Alta-Aurelia
Statewide Preschool Program
Handbook
2026-2027

Program Policies and Procedures







Preschool Policies and Procedures

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Statewide Preschool Program
Program Policies and Procedures

I. WELCOME TO OUR STATEWIDE PRESCHOOL PROGRAM IQPPS 10.1

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.

II. MISSION, PHILOSOPHY, AND GOALS IQPPS 10.1

Mission:
The mission of the Statewide Preschool Program, a partnership of school staff, parents, and community, is to prepare students to develop maximum knowledge and skills to become life-long learners and responsible citizens. This will be accomplished by promoting academic and social growth in a challenging and caring environment.

Preschool Philosophy of Education:
The Statewide Preschool Program is based on the importance of children who are respected and valued in a nurturing, supportive and caring environment. We take an interest in all aspects of the children's development, both at home and at school. We work closely with families in helping the children achieve their potential, while letting them develop at their own pace. We implement Creative Curriculum, which aligns to the following objectives for development and learning:

- Social-Emotional (emotions and social skills)
- Physical (fine and gross motor skills)
- Language (communicates and listens)
- Cognitive (thinking skills)
- Literacy (pre-reading and pre-writing skills)
- Mathematics (number concepts)
- Science and Technology (asks questions about their surroundings and tools)
- Social Studies (understands self, people and places)
- The Arts (drawing, music, dance, drama)
- English-Language Acquisition (listening, speaking and understanding English.

Goals for Children:
- Children will show competence 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 at school
- Preschool will promote family involvement and collaborate with families and agencies..
- Families will work with the school in a meaningful partnership to help their children with early childhood development, socially, emotionally, physically and academically.
- Families will advocate for their children.

III. ENROLLMENT

Equal Educational Opportunity IQPPS 1.7
It is the policy of the Statewide Preschool Program not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, creed, religion, sex, age, color, national origin, gender identity, socio-economic background, 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 Equity Coordinator, Mr. Ben Schekirke. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wi, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the superintendent's office.

Eligibility
Children must be three years of age for the three-year-old program or four years of age for the four-year-old program prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available on the Alta-Aurelia Community Schools Website or the school secretary.

Hours *
The Statewide Preschool Program hours are established annually and will be communicated to parents at preschool registration or during the home visit. The Statewide Preschool Program will run from 7:45-3:15. There will also be no preschool on Fridays. This allows for parent meetings and home visits, planning time for the teaching staff on a weekly basis, and collaboration with community agencies. The preschool will follow the Alta-Aurelia Community School District calendar as much as possible.

Admission Criteria
Statewide Preschool Program is an early childhood education facility organized to serve the needs of the communities of Alta, Aurelia, and surrounding communities. The Statewide Preschool Program extends enrollment to children ages of three and four.

Children must have a complete application to be considered for preschool and are accepted according to established guidelines. They must have a Certificate of Immunizations before they are admitted. Physical and dental examinations are required.

Admission Procedure:
Follow the steps below:

1. Complete the enrollment forms and emergency information.
2. Have your child's physician fill out an original Certification of Immunizations.
3. Child's Birth Certificate
4. Any other forms required for enrollment.

Making friends, learning unfamiliar routines and trusting new adults are a tremendous task for a young child. Filling out all of the paperwork may seem time consuming and unnecessary, but it enables our staff to help your child make an easy transition and ensure a positive, secure experience.

Current Tuition Fees
The 3 year old, 4-day program tuition is $400 a month, the 4-year-old, 4-day program (Monday, Tuesday, Wednesday, and Thursday) is a charge of $200 due to extended hours. A lunch charge is assessed separately. ** Fees are subject to change. 4-year-old students may attend 10 hours per week free of

charge. These hours would be from 7:45 to 11:45pm. There is no half day program available for 3 year old students.

Waiting List

The Statewide Preschool Program may maintain a waiting list established on a first come, first served basis. When a space becomes available, the administrator contacts families that are first on the waiting list. The district may give enrollment preference to children from low-income families.

Dismissal Policy

Suspension and Expulsion Policy IQ4k

Alta Preschool strives to severely limit the use of suspension due to a child's behavior. Any suspension must be temporary in nature and used only as a last resort, when there is a serious safety threat that has not been reduced or eliminated by the use of interventions and supports that have been recommended by a mental health consultant or Early Childhood Special Education (ECSE) consultant, and staff need time to put appropriate services in place for the child to be successful.

Before it is determined whether a temporary suspension is necessary, staff must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.

If a temporary suspension is deemed necessary, staff must help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Staff must explore all possible steps and document all steps taken to address the behavior(s) and supports needed to facilitate the child's safe reentry and continued participation in the program. Such steps must include, at a minimum:

a. Continuing to engage with the parents, mental health consultant, and other appropriate staff, and continuing to utilize appropriate community resources;
b. Providing additional program supports and services, including home visits; and,
c. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate, or if the child has an individualized family service plan (IFSP) or individualized education program (IEP), consulting with the responsible agency to ensure the child receives the needed support services.

Expulsion from Alta's Preschool program is to be used as a last resort and only when there is a serious safety concern that cannot be reduced with reasonable modifications.

Staff must first implement supports, such as Early Childhood PBIS (Positive Behavioral Interventions and Supports) and individualized plans.

Parents have a constitutional right to notice and an opportunity to be heard before any expulsion or removal exceeding ten days.

Students with Individualized Education Programs (IEPs) cannot be suspended or expelled if the behavior is a result of their disability, and a manifestation determination must be held.

Disciplinary actions are not to be implemented in a discriminatory manner, and they should not disproportionately impact specific groups of children.

We determine the child's needs by using Developmental screening tools, observation, discussion with parents, as well as recommendations from the school counselors or AEA officials.

If it is determined that the child's continued enrollment presents a continued serious safety threat to the child or other children in the program, and it is determined that the program is not the most appropriate placement for the child, the program must work with the mental health consultant or AEA

ECSE, the parents, and the agency responsible for implementing IDEA (if necessary) to directly facilitate the transition of the child to a more appropriate placement.

Late Payment Policies
All accounts are supervised by the school's office, and all payment arrangements must be approved by the administration. If a payment is not made as agreed, your account is considered delinquent; this is grounds for termination of services. Please talk to a staff member, administrator, or the district superintendent if there are extenuating circumstances or if you would like to discuss payment arrangements.

Scholarships Available
Preschool tuition scholarships are available through Early Childhood Iowa for children from a wide range of family incomes who attend the Statewide Preschool Program. Please visit with the administrator if you would like to inquire about this scholarship. Students who fail to attend preschool on a regular basis may lose scholarship funds. Those receiving a scholarship are required to complete a lengthy E.C.C. questionnaire during the school year.

Withdrawal
Parents are asked to give the preschool two weeks notice of withdrawal. This enables the preschool to prepare your child and his/her friends for the transition and to fill the resulting vacancy. When withdrawing from the preschool, any tuition is due during the two-week notice period.

Address, Telephone Number, and Email Changes
Please notify the main offices in Alta or Aurelia with any address, home telephone number, work telephone number, cellular telephone number, or email changes as soon as they occur. This is essential in being able to contact a parent in case of an emergency. The Alta Elementary number is 712-200-1400 and the Aurelia number is 712-434-5595.

General Information IQPPS 5.1
Within the first week 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 Iowa Department of Health.
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The maximum class size is 16 to 20 children in each session based on square footage of the current location. A teaching staff-child ratio of at least 1:10 for 3 and 4 year olds and will be maintained at all times to encourage adult-child interactions and promote activity among children. **IQPPS 10.4**

Inclusion (Children with special needs) IQPPS 8.3 and 9.10
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. 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 (ADA) accessibility requirements. The local Prairie Lakes AEA 8 office provides additional services to our special needs population who meet the qualifying guidelines for services. Services provided include occupational therapy, physical therapy, speech, or hearing impaired services.

IV. A CHILD'S DAY

Who Works In The Preschool IQPPS 10.2
Program Administrator The Alta 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 **IQPPS 6.3**
A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement is assigned to the 4 year old preschool classroom. A full-time teacher with a 2 year Early Childhood degree is assigned to the 3 year old classroom.
Teacher Associate **IQPPS 6.4**
A full time or part time teacher associate in the classroom carries out activities under the supervision of the teacher. The teacher associate will have specialized training in early childhood education.
School Nurse **IQPPS 5.1**
The preschool will have the assistance of the school nurse. The current nurses are Mrs. Peg Hinkeldey in Alta and Mrs. Bekah Hansen in Aurelia. The nurse will maintain student health records by updating them quarterly, and attend to the health needs of the students while they are at school. The nurse is available for parent consultation when necessary.
Support Staff **IQPPS 8.2**
Prairie Lakes AEA 8 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 or others.

Daily Activities IQPPS 2.6
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:

Sample Daily Schedule:

School Arrival
Bathroom Break
Large Motor Time -Outside Time
Large Group
Small Group
Free Choice (blocks, fine motor, etc.)
Bathroom Break
Snack
Story Time and Free Time
Large Motor Time-Outside Time
Bathroom Break
Dismissal

Lesson plans for each week are developed at least one week in advance and may be posted in the classroom showing how these activities are incorporated into the daily schedule. Weekly notes will be sent home to families in children's backpacks and electronically, if parents desire.

Curriculum IQPPS 2.1, 2.2, 2.3
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.

The Creative Curriculum Model is used by the Statewide Preschool Program to assist our teachers in planning a classroom and outdoor environment. A wide variety of learning materials with curriculum goals in mind are provided so that no matter where the children choose to play, they are learning. The materials are all at the children's access level in containers or on hooks so children can get them

independently and also are able to put the materials away again. Children learn through direct, hands-on experiences with people, objects, events, and ideas. The Statewide Preschool staff, which understand how children develop and how to scaffold the important areas of learning in the preschool years offer guidance and support. Activities are adapted to meet the developmental level of all the children. 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 gender fair society. **IQPPS 2.5**

The environment is organized into a variety of interest areas, which might include: blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, computers and outdoors. These areas support children's development.

A large part of the child's day is spent in play. This is because preschool children learn best by exploring, experimenting and creatively using their imagination. Through play, children also learn to make choices, learn to share, practice language, express emotions and develop muscles and coordination. Other parts of the day may include: group time, small groups, music/movement time, story time, outdoor time, breakfast, lunch and snack/rest time where applicable.

The Creative Curriculum is the leading curriculum model used by early childhood programs. The Statewide Preschool Program also aligns curricula with the Iowa Preschool Early Learning Standards. **IQPPS 2.5**

Child Assessment IQPPS 4.1, 4.2, 4.3, 4.4, 4.7, 7.3, 7.5 (IQ4K)

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. 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. An initial assessment is conducted within the first 60 days of enrollment.

Children will be assessed by various components of the Creative Curriculum Model and the state's On-line GOLD Assessment. Parents will work with teachers to complete the ASQ:SE2 (Ages and Stages Questionnaire) within the first 60 days after the student is enrolled and annually thereafter. The information is used 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, and to indicate possible areas that require additional assessment.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. 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 from the Creative Curriculum assessments, the teacher feels that there is a possible issue related to a developmental delay or other special need, she 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 district problem solving 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 problem solving team is available and functional for all students and teachers in the building.
- A request made to Prairie Lakes 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.

This program only serves preschool aged children (3-5 years old) and all are screened with the ASQ:SE2

Program Assessment - IQPPS 4.8, 6.1, 6.4, 6.5
Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and the district's school board. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy IQPPS 3.7, 9.2 (IQ4K)
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, washing hands, or who are in the library area, etc.). During time away from the class (field trips/walks) or during transitions teachers and associates are responsible for supervising a smaller group of students. Staff will have a class list and will use name-to-face recognition every few minutes to make sure that all children are accounted for. Extra staff or parents may be asked to attend field trips to help provide more supervision if needed. Parents will be required to follow all visitor requirements. Preschool staff are required to take the essentials of Childcare training upon hire and expected to practice active supervision at all times. Active supervision involves - setting up the environment so all teachers are able to see students from any area in the classroom, our classroom is set up to help avoid blind spots as best as possible. Staff are moving around the room to scan and count - to ensure all students are present throughout the day; anticipation of student behaviors in various settings - ensures student safety while in attendance; staff positioning - staff are always positioned where they can see every child and area of the room or outdoor space, staff avoid turning their backs to students whenever possible. Because all preschool rooms are outside at the same time, there are many staff outside to watch children. Some staff are moving and watching. Some staff are stationed at areas that may need more supervision such as slides or swings; If water is present in a sensory bin staff maintain touch supervision, by a teacher or associate always remaining at the table during play; Listening - staff pay attention to the sounds in the environment such as cries, calls for help, or quiet; engage and redirect - staff are involved with children to encourage positive behavior and provide immediate correction or instruction. Staff use a class list, call each child's name and look at them to determine whether all students are present during drills, taking attendance, general spot checks or field trips. Preschool classes do not go near bodies of water.

Missing Child Policy
Alta staff use their knowledge of each child's development and abilities to anticipate what they will do and redirect when necessary. Staff also use active supervision practices such as scan and count, listening, and staff positioning to monitor children in all situations. Our playground is fully fenced in and our school has cameras in all hallways and group rooms, such as the lunch room. In the event of a missing child, staff will immediately check sign in/out logs, followed by a sitewide search (including all indoor and outdoor areas). If not found, staff will notify administration and parents as well as local law enforcement will be contacted. A description of the child and their last known location will be reported to administration, parents, and law enforcement as well as the Iowa Department of Health and Human

Services (HHS) and the Child Abuse Hotline. Staff are also required to fill out an incident report to be kept in the child's file and reported to HHS as needed.

Child Guidance and Discipline and PBIS (Positive Behavior Intervention Support) IQPPS 1.3, 1.8, 1.9, 3.6

Positive Behavior Intervention Support is an approach for changing a child's behavior based on humanistic values and research. It offers an approach for developing an understanding of why the child has challenging behavior and teaching the child new skills to replace inappropriate behavior. PBIS offers a holistic approach that considers all of the factors that impact a child and the child's behavior. It can be used to address challenging behaviors that range from aggression, tantrums, and property destruction to withdrawing or repetitive behaviors. All preschool staff are trained in PBIS upon hire and every two years after.

Teaching staff will equitably use positive guidance, redirection, and 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.

Inappropriate Behavior

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential inappropriate behaviors. They evaluate and change their responses based on individual needs. When children have inappropriate behaviors teachers promote prosocial 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 problem solving 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. (6) Staff create discipline reports through JMC that are sent to both parents and administration.

Prohibited Practices
The program does not, and will not at any time, employ any of the following disciplinary procedures in accordance with State law and program policies:

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

A copy of the discipline policy is sent home with parents at the beginning of the school year. Staff are trained upon hire and annually thereafter on the program's discipline policies and expectations.

Water activities IQPPS 5.7 (IQ4k)
We have a water table in the classroom for children to stand and 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, water will be changed daily for health and safety reasons. We do not participate in swimming pool activities. Staff will supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Foods and Nutrition IQPPS 5.9,5.10, 5.11, 5.12, 5.13, 5.14, 5.15, 5.16, and 5.17
Attitudes about food develop early in life. The food children eat affects their wellbeing, 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.

Two food groups will be represented at each snack time as outlined in USDA guidelines. A written snack menu is posted in the classroom and available to families. 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. **Homemade treats may not be given at school**. Only store purchased wrapped treats or fruit/vegetables may be used. We strongly encourage healthy nutritious snacks. 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. The preschool will follow the CACFP (Child and Adult Care Food Program) guidelines regarding food and healthy diet.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program in an individualized care plan prepared in consultation with family members and specialists involved in the child's care (including the school nurse). Children with food allergies shall be protected from contact with the problem food.
High-risk foods, often involved in choking incidents, will not be served. Also, food with an expired date will not be served to children. The staff will check all food and food packages for expiration dates and discard food past the expiration date. Children are able to bring a cold lunch from home as long as it meets food guidelines using my plate.

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 IQPPS 5.4, 9.1, 9.5-9.8, 9.12
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. Our outdoor equipment allows for gross motor activities along with sensory activities such as sand play and are enclosed with a fence. That play equipment is safe, protecting injury from children. The outdoor play area accommodates abilities, needs and interests of each age group the program serves. We use Weather Check-in guidelines 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 indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

In order to make sure that your child can play comfortably outside it is important to dress them according to the weather. When it is cold outside he/she needs a warm coat, mittens or gloves and a hat (labeled with your child's name). 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.

Playground Equipment (IQ4K)
Alta's preschool playground is arranged to allow for constant staff supervision. The playground equipment was installed according to the manufacturer's instructions including anchoring. It will maintain 12 inches of protective surfacing (rubber mulch) that extends six feet in all directions from all equipment, as per the *Caring For Our Children* Appendix Z.. Equipment is age appropriate, securely anchored and checked daily for hazards such as entrapment, sharp points and S hooks. Staff document playground assessment using a weekly checklist and any problems are noted and repaired as soon as possible, including: missing or broken parts, protrusion of nuts and bolts, rust and chipping or peeling paint, sharp edges, splinters and rough surfaces, stability of handholds, visible cracks, stability of non-anchored large play equipment, wear and deterioration, safety hazards such as broken bottles and toys, discarded cigarettes, stinging insect nests and packed surfacing under frequently used equipment like swings and slides, and fall surfacing is at the required depths in all use zones. All staff are trained in playground safety measures upon hire and once a year thereafter.

Strangulation Prevention (IQ4K)
Cords and strings that hang and are long enough to go around a child's neck are not used in the three year old classroom. If a child brings a string or cord from home it will remain in their backpack or with the teacher until the end of the day. Blinds are not present in the classroom. Dramatic play items with handles or straps are age appropriate and do not have long cords. Any and all play items such as scarves and toys with strings/cords/straps are used only under supervision of the teacher, and monitored for strangulation hazards. Necklaces and ties are not used in 3 year old classrooms, and if they are brought from home they remain in backpacks or with the teacher until the end of the day. Hood and neck strings are to be removed from all clothing that contains them. If a child comes with one that cannot be removed then the clothing will be removed and left in the child's backpack. If the teacher chooses to wear a lanyard it is required that they are breakaway, so if a child pulled on it the lanyard would break off.. Lanyards are used for lunch tickets, but the teacher carries them and the children do not have access to them. Pacifiers are not used in the program.

Clothing, Labeling, and Supplies IQPPS 5.4
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. 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. Due to safety concerns, backpacks should fit the child as inappropriate size backpacks can cause back trauma over time. A list of school supplies will be distributed at back to school registration.

Toilet Learning IQPPS 5.5

Toilet learning is an important time in a child’s development. 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.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 5:
   - For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and outer covering are changed as a unit.
   - Cloth diapers and clothing that are soiled are immediately placed in a plastic bag (without rinsing for 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 only.
   - 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 due to the risk of spreading infectious diarrhea.

Objects From Home (i.e. toys, etc.)

Because the preschool program provides ample toys and learning materials for your child, we ask that children not bring toys from home to preschool. 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. It is very difficult for a child to share his/her toy and even harder to understand if it is broken or lost.

Weapon Policy IQPPS 10.5

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*; i.e., squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items including knives, etc. Violation may result in a student suspension/expulsion.*

Classroom Animals and Pets

No live animals are to be in the Statewide Preschool Program classrooms at any time.

If you, as a parent or legal guardian, want to bring your family pet to share with your child’s classroom you are welcome. However, all animals must remain outside the school buildings during the visit. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella.

Birthdays IQPPS 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. Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Those who have summer birthdays are welcome to choose a month to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

V. COMMUNICATION WITH FAMILIES IQPPS 7.1

The program will promote communication between families and staff by using written notes as well as informal conversations, School Status Connect or e-mail. Families are encouraged to send written notes or text messages with important information so all the staff who work with the child can share the parent's communication. 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 - School Status Connect, email, in person, notes, or phone calls.

Open Door/Visitor Policy IQPPS 7.2, 7.5 IQ4k

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. Parents are encouraged to volunteer in the classroom. We also encourage you to get prior approval from the teacher before volunteering just in case a special activity is planned. Upon arrival all visitors will be checked in, by the secretary in the office using a valid ID and the Raptor ID system. This system records the visitor's name and signature, contact information, date and time of arrival, reason for the visit and time of departure. The visitor is printed a name tag that must be worn at all times.

Arrival and Departure of Children IQPPS 10.9 IQ4k

When bringing your child to school, we ask that you pull into the North parking lot beginning at 7:45am and pull around to the preschool doors. Parents must help their child out of the vehicle and a staff member will take them into the building to prevent 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. If you need to speak with a teacher at drop off time please pull into a parking spot. Children will be signed in, on a daily sign in sheet, by the teacher every morning, noting the time and who dropped the student off. If a child has not arrived by 8:30 and no contact has been made, the teacher will contact the parent via School Status Connect, if there is no reply within 15 minutes time the teacher will contact the office. The office will then take over attempting to contact the family and locate the child. If the school is unable to contact parents the students' emergency contact will be called. If after one hour the child is not located Law enforcement will be contacted. No child will be permitted to leave the building without an adult. **Please do not arrive before the usual starting time – the teachers need time to prepare for the day. When you pick up your child, please be prompt. Please come early enough to enjoy watching what your child is doing during that time of the day.** Children will be signed out to an adult, by the teacher at the end of the day, on the daily sign in sheet noting the time and who the child was released to. Children attending the afterschool program will be signed out accordingly.

All parents will be asked to complete a pick up/drop off permission card. Cards will be kept up to date. Any changes to the card must be done in writing or phone call. Anyone picking up a child at the center must be listed on the pick up/drop off card. Students will not be released to any individual under the age of 16. Please send a written note to or make a phone call to your child's teacher to notify us of changes in pick-up.

In the interest of students' safety, parents/guardians/authorized individuals are requested to report directly to the office when picking up their child early rather than waiting in the car. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and inform the secretary about a special circumstance regarding the absence.

If your child rides the school bus to school (students enrolled in 4 year old preschool **ONLY**), teaching staff will go to each bus as it arrives to greet and assist the student off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

When all children have arrived, teaching staff at the preschool 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

Transporting preschool children is available to parents. We will only transport students enrolled in 4-year-old preschool, before school and after school, if they ride with an older school age student. Parents of students enrolled in the 3 year old program must transport their child to and from school.

The following policy has been established for children transported to and from preschool including field trips:

Transportation Policy

1. All children attending the preschool center will not be transported until a parent/guardian makes arrangements with the district's transportation director. Bob 712-299-0804.
2. Children should be dressed and ready when the bus arrives.
3. Parents/guardians must notify the transportation director if the child is not riding the bus.
4. If no one comes out, after waiting two minutes the bus will leave.
5. If there is to be a change in pick-up and delivery, WRITTEN NOTICE must be given to the driver one day in advance, if possible. Not all changes will be approved. It will depend on how it changes the established bus route.
6. In case of emergency, call the school to let them know if a child is to be left elsewhere.
7. NO toys, food, or drinks are allowed on the bus.

Please make sure your child goes to the bathroom before getting on the bus.

Bus Discipline Policy

Our philosophy is:

- All children need to behave appropriately and safely while on the school bus.
- No child's behavior will interfere with the safety of other children on the bus or the performance/safety of the bus driver or bus aide.

When riding the bus children will sit with their backs against the seat and their feet in front of them. Be asked to use "inside" voices on the bus. Keep all body parts and objects inside the bus. Keep their hands, feet, and book bags to themselves. Children will not use inappropriate language, rude gestures (such as name calling, teasing), and no one will damage the bus in any way.

<u>If a child chooses not to follow a guideline, then one or more of the following consequences will be applied.</u>

1. Bus driver will give a verbal warning.

2. Parents/guardians will be informed of the child's behavior and a contact record will be completed as documentation of the conversation.
3. A meeting will be held to include parents/guardians and all appropriate personnel.
4. If suspension of bus privileges occurs, parents/guardians will be responsible for transporting their child.

For children who have special needs for transportation, the preschool program will use a plan based on a functional assessment of the child's needs related to transportation accommodations indicated in the child's Individualized Educational Plan will be implemented as described.

Field Trips IQPPS 9.12
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 Alta-Aurelia Community School buses are used for these field trips. Parents will be informed of each field trip through a newsletter and signs posted in the classroom well in advance. A parent or legal guardian must sign a general field trip consent form at back-to-school registration. Please let the preschool teacher know if you do not want your child to participate in a particular field that is planned. Adult family members are asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. Before every trip, the teaching staff will instruct children and all adults using the bus about the 10-foot danger zone around the vehicle where the driver cannot see.

During the field trip, all children will wear identifying information that, for children, gives the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips and outside. Children will be counted every 15 to 30 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 Statewide Preschool Program are expected to be in school for the full session and are expected to be punctual in their arrival and departure. 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. The phone number for the Alta office is 712-200-1400 and the Aurelia office is 712-434-5595.

A four-year-old child enrolled in the Statewide Voluntary Preschool Program (SWVPP) is of compulsory attendance age unless the child's parent submits written notice to the district of the intent to remove the child from the program (Iowa Code 299.1A). This allows districts to remove children not regularly attending from the program's enrollment roster.

Ethics and Confidentiality IQPPS 6.1
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. All teaching staff will receive training on ethics and confidentiality as part of their orientation.

Children's Records IQPPS 6.1
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 United States 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 the board secretary at our Central Administration office. The number is 712-200-1010.

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.

Preschool Advisory Committee
The Statewide Preschool Program has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group will meet/conference once during the year to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher or building administrator know if you are interested in being part of the Preschool Advisory Committee.

Grievance Policy
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 or building administrator. If additional help is needed, either party may ask for the assistance from the Program Administrator, Sherri Anderson at 712-200-1400 and Taylor Boeckholt 712-200-2000. If you remain dissatisfied, you may contact the Superintendent of the Alta-Aurelia Community Schools.

VI. FAMILY INVOLVEMENT IQPPS 7.1, 7.2
The Statewide Preschool Program 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. Visiting family members must sign-in and out in the office using the RAPTOR identification system (this requires your driver's license).
Teachers and administrators 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. Four year old **Home visits** are conducted at the beginning of the school year and during the year. Home visits will be scheduled during back-to-school registration in August. Family teacher conferences are held in both the fall and spring, as well as when either party requests. At least one Family Night is held during the year. 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 rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

Statewide Preschool Program invites you to become involved by supporting 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; attending family meetings; returning all forms, questionnaires and so on promptly; attend Family/Teacher conferences in the Fall and Spring semesters; take time to read the family bulletin board; check your child's backpack each day; participate in field trip activities; share any of your families' cultural traditions, celebrations, or customs; 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, running errands, setting up before the event, or cleaning afterwards; and serving on the Preschool Advisory Committee.

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.

Non-discrimination Statement
It is the policy of the Alta-Aurelia Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, physical traits, gender identity, national origin, gender, disability, religion, age, political party affiliation, socioeconomic status, or actual or potential parental, family or marital status in its programs, activities or employment practices. Questions or grievances related to this policy may be addressed to the district's Equity Coordinator Mr. Ben Schekirke at 712-200-1400.

Four Year Old Home Visits
Home visits are made prior to the start of school. 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. Home visit registration is available at the Alta-Aurelia Community Website under the Alta Elementary tab.

Family Teacher Conferences
The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information about the classroom, and whether you have new or different goals for your child. 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.

Family Night
Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. Based on results from a family survey, the teaching staff will select a topic for the evening.

Transitions IQPPS 7.9, 7.10
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. Kindergarten Roundup meeting is held each year in April.. Notification of roundup is sent home to all eligible kindergarten aged students.

VII. HEALTH AND SAFETY

The Statewide Preschool Program 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.

Physical Exam
Physical examinations are required.

Health and Immunization Certificates IQPPS 5.1
All preschool children must submit documentation of proper immunization prior to enrolling in preschool. As per Iowa State Department of Health, children must have received the following vaccinations. All children must have their immunizations up to date and cards turned in before starting school. Religious exemption is available if necessary.

4 Vaccines of DtaP or DTP
3 Vaccines of Polio
1 Vaccine of MMR (measles, mumps, rubella)
3 Vaccines of Hib or 1 after 15 months of age
3 Vaccines of Hepatitis B (not required for preschool, but required at the Kindergarten level.)
1 Chicken Pox (varicella)
4 Prevnar

Dental Exam
All enrolled preschool children are encouraged to have a dental examination to ensure proper dental health. Students entering kindergarten are now required to have a dental exam prior to enrollment. Tooth-brushing is not required if the only food provided is a snack. However, staff may provide tooth-brushing instruction as part of the health instruction.

Caring for an Injured Child
Staff are trained in First Aid and CPR and will treat minor injuries on the spot. An incident report will be completed and, if necessary, the parent will be notified based on the seriousness of the injury.

For more severe injuries requiring medical attention, the child will be taken to the designated hospital while the parents and family physicians are being notified.

If an injury results in spilling of blood or any other body fluid, staff will wear gloves and clean up appropriately while keeping other children out of reach.

Insurance
The preschool is aware that when there is a large group of children playing together there may be some accidents. Thus, the school encourages parents to have insurance. The state of Iowa does offer insurance through the HAWK-I insurance program with low premium insurance options for families that cannot afford regular insurance costs. See the school administrator for an I-HAWK brochure.

Blood Borne Pathogens 5.19
In accordance with regulations governed by OSHA, all persons handling any item contaminated with body fluids will wear rubber gloves. For example: changing diapers, clothing soiled with urine, stool, vomit or blood.

Head Lice
Head lice are tiny insects that live in human hair. Assume that there are lice in the school/community at all times of the year. It is the parent's responsibility to screen their own children. Confidentiality will be maintained. Instructions for treating lice and home are available in the nurse's office.

Health and Safety Records IQPPS 10.8, 10.10
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.

Child Health and Safety Records will include: **IQPPS 5.1**

1. 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;
2. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
3. Names of individuals authorized by the family to have access to health information about the child;
4. 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); Refer to the school nurse.
5. 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 **IQPPS 10.14**
6. 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 will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

Illness Policy and Exclusion of Sick Children IQPPS 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
- 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.

Please notify staff if your child has been or is exhibiting any of these for a known reason, such as being on an antibiotic, recently received a tetanus shot, etc. other than illness: such as diarrhea from medication or fever from immunization. Please alert your preschool center staff so they can work through the situation with you. You may still need to take your child home if the condition becomes severe.

Your child must also stay home for at least 24 hours after the doctor prescribes a medication for a contagious infection. Check with your physician or call the school nurse if you are not sure.

Reporting Communicable Diseases IQPPS 5.4

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. A communicable disease chart will be sent home at the beginning of the school year.

Medication Policies and Procedures IQPPS 5.8 and 5.10

Administering Medications

If your child's condition requires that a staff member give prescribed medications or treatments, you must bring it in the original container from the pharmacy or doctor's office. You can ask your pharmacist to divide the prescription so as to have a container at home and one to be left at the preschool center. The various pharmacies in Algona will provide you with two bottles if you ask for them. State that one container is to be kept at school. The container must be clearly marked with the child's name, frequency and amount to be given. You must fill out a signed "School Medication Authorization and Instruction Form" prior to staff giving medication. A form is available at your child's school nurse or school website.

Please give all medication to the main office, nurse, or to the preschool staff. Children must not handle medicines. This includes all prescription medication as well as any over the counter medications (ointments, creams, cough drops, inhalers, pain relief medication) that your doctor has ordered and authorized. Medication is kept either in the main office or the nurse's office.

The preschool center will designate one person to be responsible for giving medications to your child. Each time a medication or application is given, the person administering will record time and sign their name on a form kept for your child's record. Medicine is dispersed by the school nurse or the building secretary. In some cases, the preschool teacher or the principal may also disperse medication.

Over the Counter Medications

Over the counter medications will only be given with a statement from your doctor. If your doctor suggests a non-prescription medication, the doctor must sign a statement giving the name, dosage and frequency of the medication to be used. A "School Medication Authorization and Instruction Form" with parent signature is also required. Medication must be in its original container.

Cleaning and Sanitization IQPPS 5.12 and 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 the proper non-toxic solution. **IQPPS 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 proper cleaning and sanitation procedures.

Hand Washing Practices IQPPS 5.6 and 5.18
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. Children and adults wash their hands upon arrival for the day, after handling soiled items or body fluids, before and after meals, playing in the sand or water table, and handling pets or animals. Proper hand-washing procedures are followed by adults and children and include using liquid soap and running water; and rubbing hands vigorously for at least 10 seconds, 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 are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit IQPPS 9.12
A first aid kit is located in the preschool classroom. 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, Fire and Tornado Drills IQPPS 9.13 & IQPPS 10.13
A fire extinguisher is installed in 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. In compliance with the Iowa Department of Education, the children will participate in two mandated building-wide fire drills, and tornado drills each semester.

Medical Emergencies and Notification of Accidents or Incidents IQPPS 10.13
The Statewide Preschool Program has in place safety procedures that describes 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; and list of CPR/First Aid experienced persons in each building

All staff will have immediate access to a telephone or the intercom system 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 the 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.

Inclement Weather
In the event that preschool must be closed due to bad weather, we will put out notifications through our facebook page, instagram, and twitter page with all school closings and early dismissals. Parents will not be called individually to let them know that school is closing.

Protection From Hazards and Environmental Health IQPPS 9.12, 9.16, and 9.17
Staff will protect 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 has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintains 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 IQPPS 9.13 (IQ4K)
In compliance with the Iowa Smokefree Air Act of 2008, the Statewide Preschool Program buildings and grounds are smoke free this includes tobacco, nicotine, electronic cigarettes, and vaping. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the preschool classroom 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. This includes the playground areas, staff vehicles on school grounds, or any school vehicle used to transport children. All staff are prohibited from wearing clothing that smells of smoke while working with students.

Child Protection Policies IQPPS 10.6, 10.7
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. The school district has designated Mr. Taylor Boeckholt as the Level 1 investigator and he can be reached at 712-200-1400.

Missing Child IQ4k

Alta staff use their knowledge of each child’s development and abilities to anticipate what they will do and redirect when necessary. Staff also use active supervision practices such as scan and count, listening, and staff positioning to monitor children in all situations. In the event of a missing child, staff will immediately check sign in/out logs, followed by a sitewide search (including all indoor and outdoor areas). If not found, staff will notify administration and parents as well as local law enforcement will be contacted. A description of the child and their last known location will be reported to administration, parents, and law enforcement as well as the Iowa Department of Health and Human Services (HHS) and the Child Abuse Hotline. Staff are also required to fill out an incident report to be kept in the child’s file and reported to HHS as needed.

Custodial Rights

The Statewide Preschool Program complies with all court-mandated custodial orders. Staff must release a child to either biological parent, unless we have a copy of the custody order or court document on file. If there is no court document available and if there is any doubt that the child should leave with the parent, staff may choose to call the custodial parent/guardian/entity and/or the police department. It is in the best interest of the child that parents notify us immediately of any family changes that could be a potential problem. We are bound by confidentiality policies not to discuss or give out information on children to anyone else, but we do ask parents to confide in us when necessary.

Substance Abuse

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

Volunteers IQPPS 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, the elementary principal, or our office secretary if you would like to be a school 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 IQPPS 10.15 - 10.20

General Information

The Alta- Aurelia Community School District has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. 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

The preschool program required all paid preschool staff and for all volunteers who work more than 40 hours per month and have contact with children to have an initial employment physical as required by the Iowa Department of Education. A current health assessment (not more than one-year-old) must be completed before an employee starts work or before a volunteer has contact with children.

First Aid/CPR Certification 5.2

Employees will be required to complete the necessary First Aid and CPR certification requirements as outlined by the IQPPS.

Orientation IQPPS 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; and regulatory requirements.

Staffing patterns and schedule IQPPS 10.4

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 for 4 year old preschool and for 3 year old preschool.

Staff development activities IQPPS 6.5, 6.6, 8.4, 10.15

Personnel policies provide staff time for 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. Staff are expected to attend all staff training and meetings throughout the year. Training will focus on early childhood topics such as assessment tools or other areas relevant to the program and community. Staff development is held each Friday throughout the year.

Evaluation and Professional Growth Plan IQPPS 6.5, 6.6

An appropriate building or program administrator evaluates all staff members at least annually. 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.

All Policies are subject to change at the discretion of the Alta-Aurelia School Board.