

Schaller-Crestland Preschool



2021-2022 Program Policies and Procedures

Schaller-Crestland Preschool
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Preschool Policies and Procedures

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Continuous Notice of Non-Discrimination:

(Reference to Board Policy 103.E2)

It is the policy of the Schaller-Crestland and Schaller-Crestland Community School Districts not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Programs Contact: Katrisha Rinnan, 519 E Maple Holstein, IA 51025, 712-368-4353, krinnan@rvraptors.org or Beth Bellinghausen, 300 S Berwick, Schaller, IA 51053, 712-275-4267, bbellinghausen@rvraptors.org or Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, jsussman@rvraptors.org

Schaller-Crestland Program Policies and Procedures

I. WELCOME TO SCHALLER-CRESTLAND PRESCHOOL (QPPS 10.1)

The Schaller Crestland Preschool is a fully inclusive preschool program for children age 4 by Sept. 15th. The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel cared for, safe, respected, and secure. This is an opportunity for all children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted the Creative Curriculum and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

II. MISSION, PHILOSOPHY, AND GOALS (QPPS 10.1)

Mission:

The Mission of the Schaller-Crestland Preschool is to provide educational opportunities to become responsible, productive citizens and life-long learners.

Pre- School Philosophy of Education:

It is the philosophy of the Schaller-Crestland Preschool to nurture the continuing growth of children's knowledge and understanding of themselves and their environment. The Schaller-Crestland Preschool provides a safe, caring, and stimulating place where learning can flourish. The program recognizes that every child is a unique individual and encourages children to learn through active involvement and play. It accommodates for the broad range of children's needs, learning rates and styles, knowledge, and experiences and interests by incorporating a wide variety of instructional models, strategies, and resources. Schaller-Crestland Preschool values teachers and parents as partners in the child's education to ensure the availability of a quality preschool program that promotes lifelong learning.

Goals for Children:

- Children will show competency in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.

Goals for Families:

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- Families will advocate for their children.

III. ENROLLMENT

Equal Educational Opportunity

It is the policy of the Schaller-Crestland Community School not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district superintendent who can be reached at 712-368-4353. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the superintendent's office.

Eligibility

Children eligible for the preschool program must be four years of age prior to September 15th of the current school year.

Hours

Classes meet from 8:30-11:30 and 12:30 -3:30 five days a week Monday thru Friday with the exception of Wednesdays (see www.rvraptors.org) where the schedule will be slightly different due to professional development. The preschool schedule follows the Schaller-Crestland school calendar.

General Information (QPPS 5.1 10.4)

Within three weeks after a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

The maximum class size is 20 children in each session based on square footage of the current location. A teaching staff-child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. The elementary principal will maintain a current list of available substitutes for both the teacher and teacher assistant. Should one of the teaching staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff-child ratio. **(QPPS 10.4)**

Inclusion

The preschool program provides all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. The preschool staff are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements. **(QPPS 9.10)**

IV. A CHILD’S DAY

Who Works In The Preschool (QPPS 10.2)

Program Administrator The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

Teacher A full-time teacher (licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement) is assigned to the preschool classroom. **(QPPS 6.2)**

Teacher Assistant

A full time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant will meet the qualifications described by the Department of Education. A professional development plan will focus on Early Childhood Education. **(QPPS 6.3)**

School Nurse

The preschool has the assistance of the school nurse. The school nurse is a Registered Nurse and is employed within the district, but part time within our building. She maintains student health records by updating them when changes occur and reviews them quarterly, and attends to the health needs of the students while they are at school. She also oversees all medication given to students. She is available for parent consultation when necessary. **(QPPS 10.8)**

Support Staff

Northwest AEA support staff provides resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist and others.

Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of activities every day:

Large and Small Group Activities	Self-directed Play	Snack
<i>Learning Center Activities:</i> Art, Science, Writing Table, Games and Put together toys, Library Center, Blocks, Dramatic Play	Story Time	Computers
	Outdoor Activities	Individual Activities

Lesson plans for each week are in the classroom showing how these activities are incorporated into the daily schedule. Newsletters will be sent home to families in children’s Friday folders and electronically, if parents desire.

Daily Schedules:

3 Year Old Schedule:	
7:45	Arrival, Check in, Morning Meeting
8:15	Washing Hands- Breakfast - Brushing Teeth- Bathroom Time
8:45	Small Groups & Free Play Focus on academic, small motor, large motor, and social emotional skills
9:50	Clean Up & Large Group Story Time Weather Helper Social Skills Review Small Group Skills
10:15	Snack
10:30	Bathroom Break Music Time
10:45	Prepare for Outdoor play
11:00	Outdoor Play
11:30	Dismissal

Playtime Centers

- Art
- Books
- Blocks and Transportation
- Dramatic Play / House
- Sensory area
- Small Manipulatives (puzzles, buttons)
- Science
- Math

4 Year Old Schedule: Morning		4 Year Old Schedule: Afternoon	
8:00	Arrival/Breakfast		
8:15	Routines: -backpacks/jackets in lockers -pick a greetings -sanitize hands -name tags -sign-in board	12:30	Arrival & Routines: -backpacks/jackets in lockers -pick a greetings -sanitize hands -name tags -sign-in board
8:45	Circle Time: -Literacy Block -LetterWork -Vocabulary -Storytime -Question of the Day	12:45	Circle Time: -Literacy Block -LetterWork -Vocabulary -Storytime -Question of the Day
9:05	Interest Centers/Small Group Work	1:05	Interest Centers/Small Group Work
10:05	Clean Up/ Class Meeting	2:05	Clean Up/ Class Meeting
10:15	Mini Math	2:15	Mini Math
10:25	Snack Time	2:25	Snack Time
10:40	Free Reading @ Rug Daily Wrap-up Getting read to go outside	2:40	Free Reading @ Rug Daily Wrap-up Getting read to go outside
11:00	Recess	3:00	Recess
11:30	Dismissal	3:30	Dismissal

Jurisdictional Statement:

The handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

Curriculum (QPPS 2.1)

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society. **(QPPS 1.7)**

The preschool program uses *The Creative Curriculum*, a research and evidence based comprehensive curriculum designed for 3-5 year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. Staff and families are welcome to meet annually to consult on program planning and ongoing program operations.

Child Assessment (QPPS 4.1, 4.2)

Guiding principles:

It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file, and stored in a filing cabinet.

GOLD Online Assessment System: [Iowa Code section 279.60](#) requires districts to assess all preschool children with the GOLD online assessment and maintain local agreements with Teaching Strategies, Inc. under the GOLD State Service Umbrella Agreement. Information regarding the assessment guidelines can be found on the DE [Statewide Voluntary Preschool Program webpage](#)

Children are assessed in the following ways:

- *GOLD Progress Report* is modified to align with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones;

- To indicate possible areas that require additional assessment.(**QPPS 7.3, 7.4**)

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and late winter. In addition, the *GOLD Preschool Progress Report* will be sent home in November, February, and May. The preschool teacher will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the *GOLD Preschool Progress Report*, or the Developmental Screen done by parents, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The teacher requests assistance from the Building Assistance Team as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The team is available and functional for all students and teachers in the building.
- A request made to Northwest Area Education Agency for support and additional ideas or more formalized testing.

The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

Program Assessment

Schaller-Crestland Preschool implements the Iowa Quality Preschool Program Standards. A review of current practices is done through the Department of Education where we receive our certification.

Supervision Policy (QPPS 9.2)

Before children arrive at school, the preschool teacher will regularly complete the following safety checklist indoor and outdoor:

- All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of environment - spills, sand, etc. Other serious problems reported to head custodian.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the

library area, etc.)

Child Guidance and Discipline (QPPS 1.9, 1.11)

Teaching staff will equitably use positive guidance, redirection, planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect, property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Challenging Behavior (QPPS 1.2, 1.8, 1.9, 1.10)

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors teachers promote pro-social behavior by:

- Interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- Helping children negotiate their interactions with one another and with shared materials.
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

Permissible Methods of Discipline:

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident.; (4) Notify parents or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Classroom Consequences for Misbehavior

Consequences for classroom misbehavior will be most effective if implemented consistently and immediately. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Consequences that can be used by teachers other than removing students from the room include the following:

- verbal reprimand
- keep a student in from recess
- in class time-out
- contact parent(s)/guardian
- assign the student to sit in a different section of the room

Encouraging Positive Behavior

Responsible behavior will be encouraged by teachers. Suggestions for reinforcing positive behavior include the following:

- verbal praise for successful and mature behavior
- written feedback to a student
- written feedback to a parent(s)/guardian
- postcards
- call the student and/or parent(s)/guardian at home
- give the student additional responsibility
- let the class have five minutes at the end of the class period ad free time
- allow music to be played during an independent work period
- have the student run an errand
- compliment the student in front of another staff member
- ask the principal or another staff member to tell the student you mentioned how well he/she is doing

More structured rewards such as student of the week/month, pencils, certificates, and other school supplies are available through the principal when deemed appropriate by a staff member.

- a. When chronic behavior occurs, staff will work collectively to assist a student in learning to behave responsibly. When working with a challenging student, staff will follow the guidelines found in this plan.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

1. Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. Physical punishment, including spanking, hitting, shaking, or grabbing.
3. Any punishment that would humiliate, frighten, or subject a child to neglect.
4. Withhold nor threaten to withhold food as a form of discipline.

Water activities (QPPS 5.7, 9.14-15)

We have a water table in the classroom for children to play with their hands in the water. During water play children are involved in active experiences with science and math concepts. Children with sores on

their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. All students will wash their hands, following the hand washing guidelines, before entering the table area and after they are finished playing. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Foods and Nutrition (QPPS 5.9- 5.21)

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form. Children may choose to have breakfast before class begins. A snack is served two hours after breakfast has ended. The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program an individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High risk foods, often involved in choking incidents, may not be served. For children younger than four years, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Outside Play and Learning (QPPPS 5.4-6, 9.5-9.7)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop

their large muscle skills, get exercise, and be active. Sometimes we spend longer getting bundled up than we spend outside. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use the gym facilities within our building and are supervised at the same level as while on outdoor equipment.

In order to make sure that your child can play comfortably outside it is important to dress him according to the weather. When it is cold outside he needs a warm coat, mittens or gloves and a hat (labeled with your child's name). Snow pants and boots are required in order for the child to play in the snow. For the warmer days dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with your written parental permission to do so). We will also use an insect repellent containing DEET (only with your written permission) no more than once a day to protect your child from insect bites when the public health authorities recommend its use. Sunscreen and insect repellent will be provided by the parents.

Program staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist on a monthly basis.

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. We ask that your child can take off and put on their shoes independently. Slip-ons, Velcro, and any other type of shoe is acceptable as this helps to promote independence with the students.

While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

The appearance of a student is primarily the responsibility of the student and the parent. Attire of students must be appropriate for school. Clothing that advertises or promotes tobacco, alcohol, or drug products are inappropriate. Clothing that contains messages, sexual innuendos, or pictures that are determined inappropriate by staff or administration are not allowed. Examples would include clothing that contains messages that are vulgar, offensive, obscene, libelous, or that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, or disability or that are otherwise contrary to the school's education mission.

Students must recognize that brief and revealing clothing are not appropriate in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank

tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are “see through”, low cut, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Short shorts or excessive short skirts are not allowed. The rule of thumb that school staff will use is that the short or skirt must reach at least two inches above the knee. Undergarments must not be visible. Headwear is not allowed to be worn inside the building or on campus without teacher/administrator approval. All headwear should remain in a locker. We encourage parents to help enforce this during extra-curricular activities. Students shall not wear hats in the district buildings except for a medical or religious purpose.

Students shall not wear pants that, when fastened, sag or fit below the waist, All pants must fit around the waist and be properly fastened. Pants that have holes in them are only allowed if the holes are beneath the knee level.

Any type of clothing that distracts (excessive exposure, etc.), hinders the educational process, or disrupts the educational atmosphere of the school will be addressed accordingly.

Students found in violation of these policies will be asked to change to proper apparel and/or parents will be contacted. Continual violations may result in the school disciplinary policies invoked.

Toilet Learning (QPPS 5.5, 5.7)

Toilet learning is an important time in a child’s development. Most students are toilet trained prior to entering our preschool program. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children’s diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
3. Potty chairs will not be used.
4. Families are asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

Objects From Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an “attachment” item from home, we ask that it is small enough to fit inside his/her backpack. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

Weapon and Dangerous Objects Policy

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. *A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items knives, etc.*

If such items are brought to school, the following actions shall be carried out by the administration and staff when a student brings such an object onto the school premises or transportation system:

1. The object shall be confiscated.
2. The student's parents are to be notified.
3. The sheriff's department shall be notified to pick up the object and conduct an investigation.
4. The student shall be removed from the school until the sheriff's department has completed its investigation or psychiatric/psychological reports have been completed and an appropriate plan for the student's return to the educational program has been implemented.
5. Notify legal counsel of circumstances and possible litigation.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case by case basis. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Birthdays (QPPS 5.10, 5.13)

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Please select **PRE-PACKAGED** snacks or treats that do not require refrigeration. In order to meet Health and Safety requirements, students are not allowed to use the refrigerators in the kitchen area. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

3-year-old and 4-year-old school supply list:

Students need to have a school-sized backpack for carrying papers to and from school. An extra change of clothes: pants, shirt, socks, underwear. Label each clothing item with student's name. Please remember that if your child brings an article of clothing home, you will need to replace it for the next day. A supply list is provided below. A materials fee of \$48.00 is due at registration.

SUPPLY LIST 2021-2022:

3 year old:

1 family size box of Kleenex
1 (3 prong) pocket folder
3 glue sticks
1 package Expo Markers
1 box 8 count washable markers
Winter outdoor clothing (as weather requires): snow pants,
boots, hat, mittens

Backpack or book bag

Extra clothes to keep at school: shirt, pants, socks, underpants

4 year old:

1 family size box of Kleenex
2 boxes 8 count Crayola markers, broad line, washable
1 package of black fine tip expo markers
2 packages of Large glue sticks
1 bottle of glue
1 box quart Ziploc baggies
2 Wide Ruled Notebook (optional)

Backpack for carrying to and from school

Extra clothes to keep at school: pants, shirt,
socks, underpants

Winter outdoor clothing (as weather requires) snow
pants, boots, hat, mittens

Please label all supplies with your child's name

V. COMMUNICATION WITH FAMILIES (QPPS 1.1, 7.4, 7.5)

The program will promote communication between families and staff by using written notes as well as informal conversations or e-mail. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. Teaching staff will write notes for families no less than weekly. Staff will use these notes to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

Classroom Saddlebags

Home/School communication is very important to the success of all students. Due to this fact, classroom teachers will send home messages and letters weekly in "Classroom Saddlebags" (yellow folders) as well as other information pertaining to school (ie. - report cards, conference notes, class books, etc.). Classroom Saddlebags are typically sent on the last school day of the week. Students are then expected to return the Classroom Saddlebags at the beginning of the following week.

If parents/guardians have any questions about the materials received, please contact your child's classroom teacher. Parents/Guardians may also use the Classroom Saddlebags to send any notes, letters or other information to school. Classroom teachers will check the Saddlebags when they are returned and look for any items that may have been sent from home. If you have any other messages, especially regarding after school arrangements, please notify the office.

3 & 4 Yr. Old Communication Apps

Preschool teachers will communicate with parents through Class Dojo, private Facebook Pages, or Remind. Weekly newsletters, program information, classroom pictures and videos will be shared on these applications. Please ask the teacher for information and ensure that you are connected to your child's classroom to receive updates and communication. These applications will be used for direct communication between you and the classroom teacher.

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the elementary school office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

Arrival and Departure of Children (QPPS 10.9)

When bringing your child to school, we ask that you park your car in the parking lot and turn off the engine before entering the building. Please hold your child's hand as you enter the building to decrease the possibility of an accident. Parents or legal guardians must either accompany children to the classroom at the beginning of the day or leave their child in the care of one of the teaching staff. No child will be permitted to leave the building without an adult.

Other than parents or legal guardians, only persons with prior written authorization (Parent Consent Form) will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

If your child rides the school bus to school, the student will enter the north front doors and will proceed down the hallway with other students. At dismissal, teaching staff will accompany the students to the bus line and bus drivers/teachers/associates will assist the students onto the bus.

When all children have arrived, teaching staff will record attendance for the day. Throughout the day each time children transition from one location to another, i.e. classroom to outdoor, the teacher will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

Transportation

The school is committed to providing an education to 3- and 4- year old children. All 4- year olds who live in the Schaller-Crestland District are offered transportation. District guidelines are used to determine pick up, drop off, shuttle services, etc. 3- year olds are able to ride the bus if we are making a stop at the same location for 4- year olds or older siblings. (We do not transport all 3- year olds as the route becomes too long for this age group to ride the amount of time it takes us to complete a route.) All families using transportation must physically assist in putting the child on the bus and must be available to help them off as well. No child will be dropped off without an adult present.

Buses are most commonly used for routes, but when another type of district vehicle must be used, the following shall apply: A child shall be transported only if the child is restrained in an approved developmentally appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight, age, and/or psychological development in accordance with state and federal laws and regulations and the child is securely fastened, according to the manufacturer's instructions indicated on the safety restraint device. Each child must have an individual seat belt or developmentally appropriate child

passenger restraint system and be positioned in the vehicle in accordance with the requirements for the safe use of air bags in the back seat.

Students are responsible to listen to the driver while on the bus or in another school vehicle. The driver has the ability to discipline a student and will notify the parent of a student's inappropriate bus conduct through a bus discipline slip. Should problems continue after parents have been notified, assigned seats or suspension of riding privileges will occur. Suspension from riding the bus may be immediate if deemed necessary. We need parent's/student's cooperation to make the bus trips safe for everyone each and every day. Bus drivers are hired and are required to meet district policy and state guidelines to ensure safety for all involved.

Four-year-old preschool will have transportation from Schaller to Early following the morning session leaving at apx 11:35 and arriving in Early at 11:50. The bus for the afternoon session will leave Early apx 12:10 and arrive in Schaller at 12:25.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Schaller-Crestland buses are used for these field trips. Parents will be informed of each field trip through a newsletter and signs posted on the preschool happening bulletin board well in advance. A field trip permission form will be signed by parents and returned to the teacher prior to the field trip.

During the field trip, a first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted every 15 minutes while on a field trip. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

Attendance

Students who are enrolled for classes in the Schaller-Crestland Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the elementary office with the reason for an absence no later than 8:30 A.M. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

Ethics and Confidentiality

Staff follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information about any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for

children as well as for other adults.

Children's Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the Iowa Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact a secretary in the administration office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

Grievance Policy (QPPS 7.5, 7.6)

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Elementary Principal, Ms. Bellinghausen.

If you have a concern regarding some aspect of the program or policy, please contact the Elementary Principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent of Schaller-Crestland Community Schools.

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

VI. FAMILY INVOLVEMENT (QPPS 7.1, 7.2)

Schaller-Crestland encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions. Please call in advance to make these arrangements.

Teachers use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted prior to the school year. Program staff communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests.

Schaller-Crestland Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also relies on notes sent home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

Schaller-Crestland Preschool invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
2. Return all forms, questionnaires and so on promptly.
3. Attend Family/Teacher conferences in the Fall and Spring semesters.
4. Take time to read the family bulletin board.
5. Check your child's backpack each day.
6. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
7. Share any of your families' cultural traditions, celebrations, or customs.
8. Read all the material sent home with your child.
9. Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.

It is the policy of the Schaller-Crestland Community School District not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Home Visits

Home visits are scheduled prior to the school year starting. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share

what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Family Teacher Conferences

The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. The Fall and Spring conferences will be held at school. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Transitions (QPPS 7.7)

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

VII. HEALTH AND SAFETY

Schaller-Crestland Preschool is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Health and Immunization Certificates (QPPS 5.1)

Within three weeks after a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and Safety Records

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request. **(QPPS 10.8)**

Child Health and Safety Records will include: **(QPPS 5.1)**

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and **(QPPS 10.14)**)
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. **(QPPS 5.4)**

Illness Policy and Exclusion of Sick Children (QPPS 5.3)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

Reporting Communicable Diseases (QPPS 5.3-4)

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures (QPPS 5.8-5.10)

Policy: The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will

be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

Over-the-counter medications will only be administered to a child with a prescription by a physician. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who prescribed the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the teaching staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Sunscreen/Insect Repellent Policy (QPPS 5.4)

Your child's exposure to the sun will be monitored. If your child is sensitive to sun exposure, we recommend the use of sunscreen. The school **DOES NOT** provide sunscreen. If you wish to have your child wear sunscreen, please provide product and see teacher for permission slip.

Various insects may be on the playground during outdoor play. Your child's exposure to insects will be monitored. If your child is sensitive to the common insects, we recommend the use of insect repellent. The school district **DOES NOT** provide insect repellent. If you wish to have your child wear insect repellent, please provide product and see teacher for permission slip.

Cleaning and Sanitization (QPPS 9.11)

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or

excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. **(QPPS 5.24)**

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. A checklist will be completed as indicated in the table.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible.

Hand Washing Practices (QPPS 5.6, 5.8)

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously while singing the handwashing song, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit (QPPS 9.12-3)

A first aid kit is located in the preschool classrooms. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Fire Safety (QPPS 9.13-4)

A fire extinguisher is installed by the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

Medical Emergencies and Notification of Accidents or Incidents (QPPS 10.13)

The Schaller-Crestland Preschool has in place a “Safety Procedures Booklet” that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
-
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- School crisis team members and a checklist to use
- List of CPR/First Aid experienced persons in each building

This booklet will be included with the first aid kit. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that your child receives a minor, non-life threatening injury during their time at preschool,

our teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented on an “Accident Report” form and a copy will be given to the parent within 24 hours of the incident.

All staff will have immediate access to a device that allows them to summon help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Emergency phone numbers will be updated at least quarterly. Emergency phone numbers will be verified by calling the numbers to make sure a responsive, designated person is available.

Inclement Weather

In the event that the Schaller-Crestland schools must be closed due to bad weather, the district used the Remind App. Feel free to go to the school website (rvraptors.org) and register for service announcements pertaining to the Schaller-Crestland School District. This service will send text messages to your phone. Note that texting charges may apply with this service. These service announcements will also be made on tv and radio stations: KKIA (92.9 FM)--Storm Lake, KCHE (92.1 FM) Cherokee, KAYL (101.7 FM)--Storm Lake and television channels 9--KCAU, 4--KTIV, and 14--KMEG. Please visit www.rvraptors.org for a complete listing.

Protection From Hazards and Environmental Health (QPPS 9.16, 9.17)

Program staff protects children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping.

The preschool classroom building will be tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children’s health with documentation on file. Custodial staff maintain the building’s heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer’s instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.

Smoke Free Facility (QPPS 9.19)

In compliance with the Iowa Smoke free Air Act of 2008, Schaller-Crestland Community School buildings and grounds are smoke free. A “No Smoking” sign meeting the law’s requirements is posted at all entrances to the school building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Child Protection Policies (QPPS 10.6, 10.8, 10.12, 10.16, 10.19)

The health and well-being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the

preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete “Mandatory Reporter: Child and Dependent Adult Abuse” at least every five years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Schaller-Crestland Community School. At no time will children be released to a person under the influence of alcohol or drugs.

Volunteers (QPPS 10.11, 10.15, 10.17)

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher if you would like to be a classroom volunteer. For safety’s sake, if a volunteer will be working with children, he/she will be expected to execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

VIII. STAFF (QPPS 10.11 - 10.20)

General Information

The Schaller-Crestland preschool has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high

school or GED, personal references and a current health assessment.

Health Assessment

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the Superintendent's office.

Orientation (QPPS 6.1, 6.2)

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child abuse and reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.
- New Employee Orientation Video Series

Follow-up training expands on the initial orientation.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The superintendent will explain payroll procedures, employee benefit programs and accompanying forms to the employee.

Staffing patterns and schedule

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence. If one of the teaching staff needs to temporarily leave the classroom, the person will call the elementary office to arrange for coverage in order to maintain the adult/child ratio.

Staff are provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff are provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff development activities (QPPS 6.6, 10.11, 10.5)

Personnel policies provide for incentives based on participation in professional development

opportunities. All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Teaching staff will be informed of professional development activities provided by Child Care Resource and Referral, the local Empowerment areas, and the area education agency. Staff are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Evaluation and Professional Growth Plan (QPPS 6.5, 6.6)

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.