



ONE CITY
PRESCHOOL

2026-27 FAMILY **HANDBOOK**

One City Preschool

Krupp-Grove Family Unity Campus

2012 Fisher Street, Madison, WI 53713

(608) 268-8004 · info@onecityschools.org



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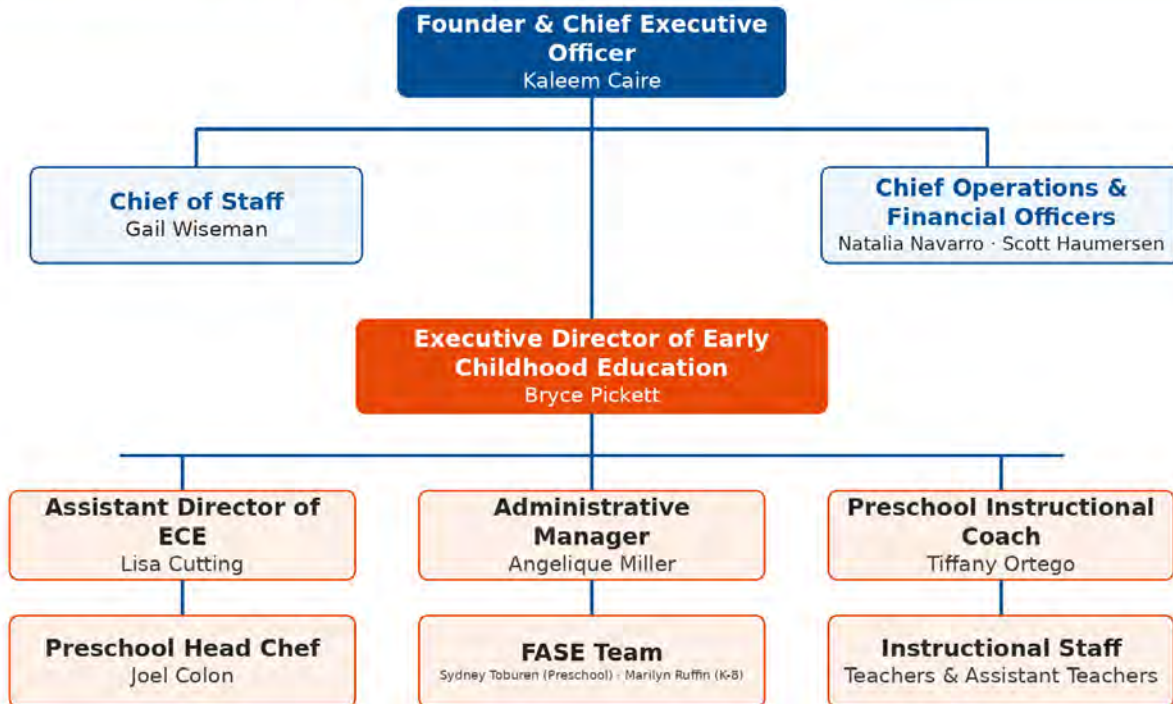
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ORGANIZATION

ONE CITY PRESCHOOL: HOW WE ARE ORGANIZED



To learn more about One City Preschool, visit www.onecityschools.org.

To learn about our Preschool team, visit www.onecityschools.org/our-team.

Communication Chain

To enrich each child's learning and development, we believe that children, parents, teachers, and staff must treat one another fairly. When issues arise, please let us know. Start with your child's teacher; if your concern is not resolved, follow the order below.



Key Contacts

Preschool: Mr. Bryce Pickett | bpickett@onecityschools.org | (608) 268-8004

Elementary School: Ms. Hilary Brandt | hbrandt@onecityschools.org | (608) 531-2128

Middle School: Mr. Ayodeji Ogunniyi | ayo@onecityschools.org | (608) 531-2128

Family Engagement: Ms. Marilyn Ruffin | mruffin@onecityschools.org | (484) 531-4372

Our Campuses

Preschool: Krupp-Grove Family Unity Campus | 2012 Fisher Street, Madison, WI 53713 | (608) 268-8004

Charter Schools: Pleasant T. Rowland Leadership Campus | 1707 W. Broadway, Monona, WI 53713 | (608) 531-2128

INTRODUCTION

This Family Handbook outlines the standards, rules, procedures, and expectations for parents of children enrolled in One City Preschool (One City), a nonprofit early childhood education center operated by One City Schools, Incorporated of Madison. One City Schools, Inc. is headquartered at 1707 W. Broadway, Madison, WI 53713, and One City Preschool's flagship campus is located at 2012 Fisher Street, Madison, WI 53713. One City Schools was officially recognized as a nonprofit, non-stock 501(c)(3) corporation by the Internal Revenue Service on July 30, 2014, and is a registered business in the state of Wisconsin. In 2022, One City Preschool renamed its Fisher Street campus in honor of two extraordinary benefactors, Joseph Krupp and Diane Grove. The campus is named One City Preschool: Krupp-Grove Unity Campus.

One City is registered with the Wisconsin Secretary of State for a fiscal year from July 1 to June 30 and with the WI Department of Financial Institutions as an entity dedicated to raising funds from the general public. On September 1, 2015, the Wisconsin Department of Children and Families licensed the organization to operate a group childcare center.

This Family Handbook provides parents with important information about One City's preschool, tuition and fees, business operations, curriculum and educational program, and relevant school policies, procedures, and rules. Parents will receive at least 30 days' notice of any changes to this handbook. The Family Handbook will be updated annually to reflect any changes.

Terms of Child Care License

One City is licensed by the Wisconsin Department of Children and Families, Division of Early Care and Education, to operate a child care center in Wisconsin for children ages birth to seven (7) years. The licensed capacity of our 2012 Fisher Street location is 101 children.

One City Schools Mission and Vision

One City Schools' mission is to cultivate future leaders for our community and the world, while seeding a new model of public education that ensures children and teens are on track to succeed in a college- or career-preparatory program.

Our vision is a Greater Madison community and the State of Wisconsin in which all children are prepared to contribute and succeed as adults, support strong communities, and raise healthy families.

One City Schools Priorities and Agenda

One City is dedicated to providing high-quality education to the children it serves. It focuses on five priorities:

- A. Invest in One City Community Success by Leading and Operating Effective Schools:**
One City's CEO and Executive Team will ensure that One City and its team members set clear goals and lead with action plans that produce high levels of student success, family engagement, and community support, and that lead to changes and enhancements in local, state, and federal resources and policies that enable and facilitate One City's sustainability,

growth, and long-term success.

- B. Strengthen OCS Leadership and Culture to Retain Top Talent:** One City's CEO and Executive Team will strengthen its school culture by focusing on (a) high-quality teamwork among staff and volunteers, (b) high-quality education for students, (c) maintaining optimal health and wellness across its school community, and (d) implementing effective talent management structures and processes that support effective onboarding, training and development, staff retention, and the growth and advancement of One City team members.
- C. Execute One City's Facility Plan:** One City's CEO and Executive Team will work with One City's Board of Directors, staff, parents, financial supporters, and other partners to (a) continue planning for improvements to its current preschool facility and (b) re-establish its capital campaign to raise funds to meet One City's short- and long-term facility needs.
- D. Execute the Capital Campaign to Full Implementation:** One City's CEO and Executive Team will work with One City's Board of Directors, staff, parents, financial supporters, and other partners to raise capital for further development of One City's campuses, accommodate growth and expansion, and provide space for a world-class preschool, elementary, and secondary educational program.
- E. Advocate for Educational Change in Wisconsin for PK-12 Innovation:** One City's CEO and Executive Team will work with its Board of Directors and other stakeholders at the local, state, and national levels to inform, prepare, and advance One City's public policy and education change agenda and to cultivate broad community support for its policy aims and efforts.

YoungStar Rating and Accreditation

In October 2018, One City received a 5 out of 5 on the Wisconsin YoungStar rating system and was subsequently accredited by the City of Madison's Child Care Division. One City has maintained both credentials through 2026.

Hours of Operation

One City Preschool's hours of operation are 7:00 a.m. to 5:00 p.m., Monday through Friday, except on holidays and professional development days, when the school is closed.

Ages Served

- A. 3 Months to 1 Year Old
- B. 1 to 2 Years Old
- C. 2 to 3 Years Old
- D. 3 to 4 Years Old

Children are not required to be potty-trained. However, parents must agree to partner with One City to ensure their child develops the skills to use the restroom independently.

ENROLLMENT AND REGISTRATION

3-month-olds to 3-year-olds (3K)

Parents interested in enrolling their child(ren) will receive a tour and an opportunity to discuss questions with One City's Preschool Director or another designated staff member. Enrollment is completed through Early Learning Ventures (ELV) software. Enrollment is based on available space. Parents who decide to apply for enrollment will complete a Billing Agreement and pay one week's tuition before the first day of attendance. Families with childcare subsidies from the City or Dane County must have childcare authorization before the first day of attendance.

Parents must complete and sign the following forms before the student's first day of attendance:

Form Name	Description/Details
1. Billing Agreement	Standard billing agreement form.
2. Parent and School Partnership Agreement	Agreement outlining the partnership between parents and the school.
3. Child Care Enrollment Form	Please list both parents/guardians with all contact information along with guardianship if it applies. Please list at least 2 people 18 or older who can pick up your child. A new enrollment form must be completed anytime there is a change in any of the information on this form.
4. Health History & Emergency Care Plan Form CFS-2345	Two-sided form. Please read each question carefully. If questions 1-7 do not apply to your child, please mark each question with NA (not applicable). Please list all phone numbers, and don't forget to sign your name and date the form on the back. A new enrollment form must be completed anytime there is a change to any of the information on this form.
5. Immunization Records	Copies of your child's immunization records from your physician or downloaded from the Wisconsin Immunization record site.
6. Child Health Report Form	All children must have a health checkup six (6) months before or within thirty (30) days of enrollment. For children under two-years-old, these forms must be submitted every six months, for children over two years-old they must be submitted every two years.
7. Household Income Form & CACFP Enrollment Form	Required forms for our DPI certified food program.

4-year-olds (4K)

Enrollment is completed through PowerSchool. Our 4K program is part of our independent public charter school; therefore, acceptance into the 4K program is not guaranteed, even if your child attends 3K at One City Preschool. If we receive more applications than seats, we select 4K students by lottery.

Children participating in 4K programs offered by traditional public and public charter schools in Wisconsin must be 4-years-old by the beginning of the school year on September 1. Exceptions are not allowed. However, children who turn four after this date will be accepted into our 3K classrooms, provided space is available and parents agree to our tuition expectations. Our 4K public charter school program is tuition-free while our 3-month-old to 3-year-old program is tuition-based.

Waitlist

If placement for your child is not available, your child may be added to our waitlist. If a seat becomes available, we will notify you of the earliest possible enrollment date. There is no fee to place your child on our waitlist. However, parents have 2 business days from the date we notify them to accept the opening. After 2 business days, the seat will be offered to the next child on the waitlist. Immediately upon accepting the seat, required paperwork must be submitted, the start date must be set, and the first week's tuition must be paid.

Change in Student Schedule

All children enrolled at One City Preschool are enrolled full-time. OCP does not offer part-time enrollment. If your child's schedule changes, the following steps must be completed to process the change:

1. A two-week written notice must be provided to the Preschool Director to request a change to your child's schedule. The Preschool Director will approve or deny the request. Each decision is based on current enrollment, staffing, and program quality. The Preschool Director will inform the parent/guardian of the final decision.
2. If the schedule change is approved, the parent may be required to complete an updated Billing Agreement. If a new Billing Agreement is required, weekly tuition charges will be adjusted, and a prorated vacation credit will be calculated.

2026-27 TUITION SLIDING SCALE & WEEKLY RATES

One City Preschool believes that every family who wants a high-quality early childhood program for their child should be able to access one. To fulfill this commitment, we are transitioning to a **Tuition Sliding Scale** for the 2026–2027 school term.

Instead of a single flat rate, this system adjusts tuition based on family income and size so that families pay a share proportional to what they can afford, with One City Preschool covering the remainder through program funding and philanthropic support. This scale is an internal program design and does not require you to qualify for state benefits to participate.

Full Tuition Rates (Before Sliding Scale Adjustments)

The full weekly and annual tuition rates by classroom age group, before any sliding-scale assistance is applied, are as follows:

Age Group / Classroom	Full Weekly Tuition Rate	Full Annual Tuition (Based on 50 Weeks)
Infants (3 months – 11 months)	\$481.00 / week	\$24,050
Ages 1 – 1.9	\$481.00 / week	\$24,050
Ages 2 – 2.9 (2 Year Old Classroom)	\$401.00 / week	\$20,050
Ages 3 – 4 (3 Year Old Classroom)	\$401.00 / week	\$20,050

How Your Sliding Scale Tier is Determined

We compare your annual household income to the Wisconsin State Median Income (SMI) for your family size. The percentage of SMI your household income represents determines your sliding-scale tier:

- **Tier 1:** Family pays **10%** of full weekly tuition
- **Tier 2:** Family pays **25%** of full weekly tuition
- **Tier 3:** Family pays **40%** of full weekly tuition
- **Tier 4:** Family pays **55%** of full weekly tuition
- **Tier 5:** Family pays **70%** of full weekly tuition
- **Tier 6:** Family pays **85%** of full weekly tuition

- **Tier 7:** Family pays **100% (Full Tuition)**

***Example:** A family of 4 with an annual household income of \$95,000 falls into **Tier 4** (representing 101–125% of SMI for a family of 4). For a child in the 3–4 age group, that family would pay 55% of the \$401.00/week full tuition rate, or **\$220.55/week** (about \$919.00/month), rather than the full \$401.00/week rate.

How to Apply for Tuition Support

To access the sliding scale or other financial support, families must complete the following steps:

1. **Apply for Subsidies First:** Families must first apply for the **Wisconsin Shares** child care subsidy program (dcf.wisconsin.gov/wishare) and/or the **City of Madison Childcare Assistance Program** (contact at **(608) 267-4996**).
2. **Submit Proof of Income:** Submit proof of household income (such as recent pay stubs, a tax return, or a benefits award letter) and your household size directly to the Preschool Office.
3. **Annual Reviews:** Tuition assistance is calculated at enrollment and reviewed annually, or sooner if your household income or family size changes significantly.

Weekly Billing & Payment Policies

All billing and payment processing is handled electronically through the **ELV Parent App**.

- **Billing Cycle:** Invoices are posted on Wednesdays, and payments must be completed by Friday. One City processes payments on Fridays.
- **Consistent Attendance Charges:** Full-time tuition is charged consistently, regardless of attendance. This includes absences due to personal illness, snow days, holidays, and teacher professional development days. Make-up days are not permitted.
- **Vacation Credit:** Families may use one week of vacation tuition credit per year. To apply this credit, written notice must be submitted to the Preschool Office at least two weeks in advance.
- **Returned Payments:** A \$20.00 fee is charged for any payment returned for any reason. Late payments made after Monday may not appear on that week's invoice.
- **Policy Revisions:** Tuition and policy rates are subject to change upon thirty (30) days' written notice.

Balance Accountability & Enrollment Consequences

To uphold our commitment to our staff and facilities, we enforce structured procedures for overdue balances.

- **Overdue Status:** If weekly tuition is not received by Monday of the following week, it is overdue. To remain in good standing, both the overdue balance and the current week's tuition must be paid by Friday.
- **Late Fees:** A weekly late fee of \$25.00 will be assessed on unpaid accounts unless alternative, written payment terms have been pre-approved by the Preschool Office.

- **Disenrollment:** If tuition remains unpaid for two consecutive weeks without an approved payment arrangement, the child will be disenrolled from One City Preschool.
- **Withdrawal:** A two-week advance written notice is required for voluntary withdrawal, and the final day of enrollment must be a Friday. Accounts must have a zero balance (\$0.00) at the time of withdrawal, or they will be referred to collection agencies.

To secure your child's classroom seat and enrollment status for the upcoming **2027–2028 school year**, all outstanding past-due balances from the 2026–2027 school year must be **paid in full or resolved with a formal, signed payment agreement by July 31, 2027**. Failure to do so will result in the immediate loss of enrollment and the referral of the outstanding debt to a third-party collections agency.

Late Pick-Up Fees

Prompt pick-up is essential to respect our staff's time. Parents arriving after 5:30 p.m. will be charged a late pick-up fee, which is strictly enforced on a per-child basis:

- **First 15 Minutes:** \$20.00 flat fee
- **Each Additional 5 Minutes:** \$10.00

Fees are applied to your account and billed during the next electronic transaction cycle.

Questions Concerning Billing Agreement, Tuition, and Fees

Please refer to the Parent Billing Agreement for full details on tuition and fees. If you have any questions about payment or fees, please contact our Administrative Manager or Preschool Director at (608) 268-8004.

PRESCHOOL CALENDAR

One City Preschool's School Year runs from September 1, 2026, through August 6, 2027. The following dates reflect One City's preschool calendar for the 2026-2027 School Year.

Term or Session	Dates
Fall Trimester	September 2, 2026 – November 13, 2026
Winter Trimester	November 16, 2026 – February 12, 2027
Spring Trimester	February 16, 2027 – June 11, 2027
Summer Session	June 21, 2027 – August 6, 2027

The last day of school for children enrolled in our preschool is Friday, August 6, 2027. The Preschool will remain closed to students until the first day of the 2027-28 school year. The 2027-28 school calendar will be available to families no later than August 6, 2027.

One City will also be closed on the following holidays, breaks, and staff development days:

Holiday, Break, or Non-Instructional Day	Dates
Thanksgiving	November 25 – 30, 2026
Winter Break	December 21, 2026 – January 2, 2027; school resumes January 4, 2027
Martin Luther King, Jr. Day	January 18, 2027
Spring Break	March 22 – March 26, 2027
Memorial Day	May 31, 2027
Fourth of July	July 5, 2027
Staff Professional Development Day	Monday, September 28, 2026
Staff Professional Development Day	Monday, October 19, 2026
Staff Professional Development Day	Monday, November 16, 2026
Staff Professional Development Day	Monday, December 8, 2026
Staff Professional Development Day	Monday, February 16, 2027

Holiday, Break, or Non-Instructional Day	Dates
Staff Professional Development Day	Monday, March 15, 2027
Staff Professional Development Day	Monday, April 12, 2027

Parents must notify One City by March 12, 2027, if their children will continue in One City's preschool for the current summer (June to August 2027) and the following school year (September 2027 to August 2028). One City will maintain an open enrollment system, enrolling children in its preschool year-round.

ATTENDANCE

Children are expected to attend school according to their contracted service hours. Regular, punctual attendance will help ensure your child's success.

The child's parent, or another "pre-authorized" and responsible adult that One City has been notified of in advance, must sign the child in and out of school each day using our online ELV attendance software.

Under **no** circumstances may a child be dropped off outdoors and left to find their own way into our school building or to their classroom. An adult **must** bring their child in and make contact with staff before leaving our building. All individuals authorized to pick up a child **must be 18 or older** and listed on the child's emergency card or as an authorized adult in ELV.

Please call One City promptly when you know your child will be absent from school. If we do not receive a call about your child's absence:

- A. The Preschool Director, or the Director's designee, will attempt to contact the family by phone. B. If One City staff cannot locate the family and there are five (5) days of unexcused absences, the child may be removed from the program.
- B. Staff contacting the family will emphasize the benefits of regular attendance while remaining sensitive to any special family circumstances that may be affecting attendance patterns.
- C. If unexcused absences persist and all procedures have been followed to address the attendance issue, the child may be disenrolled from One City Preschool.

Any child with five (5) consecutive unexcused absences, whose parent cannot be contacted by phone, will be removed from the program, and their seat will be given to another child. The Preschool Director, or their designee, will document all actions taken.

- A. Parents whose child has been dropped from the program are welcome to reapply for enrollment.
- B. In all cases, the child's family may appeal the action by following the complaint procedures outlined in this Family Handbook.

Withdrawal

Parents are required to submit, in writing, two weeks' notice of their intent to withdraw their child from One City Preschool. Parents who fail to notify the Preschool Director in writing of their intention will still be responsible for two weeks, or more, of tuition charges, depending on how many days the child has been enrolled but not attending school. Parents withdrawing from a program with an unpaid account will be given 30 days to pay in full or make payment arrangements. Accounts with a balance due after 60 days, if no arrangement is on file with the Preschool Director, will be forwarded to a collection agency. If the balance remains unpaid after 120 days, One City will pursue collections through Small Claims Court.

Suspension Policy

When severe behavior challenges persist over time, teachers, parents, and the Preschool Director will work diligently to provide positive, developmentally appropriate guidance for the child. However, at times, unfortunate patterns develop despite the best efforts of caring adults. In the event that a child demonstrates severe behavior challenges, the following steps will be followed:

1. If disruptive behaviors persist in the classroom, we will notify the parent and develop a plan to help the child modify their behavior.
2. If the behavior continues, the parent or their emergency contact will be called to pick up the child for the remainder of the day. Before the child may return to school, a parent-teacher conference must be held. The child will be placed on a two-week probation.
3. If behaviors persist during the two-week probationary period, One City Preschool may dismiss the child.

Continuous disruptive behaviors may include, but are not limited to, hurting himself/herself, other children, and staff; threatening the safety of others; encouraging other children to misbehave; or disrupting regular classroom activities.

Termination

The enrollment agreement between One City and families will terminate if one or more of the following situations occur:

1. The parents/guardians allow the child's account to become delinquent.
2. The center determines it cannot meet the child's needs. One City Preschool may not have the resources to serve children who require special instructional, emotional, or physical attention.
3. One City determines that it is not in the best interests of the center or other children enrolled at the center for the child to attend.
4. Parents fail to observe One City's policies, including regular attendance and on-time arrival and departure for their child.

Holidays and Breaks

One City Preschool will be closed on the following holidays and breaks.

- | | |
|-------------------------------|-------------------------------|
| • Labor Day | • New Year's Day |
| • The Day before Thanksgiving | • Martin Luther King, Jr. Day |
| • Thanksgiving Day | • Spring Break |
| • Day after Thanksgiving Day | • Memorial Day |
| • Winter Break | • Fourth of July |

Arrival

Your child's structured learning day begins at 9:00 a.m. All children attending that day must be at school by this time. If your child will be absent or late, please call the staff. Exceptions will be made if you call the school before 8:30 a.m. to let staff know your expected arrival time. We will not admit children after 9:00 a.m. if you have not contacted the school.

Parents must provide breakfast for their child/ren if they arrive after 8:45 a.m. If you leave a message, please include the child's name and room, along with the expected arrival time. Children need to establish a routine of daily school attendance and on-time arrival. Inconsistent arrival and departure times, and excessive absences from school, make it difficult for both children and staff to build continuity and for children to get the full benefit of One City Preschool's early childhood education program. OCP schedules staff according to daily enrollment levels and purchases food and classroom supplies based on daily attendance. When parents drop off their child early or pick up their child later than scheduled, our State Licensing staff-to-child ratio may be threatened.

To ensure the highest level of safety for your child, parents or their "pre-approved" designee must contact a staff member at drop-off and pick-up times. Children may not enter the classroom unaccompanied by an adult.

Departure

- Please inform your child's teacher when another adult will pick up your child. Notify them of the change and ask the person picking up to bring a state-issued photo ID or a passport that matches the full name and description the parent gives to the teacher.
- If an emergency arises, please call to provide authorization, including the person's legal name and address that match their license for identification. I am running a few minutes late because my previous meeting is running long. One City will never release a student to an unauthorized person. If someone comes to pick up your child and we do not have your authorization, we will attempt to contact you. If we cannot reach you, we will NOT release the child.
- According to the Wisconsin Department of Children and Families, which governs childcare in Wisconsin, if an authorized person who comes to pick up a child appears to be under the influence of drugs or alcohol, One City will attempt to contact another authorized adult. However, if contact is unsuccessful, the child will be released, and authorities will be called.
- If a court order prohibits a parent from contacting a child, a copy of the court order must be on file at the center. If you anticipate an issue in this area, please inform the Preschool Director.

Parking

The parking lot behind the building is for staff parking only. One City has a designated drop-off and loading zone for One City parents in front of the building. In Wisconsin, children must be within sight and sound of caregivers. Please walk your child to the assigned room and contact staff to ensure your child is marked present for the day.

PRESCHOOL CURRICULUM

One City Preschool (OCP) uses the “True Play” approach, as outlined in the Anji Play curriculum. To learn more about Anji Play, visit www.anjiplay.com. Anji Play is centered on the principles of Love, Risk, Joy, Engagement, and Reflection. OCP will create an environment where children can lead their own play and self-expression, choosing what, where, and with whom to play. Children own their discoveries and learning and have the time and freedom to express their complex intentions and understanding of the world around them. OCP is proud to be Anji Play’s first pilot site outside Mainland China and looks forward to leveraging this curriculum to prepare our students holistically for academic and socioemotional success.

The Anji Play Difference

Anji Play is a research-backed approach in which children lead their own learning through play, exploration, and reflection. Anji Play founder Ms. Cheng Xueqin selected One City Preschool in July 2016 as the first preschool outside mainland China to implement the program. Since then, hundreds of educators from across the country and around the world have visited our classrooms.

A day at One City Preschool follows the Anji Play rhythm: children choose what, where, and with whom to play; teachers observe and document rather than direct; and children then reflect on their discoveries through drawing, storytelling, and conversation. Ninety-three percent of our 4K graduates enter kindergarten prepared to succeed.

Ten Skills Anji Play Develops

Self-directed play builds the capabilities children need throughout their lives. Through Anji Play, our children develop:

1. **Complex Problem-solving:** Working through open-ended challenges of their own choosing, using materials that can be combined in countless ways.
2. **Critical Thinking:** Testing ideas, observing what happens, and revising their thinking.
3. **Creativity:** Inventing games, structures, and stories that no adult assigned.
4. **Effort and Persistence:** Returning to a difficult task again and again until it works.
5. **People Management:** Organizing play, assigning roles, and keeping a group project moving.
6. **Collaboration:** Building and problem-solving alongside other children toward a shared goal.
7. **Emotional Intelligence:** Recognizing their own feelings and reading others' feelings.
8. **Judgment and Decision-making:** Assessing real risk and deciding how far to go.
9. **Service Orientation:** Helping, sharing, and looking after classmates and materials.
10. **Negotiation:** Working out disagreements, trading, and reaching agreement with peers.

Why Families Choose One City Preschool

- **Play-based learning that works:** Children develop critical thinking, creativity, confidence, and a lasting love of learning.
- **A proven, world-renowned model:** The first preschool outside mainland China selected by Anji Play to implement its award-winning program.
- **Experience matters: Highly trained, dedicated teachers with strong retention rates.**
- **Five-Star YoungStar rating:** Wisconsin’s highest quality rating and accreditation.
- **On-site chef:** USDA-approved meals and snacks are prepared fresh daily.

- **Heart of South Madison:** Two blocks from S. Park Street, across from Mount Zion Baptist Church.

Teacher-Child Ratios

One City complies with the staff-to-child ratios established by the Wisconsin Department of Children and Families, Child Care Licensing Division. Close teacher-child interactions promote a trusting, secure environment where children can develop their social, emotional, and intellectual skills. Therefore, the following teacher-to-child ratios will be honored at OCP:

Ages of Children	Student/Teacher Ratio Requirements Per Classroom	One City Preschool Classroom Ratios
3 months to 1-years-old	(1:4) / 8 (1:4) / max 8	1 or 2 4 / max 8
2-years-old to 3-years-old	(1:7) / 14 (1:7) / max 14	1 or 2 6 / max 14
3-years-old to 4-years-old	(1:10) / 20 (1:10) / max 20	1 or 2 10 / max 16

Qualified Teaching Staff

Members of our staff are experienced, highly qualified professionals. One City staff members are certified or licensed childcare specialists. One City and Wisconsin State Licensing require teaching staff to attend annual training, conferences, workshops, and conventions to maintain their credentials. Teachers are certified in Infant/Child/Adult CPR and First Aid and are registered with The Registry-Wisconsin Recognition System for the Childhood Care and Education Profession.

PARENT INVOLVEMENT

Children are not the only ones who enroll in One City Preschool; their parents do as well. One City requires parents to participate in workshops, seminars, and activities offered by the One City Child Development Institute.

Parents are welcome to visit their child's classroom at any time. Parent participation and observation are encouraged. Some parents have special talents, cultural traditions, skills, or experiences to share with all the children. Others may volunteer in the classroom or chaperone field trips. If you are interested in participating in your child's classroom, please notify your child's teacher.

Extended conversations with parents at drop-off and pick-up times are discouraged due to distractions from the children. Please feel free to schedule a conference with your child's teacher whenever a concern arises regarding activities, discipline, or your child's development. Parents are also encouraged to participate in monthly All-Parent Meetings, our Parent Council, and our F.A.S.T. Program.

Parent-teacher conferences will be held three times per year. Teachers will post schedules so parents can sign up for conferences. These conferences establish understanding, cooperation, and consistency between home and school. A conference may be requested when either the teacher or the parent deems it necessary.

One City Family Resources

For a list of resources for One City families, visit www.onecityschools.org/for-parents or contact One City's Family and Scholar Engagement (FASE) team at fase@onecityschools.org or (608) 531-2128.

Volunteers

One City offers a variety of opportunities to learn through the numerous volunteers who commit their time from Madison College, High School Work Experience Programs, University of Wisconsin, Madison Metropolitan School District, Edgewood School and College, and the Preschools of Hope program committed to One City. We feel volunteers add variety to our programs and are essential to them.

Volunteers must meet minimum licensing standards and complete a Wisconsin Criminal Background Check before beginning their volunteer service with us. Volunteers are not included in the staff-to-child ratio and are never left alone with a child.

Parent Concerns and Issues

- Parents with concerns should notify their teacher or the Preschool Director. Please refer to the One City Organizational Flow Chart on page 3 of this handbook.
- A copy of One City's Policies is kept in the Preschool Director's office and at the front desk. Parents may request one.
- If you have a concern about another child, please bring it to the attention of a teacher or administrator. Parents should never approach any child other than their own regarding a

behavior concern.

- Children's records are kept locked in the Preschool Director's office. They are confidential and available to the parent only upon request.
- Wisconsin Licensing Rules for Group Child Care (HFS-46) and Non-Compliance Issues are posted in the main lobby of One City Preschool's 2012 Fisher Street campus.

Child Abuse and Neglect

One City's primary concern is the welfare of the children enrolled in its schools. Children's interests are best served by reporting suspected cases of abuse and/or neglect and by helping provide treatment, not punishment, for their families. Section 49.981 of the Wisconsin Child

The Abuse and Neglect Act requires childcare staff to report any suspected cases. All One City staff are mandated reporters of child abuse and neglect under Wisconsin law.

Child Guidance

One City Preschool maintains an environment that promotes physical and emotional safety. At OCP, children are expected to follow the rules that ensure respect for everyone's feelings and belongings and the safety of themselves and others. Positive reinforcement of appropriate behavior is practiced at One City. We guide behavior through appropriate praise, redirection, and by allowing the freedom to make decisions on their own, within acceptable limits.

If a child is aggressive or harms another child, the teacher will intervene to discuss the situation and help them find a better way to interact. Should you have specific questions about guidance techniques, we urge you to speak with your child's teacher or the Preschool Director.

Child Rest Period

State Licensing requires a rest period scheduled into each child's day to balance active times. Children under five years of age who are in care for more than four hours must rest. A child who has not fallen asleep after 30 minutes, or who awakens, will have quiet time using equipment or activities that will not disturb sleeping children. Each child is provided with an individual, labeled cot/mat, sheet, blanket, and pillow to help control the spread of germs and illnesses. Nap items are laundered, and cots/mats are sanitized at least once weekly by staff.

Cubbies/Family Mail

Each child has a cubby for personal belongings. Please check your child's cubby daily for any mail from staff or One City. We will also communicate via email, phone calls, and ELV.

Clothing and Personal Belongings

One City requires each child to have an extra set of clothes in case of an accident (e.g., shorts or pants, shirt, underwear, socks, shoes, and weather-appropriate clothing). Please mark each item with your child's name. One City is not responsible for lost or stolen articles.

It is important that your child wear comfortable, washable play clothes that can withstand food spills, paint, sand, and water play. Shoes must be worn at all times. If your child goes home in One City clothing, please return it the next day.

Toys brought to the center from home are strictly prohibited.

Field Trips

Your child will have the opportunity to join classmates on educational field trips on occasion. Field trips are important and an enjoyable way to learn about the community in which we live. One City will only allow transportation of children on public buses or with contracted school bus providers. Walking field trips to the library and local parks are common occurrences. One

The City requires your signed permission form for participation in either walking or transported field trips. Parents will receive advance notice of the date, time, destination, and method of travel. Parents are always welcome and encouraged to join when possible.

Outdoor Play

Complying with State Licensing Rules, One City provides outdoor play twice daily, weather permitting. During inclement weather, teachers provide indoor activities that involve active, large-muscle activities for a minimum of 20 minutes. One City staff carefully monitor outdoor play to provide adequate water and shade.

Please ensure your child has weather-appropriate clothing for all seasons. There are no facilities to supervise an individual child indoors while the rest of the group is outdoors. When your child is not well enough to play outdoors, the child is not well enough to be at the center.

Nutrition

One City students receive USDA-approved meals and snacks daily, prepared by an in-house Executive Chef. The USDA's published guidelines provide an excellent source of dietary information, which we use in meal planning and in preparing your child's meals and snacks. All menus are posted monthly on the bulletin board near the facility's entrance.

All teaching staff will join the children for meals to promote and model good manners, sanitary habits, and conversation and social skills, and to supervise the children.

If your child has a food-related allergy, the family must discuss the allergies with the Preschool Director and teacher prior to the child's first day of enrollment. If the food allergy is not life-threatening, the parent may substitute a similar item for the allergenic food. The Chef makes special accommodations for children with dietary needs, such as kosher or vegetarian. The family must also provide substitutions for religious or cultural reasons. You must substitute foods from a similar category, such as a protein for a protein item or a grain product for a grain product.

As required by the USDA Food Program, if the allergy is life-threatening, One City will substitute similar menu items for substantiated life-threatening food allergies only if a Child Health Report, signed by a physician and clearly defining and detailing the child's restrictions, is on file. The food allergy will also be posted in the child's classroom to ensure staff and substitutes follow the child's written health plan.

One City Preschool participates in the CACFP, a USDA program that provides federal assistance to eligible child care centers to serve more nutritious meals. The amount of money our agency receives from this program is based on our families' income levels. Families are required to complete the program forms at the start of each school year or the first day of enrollment. One City Preschool follows all CACFP guidelines. These requirements are posted in the front lobby.

Health Forms

One City Preschool follows guidelines established by Public Health Madison & Dane County regarding communicable diseases and illness. The purpose of this policy is to reduce the risk of disease and childhood illness among children. Within 30 days of enrollment, a child's immunization record must be on file. Within 90 days of enrollment, the Child Health Form must be on file. State regulations require One City to maintain a medical record for each child in the center.

Injuries

Treatment of children who are injured shall be carried out as follows:

1. Parents will be contacted immediately after the injury occurs, or, if minor, when the parent picks up the child. All injuries will be documented and dated in the Medical/Injury Logbook.
2. In the event that emergency care is needed, One City will take appropriate measures to obtain it. The following steps will be taken:
 1. Call 911
 2. Contact parent or emergency contact
 3. Complete an Accident Report
3. Copies of the Accident Report will be kept in the child's file and recorded in the Medical/Injury Logbook.

III Child Procedure

The following procedure is required by the State of Wisconsin Licensing Regulations and will apply when an apparently ill child is observed:

1. Children with a sore throat, eye inflammation, ear or nose drainage, fever of 100 degrees or higher, respiratory symptoms, lice, ringworm, scalp rash, rash, vomiting, diarrhea, or other illness or condition that could affect the health of others will be isolated until a parent can be reached and the child is released from the center to the child's parent/guardian.
2. Depending on the illness, the child may be provided with an isolated area within sight and sound of the teacher. Isolation will be used until the child is released to the parent/guardian.
3. The child's parent/guardian, or a designated responsible person if the parent/guardian cannot be reached, will be contacted as soon as possible after the illness is discovered. Arrangements must be made to release the child from the center within one hour.
4. For 24 hours, children must be symptom-free or on prescribed medication before returning to school to avoid possible exposure to other children. A child may return sooner with a signed statement from a physician confirming that the child is not contagious.

Medication Policy

If your child requires medication while in our care, a “Authorization to Administer Medication” form must be completed by the parent/guardian to inform staff when to administer the medication and include any special instructions. Prescription medications will be administered only as directed on the label or as otherwise authorized in writing by a physician.

Medications must be stored in their original containers. Each container must be labeled with the student’s name, the amount to be administered, and the expiration date. Please do not leave any medication at the center or in your child’s cubby unless you have completed the proper form and the medication is locked or placed in the refrigerator.

All administered medication will be documented in the Medical and Injury Logbook.

Communicable Disease

A child with a reportable communicable disease will not be admitted or permitted to remain at One City during the period when the disease is communicable. Whenever it is determined that a child has a communicable disease, the exposed children are monitored for symptoms of the disease, and their parents are notified. Please consult the chart below to determine when it is appropriate for your child to return.

Communicable Disease	The Child must remain out of the center until:
Chicken Pox	All lesions are scabbed and the child shows no further signs of illness (usually 7 days after the onset of rash)
Croup	Physician authorizes return
Diarrhea	Symptoms are gone (at least 24 hours from last diarrhea bowel movement)
Fever (of 101 or above)	Normal body temperature has been maintained for 24 hours
Fifth's Disease	Fever is absent for 24 hours
Head Lice	After treatment with an effective head lice shampoo (pediculcide)
Impetigo	Lesions have crusted
Pink Eye (Conjunctivitis)	24 hours after treatment begins
Pin Worms	After treatment has begun with prescription medication
Ring Worms	After treatment has begun and all lesions are covered with clothing or bandage
Scabies	After treatment is initiated

Communicable Disease	The Child must remain out of the center until:
Scarlet Fever	24 hours after antibiotic therapy is instituted
Strep Throat	24 hours after antibiotic therapy is instituted
Vomiting	Vomiting is absent for 24 hours

Building Loss of Services

In the event of a loss of building services, the Preschool Director will immediately contact One City's Chief Operating Officer and Facilities Manager to resolve the issue as quickly as possible. If, at any time, One City does not have heat for more than two (2) hours, or the inside temperature is above 80 degrees with no water or electricity, One City staff members will take the students and the attendance clipboard to an alternative site, or families will be asked to pick up their child(ren). Parents will be notified of the arrangements immediately.

Security/Lockdown Procedure

One City has secured the doors at each main entrance to the preschool to ensure safety.

In the event of an immediate threat in the center's surrounding area, the Preschool Director will conduct a lockdown. All building exits will be locked, and teachers will report to the designated area with children and the attendance clipboard. Upon arrival, teachers will take attendance immediately and report any missing children to the Preschool Director.

Alcohol, Drug and Firearms

The following alcohol, drug, and firearms policies apply at all times, 24 hours per day and 7 days per week, on the premises of all One City facilities and grounds:

- A. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on our premises.
- B. Possession of illegal substances or unauthorized, potentially toxic substances is prohibited. All parents, staff, and volunteers will maintain sobriety while providing childcare and when on our premises.
- C. No guns, other lethal weapons, or ammunition will be allowed on our premises. Parents required to carry firearms as part of their job will lock firearms and ammunition in their vehicle before setting foot on our premises.

A parent, staff member, or volunteer who is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances (this includes an appearance or odor of being under the influence), or who brings a gun, other lethal weapon, or ammunition onto the premises of a One City Preschool site, will be required to leave the premises immediately and will be subject to disciplinary action (if an employee), a formal report to the local police department and other appropriate agencies, and denial of future access to all One City Preschool locations.

This policy is effective at all times, both on the premises where One City programming is taking place and in vehicles used by One City Schools. It is also enforced when away from the program during childcare business (i.e., field trips and training).

School Portraits

Each year, families will have one or more opportunities to purchase school portraits. Selected portrait companies will offer professional packages.

Birthdays

Birthdays are special events in a child's life, and staff strives to make each child's day memorable. If you plan to bring a cake or a small treat for the children, please let your teacher know ahead of time. We strongly encourage healthy alternatives for birthday celebrations. We strongly discourage treats with excessive sugar and fat. For more information, please talk with your child's teacher or our preschool director.

Severe Weather

One City Preschool follows One City Schools, Inc.'s decisions on school closings or delays due to severe weather. Please watch one of the local television stations for reports on school closings and/or call One City Preschool for information. One City will also send an email and text message to families (via Remind) and post the closing on our Facebook page when our schools are closed.

T.V./Videos

According to the National Association for the Education of Young Children, showing videos for extended periods or frequently is considered a poor childcare practice. Therefore, One City maintains a screen-free preschool, with the exception of our use of TV screens to project video and images of your child and their play during "play sharing" that takes place as part of our AnjiPlay preschool program. We also do not allow your child to play or work with computers, tablets, or handheld personal data devices (PDAs such as iPhones) while in school.

Equal Opportunities

One City Schools is an equal opportunity provider and employer. One City does not discriminate on the basis of race, color, sex, age, disability, physical appearance, sexual orientation, or veteran status.

Confidentiality

All records pertaining to an individual child and their family are confidential. Staff at One City who have access to children's records are prohibited from discussing or disclosing personal information about the children or their families. All records maintained on the child are available to the parent for review upon request.

Grievance

All concerns about your child or any aspect of One City should first be addressed with your child's classroom teacher. If an issue requires further discussion, it should be directed to the Preschool Director. If you feel the Preschool Director is unable to resolve your concern, contact the VP of Family and Scholar Engagement (FASE) Team, Marilyn Ruffin, Chief of

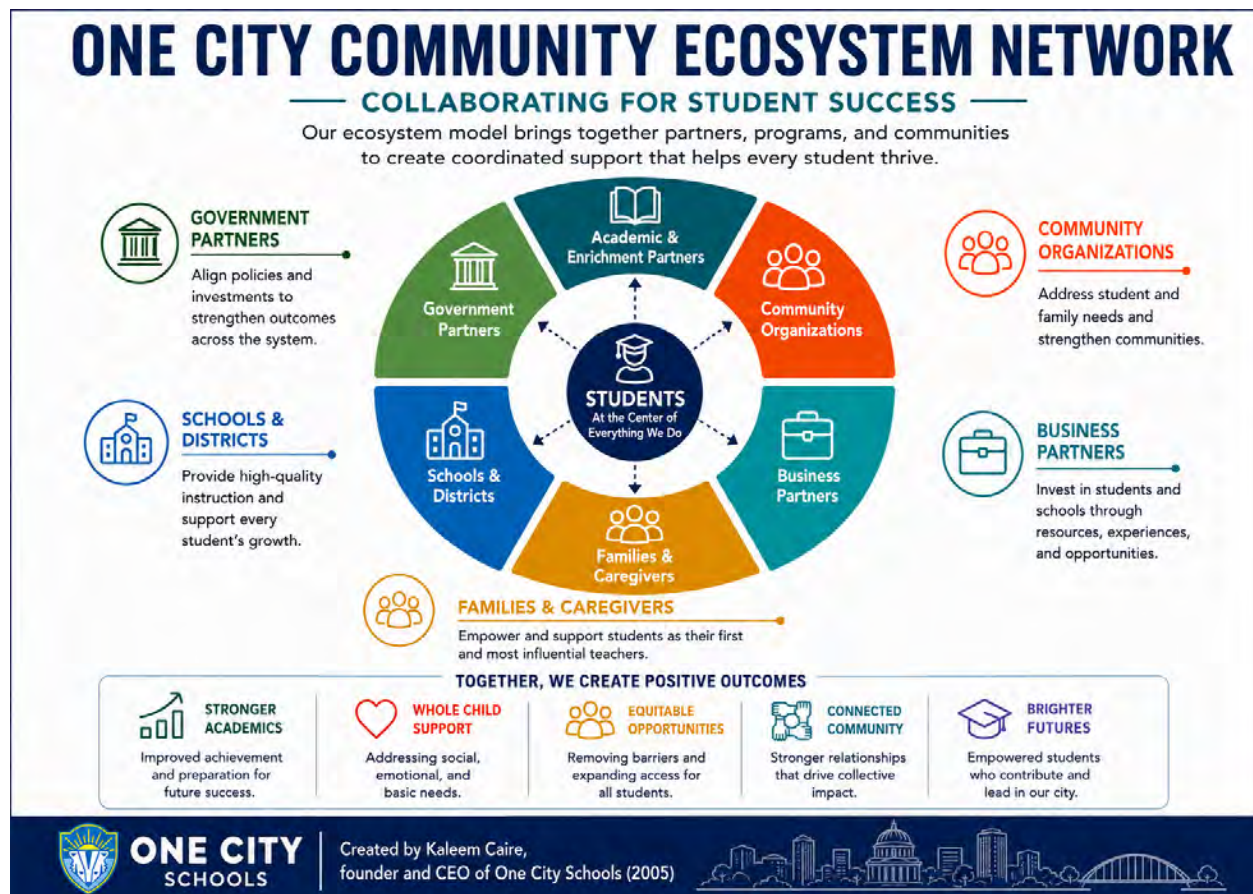
Staff (COS) Gail Wiseman, and finally CEO Kaleem Caire (in that hierarchical order). We are committed to responding to parent and family concerns in the most efficient, effective, and respectful way. After these avenues have been exhausted, concerns can be taken to the Board of Directors for further evaluation.

OUR EDUCATION MODEL, INNOVATIONS, AND PARTNERSHIPS

One City Schools was founded in 2014 to seed a new model of public education. One City Preschool is the first step on that path: children who begin with us at three months old can continue into One City Elementary School and One City Preparatory Academy without changing communities. Across all three programs, we operate as a demonstration school, developing and testing promising practices, documenting them with research partners, and sharing them with other schools.

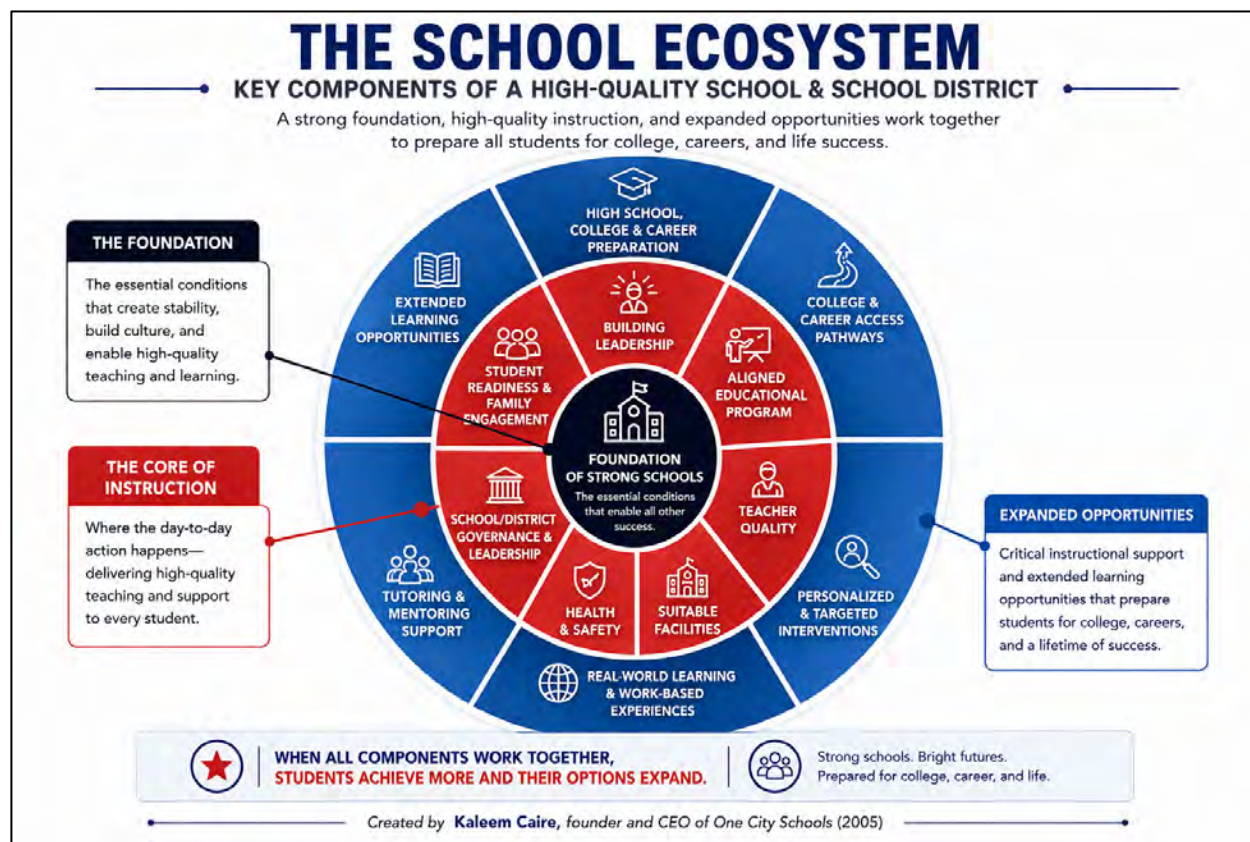
The One City Community Ecosystem Network

Our ecosystem model, created by founder and CEO Kaleem Caire, places children at the center and unites partners, programs, and communities around them. Six groups share responsibility for each child's success: families and caregivers, schools and districts, academic and enrichment partners, community organizations, business partners, and government partners. When these groups work together, the result is stronger academics, whole-child support, more equitable opportunities, a more connected community, and brighter futures.



The School Ecosystem

The school ecosystem outlines what a high-quality school requires. At its center is the foundation of strong schools: the essential conditions that create stability, build culture, and make good teaching possible, including building leadership, an aligned educational program, teacher quality, suitable facilities, health and safety, governance, and child readiness and family engagement. Around that core sit the expanded opportunities that prepare children for what comes next. When all of these components work together, children achieve more, and their options expand.



Innovations and Partnerships

Because we are small and independent, One City can quickly design, pilot, and refine new approaches and then share what works.

- **Anji Play:** One City Preschool is the first Anji Play site outside mainland China and serves as a destination for educators studying self-directed play.
- **Full-day 4K:** One City was the first public school in Madison to offer full-day four-year-old kindergarten, easing childcare costs for families while strengthening children's foundation for learning.
- **Project Read AI:** An AI-powered reading tutor co-developed with One City listens to children read aloud and provides real-time feedback; it has since reached hundreds of thousands of classrooms worldwide.
- **University of Florida Literacy Institute (UFLI):** One City serves as UFLI's Upper Midwest Training Hub, training teachers and community volunteers in the Science of Reading.

- **FAST (Families and Schools Together):** An eight-week, research-based family engagement program. One City has partnered with FAST since 2016 and now serves as a training hub for other districts.
- **Own It Home Ownership Program:** Free wealth-building and homeownership courses with down payment grants for graduates. Twenty-two One City families and staff members have purchased homes through the program.
- **Gail and Gordon Derzon Early Care Center:** On-site childcare for One City employees' infants and toddlers, helping us retain the teachers your children know and love.
- **UW-Madison research partnership:** A long-term study with the Wisconsin Center for Education Research documents our model from early childhood through grades K-8.