a while to regain self-control).
- Use a private “take-a-break” (the child goes to a supervised non-classroom place, such as the Principal’s office, for a while to regain self-control).
- Have the child spend a period of time at home.
- Meet with the child and/or parents/guardians to find other solutions.

A unified approach (partnership) between home and school always helps children learn to make the best decisions in life. With your help, we can have a team approach to help all of the children at HHA to become responsible citizens. Our staff will establish expectations and procedures that promote this positive learning climate.

We at Hickory Hill Academy strongly believe that children want to and can meet expectations. We value partnering with parents/guardians to help students do well in school and feel good about going to school.

Teachers at Hickory Hill Academy never use physical punishment, psychological abuse, or coercion when disciplining a child. Prohibited Actions include:

Examples of physical punishment: Shaking, hitting, spanking, slapping, squeezing, kicking, biting, pinching.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); **physical restraint** (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm.

14. BITING POLICY (EARLY CHILDHOOD PROGRAM)

Biting can be upsetting for children, teachers and parents/guardians, and there are multiple reasons children bite others. For toddlers, biting may occur due to teething/swollen gums, lack of language and social skills, and space issues. Toddlers do not yet fully understand the consequences of their behavior. For older children, biting sometimes happens as a means of expressing strong emotions and feelings.

Any bite areas will be washed with soap and water and a cold pack may be applied. Parents/guardians of the child who was bitten will be notified about the bite and first aid given. Parents/guardians of the child who bit will also be notified. For confidentiality, we cannot disclose the name of the other child. If a bite breaks the skin, our Wellness Director will assess the injury and may provide further recommendations.

For toddlers, every effort will be made to provide teethingers, and teachers will support language learning and social emotional skill building. Older children involved in biting incidents are given an opportunity to tell a teacher what happened. The teacher emphasizes appropriate behaviors to use in the future. If biting becomes an ongoing issue, teachers and the Early Childhood Director will meet with parents/guardians to discuss possible causes for the behavior and to devise a support plan. Reasonable actions will be taken to support the child including modifying the environment, routines or interactions within the group, and/or shadowing the child in order to help diminish the biting.

Occasionally a child's biting behavior is excessively disruptive or harmful to individual children or the class.

If the teacher and director concur that they need additional support and expertise to best meet a child's needs, some or all of the following steps will be required of the family:

- Additional parent/teacher conference will be held. The purpose of the conference is to clearly define the problem, re-examine possible causes, brainstorm any changes the staff and/or family can make and reinforce consistency between home and school.
- Families may be requested to come to the center to speak directly to their child about expectations for behavior at school, or may be asked to take their child home for the remainder of the day. Typically these are interim measures until there is a resolution of the issues.
- Community resources or professional support (for example from Birth to Three) may be sought. The Early Childhood Director facilitates the referral process, working with parents/guardians, staff, and specialists.

15. “TIME AWAY” POLICY

A time away from the group may be assigned for behaviors that are aggressive or destructive. Time away interrupts unacceptable behavior and gives a child space to consider his or her feelings and behaviors. The strategy is rarely used at HHA. It is not to be used with children under three years of age. The number of minutes a child has ‘time away’ is not to exceed the child’s age (3 minutes for a 3-year-old, for example); nor, for any child, is time away ever to exceed 5 minutes.

Any time away is taken in a specified area within the visual and auditory range of staff. A teacher explains to the child reasons for the time away and gently discusses the situation with the child afterward, likely asking what she or he can do next time, and assisting the child, as appropriate, in considering better options. The teacher subtly affirms the child’s value within his or her classroom community and encourages the child to make amends, if appropriate. Children are typically not removed from their classrooms for time away.

16. TECHNOLOGY POLICY

Our goal at HHA is to enhance the education of our students by ensuring all students have access to technology. The use of technology in the classroom facilitates meaningful learning experiences for students and creates learners who are actively engaged with learning objectives. Responsible use of this access coupled with student cooperation is critical to promoting good behavior online. The Chromebook that Lower and Middle School students receive at HHA is an educational tool and should be used in that capacity. Students and families agree to the guidelines and procedures outlined and agree to take full responsibility (including financial) for the technology assigned to my student

a. Chromebook Policy (Lower and Middle School Program)

Parents/guardians assume financial responsibility for the equipment assigned to their child. The approximate replacement cost of the technology is \$400.

- If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.

Students are responsible for the general care of their Chromebooks, including the following:

- No food or beverages should be near the Chromebook.

- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.
- Protect the Chromebook screen by not leaning on the top of the device when it is closed. Do not place anything on the keyboard (e.g. pencils, flash drive, etc.) before closing the lid. Students should never carry their Chromebooks while the screen is open.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

Students will agree to the following restrictions on Internet use during the school day:

- No social networking sites (Facebook, Twitter, Instagram, etc.)
- No streaming video (YouTube, Vimeo, etc.)
- No downloading of files
- No video games

In addition, students will agree to the following technology and Internet policies:

- Will use technology and the Internet at school for teacher approved school work only. Will only use the programs, websites, and applications that my teacher has approved.
- Will use technology to interact with others appropriately. Will not use technology to tease, harass, or bully anyone.
- Will not download, view, send, or display inappropriate pictures or messages.
- Will not give out personal information about his or herself or others (such as name, address, or telephone number) on the Internet.
- Will obey the copyright laws and not take credit for someone else's work.
- Will promptly tell an adult if he or she sees or reads something that is inappropriate, dangerous, threatening, or makes him or her feel uncomfortable.

When equipment is taken home by the student, it must be returned to school on the next school day. Failure to return the equipment on time may result in loss of the privilege of taking the equipment home again. It is expected that the equipment will be returned to school with a fully charged battery for use during the school day.

All technology equipment is the property of Hickory Hill Academy. HHA reserves the right to demand the immediate return of the equipment at any time. The equipment should only be used by the student to whom this agreement pertains.

b. Cell Phone Policy

There is no need for a student at HHA to have a cell phone at school. If a child needs to communicate with a parent, they must go to the office where a phone is made available. Students who do bring phones to school must keep them in their locker/backpack and not taken out at all during the day. If a student has a cell phone out during the day, it will be taken by the teacher for safe keeping. The parent may pick it up from the Head of School the next day.

c. Privacy

While HHA intends to maintain a secure network environment, E-mail, Web use, and files in student accounts are not guaranteed to be private in our school setting. Activities relating to or in support of inappropriate or illegal activities will be reported to the authorities. The students' use of technology may be subject to periodic checks by HHA faculty. Hickory Hill Academy Technology Services staff have access to student accounts.

d. Software Security

Only HHA staff or those designated by them are to install software on school computers.

e. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data of anyone connected to the network or Internet. This includes but is not limited to uploading, creating, or transmitting computer viruses, hacking, theft, and unauthorized intrusion. Vandalism will result in the cancellation of user privileges.

PART V: MISCELLANEOUS POLICIES

1. PARENTS/GUARDIANS RESIDING AT SEPARATE ADDRESSES

If your family needs communication to be sent to multiple addresses, please email an office staff member regarding your specific needs.

2. HOLIDAY POLICY

HHA attempts to celebrate holidays that are celebrated within the HHA community. We encourage families to lead class celebrations of special holidays and traditions which their own family values. Doing so is not only an educationally enriching experience for the children but also for the teachers.

3. SOLICITATION POLICY

HHA has a No Solicitation Policy. We do not post advertisements for products or services unrelated to the operation of HHA.

4. USE OF HHA NAME/LOGO POLICY

Hickory Hill Academy has secured copyright protection for its name and logo. Therefore, it is not legal to attach our business name or logo to any print or verbal entity without our written permission.

5. INAPPROPRIATE LANGUAGE

We must all model respectful behavior. Any adult using inappropriate or threatening language, tone, or

body language will be asked to leave HHA premises.

6. GRIEVANCE PROCEDURE

If you have concerns that you feel need to be addressed, please follow these steps:

- Set up an appointment to speak with your child's teachers. State your concerns and ask how the teachers might resolve the situation.
- If you are not satisfied, inform the teachers that it would be helpful to review the situation with the assistance of an administrator.
- Contact the Head of School.

7. RECESS GUIDELINES AND EXPECTATIONS

- Be respectful of teachers, classmates, and the playground space
- No food on the playground; water bottles are for drinking only
- Wood chips stay on the ground and sand stays in the sandboxes
- Only teachers are allowed to go in the storage shed
- No climbing on the outside of slides
- Keep hands and other body parts to self
- When an accident occurs, check on the friend to see if they need help, apologize, and if they do need help tell a teacher
- Feet off the fence
- Ask for permission to exit the playground
- Please ask a friend if they are finished with a toy before taking it from them
- Always be inclusive
- Line up when entering and leaving the playground area
- A 5 minute warning will be given for clean-up. When 2 minutes remain everyone will help pick up the playground toys before getting in line

8. ANTI-DISCRIMINATION POLICY

The school is committed to ensuring that no HHA programs are in existence or are proposed that would, in theory or in practice, promote or foster doctrines of:

- Racial or ethnic superiority or persecution
- Religions intolerance or persecution
- Social change through violent action
- Sedition

In addition, the school is committed to continuously developing strategies to make students feel valued, respected and connected with the school community. Our priority is the protection of students' physical

safety, social connectedness, and inclusiveness including protection from all forms of bullying, regardless of their gender, race, culture, religion or sexual orientation.

9. DRUGS, ALCOHOL, AND TOBACCO POLICY

While under school jurisdiction, it is ABSOLUTELY FORBIDDEN for students to be in possession of, traffic in, or consume any part of any illegal drug, tobacco, or alcohol of any kind. This policy shall also apply to the illicit use of prescription drugs or other controlled substances. This policy includes e-cigarettes, ENDS (electronic nicotine delivery systems), vaporizers, or nicotine gum. Students contravening regulations may be suspended, expelled, and liable for criminal action.

10. USDA CHILD MEAL PATTERNS

BREAKFAST MEAL PATTERNS Serve Milk, Grains*, Vegetables or Fruit

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, Fruit or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week. oz eq = ounce equivalents

LUNCH & SUPPER MEAL PATTERNS Serve all 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Meat & Meat Alternates	1 oz	1 1/2 oz	2 oz	2 oz
Vegetables	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

*A serving of milk is not required at supper meals for adults

oz eq = ounce equivalents

SNACK MEAL PATTERNS Serve 2 of the 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Meat & Meat Alternates	1/2 oz	1/2 oz	1 oz	1 oz
Vegetables	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents