

His Little Ones Preschool Handbook

Play, Learn, and Grow Together

Program Policies and Procedures

His Little Ones
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If you are in need of help reading or understanding these policies or need to have them interpreted for you, please let us know.

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I. WELCOME TO HIS LITTLE ONES PRESCHOOL

IQPPS 10.1

His Little Ones offers children opportunities to construct their own knowledge as they participate in a broad range of activities. Our curriculum, *The Creative Curriculum for Preschool*, immerses children in quality real life experiences, creative expression, hands-on opportunities, and a balance of quiet and active times, indoor and outdoor activities and individual, small and large group settings.

The St. Patrick's Preschool program uses the Iowa Quality Preschool Program Standards, the Iowa Early Learning Standards, and the Iowa Core Curriculum as administered by the Iowa Department of Education as a guideline for the program. We are a part of Iowa's Voluntary Preschool Initiative in the Sheldon School District and have been certified as such.

II. MISSION, PHILOSOPHY, AND GOALS

IQPPS 2.1, 10.1

Mission Statement:

To inspire and nurture the love of learning in young children and their families.

His Little Ones Preschool, together with parents and the community, will provide a supportive and caring, yet challenging environment.

Beliefs of St. Patrick's School:

We believe:

- Learning is a life-long process.
- Everyone can learn.
- Everyone has the right to a quality education.
- Everyone is entitled to an environment in which he/she can learn.
- Everyone can be intrinsically or extrinsically encouraged to learn.
- Everyone deserves to have his/her basic needs met.
- Everyone deserves to be treated with dignity and respect.
- Everyone deserves the opportunity to discover and develop his/her capabilities.
- Everyone needs to experience success.
- Everyone needs to express his/her physical, social, and intellectual abilities in an appropriate manner.
- Everyone has a contribution to make.
- The future is affected by today's thoughts, actions, and ideas.

The program's goal is to provide a developmentally appropriate high quality preschool program meeting each child's needs. 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.

III. ENROLLMENT

Equal Educational Opportunity

It is the policy of the St. Patrick's School not to discriminate in its education programs or educational activities based on sexual orientation, race, religion, color, national origin, marital status or disability.

Eligibility & Tuition

His Little Ones Preschool serves children who will be 3 but not yet 6 prior to September 15th of the current school year. Children must be four years of age and not turn five prior to September 15th to qualify for free tuition. Children who are three but not yet four or turn five by September 15th of the current school year will be charged \$160 per month tuition. Statements will be sent by the St. Patrick's office.

Preregistration will begin in the spring of the year. Registration materials are available online at stpatssheldon.org, from the preschool, or St. Patrick's secretary and are due by April 30th. All other forms are due before school starts including birth certificate, physical, immunizations, emergency contacts, medical and general permissions.

Our classroom capacity is twelve children, and a wait list will be maintained when that number is reached. Priority will be given to children who will be four by September 15th of the current year.

Hours

Children generally attend on Monday through Thursday from 8:10 a.m. to 11:20 a.m. This allows for cleaning, planning time for the teaching staff, professional development, and collaboration with community agencies on Fridays. The preschool follows the Sheldon Community District Partner Preschool calendar, pending finalization of the district calendars and available bussing.

Teaching Staff/Student Ratio

IQPPS 10.4

A teaching staff-child ratio of at least 1:10 will be maintained at all times for safety, to encourage adult-child interactions and to promote activity among children. The St. Patrick's principal will maintain a current list of available substitutes for both the teacher and aide.

Inclusion

IQPPS 9.10

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

Dismissal Policy

His Little Ones has the right to dismiss a child if the child:

- is continually abusive to other children, staff or property
- endangers their own safety or safety of others
- is habitually unresponsive to adult direction
- uses foul or abusive language or actions to other students or teachers
- if the parent fails to pay tuition fees
- if the parent fails to pay tuition fees

The parent will be notified by the administrator if any of these situations are occurring and that they could lead to a dismissal. This contact will be documented in writing. If the problem continues to occur, a conference will be held and a behavior plan will be established between the parent, staff members and board members to correct the situation. If the plan does not succeed, the preschool center will give one-week notice of the termination of services.

IV. ENVIRONMENT

Teaching & Support Staff

IQPPS 6.2, 6.3, 10.2, 10.12

Program Administrator St. Patrick's principal is designated as the program administrator supervising the preschool program at St. Patrick's. The principal meets all qualifications described by the state of Iowa. The principal at East Elementary is the administrator of the Sheldon Community District Preschool Program and meets all qualifications described in the Iowa Quality Preschool Program Standards.

Director: The director of the three-year-old program meets the qualifications of the Iowa Department of Human Services.

Teacher: A teacher licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement is assigned to the preschool classroom.

Aide: An aide in the classroom carries out activities under the supervision of the teacher. The aide will have specialized training in early childhood education.

School Nurse: Health records maintained by the St. Patrick's School Nurse. Routine screenings such as hearing and vision, and dental may be conducted by the school nurse, AEA staff, or local doctors or state healthcare professionals.

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

Volunteers

IQPPS 10.15

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher or our office secretary if you would like to be a school volunteer. If you have a special talent to share, please let us know.

Supervision Policy

IQPPS 10.11, 10.12

The preschool teacher will complete the following daily safety checks indoor and outdoor:

- Heat/air conditioning, toilets, etc. in working order.
- All cleaning supplies/poisons out of children's reach and stored properly.
- Indoor and outdoor classroom and materials checked for cleanliness/broken parts, etc.
- Supplies checked - first aid kit, gloves, soap, paper towels, etc.
- Daily monitoring of environment - spills, sand, etc.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

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

Arrival and Departure of Children

IQPPS 10.9

When arriving and departing the preschool building, we ask that you park in the street, but you may also park in the driveway next to the alley and the west stall of the garage. Please refrain from blocking the alley as it must be clear for busses. Adults must accompany children into a building at the beginning of the day and leave their child in the care of St. Patrick's teaching staff at either building.

No child will be permitted to leave the building without an adult. Other than parents or legal guardians, only persons with prior written authorization will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, may be asked to present photo identification before a child is released to them.

If your child rides the school bus to school, teaching staff will be at the main building 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. Children will wear name tags the first few weeks of school, when there are any changes in destination to ensure safe arrival to their destination, and any other time deemed necessary. Please return the nametags in your child's folder each day.

Transportation

The Sheldon Community School District will provide school bus transportation for preschoolers within their policy. Sheldon currently does not offer transportation to and from school for three year olds. Parents or legal guardians may request transportation at enrollment and with 24-hour

notice if the need arises, indicating the pick-up and drop off address, the name of the responsible person at that address, and emergency contact information for all parties involved. Children will be picked up at school bus stops in Sheldon, Archer, and Ashton, or at rural addresses. At the end the day, children will be dropped off at bus stops, registered day cares, or rural addresses when an adult is waiting outside to meet the student.

Field Trips

The teacher will plan field trips to reinforce concepts taught in the classroom. Sheldon Community School buses or private vehicles will be used for these field trips when we cannot walk. Parents will be informed of each field trip through the monthly calendar, the weekly newsletter, or a note. A parent or legal guardian must sign a blanket consent form for trips in the city limits for each child at registration. Special permission slips will be sent home for trips outside the city limits such as a farm visit. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone or unsupervised by an adult. When private vehicles are used, drivers must meet qualifications set by the Sioux City Diocese including insurance, car restraints, and Virtus training. Should you choose not to have your child participate in a field trip, please find alternative care for that school day.

Attendance

Students who are enrolled for at His Little Ones Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others. Please call the preschool classroom 324-4001 with the reason for an absence no later than 8:00 A.M. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

Outside Play and Learning

IQPPS 5.4

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 and be active. 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 outdoors. When the air temperature or wind chill falls below 10 degrees, there is thunder, or it is raining or sleeting we will not go outdoors.

Clothing

In order to ensure that your child can play comfortably outside it is important to dress him/her 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). Once snow has fallen, we will need boots and snow pants, also. 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. Please have your child wear appropriate clothing to school as sometimes they will need to walk outside in less than ideal conditions. This includes boots, hats, and mittens in winter and appropriate outerwear year-round.

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. No flip flops or backless shoes are allowed. 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. No drawstrings are allowed on clothing and coats to prevent choking hazards. All families are asked to provide an extra set of clothing for their child in case of illness, an "accident" or getting wet or soiled during play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes and place in a clear gallon zipper style bag which has been clearly labeled.

Objects from Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you do not allow toys brought from home. The program cannot be responsible for lost or broken toys brought from home. When such a request has been made to bring something, please be sure to label said item.

Child Guidance and Discipline

IQPPS 1.1- 1.9, 3.2, 3.4-3.6

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 using Positive Behavioral Interventions and Supports and the Second Step Curriculum. Teaching staff will equitably use positive guidance, redirection, and strategies 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. 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.

The staff anticipates and takes steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, the staff promotes pro-social behavior by:

- interacting in a respectful manner with all children
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group

- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all children and encourage more acceptable behavior. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Snacks, Water, and Nutrition

IQPPS 1.3, 5.9- 5.17

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Children may choose to have snack daily anytime between 8:45 a.m. and 9:40 a.m. to allow children time to eat and allow the area to be cleaned and sanitized. Our snack table is set up to encourage the promotion of self-help skills and the practice of good manners. The preschool serves a variety of nutritional snacks and encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Staff discards any foods with expired dates. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program in an individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the facility to serve as a visual reminder to all adults who interact with the child during the day.

Clean, sanitary drinking water is made available to children throughout the day. Water bottles will be purchased at the beginning of the year. Each child will have a bottle labeled with his/her name and placed in the refrigerator.

The school 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.

Birthdays

IQPPS 5.10

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring

treats for the class on their birthday may do so. Food must be sent in original packaging as purchased. We can prepare some foods with prior approval. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school. If your child wishes to give a gift to another child, it must be done outside of school. Parents will be notified if there are food allergies in the room and purchases need to be modified.

V. CURRICULUM AND ASSESSMENT

Curriculum

IQPPS 1.7, 2.1 - 2.30, 3.12, 5.13

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 meet each child's needs and support them in reaching the next level of development. 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.

The preschool program uses Creative Curriculum, a research and evidence based comprehensive curriculum. It addresses all areas of early learning; social emotional, physical, cognitive, language, literacy, math, science, social studies, and the arts.

When possible, children will be engaged in long term studies based on the interests of the children. Studies may include, but are not limited to, balls, boxes, animals, construction, clothing, rocks, and bugs. Studies may last a week, a month, or more ending in a celebration of our learning.

Daily Activities

A consistent yet flexible daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Weekly newsletters will include various activities available to each child that week.

Our children are engaged in learning through:

- Large, Small Group, and Individual Activities
- Self-directed Play
- Snack
- Literacy Experiences
- Blocks
- Dramatic Play
- Toys and Games
- Art
- Discovery/science
- Sand and Water & Sensory
- Music and Movement

- Cooking
- Content area activities such as math, social studies, and literacy
- Computers and other technology
- Planned Outdoor and Indoor Activities
- Long-Term Projects

Daily Schedule

Our daily schedule is flexible based on interest level, length of planned activities, or unexpected teachable moments such as the street cleaner going by, the alley being graded, or a new discovery. Times listed are approximate.

8:00-8:15 arrival/jobs
 8:15-8:25 Morning meeting & study focus
 8:25-9:50 Choice & snack
 9:50-10:10 Small group/individual
 10:10-10:20 Music & Movement & Second Step Lesson
 10:25-11:00 Outdoor or indoor large motor
 11:00-11:15 Read aloud & review the day
 11:20 Dismissal

Assessment

IQPPS 2.5, 2.6, 4.1-4.9, 7.3, 7.5

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

The Iowa Voluntary Preschool Program requires all preschools to use Teaching Strategies Gold Assessment. Observations of children are recorded daily and later entered online. Observational data provides an ongoing anecdotal record of each child's progress during daily activities. Families are asked to contribute information about their child's progress through weekly family activities. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

Progress can be monitored, and appropriate activities can be planned for children individually and in small and large group settings. Progress reports showing student progress in all developmental areas will be provided three times a year.

The preschool teacher will assist in arranging for developmental screening and referral for diagnostic assessment to the Northwest AEA or other support staff when requested or agreed upon. 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.

Conferences

IQPPS 7.4

Parent-teacher conferences will be held in the fall and in the spring. Additional conferences can be scheduled at anytime upon your request.

VI. COMMUNICATION WITH FAMILIES

IQPPS 1.1, 7.1-7.6, 10.15

His Little Ones Preschool encourages families to be very involved in their child's education by observing their children and meeting with staff. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Program staff communicates with families on at least a weekly basis regarding children's activities and developmental milestones, and other information that affects the wellbeing of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. All written communications will be sent home in English and Spanish and verbal communications will be completed with a translator provided by the school whenever possible. The Talking Points ap will also be used to allow for translated two-way communication with families.

As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time. Although in-personal daily contact cannot be replaced, preschool staff also relies on notes, emails, phone calls, texts, newsletters, and a parent bulletin board as alternative means to establish and maintain open, two-way communication. We will hold a meet the teacher night the evening before the first day of school where your child may bring in his/her supplies, find where their things go, and become familiar with the room. We find this helps ease the first day jitters. We will also hold a family night during the year where your child can share things they are learning in class.

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. Visitors are asked to please use discretion regarding bringing babies and toddlers to school as young children may disrupt class sessions. Of course, new family members are always welcomed to be introduced to the class with prior notification. Please inform the teacher and principal if there is a court order prohibiting contact with any person. A copy of the declaration will be needed for our files.

Ethics and Confidentiality

It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. No information about a child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

Grievance Policy

IQPPS 7.5

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

Family Involvement

IQPPS 4.9, 7.1, 7.2, 10.15

We invite you to become involved in your child's education and welcome other ideas as well:

- Support your child's daily transition to school by sharing information about your child's interests and abilities with staff
- Keeping the teacher informed of changes and events that might affect your child which allows the teacher to be more responsive to your child's needs
- Check your child's backpack and folder daily
- Read all the material sent home with your child
- Complete weekly family activities and return the response form and any items marked
- Return all forms, questionnaires, and so on promptly
- Attend Parent-Teacher conferences in the fall and spring
- Attend Family Night
- Participate in field trip or site visit activities
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken
- Share any of your families' cultural traditions, celebrations, or customs.
- Read to your child daily
- Come to play
- Celebrate our year of growth and learning with our end of the year program
- Fill out anonymous survey at the end of the year. The feedback given will be used to make needed changes in services and the general operation of the preschool. It also serves as an additional sounding board for new ideas or concerns.

Home Visits

IQPPS 7.1

Home visits are made prior to the start of school or shortly thereafter. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for us 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.

VII. HEALTH AND SAFETY

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. An emergency preparedness plan is on file in the preschool and main building.

Health Records

IQPPS 5.1, 10.8

Before a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. When a child is overdue for any routine health services, parents, legal guardians, or both must provide evidence for not meeting the requirements before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and safety information collected from families will be maintained on file for each child by the school nurse. Files are kept current by updating as needed, but at least yearly. 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 such as the child's parent or legal guardian, and regulatory authorities, upon request.

Child Health and Safety Records will include:

- Physical and Immunization Certificates
- 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
- Vision check card
- Dental screening certificate
- Doctor & Dentist name and phone number
- Current emergency contact information for each child.
- 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)
- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency including

allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions that require regular medication or technology support

- His Little Ones is aware that when a large group of children are playing together, there may be an injury or accident. The school encourages parents to have insurance and can provide information on Iowa's HAWK-I insurance program for families who are interested.
- St. Patrick's School carries liability insurance that covers His Little Ones Preschool.

General Health and Safety Guidelines

IQPPS 5.2, 5.6, 9.2, 9.7

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children.
- All staff is trained to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff is familiar with evacuation routes and procedures.
- All teaching staff completes "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training and CPR is always present with the children at all times.

Illness Policy and Exclusion of Sick Children

IQPPS 10.5

For the health and safety of all the children, it is mandatory that sick children are not 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

Our school's established policy for an ill child's return:

- Fever free for 24 hours (without medication)
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis (pink eye): 24 hours after initial medication or when without drainage
- Head Lice: after treatment with appropriate pediculicide and nits removed

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 persons 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 under the supervision of someone familiar with the child until the parent, legal guardian or designated person arrives. If the child is suspected of having a contagious disease, the child will be located where new individuals will not be exposed.

Reporting Communicable Diseases

IQPPS 5.3

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.

Medication Policies and Procedures

IQPPS 5.8

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

Procedure: The teacher, who has had specific training annually by a health professional on the practice of the five right practices of medication administration coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child resistant. The medication form must be filled out for each medication to be administered.

Prescription medications must include the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in the original container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

A medication log will be maintained by the school staff to record the dose administered, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Cleaning and Sanitization

IQPPS 5.18

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. Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents. Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table as a guideline.

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

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

Hand Washing Practices

IQPPS 5.6

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

- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Proper hand-washing procedures are followed by adults and children:
 - upon arrival for the day and before leaving for the day
 - after diapering or using the toilet
 - after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, etc)
 - before and after preparing or serving food and eating snacks
 - before and after playing at the sand & water table, play dough table, art activities or other 'messy room' activities
 - after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
 - before and after administering medication
 - after handling garbage or cleaning.

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 does not use hand-washing sinks for bathing children or removing smeared fecal material.

First Aid Kit

IQPPS 9.12

A first aid kit is located in the preschool classroom on top of the cabinet in the restroom. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. A portable first aid kit is located in the closet by the back door is taken on field trips and outings away from the site. Following each use of a First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kits will be inspected monthly.

Fire Safety

IQPPS 9.13

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. Battery operated exit lights have been installed at both doors and will also be tested monthly. Fire and tornado drills are carried out the same time as those in the elementary building or shortly thereafter if school is not in session. In case of a fire, we will exit the front of the building and proceed to the corner north of school property. When a tornado warning is issued, we will move to the basement and use flashlights in event of electrical failure.

Medical Emergencies and Notification of Accidents or Incidents

IQPPS 10.10

St. Patrick's School has in place Safety Procedures that describes the following situations and procedures to follow:

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

This information is reviewed annually and is included in the classroom binder with other important information which is kept with emergency contact information for each child and staff member and flashlights in the teacher's bottom right drawer. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by the phone.

If your child receives a minor, non-life-threatening injury during their time at preschool, our teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented, and a note will be given to the parent within 24 hours of the incident. In case of a medical emergency, the contacts you have given us will be used in addition to contacting you immediately.

Inclement Weather Late Starts and Cancellations

In case of inclement weather or other appropriate reasons, the "no school" weather announcement will be made over KIWA (105.3 FM) Sheldon, KTIV (Channel 4) Sioux City, and their websites. When the Sheldon Public School is cancelled or late for weather reasons, we will not have preschool. The teacher and aide will attempt to contact parents via text messages. When more than two school cancellations have been made, the days will be made up at the end of the year. We will not make up days preschool is cancelled due to a late start.

Protection from Hazards and Environmental Health

IQPPS 9.11

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

The preschool classroom building 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 the 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 9.15, 10.5

In compliance with the Iowa Smoke Free Air Act of 2008, St. Patrick's School buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrances to the preschool classroom building to inform people that they are entering a non-smoking place.

Child Protection Policies

IQPPS 10.6 - 10.9, 10.11

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 crimes against a child or families. In addition, no person with a substantiated report of child abuse or neglect will allowed contact with 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

certified staff complete “Mandatory Reporter: Child and Dependent Adult Abuse” at least every five years and within six months of employment.

The school 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 Jessica Schmalen. The alternate investigator is Father Siby Punnoose.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the St. Patrick’s School. At no time will children be released to a person under the influence of alcohol or drugs.

Weapon Policy

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

Classroom Animals and Pets

IQPPS 5.6, 5.13

Our classroom includes fish as pets. Feeding the fish will be one of the weekly jobs children will do to learn responsibility and self help skills. If you, as a parent or legal guardian, want to bring your family pet to share with your child’s classroom you are welcome provided no children have allergies and there is ample notice given to prepare children. The animal must appear to be in good health and have documentation from a veterinarian to show that the animal is fully immunized and suitable for contact with children. The teacher will 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. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Reptiles and birds are not allowed because of the risk for illnesses.

Toilet Learning

IQPPS 5.5

Toilet learning is an important time in a child’s development and encourage children to be toilet trained before attending preschool. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering or changing of clothes will only be done in the designated area.

2. Staff will follow all guidelines set forth in the Iowa Quality Preschool Programs Standards:
 - Clothing that is soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours and will be changed when wet or soiled.
 - Surfaces used for changing and on which changing materials are placed, are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Diapering 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. 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.