

The Aemilian Preschool



5300 N 118th Ct

Milwaukee, WI 53225

Phone: 414-463-1641

Fax: 414-463-1750

www.aemilianpreschool.com

office@aemilianpreschool.com



Family Handbook

2022-23

Welcome to Aemilian Preschool,

We are very happy that you have chosen Aemilian Preschool, Inc. for your child's early education. Throughout this handbook, and all other written documents, the term "parent" is an inclusive term for custodial and non-custodial parents and legal guardians. This term may also apply to others assuming the parent/guardian role, and identified by a person who has legal responsibility for the child/children.

This handbook serves as guide of valuable information regarding the program, and policies and procedures. Any changes or updates will be written and given to each family to add to their handbook. We ask you to read the handbook and sign the parent receipt form indicating that you did indeed receive a copy. This form should be returned to the office or placed in the payment lock box between the offices.

Aemilian Preschool is always happy to receive feedback from you in regards to how our program can best meet your family's needs. Please feel free to address any questions, concerns, and comments to your child's teacher or me as they arise. Our goal is to have everyone, new families and alumni families be welcomed into The Aemilian Preschool family.

We look forward to a great relationship with your family. Thank you for being a part of Aemilian Preschool.

Sincerely,

Colleen

Colleen Belknapp
Executive Director

THE AEMILIAN PRESCHOOL

MISSION STATEMENT

(September, 2011)

The Aemilian Preschool provides a safe, nurturing and stimulating educational environment that helps all children achieve early childhood success. Our warm, sensitive and experienced faculty offers a developmentally appropriate and nationally accredited program that inspires students to their highest potential.

CORE VALUES

(September, 2011)

Education: We believe in the power of play and natural learning experiences to help even the youngest children gain knowledge and understanding of the world in which they live.

Service: We are committed to creating a stable, nurturing community where children learn the value of helping others.

Passion: We meet each day and each interaction with children and families with enthusiasm and compassion.

Excellence: We strive to meet the diverse learning needs of each child through rich knowledge of their interests and developmental abilities.

Communication: We value parents as partners and work to provide clear, consistent communication between school and home.

Respect: We strive to practice and teach acceptance of all individuals, instilling in our community a rich respect for all families.

BOARD OF DIRECTORS

As a non-profit organization, The Aemilian Preschool, Inc. is run by a volunteer Board of Directors. The term for each board member is three years. Currently, the board is made up of community members, past and current parents. The Executive Director and a faculty representative also attend board meetings as non-voting members. The board meets monthly to review financial statements, enrollment, policies and the well being of the school. If you have any concerns or questions, please direct them to the executive director first. The board can also be reached at aemilianboard@aemilianpreschool.com.

Helpful Information

School Name: The Aemilian Preschool, Inc.
Address: 5300 N 118th Ct
Milwaukee, WI 53225
Phone Number: (414)463-1641
Email: [**office@aemilianpreschool.com**](mailto:office@aemilianpreschool.com)
Website: www.aemilianpreschool.com
Fax: (414)463-1750
Federal Tax ID Number: 39-1229284
WI Shares Provider Number: 7000563997 Location 001

Hours of Operation

Half Day 8:00am -12:30pm
Full Day 7:00am-5:30pm (Maximum of 10 hours/day)
Days Monday-Friday

Ages Served

School Year: 2 Years through age 5
Summer Program 2 Years through age 9

License

State of Wisconsin 1001528 License, 120 Children
Licensed for children ages 2 years thru 10 years
DCF 251 Licensing Rules & Violations are posted in the front entrance.

Accreditation

NAEYC expires 2/1/2023

HISTORY OF AEMILIAN PRESCHOOL

St. Aemilian Preschool began in February of 1971. It was started by the Milwaukee Archdiocese, and was located in the St. Aemilian Orphanage located on 89th and Capitol Drive. St. Aemilian is the patron saint of orphans. We have continued to use the name Aemilian Preschool for more than 50 years because of our reputation for being a high quality preschool program. After the first year, the Archdiocese no longer wanted to be actively involved in a preschool, and decided that the preschool would become its own entity. It has been a private, non-profit, non-sectarian organization ever since. In the early 1980's, a Primary Learning Center was added and the school served children from 2 ½ years old through 3rd grade. To remain financially sound, the decision was made to close the 1st-3rd grade classroom in 1988. Half day programming was added in the mid 1990's and included children as young as 2 years old. In 1999, Aemilian moved to a location on Mayfair Rd, and

enjoyed 23 years next to Webster Park and the Menomonee River Parkway. This location solidified our love of nature and getting outside in any weather. We enjoyed hiking and exploring the wooded area and river right out our back door. In 2012 the name was changed to Aemilian Preschool, Inc. after a strategic planning process that refined our mission and vision. After losing our lease at the Wauwatosa location we found our new home in the Monterey Business Park. This building gave us the opportunity to plan our new space from scratch. The abundance of windows and thoughtfully planned classrooms with calming tones of nature have given us an environment that matches our high quality program. We now have a strong foundation to continue to serve children and families throughout the Metro Milwaukee area.

8/2022

NON-DISCRIMINATION POLICY

In compliance with the Executive Order 11246, Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act 1975; Americans with Disabilities Act of 1990; and all other Federal, State, school rules, laws, regulations, and policies, the Aemilian Preschool shall not discriminate on the basis of sex, age, race, color, national origin, religion, handicap, or disability in the educational programs or activities which it operated, and in employment.

It is the intent of Aemilian Preschool to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operation. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) shall be referred to:

Executive Director
The Aemilian Preschool, Inc.
5300 N 118th Ct
Milwaukee, WI 53225
Telephone: (414) 463-1641

Title IX complaints can be filed with the office of Civil Rights:
Office of Civil Rights, Region V
300 South Wacker Drive, 8th Floor
Chicago, IL 60606
Telephone: (312) 353-2520

5/2022

Faculty and Staff

The Aemilian Preschool is committed to high quality education, therefore, is committed to having highly educated and experienced teachers and staff. Each classroom has at least one teacher who has a 4 year degree in early childhood education. Assistant teachers work as a team with the teachers, and either have a 4 year degree in a related field of education, 60 college credits, an associate degree or are working toward a degree. We are fortunate to have qualified and flexible substitutes available as well.

The administration staff consists of an Executive Director and Assistant Director. The Executive Director also serves as the Program Director and has a degree in Child and Family Studies and experience as a teacher of young children. The Executive Director is responsible for the entire Preschool, and reports to a Board of Directors. The Assistant Director has a degree in early childhood special education and has experience teaching young children. The Assistant Director reports to the Executive Director and fills in when the executive director is not available.

The Board of Directors is a volunteer board made up of community members, current and alumni parents, and educational leaders. The executive director and a faculty liaison attend the board meetings. The board meets once per month to review policies, procedures and financial statements of the preschool. The board has bylaws which can be reviewed at any time upon request.

7/2022

PROGRAM OPTIONS

SCHOOL YEAR PROGRAM

Our school year usually begins near the week of Labor Day (depending what date Labor Day falls on) and runs through the second week in June. For our full-day program, we are open from 7:00 a.m. to 5:30 p.m. Monday-Friday and children may attend up to 10 hours per day. The half-day program (all ages) is Monday through Friday from 8:00 a.m. to 12:30 p.m. There is a \$50.00 non-refundable registration fee each school year. When a child is first enrolled, there is a \$150 deposit that is paid with the initial registration fee. That deposit is applied to the last tuition payment. Children that are 2 and 3 years old may attend 2-5 days per week. It is recommended that children in 4K attend at least 3 days per week.

SUMMER PROGRAM

Our summer program begins the third week in June and ends near the end of August (please see current calendar for exact dates). We accept children ages 2 through 9 years old. There is a \$40.00 non-refundable registration fee for all summer school children.

During the summer, our hands-on curriculum continues but we offer a more recreational program with more outdoor activities. We offer flexible scheduling for families during the summer. Parents receive a calendar to choose the dates to attend. We offer mixed ages grouping during the summer with classrooms for 2-3 year olds, 3-4 year olds, 4-5 year olds and a school age group (6-9 year olds). Consider having your older child return to Aemilian or maybe having an older sibling visit for part of the summer with a younger brother or sister.

Our faculty sometimes changes in the summer, since some teachers have the option of having the summer off. Faculty hours may vary and change daily so that they can have a break during the summer. We hire some college students who are majoring in education or other related fields to help out in our summer program.

At the end of our summer program, our school is closed for one week before the fall school year begins for faculty inservice training, deep cleaning and to prepare our classrooms for the new school year.

7/2022

OVERVIEW OF PROGRAMS

All of our programs are based on the development of the “whole child”. We feel it is best to plan age appropriate, hands-on, open-ended activities to promote the growth of a child’s social, emotional, physical, creative, and cognitive needs.

2 Year Old Classrooms – The 2-3 year old classrooms (Doves & Robins) are a combination of half day and full day schedules for children who are 2 years old by September 1st. Children who turn 2 throughout the year may be able to register when they turn 2 if there are openings. Children may attend as few as 2 days per week, or as many as 5 days per week, choosing any days based upon availability. The teacher to child ratio for this group is 1:6 with a maximum group size of 12.

2-3 Year Old Classroom – The Cardinal classroom is a young 3 year old class with a few children who will turn 3 in September or October. The combination of half day and full day schedules are available with as few as 2 days to 5 days per week. The teacher to child ratio for this group is 1:6 with a maximum group size of 12, while there are still 2 year olds in the classroom and then to 1:8 and 16 when all the children are at least 3 years old.

3 Year Old Classrooms – The 3-4 year old classrooms (Bluebirds & Owls) are a combination of half day and full day program for children who are 3 years old by September 1st. Children may attend as few as 2 days per week, or as many as 5 days per week, choosing any days based on availability. The teacher to child ratio for this group is 1:8 with a maximum group size of 16.

4K- 4K is a half day and a full day program for children who are 4 years old by September 1st. Children may also attend 2 to 5 days per week, but it is recommended that they come as least 3 days per week. The teacher to child ratio for this group is 1:10 with a maximum group size of 16.

Changing Classrooms Mid-Year - Although unlikely, if a child would change classrooms during the school year, the fees will still apply to the age that they were prior to September 1st. When classroom changes are made during the school year it will be based upon teacher's recommendation, discussion with parents, and availability in the classroom. Children will visit the prospective classroom to ensure it is a good fit for them.

ACCREDITATION

The Aemilian Preschool is accredited by the National Academy of Early Learning Programs, a division of the National Association for the Education of Young Children (NAEYC). Programs are only accredited if they substantially meet the Academy's criteria of High Quality Early Childhood Programs. This recognition means higher standards of quality than the required State of Wisconsin licensing regulations need to be met. We were originally accredited in July 1993. We are proud to be one of the first of seven centers accredited in the Metro Milwaukee area.

REGISTRATION PROCEDURE

1. Aemilian Preschool, Inc. is open to all families regardless of race, religion, ethnic, cultural or economic background.
2. Children must be at least 2 years old.
3. Children must be fully immunized, or have a waiver on file prior to their first day of attendance. Children must have a physical exam no more than one year prior to, or within three months following the date of enrollment and have a completed Child Health Report signed by the physician on file. Each child must also have a Health History and Emergency Care plan on file.
4. The completed application, registration/deposit fee, and paperwork must be received no less than two weeks before the child starts school. The non-refundable registration fee will guarantee your child a place held in our program, or on our waiting list.
5. New families are enrolled on a first-come, first-served basis, after returning families have had a chance to register. New registrations for the following summer or fall programs are accepted beginning on March 1st. After all openings are filled, names are then placed on a waiting list by date.
6. Whenever possible, parents are encouraged to bring their child for a visit before the first day of school. This visitation helps to ease the child into the program by giving them a chance to see where everything is before actually starting school. Some Meet the Teacher dates will be scheduled during the week before the first day of the new school year.
7. Any family registering a child for the beginning of a new school year (August) shall be required to make their August non-refundable, tuition payment by the 1st day of August, otherwise they will lose their position on the enrollment list. Families registering their children for the upcoming school year will be sent a tuition statement on approximately July 15th. If a child registers after that, tuition will be due on the first day of attendance and the tuition payments will be calculated accordingly.
8. If a child's tuition is not paid by August 1st, the child's name will be put on the bottom of the waiting list. If no list exists, one will be started with their name as the beginning of the list.

9. After August 1st, families on the waiting list will be contacted in order of the date they inquired. Tuition will be due within 1 week after being placed on the enrollment list.
10. Any family who pays the August tuition, but chooses not to send their child during that time due to certain circumstances, will continue to have their child enrolled, unless they notify us otherwise. They will be billed again on the 15th of the month, and will need to continue paying tuition by the 1st of the month (September) if they want that spot held.
11. All families will be required to give 2 weeks written notice if they plan to withdraw their child from The Aemilian Preschool, as stated in the current Tuition Fees Policy.
12. A tour of the school and a school and classroom orientation are required for attendance.

9/2022

TUITION POLICY

The Aemilian Preschool is a non-profit organization. Tuition fees are the only source of income to cover our operating expenses for salaries, rent, program supplies and equipment, building maintenance and insurance. Rates are based on covering these expenses while making sure that we are competitive with the market for the quality and services we provide.

A \$200 registration/deposit fee (includes a \$50 registration fee and a \$150 deposit which will be applied to your last tuition payment) is required for each new child enrolling for the school year. Current children will pay \$50 to register for the new school year. The registration fee for the Summer Program is \$40 per child.

Tuition Payment Schedule - School year tuition payments will be spread evenly over 10 months, beginning August 1st and ending May 1st. Invoices will be available on the 15th of each preceding month. Tuition payments for the summer program are due on June 1st and July 1st. Payments are due by the first of the month. If the first falls on a weekend, payment is due the following Monday. When a tuition payment is late, you will be assessed a \$10.00 late fee.

Parents who enroll their child/ren after the start of the school year will have tuition payments calculated and spread evenly over the number of payments remaining in the school year. The first payment is due on the first day of attendance.

Tuition rates apply to your child's age as of August 31st. The tuition rate stays in effect for the entire school year.

Multiple Child Discount - Families who enroll more than one child at the same time will receive a 20% discount off the eldest child/ren's tuition.

WI Shares - The Aemilian Preschool accepts tuition reimbursements from the State of Wisconsin (Wisconsin Shares) for families who qualify for child care benefits. Families who qualify for WI Shares will have a discounted deposit fee of \$50. An authorization must be in place before the child's start date. A child could start before the authorization is in place if

the family pays for the first 2 weeks of tuition on the child's start date. Families who participate in WI Shares will be required to sign a Family Tuition Payment Agreement with the calculation of the family portion of tuition and a payment schedule. Contact the Executive Director if an authorization is in place or for more information about this program.

If you encounter difficulties in paying tuition, contact the Executive Director immediately. Families with overdue accounts will be discharged from the program if payment is not received within 14 days of the due date, unless special arrangements have been made in advance with the Executive Director.

Tuition is calculated based on your child's age as of September 1st.

All tuition payments are non-refundable. No refunds will be given to parents who withdraw their child or if a child is discharged from the program. Two weeks written notice is required of all families withdrawing a child. If written notice is not given, you will be responsible for a total of two weeks of tuition.

Late Pick Ups - Parents are responsible for picking their child/ren up by 12:30 p.m. for half days and 5:30 p.m. for full days. The fine for late pick-ups is \$20 any part of the first 5 minutes late and then \$1 per minute from 6 minutes on. This policy still applies even when parents call to say they expect to be late.

Children who attend part time during the school year must stick to the days of the week they are registered for. There are no switching days. Permanent schedule changes may be available if there are openings. If you find you need to add a day for a special circumstance, please contact the Executive Director to see if there is an opening; a daily rate will apply.

No tuition adjustments are given for vacation, illness, or school closings.

When registering for the summer program, you may enroll for specific weeks, allowing you to plan vacations without being charged tuition. These days off must be submitted on the summer registration form prior to June 1st. There is a \$5 schedule change fee for changes made to the summer schedule after June 1st. No schedule changes will be allowed after July 1st. There is a minimum of 7 weeks for summer attendance.

Tuition Payments - Tuition may be paid by check, money order, cash, debit or credit card. There is a 1.75% convenience fee to use a credit card. There is no convenience fee to use a debit card. Please make checks payable to AEMILIAN PRESCHOOL. There is a \$30.00 fee for returned checks or returned credit card payments.

Covid Quarantines - If a child has to be quarantined for either a positive Covid test or a close exposure to Covid, tuition will not be charged while your child is out of school. There will be a holding fee to keep the spot open for your child upon their return. The fee is \$100 per week for a child enrolled 4-5 days per week and \$75 per week for a child enrolled 2-3 days per week.

GENERAL INFORMATION

- ◆ Our school hours are from 7:00 a.m. to 5:30 p.m. Monday-Friday.
- ◆ The Aemilian Preschool office can be reached by phone or email. (414-463-1641 or office@aemilianpreschool.com) If we are unable to take a call, please leave a message but please call back if it is urgent.
- ◆ The outside entrance to Aemilian Preschool will be open during business hours, but the door inside the vestibule will be locked. There is a doorbell to ring to be let into the building. All parents and visitors to Aemilian will need to enter through the main door. Parents are welcome to visit the classrooms anytime during the day.
- ◆ Each classroom has a Parent Board located near the children's cubbies. It contains important information for all parents.
- ◆ Copies of this Family Handbook with policies and procedures are also available on our website.
- ◆ Snack menus are posted on each Parent Board.
- ◆ Each family has a Family Folder in the bin next to the main entrance. If we have notes to leave for you they will be placed in your family folder.
- ◆ Please update any emergency contact information with our office if there is a change anytime during the year.
- ◆ Each year, parents will have the opportunity to evaluate the program on a short survey form. Your feedback is essential. It helps us know what we are doing right, as well as what things need to be changed /improved.
- ◆ The teachers will be sending out emails throughout the week from the classroom email to let you know what is going on in the classroom and share pictures. You can reach the classroom teachers through this email but they may not be able to check emails until rest time in the afternoon.
- ◆ Teachers schedule Parent Conferences twice each year. The first one will be about a month after school starts and will give the teachers the opportunity to get more information from you about your child and how the transition to school has gone. The second conference will be about six months later and you will have an opportunity to view your child's portfolios and assessments, and discuss strengths and goals for your child. Of course, if you would like a conference at another time, please ask and we will be happy to accommodate. Regular contact and communication is also very important.

SCHEDULED SCHOOL CLOSINGS

The Aemilian Preschool will be closed for the following holidays. There will be no tuition adjustment for these days, as they have been calculated into the weekly tuition rate.

Labor Day
Thanksgiving Day
Friday Following Thanksgiving
Winter Break Dec. 23rd - Jan. 1st
Memorial Day
Independence Day July 4, 2022
Early Childhood Education Conference – TBD (if in person conferences are available)

Closed Week in August - The school will be closed for teacher inservice training and classroom preparation the week prior to the beginning of the fall semester (usually the third or fourth week in August). No tuition is billed for this five-day period, and no childcare is available.

Although we do not offer vacation credits during the school year, the summer program allows you to enroll for specific weeks and days, allowing you to plan vacations without being charged tuition. These days off must be submitted on the summer registration form by June 1st.

9/2022

ROLE OF PARENTS

As parents of children at The Aemilian Preschool, it's important to keep current of happenings at school by reading emails. We'd like you to work closely with the teachers in order to make your child's experience here the best possible.

Please:

- ◆ Help your child wash their hands when they first arrive at school.
- ◆ Sign your child in and out.
- ◆ Please check your family folder daily by the front door.
- ◆ Check your child's cubby daily.
- ◆ Check the Parent Board for any family information.
- ◆ Please check your emails for communication from school.
- ◆ Let teachers know when something at home may affect your child's behavior at school.
- ◆ Contact teachers in by phone, or e-mail if you have any concerns you would like to discuss. Teachers are scheduled so that one starts early in the morning and one stays later in the afternoon so that you are able to speak to one of them when dropping off or picking up. If they are not available, please contact the office to relay a message or set up a time for contact.
- ◆ **Call in by 9:00 a.m. if your child will be late or absent. If you do not call by 9:00 a.m., you will be contacted regarding your child's absence.** You are

required to give us information about any illness your child has (ie, sore throat, vomiting, fever, etc.)

- ◆ Make your tuition payments by the 1st of each month unless you have a signed alternate payment schedule. If the 1st falls on a weekend the payment will be due the following Monday.
- ◆ Keep the school up-to-date on any changes in work/home phone numbers and /or addresses.

FIRST DAY OF SCHOOL

The first day of school is an exciting new experience for your child. It can be an anxious time for children and adults. On the first few days of school, please allow a few extra minutes to spend with your child at drop off. This is particularly important when this is a child's first school experience.

---Tell your child what's going to happen: "You're going to stay at school while I am at work." etc.

---Be sure to have a smile and positive attitude so your child knows how happy you are for them to be able to be at preschool.

---Assure your child that you will come back to pick him/her up. One of children's greatest fears is that you won't come back for them.

---Don't sneak away! Although it may be easier for you, it may not be for your child.

---When you start to leave, don't stop. Once you tell your child you are leaving, it is important to follow through, even if your child cries. Most children stop crying within seconds after their parents are out of sight, and others take only a few minutes to calm down. Trust the teachers to take care of your child.

---Feel free to call later in the morning to see how your child is doing. We have phones in our rooms and one of the teachers will be able to talk to you.

---Please bring in a family picture or email it to us to print for the top of your child's cubby. We have plenty of picture frames. The picture can be very reassuring for your child.

---Many children quickly adapt to the preschool routine and are eager to come again.

However, it is perfectly normal for some children to take several days or even weeks to feel comfortable away from home.

WHAT TO BRING TO SCHOOL?

Please make sure all outdoor clothing items and extra clothes are labeled clearly with your child's name.

Outerwear: Our goal is to get outside every day! Please make sure your child is dressed appropriately for the weather. Children, as well as teachers, like to get outside and enjoy the fresh air and burn off energy. Therefore, we will try to go outside everyday, weather permitting. We will keep the children inside if the wind chill is colder than 0 F (20°F for 2 year olds), the heat index is warmer than 100°F, or a red ozone alert has been issued. In the spring and fall we encourage you to keep a raincoat and rain boots at school so we can explore the mud and puddles in a light rain. As the weather becomes chilly, be sure your child brings a hat

and waterproof mittens. Since our playground is out in the open, it can become windy. When the snow arrives, boots and snow pants are a must, along with all the other winter clothes.

How to dress: Please dress your child in play clothes that are comfortable, washable and easy for them to manage in the bathroom. Children will get dirty, it is a sign of a great day with a lot of learning! Sometimes art is messy or there are spills at snack or lunch time. We love to explore in nature and that includes sand, dirt, water and mud. To encourage independence, send your child in clothes that they can manage. Pants or shorts with elastic waists are the easiest for young children to pull up and down in the bathroom or after they get a diaper changed. They need to be able to pull them up and down. As they grow older, buttons and snaps will be more easily mastered. Teachers are always available for help, but we like to encourage independence in your child's self-help skills and give them a greater feeling of accomplishment.

All children need to keep at least one extra set of clothes at school, "just in case" and for our constantly changing Wisconsin weather.

What to Bring:

-Have your child wear shoes that are sturdy and have backs on them. **No flip flops.** They need to be safe when climbing and running in the playroom and outside. We will be exploring outside in our play space and going on adventures so they need sturdy shoes. It is helpful if you send shoes that your child can manage on their own. For our youngest children we don't recommend tie shoes.

-Please be sure your child has an **extra set of clothes** to keep at school in case of spills or accidents. Be sure to replenish the clothes that are used and keep them current for the season.

-Children who stay for a full day will need to bring a **blanket** for rest time and can also bring one small stuffed animal or cuddly. Each full day child will get a green Aemilian Preschool bag to keep their rest things in. Green bags need to be taken home at the end of your child's school week to be laundered. Aemilian provides each full day child with a mat or cot and sheet that is washed weekly at school.

-Children need to bring a water bottle each day to stay hydrated. Water bottles should be taken home each day to be washed.

-Parents of children who are not yet potty trained will need to provide diapers/pull ups and wipes for your child. Diapers or pull ups need to have velcro tabs on the sides. Large packages can be stored at school. We will leave a note when we are running low.

BEHAVIORAL GUIDANCE POLICY

Through ongoing training and accreditation we earn our National Association for the Education of Young Children and 5 Star Young Star rating as educators. It is our sincere goal to partner with families and care-givers to ensure each child is given every opportunity to truly thrive. We welcome and encourage partnership with you as the representative(s) for the children in our school.

Our Behavioral Guidance Policy focuses on teaching children appropriate behavior and effective strategies for expressing their emotions, solving conflicts and developing self-regulatory skills. We know that as children work to learn these skills, they are also learning responsibility for one's own behavior as a normal part of a child's social and emotional development. Our Behavior Guidance Policy ensures the success and wellbeing of all children and faculty members at our school. Our goal as professionals in education is to partner with you as we all work towards providing a nurturing, safe and successful school environment for all the children in our building.

The first part of this policy states how we will and will not work with children:

Helping children become more aware of their own behavior

- Adults praise children's positive behaviors. (i.e. "Wow, you cleaned this up all by yourself, that's great!")
- Adults tell children what to do, as well as what not to do. ("Walk, don't run.")
- Adults redirect children's behavior, suggesting alternatives to unacceptable behavior. ("Please don't take that out of his hand, say, 'Can I have a turn when you are done?")
- Adults give suggestions or directions in a positive manner. ("Paint on the paper." Vs. "Don't paint on the table.")
- Adults label by name the behavior that is unacceptable or inappropriate. ("Hands are not for hitting." vs. "It upsets me when children are so mean to each other.")

Consequences are developed which are immediate, consistent, and logical.

- Adults give children a warning of what consequences will result from them breaking a rule. ("Toys are not for throwing because someone will get hurt. Come take a break next to me until your body is calm." Or "Let's think of a way so you can both build with the blocks.")
- Adults follow through on the stated consequence if children continue to break the rule. ("Remember, hands are not for pushing other people, I will wait here with you until you are calm while the others head outside.")

Using positive restraint.

- Putting hands on a galloping child as a way of reminding them to walk in the classroom; or putting an arm around a child and gently tilting their head towards the teacher as a way of helping them focus on the teacher's message.

Adult's use of proximity control.

- Adult moves near children as a means of surveying the situation and giving children a cue to change their behavior – teacher may not have to do or say anything else.

Teachers using gentle restraint.

- Adult will hold child back from hitting another child.

Teachers use removal ("Time Away") from the situation as a last resort.

- Teacher removes a child who is crying uncontrollably from the classroom until the child has the opportunity to calm down; or teacher bodily removes a child from the scene of a conflict until the child is calm enough to discuss the situation.

Appropriate use of restraint for safety reasons is permissible.

-This is done in the presence of another adult, if possible.

Discipline Not Allowed

-Teaching staff never use physical punishment such as: shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling arms, hair, or ears; requiring a child to remain inactive for a long period of time.

-Teaching staff do not engage in psychological abuse or coercion such as: shaming, name-calling, ridiculing, humiliation, sarcasm, cursing at, making threats; frightening a child; ostracism, withholding affection, rough handling (shoving, pulling, pushing, grasping of any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

-Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline. (Having children experience logical consequences: such as missing snack if they choose not to eat with the group, is not the same as threatening to withhold food.)

The second part of the policy includes the next steps when positive discipline and guidance are not effective. We will initiate our Behavior Guidance Plan.

BEHAVIOR GUIDANCE PLAN

Behavior Expectations

- Respect for themselves, other children, faculty and our facility
- Be a positive members of their classroom
- Not disrupt the learning of others in the program

It is our desire to help all children learn and grow, however if a child's behavior is interfering with their learning or preventing other children from accessing their education the following actions will be taken.

Progressive Guidance Approach

Manageable Behaviors

- These are behaviors that are common in a preschool classroom. Staff will work through them in the classroom and communicate with parents.

- Teachers will establish clear and developmentally appropriate expectations and then teach and reinforce these through verbal reminders, redirection, emotional coaching, mediation and modeling.

-Examples: Taking toys, interrupting, sharing, not being able to sit still, trouble expressing emotions, difficulty to transition, etc.

Ongoing and Repeated Behavioral Issues

-If behaviors persist or escalate (i.e. frequent removal from classroom to office, unable to participate with the group, refusing to transition, multiple occurrences of behavior that is unresolved) families will be contacted and issues will be communicated. At this time parents may be given information regarding developmentally appropriate behaviors for their child.

- Behaviors will be observed and documented by faculty for a time determined by faculty. A meeting will be scheduled with families and teachers. This meeting is an opportunity for family and faculty to work together to develop an individualized plan going forward and discuss the family involvement required to reinforce what we are working on at school.

Crisis Behaviors

-If ongoing behaviors continue, escalate or an extreme behavior occurs.

- Behaviors will be observed and documented. A meeting will be scheduled immediately with the child's family, classroom teachers and director. A referral for outside advice may be suggested.

- Examples: Aggressive behavior towards faculty, students or environment, missing learning or causing others to miss learning, needs that are beyond what Aemilian Preschool can provide.

DISCHARGE POLICY

The Aemilian Preschool reserves the right to terminate the enrollment of a child for the following:

1. The child has needs which Aemilian Preschool cannot meet
2. The child is referred for services and qualifies, but services are refused by the family
3. The child's family are not able to work with teaching staff to find an acceptable solution to ongoing behavior issues or crisis behaviors
4. The child's behavior continues and creates an unsafe environment or makes it challenging for other children to access their education
5. Physical and/or verbal abuse of faculty or another child by parent or child
6. Non-payment of tuition or excessive late payments
7. Repeated late picks
8. Not observing the policies and procedures as outlined in the Family Handbook

SIGN-IN & SIGN-OUT

There are "Sign-In/Out Sheets" for the children in each classroom. When you bring your child to school, you are asked to sign in by noting the time of arrival and your initials. There is a space provided for comments. If you have anything to tell the teachers, or if they have a message for you, it should be written there. Leave us notes to let us know if your child had a rough night sleeping and seems tired, or is being picked up early or by someone other than yourself, etc.

When your child is picked up, there is a space for you to fill in the time and your initials. This is necessary for our accountability, as well as faculty planning. The clipboards will be with the

classroom teachers at all times. Please be sure to sign your child out, and touch base with one of the teachers to let them know you are picking up your child and if they have any messages for you before you leave.

HAND WASHING POLICY

When arriving at school with your child, please have them stop in the bathroom to wash their hands. Washing hands keeps children healthy and prevents the spread of germs. Children will also be washing after using the bathroom or having a diaper changed, before and after eating, and after any messy projects.

TOYS FROM HOME

Especially because of Covid, we ask that toys from home remain at home. We have found that many children have toys similar to those we have at school which can get mixed up, small pieces can get lost, or conflicts can arise over personal toys. And we have plenty of toys and activities here at school. Thank you for your support with this.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are usually held twice a year. The first set of Parent/Teacher Meet & Greet conferences take place about a month to six weeks after the start of the new school year or when the child starts school. This conference is especially designed to talk about how the transition to the new school or new classroom has gone and for you to share with the teachers what the child is like at home. These conferences help us plan our curriculum activities to match the children's interests. Conferences can be scheduled for in person or via Zoom.

During the school year, the teachers will be keeping a portfolio for each child. It will contain anecdotal notes, photos, actual work samples, observation sheets and developmental check lists to best assess your child's strengths, progress and needs. Most areas of development will be recorded on a monthly basis. This information helps teachers match activities and materials with the interests and developmental levels of each child throughout the year. Your input about your child is a great addition as we share this info with you at the second Parent/Teacher conference held usually in February or March. Conferences can be scheduled at any time if needed, as sometimes our observations identify significant concerns that may require focused intervention for individual children. The information from your child's portfolio is confidential as listed in our Confidentiality Policy.

CONFIDENTIALITY POLICY

All records on individual children and his/her family are confidential. The faculty members that have access to children's records because they have direct contact with the child are prohibited from discussing or making known personal information regarding the children or

their families. All records maintained on the child are available for the parent for review upon request. Parents who become involved in classroom activities are also expected to respect this policy. Faculty will not give out contact information of families without first obtaining permission.

CHILDREN WITH ALLERGIES

The Aemilian Preschool will make accommodations for children with food allergies. All parents are required to fill out the form "Health History and Emergency Care Plan" which notifies us of an allergy. The child's name and picture are posted confidentially on the Medical Alert form in each classroom so that all faculty members are made aware of which children have allergies. Depending on the severity of the allergy, a classroom would be "Nut Free" and all families with children in the classroom will be notified that they must provide lunches without nuts. If the allergy requires the child to have an EpiPen or similar device, it will be kept in the classroom first aid fanny pack which goes where ever the class goes so it is always close at hand. All faculty members are trained to administer EpiPens or similar devices as part of CPR/First Aid training that is repeated every other year. If an allergic reaction occurs, faculty will follow steps for the particular child's action plan and parents will be notified. If an Epi Pen or similar device is administered, 911 will be called and then parents will be notified. Parents will be asked to update the Authorization to Administration at the beginning of the school year, on January 1st, and at the beginning of the summer program.

SNACKS & LUNCH

MORNING & AFTERNOON SNACK:

We provide morning and afternoon snack for the children. Snack usually consists of items from two of the food guideline categories required by the USDA Child and Adult Care Food Program. They meet the nutritional guidelines for healthy snacks based on State Licensing Regulations. Snack menus are posted on the parent board outside each classroom

HEALTHY LUNCHES:

As part of our NAEYC accreditation and the State of Wisconsin licensing we have to teach children healthy eating habits. Children must be provided with the following food components in their lunches sent by parents:

- Meat, poultry, fish, cheese or protein alternative
- Vegetables and/or fruits (2 or more servings)
- Grains and Breads
- Milk (provided by Aemilian Preschool unless allergic)

It is the responsibility of the parent to pack lunches that include these components in the correct amounts on the attached chart depending on the age of your child.

Choking Hazards - The following items are considered a choking hazard for children under 4 years old and **cannot be served: popcorn, seeds, whole nuts, hard candy, chewy candy, celery (unless de-stringed).**

The following items are considered choking hazards for children under 4 years old, however, they can be served if they are **cut in half lengthwise: carrots (match stick shape), grapes, hotdogs, sausages, cherry tomatoes, cherries or any other fruit with a pit (remove pit), watermelon with seeds.**

- Warm foods - We cannot warm foods up at school. Please send food that needs to be kept warm in a thermos.
- Refrigeration is not available for children's lunches. Please put an ice pack in your child's lunch.
- Please avoid "*Lunchable type*" lunches. They do not contain healthy foods that adhere to our guidelines.
- Please send along a spoon or fork if your child's lunch requires it.
- Avoid high sugar items, chips, and other "junk food".
- Fruit Snacks are a treat and are not considered a fruit (unless they contain 100% fruit)
- Please do not send juice boxes in your child's lunch. We serve milk with lunch.
- Please send a water bottle that will go home daily to be washed.

Lunch time is a great learning time for children. It is a time to practice manners, socialize, and to learn independence. The children are responsible for clearing their lunches from the table. Thank you for making it easy to set up lunches and for the faculty to sit right down to eat with the children.

EMERGENCY SCHOOL CLOSING POLICY

School will only close for severe emergencies including, but not limited to: weather, building emergencies, or an emergency that will endanger the safety or well being of the children, such as snow, extreme cold, broken furnace, power outage etc. If there is a severe snow storm, Aemilian Preschool follows the Wauwatosa Public schools for snow closings. Parents will be notified by email and there will be a separate listing for Aemilian Preschool on the wisn.com, fox6now.com, tmj4.com. In rare cases if the school needs to close early, parents will be contacted by phone and/or email. If parents are unable to be reached, emergency contact people will be notified.

ACCIDENTS

When minor accidents occur at the Preschool, first aid supplies are available, although, in compliance with State Law, no medication is used. Soap, water, ice, and a comforting staff member (usually the best medicine) are used to treat scrapes, cuts, and bumps. An "Incident Report Form" is filled out for injuries that occur at school. This form will tell you what happened and how the injury was treated. You will be called immediately if it is more than a mild injury or the injury is on the head. The Incident Report will be kept in your child's file once

you have read and signed it. In the event that the injury needs a doctor's attention, inform us immediately. A separate Accident Report form needs to be filled out and submitted to state licensing.

In the event of a medical emergency, we want to be prepared. It is important for you to keep all emergency contact numbers up to date. If a child requires emergency medical care, we will call 911 for Emergency Medical Services, and the child will be transported to Children's Hospital of Wisconsin, along with a familiar faculty person, if necessary. Parents will be notified immediately! All teachers and faculty members are certified in Infant/Child CPR.

First Aid Techniques at school:

1. Minor cuts and scratches—wash with soap and warm water, apply bandage if necessary.
2. Slivers—wash or soak in warm, soapy water and apply band-aid.
3. Puncture wounds—try to make it bleed to clean it out; wash with warm, soapy water.
4. Head injuries—apply ice, contact parent to notify of a head injury, watch for signs of possible concussion (child seems confused, drowsy, or pupils are not equal or reactive, vomiting).
5. Vomiting or Diarrhea—child will be isolated from other children in the office on a chair or cot; parents will be notified immediately.
6. Nose bleed—have child sit quietly on a chair; pinch the bridge of nose for 5 minutes with child's head tilted forward; release slowly.
7. Burns—rinse under cool water or wrap with cool, wet packs.
8. Fevers—if a child is running a low-grade fever we will call to inform you. You must pick your child up within 60 minutes when his/her temperature reaches 100.4°F. (The child must be without a fever for 24 hours before returning to school.)

CHILD ILLNESS POLICY

Our sick policy has been developed in collaboration with a public health nurse who is our school's health consultant. In order to keep all children safe and well, our sick policy needs to be adhered to. Sick children belong at home, not at school. It will make them feel better, and keep illnesses from spreading at school.

Please call school by 9:00 a.m. if you are going to keep your child at home. We also need to know if your child has a communicable illness. If a child has communicable illness, a description will be posted on the main door informing you of the illness and what signs/symptoms to watch for. We can not disclose the child's name for confidentiality reasons.

If your child becomes ill at school, you will be called immediately. You will then be expected to pick up your child, or arrange to have your child picked up as soon as possible but within one hour. In the event we are unable to reach a parent, we will call one of the parties listed under "Emergency Contacts" on your child's application. Please leave a number where you can be reached if you will be gone from the office or away from home while your child is at school. This number can be left on the Sign-In/Out Sheet or in the office. Your child will be kept away

from children in a comfortable place to avoid exposing other children to prevent spread of illness. Strict guidelines as to when your child may return to school are important to follow. The following sheet will be sent home with you. Please follow guidelines, and ask questions for clarification if necessary.

GUIDELINES CONCERNING ILLNESS

1. **Fever**-a temperature of 100.4° or higher. The child must remain out of school until his/her temperature has returned to normal for a 24-hour period without fever reducers such as Tylenol or Ibuprophen.
2. **Eye inflammation**-eye redness with drainage. The child will need to be assessed by a doctor. If recommended by the doctor, the child needs to be treated with medication before returning to the school and all the drainage and inflammation needs to be absent for 24 hours.
3. **Discharge from nose**-Children can be at school with a runny nose, but thick yellow/green color mucus indicates infection from ear, sinus, or eyes. Consult doctor for treatment if symptoms persist.
4. **Coughing**-Continual coughing. Children may attend school when coughs are suppressed. Consult doctor for treatment if symptoms persist and if accompanied by other symptoms.
5. **Rashes**-Rashes are possible indication of communicable disease and may need to be assessed by a doctor if requested by director. A statement from your doctor stating what the condition is and when the child is no longer contagious is required prior to remittance to the school.
6. **Vomiting**-The child has vomited and/or has flu like symptoms. The child can return to school 24 hours after no symptoms are present.
7. **Diarrhea**-two episodes of watery stools. A normal stool or no diarrhea within the past 24 hours is required before returning to school.
8. **Infestation**-scabies or head lice. Children with these conditions cannot return to school until treatment has been successful. A staff member will need to check the child before readmittance to school and be free of infestation and nits.
9. **Behavior Changes**-Lethargy, continual crying and not able to be comforted, requiring consistent one-on-one care and/or not able to participate in classroom activities. The child should be free of these symptoms prior to returning.
10. **Chicken Pox**-The child can return to school seven days after outbreak minimum and all sores are scabbed over.

11. **Earache**-The child can return to school with a physician's recommendation and symptom free.
12. **Measles**-The child can return to school with a physician's recommendations and symptom free.
13. **Sore Throat**- Physician needs to determine whether or not there is a strep infection. If strep, the child needs to be on antibiotics for 24 hours and able to participate in program; if there is no strep, the child can return if throat is healed.
14. **Covid-19**-If a child has tested positive for Covid-19 they can return to school after 5 days of quarantine and symptoms resolving. The date of the test or onset of symptoms is Day 0.

Covid-19 Precautions and Procedures

1. We will continue to monitor the recommendations for Covid precautions and procedures from the CDC, WI Dept. of Health Services, and the Milwaukee Health Department.
2. Staying up to date with Covid-19 vaccinations is the leading public health strategy to prevent severe disease, so we strongly recommend that children and adults in our building are vaccinated against Covid-19 and stay up to date with vaccinations.
3. As of 8/29/2022, masks are optional in the building for children and adults. Masks will continue to be supported for anyone who chooses to wear them.
4. We will continue with layered mitigation strategies that are important to reduce the spread of all illnesses. This includes good ventilation, hand washing, respiratory etiquette and environmental cleaning.
5. All faculty and children are encouraged to stay home with any symptoms of illness.
6. Covid testing is encouraged for anyone with symptoms to make sure they remain home for the correct length of quarantine.
7. The quarantine for a positive case of Covid is 5 days with test date or onset of symptoms being day zero.
8. Parents are expected to notify Aemilian Preschool of a positive case of Covid.
9. Families will be notified if there is an exposure at school where a child or faculty member tests positive for Covid-19.

MEDICATION POLICY

The faculty at The Aemilian Preschool can administer medicine at school if the parent/guardian completes and signs a Medication Form. Medication Forms are available on the Parent Boards, or from your child's teacher. Faculty can only administer medication for the dosage amounts that are listed on the container. All medications must be labeled with your child's name. Prescription medicine must be in the original container with the child's first and last name printed on the prescription label. The label must contain the date the prescription was filled, the expiration date of the medication or the period of use for the medication, special

instructions on how to administer the medication and how to store it. We also cannot give medicine “as needed”. We are not medical doctors, and cannot take the responsibility to determine if such medicine is needed.

You can also fill out a Medication Form for us to administer over the counter medications. The product must state that it can be administered to the age of your child.

You can give us permission to administer topical products like lotion, diaper ointments, lip balm etc. There is a blanket form for the year in the classroom clip board for you to sign. These products can be administered “as needed”.

The Aemilian Preschool maintains a medical/accident logbook, which is open for your inspection at any time, please notify the Director. Medication is kept in a locked cabinet so please be sure to get it from a teacher when you need to take it home. All faculty are trained by a pediatric health consultant to administer medication.

BIRTHDAYS

At this young age, birthdays are a milestone in your child’s life. We understand what an exciting time this can be, and that your child may want to celebrate with his/her friends at school.

Although each room has different ways of celebrating birthdays, most children like to bring a special treat to school. We do ask that you limit the celebration to that special treat, and have birthday parties outside of school.

Here are a few guidelines for treats:

1. If your child would like to bring a special snack, we ask that you try to keep it on the nutritional side.
2. **No cakes or cupcakes are allowed as they are too messy.**
3. Please let the teachers know ahead of time if you plan to bring a snack to school so they can plan accordingly. If the children are going to have it for morning snack, we ask that you have it at school by 8:30 a.m.
4. If your child is in a nut-free classroom, please be sure the treat is also nut-free so that all the children can enjoy it.

Note: If you are planning a birthday party for your child, please be sensitive to those children who are not being invited.

PHOTO AUTHORIZATION

We use lots of photos in our classrooms. Photos are used to mark cubbies, to demonstrate development in child portfolios, for classroom art/projects, on our website and social media

sites like Facebook and Instagram, etc. The photos posted on our website or social media do not include names. You have the option on the child application to give permission for the purposes listed above or to limit photos for in-school purposes, pictures to be included in emails sent to classroom families, or to not have your child photographed at all.

HOLIDAY CELEBRATIONS STATEMENT

OUR GOAL: CONSIDERATION, EDUCATION, and MODERATION

The Aemilian Preschool is a non-sectarian preschool with no religious affiliation. We at Aemilian Preschool have chosen not to celebrate any “holidays” that have religious connections. Some holidays can be scary or over stimulating for young children and we prefer to be the “calm from the storm” We will celebrate the national holidays of Thanksgiving (focusing on families), Valentine’s Day (focusing on friendship) and 4th of July.

FIELD TRIPS

During the coronavirus pandemic, no field trips will be scheduled outside of school.

On occasion we like to take the children on field trips to enhance our units and give the children a first hand experience away from school. Children must be at least 3 years old to attend field trips that require transportation. You will be notified in advance if we will be contracting with a school bus company to provide transportation for a field trip. The field trip permission slip will contain the date, time and destination of the activity. Permission slips will be placed in your family folder and must be signed and returned for your child to attend a field trip.

Watch for signs near the Parent Boards and on calendars for field trip notices. We rotate the days we schedule our trips so those children who attend part-time will have opportunities to attend as well. Field trips are planned in advance, and are only for those children who are registered for that day. Therefore, we cannot switch days in order for your child to attend a field trip. There is an additional cost for field trips to cover any admission fees and bus expenses.

The permission slip, which you signed on the enrollment form, covers all walking field trips. Children of all ages will participate in nature walks and walks in the vicinity of the school.

Parent Chaperones: We will ask for volunteers to help out with field trips. We love having you join us on a field trip, but sometimes seating is limited on the bus. In such cases, you may be asked to follow us in your car. Watch for sign-up sheets to volunteer.

:

TRANSPORTATION POLICY

The following procedures will be conducted by us to meet state licensing guidelines regarding transportation:

One teacher from each class will fill out the Field Trip Attendance Form with the first and last name of each child scheduled to attend the field trip. The teacher will do a visual check for each child at the following intervals and mark them on the form: Departure from The Aemilian Preschool (when they have boarded the bus, but the bus is still in the parking lot of the school), Arrival at Destination (when they have gotten off the bus, but the bus is still at the site), Depart from Destination (when the children are back on the bus and ready to leave the destination), Arrive at The Aemilian Preschool (when they have returned to school and gotten off the bus). In addition, a teacher will check the bus after all children have departed by doing a visual check from the back of the bus to the front to be sure the bus is empty. A teacher from each class will have the children's emergency cards, a cell phone, hand sanitizer and first aid supplies with them for each field trip.

PETS & ANIMALS

Currently, no classrooms have any pets. Dogs and cats are not allowed as pets in the school. If any pets are added to a classroom after a child is enrolled, parents will be notified in writing prior to the pet being added to the school.

From time to time a family pet may visit the classroom. Parents will be notified in writing prior to the animal visiting the classroom.

CHILD ABUSE AND NEGLECT

All preschool faculty are trained to recognize signs of abuse and neglect. It is required that we document any signs of abuse in our medication/accident log. Everyone who works with young children are mandatory reporters if they suspect child abuse. If a situation arises and we feel we need to contact Child Protective Services and we feel safe discussing it with you, we will. To ensure the safety of all children, we still need to report any suspected child abuse of any kind.

FIRE AND TORNADO DRILLS

Fire Drills are practiced monthly at The Aemilian Preschool, in compliance with State Regulations. Classes will exit the building from door within their classroom and move away from the building. Classes in the playroom will exit through the playroom door. Tornado drills are practiced monthly from April - October. Classrooms use the kitchen, kitchen storage room, staff breakroom as the tornado shelters.

All emergency procedures are posted in each classroom.

SECURITY AND SAFETY

The preschool doors remain locked at all times, and only faculty members have key fob access. When you come to school, please ring the doorbell inside the vestibule at the main entrance. We have camera access through iPads and computers to see who is at the door to let you in. Recorded video cameras are located at the front entrance and the exit to the outdoor playspace through the playroom. Although each classroom does have an exterior door, all adults must enter and exit through the main entrance.

While we feel that The Aemilian Preschool is safe, please remember to use common sense at all times regarding safety. Never leave a child of any age in the car or outside of school unattended for any amount of time. Do not leave cars running in the parking lot unattended. Do not leave purses or valuables in plain view in your car. Please notify us if you notice anything suspicious while you are on the premises.

VIOLENT PLAY

The Aemilian Preschool promotes a non-aggressive atmosphere for children to learn to get along with others. To encourage this, we will not allow violent play (pretend shooting) in our classrooms. Check with a teacher if you have any questions or concerns.

GRIEVANCE POLICY

Questions and concerns regarding policies and procedures should be communicated to the Executive Director. Concerns about other children, their families, or faculty members should also be directed to the Executive Director.

All concerns for your child should initially be discussed with the child's teacher. If an issue needs further attention, it should then be directed to the Executive Director. After all these steps have taken place, concerns can be taken to the Board of Directors for further evaluation.

NO SMOKING POLICY

Smoking is prohibited in and around the building. This includes the parking lot and playground area.

The Aemilian Preschool, Inc.

RECEIPT OF 2022-23 HANDBOOK

Please initial each item, sign and return to Aemilian

_____ I have reviewed the updated Behavior Guidance Policy and understand the steps that will be taken if my child's behavior is interfering with their learning or preventing other children from accessing their education.

_____ I certify that I have received the Aemilian Preschool Family Handbook, and that I have read and understand the policies included.

_____ I have contacted the Executive Director to clarify any questions about policies and procedures summarized in this handbook.

_____ I understand the information in this handbook is subject to change by the Board of Directors at any time with or without notice, and that changes in the policies may supersede, modify or eliminate the policies summarized in this handbook.

Child's Name

Parent's Name

Parent's Signature

Date

The Aemilian Preschool, Inc.

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Child's Name

Parent's Name

Parent's Signature

Date