Stepping Stones
Program Handbook



Welcome to Stepping Stones
General Information

ENROLLMENT

Stepping Stone is the after school program of the Davenport Community School District. Children residing in the Davenport Community School District will be considered for enrollment. We will only admit children upon written consent or application of a parent, guardian, or other person having legal custody. Families will be expected to complete all enrollment forms provided by Stepping Stones prior to entry.

Stepping Stones

Mission

The mission of Stepping Stones Out of School Time Program is to enhance each student's developmental assets and abilities by providing expanded learning opportunities that are enriched by collaborations with our diverse community in a safe and secure environment.

Our Core Values

1. All children deserve physical and emotional environments that satisfy their basic needs.

2. All children need supportive adult relationships and role models.

3. All children benefit from expanded learning opportunities.

4. All children can contribute to and serve their community

5. All children benefit from community collaboration.

Important Contact Information & Program Contact Information

Stepping Stone Office #: 563-528-0973
Website: www.davenportschools.org/stepping-stones

Email: dcsdsteppingstones@gmail.com
Address: 1002 W Kimberly Rd Davenport, Iowa 52806

Stepping Stones Locations:

Adams Stepping Stones
(563) 528-0901

Children's Village Hoover
563-529-2216

Children's Village West
563-271-4760

Eisenhower Stepping Stones
(563) 528-0903

Fillmore Stepping Stones
563) 528-0919

Garfield Stepping Stones
(563) 528-0945

Harrison Stepping Stones
(563) 528-0946

Jackson Stepping Stones
563-528-0947

Jefferson Stepping Stones
Pending

Madison Stepping Stones
Pending

McKinley Stepping Stones
563-528-1117

Wilson Stepping Stones
(563) 528-6057

PROGRAM TIMES

Elementary Stepping Stones Times
2:50 PM - 5:30 PM Monday - Friday

Preschool Stepping Stones Times:
2pm - 5:30pm Monday - Friday

WEATHER RELATED CLOSINGS & DELAYS

In case of inclement weather, the Stepping Stones will follow the Davenport Community School District closings and delays which are announced on local radio and television stations. If there is an early dismissal there will be no Stepping Stones Afterschool Program. If all afterschool activities are canceled then the Stepping Stones Programs are canceled as well.

CALENDAR

Stepping Stones follows the same calendar/schedule as the rest of the district. We are open Monday through Friday during the school year. We are closed on national holidays, school breaks, on district in service days and 2 Hr early dismissals.

SNACKS

Stepping Stones partners with the Davenport Schools Food and Nutrition Department to provide a nutritionally balanced afterschool snack. The snacks provided meet all of the Iowa DHS CACFP snack requirements. If your student has an identified allergy, arrangements for an alternate snack can be made with appropriate medical documentation. Snacks are all individually packaged and not served family style.

Community Enrichment

Community enrichment is offered in our programs by a variety of providers ranging from the Putnam Museum to Scott County Extension and Outreach. Enrichment is offered as an immersive and hands on experience for students.

Non-Center Activities

Students who participate in non-Stepping Stones activities while signed in to the Stepping Stones Program must have a non-center activity sheet completed and signed off on by their parent/guardian in order to participate. These activities may include but are not limited to: band, orchestra, chorus, tutoring, or school specific activities.

Policies

Registration

Registration for the program must be completed each year in order to participate. All required paperwork must be completed and a 1 month, prepayment is due at the time of registration.

FEE SCHEDULE AND PAYMENT

All invoices will be sent to the email address provided on the registration paperwork.

Invoices are emailed by the 15th of each month and due on the 1st of each month, unless otherwise stated.

Payments can be made the following ways:

Credit Card over the phone= 563-528-0973
Check mailed or dropped off at the Stepping Stones Office.
Auto Payment Agreement submitted. You will be charged on the 1st of each month or date listed on the invoice if the 1st falls on a weekend.

Child Care Assistance:

Families must pay the $25 activity fee and provide an up to date Notice of Decision with the name of the Stepping Stones site listed as the provider. Students receiving CCA must attend a minimum of 4 days per week when school is in session.

NON-Payment

Payment is due on the 1st of each month unless otherwise stated, if payment is not received within 5 days of the due date, your student will be unable to attend the Stepping Stones Program. In order to have your student return to the program his or her tuition must be paid in full.

LATE PICK UP FROM Stepping Stones

Students must be picked up from the Stepping Stones Program by 5:30pm. If your student is not picked up by 5:30pm there is a $1 per minute charge. Time will be noted off of the Stepping Stones cell phone. After 3 late pickups your student will be removed from the program. If we are not able to reach a parent, guardian or emergency contact after 30 minutes of trying the Davenport Police Department and Department of Human Services will be contacted and custody of the student will be transferred to authorities.

Student PICK UP

If a child's legal guardian (name is listed on the child's birth certificate) may not pick up a child, we must have a copy of legal documents stating that information and signed by a judge. Should the person not authorized to pick up the child attempt to take the child, the police will be called. (Police cannot take action unless the legal documents are available.)

Families are responsible for providing Stepping Stones with names, relationships, and telephone numbers of persons authorized to pick up. Please be certain the list is complete, up to date, and accurate. Please make sure that there are at least two people in addition to parents/guardians on the pick-up list. All designated pickups and parents/guardians must be prepared to show picture identification before picking up a child.
We will not release a child to an intoxicated person, and will contact the police.

Withdrawal From Stepping Stones

Parents must give a 2 week notice to remove their students from the Stepping Stones Program. Please call 563-528-0973 in order to request the withdrawal from the program.

Student Attendance

If your student is absent from school or will be absent from Stepping Stones please call or text the program phone and let them know your student will be absent for the day. You will still be charged for attendance even if your student is absent from school.

PARENT ACCESS

Parents shall have access to their own child in the child care setting, as long as they are not prohibited from contact by court order. Parents need to remain observable while at the program.

ILLNESS

The Stepping Stones Program provides programming for healthy children. If your child becomes ill during the day, you will be contacted. We ask that you pick up your child **within an hour of being contacted.**
Temporary exclusions are designed to prevent the spread of disease and enable children to obtain the care and attention they need. The guidelines define three conditions for exclusions:

1. Inability of the child to participate in program activities.
2. Caregiver inability to provide care for the child without compromise of care for other children in the group.
3. Specific symptoms and diseases that warrant temporary exclusion from childcare.

We ask you to pick up your child **AND** we request that you keep your child at home if he/she exhibits any of the following symptoms:

- Fever – 100 degrees - No rectal temps will be done.
- Vomiting
- Diarrhea – Diarrhea is the sudden increase in the frequency and looseness of bowel movements (BMs). Watery, loose and unformed stools that cannot be contained in diapers or stools that prevent an older child from getting to the toilet in a timely manner present the possibility of a health risk to others in the daycare. For this reason, children with stools like those described above will be excluded from school.
- Red, inflamed or draining eyes or ears
- Evidence of scabies, ringworm, or other parasitic infections

- Redness of the throat
- Unidentified skin eruptions
- Difficult or rapid breathing, wheezing, or uncontrolled coughing
- Unusual tiredness, paleness, or irritability
- Evidence of a possible communicable disease
- A child's inability to comfortably participate in center activities
- Mouth sores with drooling, unless a health care provider has determined that the child is noninfectious

Please report any contagious diseases immediately to the school nurse, teacher or program administrator. A written note from a doctor stating your child is free of disease must be obtained if your child has had a contagious disease. All families will be contacted when a contagious disease is circulating among the children.

If the person who is responsible for transporting your child to and from school has a contagious disease, please make arrangements for someone else to transport. If another person is not available, please let the office know and we will go get the child from the classroom to keep from spreading contagious diseases within the Stepping Stones Program.

If your child has had surgery, we require a written doctor's note stating your child is ready to participate in our program before they can return.

THE FOLLOWING GUIDELINES ARE ENFORCED FOR THESE CONTAGIOUS DISEASES:

- **Chicken Pox:** Your child will be allowed to return to school after all Chicken Pox is crusted over (5 to 7 days).
- **Conjunctivitis (pink eye):** Your child will be allowed to return unless recommended otherwise by a physician.
- **German Measles (Rubella):** Your child may return to school seven days after the rash begins.
- **Giardia, Salmonella, Shigella, and Campylobacter:** Your child will be allowed to return to school when there is documentation of two negative stool cultures after treatment.
- **Hand Foot and Mouth:** Your child may return to school when he/she has been fever free for 24 hours, the blisters have all dried and no longer have excessive drooling.
- **Hepatitis A:** Your child may return to school one week after the illness has started and he/she is fever free for 24 hours.

- **Herpes Simplex Infections:** Your child may return to school with approval of child's doctor.
- **Hib Disease (Haemophilus influenza):** Your child may return to school when he/she has completed a course of an antibiotic as directed by your doctor. Your child may return with a doctor's note.
- **Impetigo:** Your child may return 24 hours after an antibiotic has begun and lesions are covered.
- **Measles (Rubella):** Your child may return to school four days after the appearance of the rash.
- **Meningococcal Disease (Neisseria meningitidis):** Your child may return when he/she has completed a course of an antibiotic as directed by your doctor. Your child may return with a doctor's notice.
- **MRSA:** Your child may return with a doctor's note when the wound is covered and no longer draining.
- **Respiratory Illness (unspecified):** Your child may return when she/he is fever free for 24 hours and is able to participate comfortably in program activities.
- **RSV:** Also see Respiratory Illness above. Your child may return with a doctor's note.
- **Mumps:** Your child may return nine days after the swelling appears.
- **Pinworms:** Your child may return the day after treatment begins as prescribed by your child's doctor.
- **Ringworm:** Your child may return 24 hours after treatment begins as prescribed and lesions are covered.
- **Roseola:** Your child may return when he/she is rash and fever free.
- **Rotavirus:** All symptoms must be gone for 24 hours before your child may return to school.
- **Scabies:** Your child may return the day after treatment begins as prescribed by your child's doctor.
- **Shingles:** Your child may return when all sores are crusted.
- **Strep Throat/Scarlet Fever:** Your child must be on an antibiotic 24 hours and be free of a fever for 24 hours without medication before returning.
- **Tuberculosis:** A child diagnosed with active TB disease must be excluded. Children with TB disease may return after they have begun treatment and their doctor states they are not contagious.
- **Head Injury:** If a child receives a head injury during the school day, the parent will be informed. At the discretion of the school nurse or

supervisor in charge, the parent may be asked to take the child home for observation.

Children may not attend school if they have had a fever, diarrhea or vomiting within the last 24 hours and must not return until they are free of the above symptoms for 24 hours. However, if the fever, vomiting, or diarrhea occurs during the school day, the child must be out the remainder of that day and the following day.

Our policy is, if your child is well enough to attend childcare, your child is also well enough to play outside. Exceptions may be made when written instructions from a physician indicate otherwise or when staff can reasonably accommodate the parent's request to stay inside.

MEDICATION

Stepping Stones DOES NOT administer medications except in the instance of a life saving event. These medications include:

- **EPI Pen**
- **Inhaler**

These medications will be locked in a medication bag and stored out of reach of students. All students who need the above medications must have the following paperwork on file in the Stepping Stones Office and program site:

- **Allergy Action Plan**
- **Rescue Medication Consent Form**
- **Written orders from the health professional**
- **Provide Stepping Stones with Epi-Pen/Inhaler with the original label from pharmacy in place.**
- **Prescription Medication**

SPECIAL DIETARY REQUIREMENTS

If at any time your child requires a different snack from what we serve, we must have written documentation of this need from your child's Physician. This requires the form entitled Guidance for Students with Special Dietary Needs to be completed and returned to the school nurse. The diet restriction must be due to a medical reason and not a family/personal preference. Stepping Stones will provide a snack specified by your physician; the meal must meet USDA nutritional requirements. Snack is provided by the Davenport Community Schools Food & Nutrition Departments.

ACCIDENTS AND EMERGENCIES

We will make every effort to ensure the safety of all children. In the event of any emergency or accident, a parent/guardian will be contacted immediately. When a parent/guardian is NOT available, the child's physician or dentist will be called. Please update **emergency contact information** as soon as the information changes. When evacuation of the building is necessary due to fire, power/heat/cooling failure, structural/water or health hazards, all children and staff will go to designated areas. During tornado or severe weather warnings, children and staff will be gathered in the area designated. Each Stepping Stones location has a crisis management plan in the office for your review.

Accident Reports & Behavior Reports

Parents shall be notified on the day of the incident involving a child that includes:
- Minor injuries.
- Minor changes in health status.
- Minor behavioral concerns.
- Incidents resulting in injury to a child.

Shall be verbally notified immediately when there is:
- A serious injury to a child.
- An incident resulting in significant change in health status.
- An incident includes child being involved in inappropriate, sexually acting out behavior.

A WRITTEN report, fully documenting every incident, shall be provided to the parent or authorized person. This should be completed by staff that witnessed the incident and retained in the child's file.

Discipline

Stepping Stones goal is to prevent behavior problems by supporting children in learning appropriate social skills and emotional responses. This is an ongoing process that requires expectations on the development of each child, establishing rules and consistent structure, encouraging self regulation through the environment and activities, building relationships and showing positive alternatives to inappropriate behavior.

Stepping Stones is a good fit for most students, it may not be appropriate for all students. The Stepping Stones Experience document outlines the behavior expectations for the program as well as the staffing ratios.

Students enrolling in the program must be able to function in the following environment:

1. Function in a group setting for 15 students and 1 staff member
2. Listen and comply with instructions
3. Use restroom facilities by themselves

When a student's behavior puts him/her at risk of hurting themselves or others, and/or resists improvement after multiple interventions and conversations with parents/guardians. The student will be suspended or removed from the program based on the severity of the incident.

Stepping Stones Timeout

A student can receive up to a 5 day timeout for the following:

1. Physical aggression toward another student or staff member
2. Running away from the program
3. Destruction of program property, school property or another student's property
4. Stealing from staff, students or the school building
5. Repeated and habitual harassment or bullying of another student

If any of the above occurs it could lead up to a 5 day timeout. Based on the severity of the incident, a student could be removed from the program for the remainder of the school year. The determination of severity is based on the recommendation of the program director and DCSD administration. If a student receives 3 timeouts in a program year they will be removed from the program for the remainder of the school year. A student can be removed from the program immediately without 3 timeouts if an incident is deemed extreme or severe.

BITING

Iowa DHS requires all childcare facilities to have a biting policy, regardless of the age of the children in attendance. While biting is common and expected among infants, toddlers and preschoolers, it is not developmentally appropriate for school age children. In accordance with the Stepping Stones behavioral guidelines as well as listed in this handbook biting is considered an act of aggression. Any student who bites another student, staff member or guest will be put on an immediate 5 day timeout

and may not be eligible to return to the program the remainder of the school year.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean wounds with soap and water. Run water over the wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wounds with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident report.

Hand Washing

As you enter the classroom with your child each day they come to Stepping Stones. Please reinforce this at home and assist your child in washing his/her hands with warm water and soap. All children have their hands washed after using the bathroom. Their hands are also washed before and after each snack and meal, after handling a pet, before participating in a cooking activity and before/after using a group material such as playdough.

General Policies

CONTACT INFORMATION

It is necessary that you keep us informed of new addresses, phone numbers, and changes of employment. We need this information in case there is an emergency.

CONFIDENTIALITY

Confidentiality is a top priority for the Stepping Stones Programs. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations

regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

MANDATORY REPORTERS

All Stepping Stones staff members are mandatory reporters of child abuse. If a staff members suspects child abuse they MUST report their suspicion to the Department of Human Services.

EQUAL EDUCATIONAL OPPORTUNITY

In keeping with the Americans with Disability Act (ADA), we will make reasonable accommodations to meet all children's needs regardless of ability. We provide referrals to the Area Education Agency (AEA) for further evaluation to determine needs for special services. We have a speech pathologist who serves children in the building and an audiologist who visits the program two times during the school year.

Children enrolled in the Stepping Stones Programs shall have an equal opportunity of a quality public education without discrimination regardless of their race, creed, sex, marital status, religion, gender, age, national origin, disability or sexual orientation. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the Director of Equity, Davenport Community Schools, 1702 Main Street, Davenport, IA, 52803, 563-445-5000. (7.2)

SECURITY

All school buildings are secured for the length of time the program is operated and all doors are locked. Parents must call the program phone number upon arrival so student(s) can be brought out to the pickup vehicle.

INTOXICATED PARENTS

In the event that a parent or other authorized person arrives at the center or bus while intoxicated or in an impaired condition, staff will use their best judgment in determining if he is in a condition which may prevent him from assuring the child's welfare.

Should it be determined that the person is in a condition that prevents him from assuring the child's welfare, staff will:

a. Assist with alternative arrangements for child pick-up, including, attempting to contact another person on the Authorized Child Pick-up List.

b. Notify the police if required including giving vehicle description and license plate number.

SMOKE FREE SCHOOLS

Cigarettes and smokeless tobacco products are prohibited on Davenport School's premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in vehicles being used for the transportation of children, and while on field trips.

Staff

All Stepping Stones staff and volunteers undergo multiple background checks and child abuse record checks. Individuals are prohibited from involvement in the program when they have the following convictions or founded abuse reports:

- Founded child or dependent abuse that we determined to be sexual abuse
- Placement on the sex offender registry
- Felony child endangerment or neglect or abandonment of a dependent person
- Felony domestic abuse
- Felony crime against a child including but not limited to, sexual exploitation of a minor
- Forcible felony

Staff Training

All staff working in the Stepping Stones programs go through a comprehensive training period. All new team members will complete a program orientation, and complete the following trainings within 30 days of employment:

- Mandatory Child Abuse training
- Universal Precautions/Bloodborne Pathogens training
- Infant, Child and Adult CPR/First Aid
- DHS Essential trainings

All staff are required to attend 12 hours of mandatory staff development throughout the school year covering a range of topics such as behavior management, academic support, social/emotional learning and leadership training.