

Information and Policies

I. General Information

- A. Copies of Discovery Playschool, Inc. Bylaws and Information and Policies, along with state regulations (HFS 46) for group daycares, can be found in a designated ring binder located on a shelf near the students' coats. Our license and noncompliance violations, if applicable, are located just inside the door of the classroom. Any incidence of suspected child abuse or neglect will be reported as required by law.
- B. Discovery Playschool is licensed for up to 10 children aged 2 ½ to five years.

II. Educational Philosophy

- A. Discovery's curriculum employs a thematic unit structure. Each day's themed activities are fit into a daily routine designed to enhance the comfort and confidence of students.
- B. Discovery provides opportunities for children to develop socially, emotionally, physically, and cognitively in a fun environment. "Children can learn through play!"

III. Tuition and Terms

A. Tuition

Tuition is \$8.50 per session and is billed quarterly. This may be changed by the board. A non-refundable \$25.00 annual registration fee is charged when a child is enrolled. This fee is separate from the tuition. In addition, a student supply fee of \$10.00 per child per quarter will be billed along with the base tuition fees. This fee will purchase all of the supplies needed for the classroom; families will not be required to provide any supplies for their child. The only thing they will be responsible for is snack on a rotating basis. Discovery does accept payment from Health & Human Services in the form of childcare assistance.

Parents with more than one child enrolled at Discovery Playschool will be allowed to deduct \$50.00 per quarter from their tuition fees for one child only. The total deduction shall not exceed \$200/family/year. According to our lease agreement with Schmitt Woodland Hills, Schmitt employees with children enrolled in Discovery will have 20% deducted from their tuition bills.

B. Payment Schedule

The first quarter payment is due the first day the child begins preschool. Three additional payments are due the first day of each quarter. A \$10.00 late fee will be imposed if tuition is paid after the first two weeks of the quarter. Tuition that is four weeks late may result in termination of a child's enrollment. A \$25.00 returned check fee will be charged for each check returned to the preschool for insufficient funds. Parents who fail to pay late fees will not be allowed to enroll their children for the upcoming school year until all late fees are paid. See the school calendar for tuition due dates. Other payment schedules may be negotiated between individual parents and the treasurer.

C. Refunds

Tuition money may be refunded to the parent if:

2. Child suffers an extended illness (absence of over 4 weeks)
3. A child moves out of the area
4. Parents and teacher mutually agree to remove a child at the end of a quarter and tuition was paid in advance for the next quarter. Money for the upcoming quarter will be refunded.
5. Parents choose to terminate their child's enrollment for any other reason by notifying the teacher and the president of the board in writing. They must include the reason they wish to terminate a child's enrollment.
6. The preschool chooses to terminate a child's enrollment for the following reasons:
 - a. Failure to pay fees within 4 weeks of due date
 - b. Failure to submit required child health forms
 - c. Failure to observe rules relating to arrival and departure
6. Scheduled classes are cancelled- i.e. snow days or teacher absence

IV. Time of Operation

- A. Discovery Playschool operates Monday through Friday, September through June. Morning sessions are from 8:30-11:00 am and afternoon sessions are from 12:30-3:00 pm. Depending on enrollment, all class sessions may not be filled; class days (MW or TR) will be decided by majority vote of parents for enrolled students. Friday Club is an optional additional session open to 3-5 years olds and again class times (am or pm) will be decided by majority vote of the parents.
- B. Discovery Playschool will air on WRCO (100.9 FM) any delays or cancellations of school due to inclement weather. Missed days will be credited or made up at the board's discretion.

V. School Policies

A. Enrollment

Enrollment of children may be done by completing the child enrollment form and sending it and the registration fee to: Discovery Playschool, Inc., 1400 West Seminary Street, Richland Center, WI 53581. Enrollments are accepted on a first-come, first-served basis with currently enrolled families given priority. The waiting list is handled the same way. Children turning 2 ½ during the school year may be enrolled as soon as they reach age 2 ½.

B. Forms

A child's health forms are required by the state Department of Health and Social Services and must be completed and returned to the preschool within one month of starting class. Emergency contact information needs to be returned by the first day of class. The record keeper should be informed of any changes immediately.

C. Arrival to and departure from Discovery

1. Children are not to be at preschool more than 5 minutes before class starts or beyond closing time. Preschool teachers have many duties in preparation for class and clean-up after school. Your consideration in this matter is expected and appreciated. A flat \$5.00 fee will be required each time the child is picked

up more than 5 minutes late. Late fees are to be paid before the child may return to school.

2. Walking to school- Children who walk to or from school must be accompanied by an adult. This is a state regulation devised for the protection of the child.
3. Help with clothing- Parents are responsible for helping their children with their outer clothing before and after class.
4. Entering the classroom- Parents should come into the classroom both when dropping their child off and picking them up. This way the parent can note day-to-day changes in the classroom environment and can exchange important information with the teacher. The child's mailbox should be checked daily for any new projects or information.
5. Release of the child- One of our enrollment forms requires the names of the person(s) to whom your child may be released. If someone other than the parent of designated person(s) is to pick the child up, the school must be notified in writing by the parent. Without a note, the child cannot be released.
6. Once a parent has left a child in the care of the teacher, the teacher is responsible for knowing the whereabouts of the child at all times until he or she is picked up by a parent or designated person.
7. Parents are responsible for their children near the stream and parking lot. Students are not allowed to play on or near the retaining wall.
8. Parents are responsible for notifying the teacher if their child is going to be absent that day. This call needs to be made in the 15 minutes prior to class time. If a student is absent without notification from a parent, the teacher will contact the parent at the emergency number. However, this detracts from the teacher's ability to interact with the children and is not desirable.

D. Clothing

1. Children should wear washable playclothes to allow comfort and freedom of movement. A child may spend a lot of time on the floor, usually on a rug. The child may spill glue, juice, paints, etc and should be dressed accordingly.
2. Children should wear sneakers or shoes with similar soles
3. Children who attend Discovery Playschool should be at least partially toilet trained. If the child is not completely trained, he or she needs to wear a pull-up during class to eliminate messes in the classroom. If an accident should occur, the soiled clothes will be sent home in a plastic bag and your child will be dressed in clothes that belong to the school to wear home. Please wash and return them as soon as possible.
4. Children should be dressed appropriately for the weather. Schmitt regulates building temperature as required by law for nursing homes. Our classroom tends to be warm, so several layers are not necessary.
5. Weather permitting, children may be outside. Therefore, please dress them for the weather- i.e. boots, snow pants, hats, gloves, etc.

E. Snacks

1. Parents are asked to provide nutritious snacks and beverages for the class on a rotating basis. These snacks are the only items that parents will be asked to provide during the school year. Snack calendars will be placed in each child's mailbox. This is a marvelous opportunity for your child to observe good eating habits and to experience foods never tried before. See snack list (page 10) for

acceptable and interesting snack suggestions. Remember that only a small amount of food and drink is needed for each child.

2. If a child has a food allergy or restricted diet, parents should bring it to the teacher's attention so that special arrangements can be made.
3. Children will wash their hands with soap and water before snack time.
4. Children will be encouraged to try new foods, but will not be forced to eat or drink if they choose not to.
5. A calendar with each day's snack and drink filled in is posted near the door.

F. Injury, Illness, and Parent Notification

1. Please do not bring your child to school when he or she appears to be ill.
2. If the child becomes ill at school, the child will be isolated from the other students and the parent will be called to pick the child up immediately.
3. If a child becomes seriously ill or injured, emergency medical transportation will be provided by the Richland County EMS to the Richland Hospital at the parents' expense. The teacher will send the student's health records with the student and contact the parent(s) immediately; emergency contact numbers are posted on the cabinets near the sink.
4. Schmitt Woodland Hills has agreed to provide an employee in less than five minutes to assist in an emergency situation should one arise.
5. If the child has become ill with any of the following, either a doctor's written permission form must be obtained or the illness must run its full course and the child be symptom free before the child can return to school:
 - a. Bacteriological-diarrheal infection
 - b. Infectious hepatitis
 - c. Infectious mononucleosis
 - d. Tuberculosis
 - e. Any contagious condition- i.e. chicken pox, head lice, whooping cough
6. A child with a Strep infection may not return to school until he has been on antibiotics for 24 hours.
7. Parents are required to notify the teacher if their child has been exposed to or has a contagious disease and there exists a possibility of having exposed their class. Other members of the school will be notified of the incident, but the name of the child will be kept confidential.
8. If a child receives a minor injury at school, the teacher will administer any first aid required (wearing rubber gloves if blood is present) and notify the parent when the child is picked up from school. The teacher will also record the incident in the medical log journal.
9. The teacher will only administer medications in extreme situations.
10. Authorization slips must be signed by a parent and a physician when it is necessary for a teacher to administer medication to a student.
11. In order to reduce the spread of illness between students, they will be instructed to wash their hands with soap and water before snack time, after using the bathroom, and at any time they may have a bodily secretion on their hands (i.e. after blowing their nose). The teacher shall follow the same guidelines. Bodily secretions on surfaces will be immediately cleaned up with soap and water and then disinfected by the teacher.
12. In the event a surface becomes contaminated by a bodily fluid (i.e. blood, vomit, feces), the teacher will wear rubber gloves and clean the mess immediately with

paper towels. The surface will then be disinfected with a bleach and water solution. The gloves and paper towels will be disposed of in a tied plastic bag thrown into a garbage can with a lid. The teacher will then wash his or her hands with soap and warm water.

G. Discipline

1. The policy on the discipline of students is one that provides for positive guidance, redirection, and the setting of clear limits. This disciplinary policy shall be designed to help the child develop self-control, self-esteem, and respect for the rights of others. Examples of appropriate disciplinary action include:
 - a. Positive guidance strategies
 - b. Modeling proper behavior
 - c. Positive reinforcement of desired behavior
 - d. Speaking with parents
 - e. Time-outs of no more than 5 minutes, used only for children 3 or older
2. Punishments which are humiliating or frightening to a child are prohibited. These include:
 - a. Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment
 - b. Verbal abuse, threats, or derogatory remarks about the child or child's family
 - c. Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle
 - d. Withholding or forcing snacks or naps
3. Time-outs: If strategies of positive guidance, modeling proper behavior, or positive reinforcement do not work, the child may be removed from the situation and placed in a designated area for no more than five minutes. Time-outs may not be used on children under 3 years of age.
4. Fussing, crying, or distraught children will be moved to a quiet area of the room and the teacher will talk with him or her to try to resolve the issue bothering the child. This strategy is helpful in helping children learn to effectively manage their emotions. If this does not work, the teacher will redirect the child to an activity he or she finds interesting. The child will not be punished.

H. Visitors

1. Students may not bring other children as visitors to the school.
2. Parents are welcome to visit the school during class time at any time after the first month of operation., unless prohibited or restricted by a court order. Parents who desire to interact with the children on a regular basis (i.e. reading stories during free play) are requested to communicate this desire to the teacher.

I. Records

1. All children's records are confidential and available to his or her parents or legal guardian upon request. The preschool maintains a medical log which contains notations on medications and injuries. Entries in this log regarding an individual child are available to the parents or guardians. These records are reviewed periodically by the Discovery president and a state inspector.
2. The teacher will keep daily student attendance records in a log and know the number and names of children in attendance on any given day.

J. Liability

1. "Discovery Playschool, Inc. is a nonprofit corporation organized by parents of students. Its Board of Directors is comprised of concerned parents who have generously volunteered their time. Rather than increase tuition, thereby precluding the ability of some children to attend, the corporation does not offer its Board of Directors Errors and Omissions Liability Coverage. However, the corporation does have liability coverage for the school.
By enrolling your child at Discovery Playschool, Inc. you agreed to hold individual members of the Board of Directors harmless for any claims you may have against them by virtue of their position as a board member for Discovery Playschool, Inc."

K. Teacher/Parent/Child Communications

1. Each month a newsletter will be printed to inform parents of ongoing activities, upcoming events, policy changes, and important school information.
2. The teacher will put a daily lesson plan on the bulletin board in the hallway. Often notes will also be placed in a child's mailbox, so it must be checked daily.
3. Each semester you will be offered the change for a parent/teacher conference to discuss your child's progress.

L. Equipment/Toy Care

1. Once each semester there will be a classroom and playroom clean up and toy wash. All of Discovery's toys will be washed in a bleach and water solution to disinfect them. Parents are asked to help with this and it goes very quickly when there are enough volunteers.

M. Fire, Tornado, and Other Emergencies

1. In the event of a fire alarm, the teacher will gather the attendance book and assemble the children in a line at the classroom door. The class will then proceed out the door to the right and around the corner to the exit door. The teacher will then take the children to a safe location and check attendance records to ensure that all children are accounted for. The class will remain outside until the all clear is given to return to the building. A map showing the evacuation route is posted beside the classroom door.
2. In the event of a tornado siren, the teacher will gather a flashlight, portable radio, and the attendance book and assemble the children in a line at the classroom door. The class will then proceed across the hall to the interior storage room. The teacher will check attendance records to ensure that all children are accounted for. The children will be instructed to sit with their backs against the wall with their knees bent and their heads covered with their arms. The class will remain in the storage room until the all-clear is issued by WRCO or Schmitt Woodland Hills staff. The tornado procedure is posted beside the classroom door.
3. Fire and tornado drills will be held monthly and recorded in a log.
4. Schmitt Woodland Hills has agreed to provide an employee in less than five minutes to assist in an emergency situation should one arise.
5. If the building loses services that will not let class proceed as usual (i.e. plumbing failure), parents will be called to pick up children. Most service losses will not affect our ability to hold class because our class periods are so short.

6. If the teacher finds that a child is missing from her care, the teacher shall immediately call 911 to report the missing child. The teacher will then request assistance from Schmitt Woodland Hills employees in searching the facility and grounds for the missing child. The child's parent(s) will also be notified immediately. The president of the board will be called to come take control of the center until the situation is resolved.

N. Equal Opportunity

1. This preschool does not discriminate between persons on the basis of race, color, national origin or ancestry, sex, religion, handicap, sexual orientation, or political persuasion.
2. The preschool shall not teach any religious curriculum or participate in religious activities or training. Holidays will be celebrated secularly.

O. Delegation of Administrative Authority

1. The school shall be governed by a board of five to seven members. Five officers will be elected by those present at the parent meeting in August, following nominations. One member of the board will be a representative of Schmitt Woodland Hills.
2. The officers shall consist of the president, vice-president, secretary, treasurer, and record keeper.
3. The duties and responsibilities of the board and its members shall be outlined in the Board Operating Policy Handbook.
4. The board is elected by the membership and thereby empowered to establish and administer policies pertaining to the preschool. Said policies may be changed by a majority vote. A quorum of four members must be present to establish or change policies at called board meetings. All policies and policy changes shall meet federal, state, and local requirements.
5. Terms of office are as follows:
 - a. The president and treasurer shall be elected to serve a two-year term in even numbered years.
 - b. The vice-president shall be elected to serve a two-year term in odd numbered years.
 - c. The secretary and record keeper shall be elected to serve a one year term.
 - d. If a board member is unable to complete his or her term, the board will appoint a replacement.
 - e. Board members may be removed from the board for engaging in acts of excess of authority, nonfeasance, malfeasance, slander, or libel.
6. The teacher shall be in charge of the center during all hours of operation. He or she will operate the center so as to be in compliance with all federal, state, and local requirements and the policies of the school. In the event of an emergency, the president shall be contacted by phone and will go to the school, if necessary, to take charge of the center.

Discovery Playschool Daily Schedule

<u>Activity</u>	<u>What they DO</u>	<u>What they LEARN</u>	<u>Time</u>
Free Play	Greet friends & play	Social skills & imagination	8:30-8:50
Circle Time	Show and Tell Songs & Finger Play Choose jobs Calendar Weather Seasons	Listening & speaking skills Music & Rhythm Responsibility Names of days & months Counting & recognizing numbers Sunny, cloudy, rainy, foggy, etc Warm vs. cold, appropriate clothing	8:50-9:20
Centers	Housekeeping/dress up Rice/corn or water table Easel Painting Puzzles Play dough Theme center	Role playing Tactile stimulation Imagination Spatial visualization Fine motor skills	9:20-9:40
Art	Themed project for home or display in the classroom or hallway	Fine motor skills Taking instruction Color & shape recognition	9:40-10:05
Snack	Share a snack	Healthy eating Table manners Sharing	10:15-10:35
Large Motor	Directed moving Games Outdoor time Ride bikes/scooters Play in play house	Large motor skills Exercise/healthy living Body awareness Coordination	10:35-10:55
Story Time	Themed book reading	Listening/sitting quietly Participation in Q&A Empathizing with characters Intro to literature	10:35-10:55
Goodbye Song	Prepare to go home	Organizational skills	10:55-11:00

Students will regularly do a variety of their activities upstairs to facilitate interaction with the residents.

Discovery Playschool 2010-2011 Curriculum

September 7-17	Introduction to teacher/classroom/routine Me and My Family
September 20-24	Manners and Feelings
September 27-October 1	Transportation
October 4-15	Fruits and Vegetables/ Trip to Peck's
October 18-27	Autumn Changes/Halloween
October 26-27	Costume Party
November 1-5	Community Helpers/911
November 8-12	Birds
November 15-24	Thanksgiving/Harvest/Sharing
November 25-26	THANKSGIVING BREAK
November 29-December 10	Solar System/Space
December 13-22	Arctic Creatures/Holiday Gift
December 23-January 2	WINTER BREAK
January 3-14	Winter Wonderland
January 17-28	Weather
January 31-February 15	Friends/Valentine's Day Party
February 16-25	Rainforests
February 28-March 11	Dinosaurs
March 14-18	Healthy Bodies
March 21-29	Frogs & Amphibians
March 30-April 3	SPRING BREAK
April 4- 15	Insects
April 18-29	Oceans
May 2-13	Growing/Plants/Mother's Day
May 16-27	Farm Animals
May 30-June 3	Graduation Week

Snack Guide for Discovery Playschool

Examples of Acceptable Snacks

Cheese and crackers
Celery sticks with peanut butter
Granola bars/snacks
Trail mixes
Fruit
Fruit salads
Fruit or vegetable pizza
Vegetables with or without dip
Hard-boiled eggs
Jell-o
Small sandwiches
Bread sticks
Yogurt
Graham crackers with or without toppings
Rice cakes- flavored or with toppings

Acceptable Drinks

White milk
100% juice

Unacceptable Snacks

Fruit roll-ups or snacks
Rice Krispy bars
Candy
Cookies or bars
Cupcakes

Unacceptable Drinks

Kool-aid
Soda
Chocolate milk

Exception:

Treats such as cupcakes can be brought for birthdays or holiday parties.

Remember:

Only a small amount of food is needed for each child.
Bring enough snacks for the entire class plus the teacher.
Bring whatever serving items are needed with your snack- i.e. plates, cups, spoons.

Discovery Playschool, Inc. Personnel Policy

1. Job Description

The teacher employed by Discovery Playschool will be responsible for the general supervision and management of a class of five to ten children from ages 2 ½ to five.

2. Qualifications

The teacher must be professionally prepared as a teacher of young children, especially in the field of Early Childhood Education, and must be able to meet the requirements of the licensing agency, as outlined in Wisconsin Administrative Code HSS 55.32.

3. Work Conditions

This position requires teaching hours from 8:30-11:00 am and 12:30-3:00 pm Monday through Friday. Depending on enrollment, not all class sessions may be filled. Prep and clean-up time will be done immediately before and after class. Discovery Playschool does not offer paid sick days, vacations, or leaves of absence. Two paid holidays are allowed each year, otherwise you are paid only for the hours you work. A time card will be turned into the treasurer every other week.

4. Responsibilities

- a. Plan, supervise, schedule, and implement the daily program of appropriate developmental experiences for a classroom of preschool children in accordance with the policies and philosophies of the school.
- b. Gear the program to the needs of individual children with concern for their interests, handicaps, special needs, talents, and individual style and pace of learning.
- c. Consider individual children in relationship to their cultural and socioeconomic background.
- d. Treat children with dignity and respect.
- e. Help children become aware of their roles as integral members of a group.
- f. Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, getting along with others, and personal hygiene.
- g. Assure that licensing rules are met.
- h. Keep the school attractive, sanitary, and orderly for an optimum learning environment.
- i. Plan and attend parent conferences each semester.
- j. Work with and refer to the Board of Directors any children with special needs, as well as families with problems that affect the child in school.
- k. Maintain progress records on emotional, physical, social, and intellectual development of assigned children.
- l. Supervise any classroom volunteers.
- m. Participate in staff and board meetings.
- n. Assure that equipment and materials are accessible, appropriate, and in good condition.
- o. Perform classroom related maintenance duties.
- p. Welcome parents as observers in the classroom.
- q. Assist in public relations events sponsored by the school.
- r. Enable parent participation in all levels of the program, encourage parent participation, and help with parental counseling.
- s. Help plan and formulate any changes in the school functions.
- t. Find a substitute teacher from a Board approved list when sick and notify the president and treasurer promptly of the replacement.

- u. Plan curriculum and submit to board for approval.
- v. Maintain a current substitute teacher folder, including pertinent information needed by a substitute.
- w. Post a daily lesson plan on the bulletin board in the hallway.
- x. Maintain open lines of communication with Schmitt Woodland Hills liaison and participate in planning of intergenerational activities for students and residents.
- y. Keep daily student attendance records.
- z. Record monthly disaster drills.
- aa. Perform housekeeping duties as outlined in facility contract.
- bb. Perform all other duties as assigned by the Board.
- cc. Notify the president of the Board within 24 hours of being convicted of a crime, being investigated by a government agency, or having a professional license denied, revoked, restricted, or limited. The president shall then immediately notify DHFS.

5. State Requirements

The teacher must pass the state required caregiver background check and meet all other requirements set forth by state law, including, but not limited to, first aid and CPR certification, child abuse and neglect recognition and reporting, and caregiver health screenings.

6. Performance evaluations, disciplinary actions, and grievance procedure

A new employee shall have a probationary period of 3 weeks. At any time during this period, the employee or employer may terminate the employment agreement if the other party does not meet all stipulated requirements. A performance evaluation shall be provided every year at the teacher's request. Any grievances should be brought before the Board of Directors for resolution. Any probation or disciplinary action of the teacher shall be decided upon by the board in accordance with appropriate laws and rules. The teacher shall not be dismissed for reporting any violations of HFS 46.

7. Continuing Education

The teacher is responsible for completing the appropriate amount of continuing education as required by state agencies. There is a yearly allowance available to pay for such courses. Proof of completed courses will be kept in the teacher's personnel file in the classroom.

8. New Employee Orientation Checklist

Upon beginning employment at Discovery Playschool, new teachers will receive orientation training from the President or other member of the Board of Directors. This orientation will be completed before any children are placed in the care of the teacher. This training will follow DHFS Form CFS-2026- "Group Day Care Staff Orientation Checklist".

Goals of Discovery Playschool, Inc.

A. For the Child:

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences, large and small motor activities, social experiences, and language development that contribute to the developmental needs of the child.
3. To provide opportunities for the meaningful play that is based on the child's individual needs, interests, handicaps, and abilities, and that will build important foundations for the future reading skills and other academic pursuits.

B. For the Parents:

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of the pre-kindergarten child.
2. To provide care for the child while the parent pursues their own work or other interests.
3. To provide opportunities to grow in the understanding of child development through a planned educational program.

C. For the Community:

1. To help meet the needs of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of the future citizens of the community.

“Children can learn through play!”

Discovery Playschool, Inc. Staff Information

- a. **Name:** Glenavon Janice Maxwell
- b. **Position:** Teacher
- c. **DOB:** January 1, 1947
- d. **Date of Initial Employment:** September 8, 2003
- e. **Training:**
 - a. Day Care Environment- Leaps & Bounds Day Care, Sauk City
 - b. Stress Management- Leaps & Bounds Day Care, Sauk City
 - c. CPR/First Aid- Richland Hospital (updated 2010)
 - d. Child & Adult Care Food Program Training Session- DPI-Food & Nutrition
 - e. Vacations, Subs, ADD & ADHD Anger with Kids
 - f. New Director- Issues about Daycare
 - g. HSF Licensing Rules
 - h. Kid Central Child Care Seminar- MATC Reedsburg
 - i. Discipline Skills Training- Passages
 - j. Child Abuse Identification Training- CARE Courses (updated 2010)
 - k. Infant/Toddler Care- Southwest Wisconsin Technical College
 - l. Better Kids Care “Let’s Talk Discipline”- Richland County UW-Extension
 - m. Child Care Management I- Southwest Wisconsin Technical College
 - n. Reading Environment- Southwest CCR
 - o. Nurturing Children’s Self-Esteem- CARE Courses
 - p. Making Learning Fun- CARE Courses
 - q. After School Programs- CARE Courses
 - r. Keeping Children Safe- Richland County UW-Extension
 - s. Preschoolers in Child Care- CARE Courses
 - t. Making Learning Fun- CARE Courses
 - u. Discovery and Exploration with Preschoolers- CARE Courses

f. Experience

Hilltop Learn and Play Center

Richland Center, WI

Day Care Director

1998-2003

Viroqua Childcare Learning Center

Viroqua, WI

Teacher’s Aide

1994-1995

Montessori School of Sonoma

Sonoma, CA 95476

Teacher’s Aide

1991-1993

Sonoma Valley Unified School District

Sonoma, CA

Teacher’s Aide

1984-1991

g. Registry Certified for:

- a. Administrator
- b. Center Director (50 or fewer children)
- c. Early Childhood Teacher
- d. Assistant Early Childhood Teacher
- e. Licensed Family Child Care Provider
- f. Certified Child Care Provider
- g. DHFS Required Infant/Toddler Training