

Little Roadrunner Preschool Interstate 35 Community School District

Program Policies and Procedures
August 2021



Interstate 35 Community School District
Interstate 35 Elementary
405 East North Street
Truro, Iowa 50257
(641) 765-4901

Preschool Policies and Procedures
Table of Contents

- I. Welcome to the Little Roadrunner Preschool**
- II. Mission, Philosophy, and Goals for Children and Families**
- III. Enrollment**
 - Equal Educational Opportunity
 - Eligibility
 - Hours
 - Tuition
 - General Information
 - Inclusion
- IV. A Child's Day**
 - Who works in the preschool room
 - Daily Activities
 - Curriculum and Assessment
 - Supervision Policy
 - Child Guidance and Discipline
 - Water Activities
 - Snacks/Foods, and Nutrition
 - Outside Play and Learning
 - Clothing
 - Toilet Learning
 - Objects From Home
 - Weapon Policy
 - Classroom Pets
 - Birthdays
- V. Communication with Families**
 - Open Door Policy
 - Arrival and Departure of Children
 - Transportation and Field Trips
 - Attendance
 - Ethics and Confidentiality
 - Children's Records
 - Preschool Parent Committee
 - Grievance Policy
 - Linking with the community (resources)
- VI. Family Involvement**
 - Home Visits
 - Family Teacher Conferences
 - Transitions

VII. Health and Safety

- Health and Immunization Certificates
- Health and Safety Records
- General Guidelines
- Illness Policy and Exclusion of Sick Children
- Reporting Communicable Procedures
- Medication Policies and Procedures
- Cleaning and Sanitation
- Hand Washing Practices
- First Aid Kit
- Fire Safety
- Medical Emergencies and Notification of Accidents or Incidents
- Inclement Weather
- Protection from Hazards and Environmental Health
- Smoke-Free Facility
- Child Protection Policies
- Substance Abuse
- Volunteers

VIII. Staff

- General Information
- Health Assessment
- First Aid/CPR certification
- Orientation
- Staffing patterns and schedule
- Staff development activities
- Evaluation and Professional Growth Plan

****Please note throughout the handbook QPPS stands for Quality Preschool Program Standards that are being addressed in our policies and procedures.**

I. WELCOME TO LITTLE ROADRUNNER PRESCHOOL - QPPS 10.1

Dear Parents/Guardians:

By enrolling your child in The Little Roadrunner Preschool program, you have given your child a very precious gift – a warm and loving environment in which to grow and learn! While attending preschool your child will be introduced to a vast amount of fun and effective learning activities that will help your child build self-confidence and positive self-esteem. At the same time, your child will be developing some very important pre-kindergarten social and academic skills.

This handbook is an addition to the Interstate 35 Community School District elementary parent/student handbook. Parents of preschool children are expected to be familiar with the information in both the elementary and preschool handbook. Together these outline a wealth of information parents need regarding the preschool program. It is designed to help your family make a smooth transition to the program by clearly communicating the philosophy, goals, and policies.

The Little Roadrunner teachers and director truly value open communication between the home and school. We understand that no one knows more about your child than you do. Therefore, we consider you as an integral part of the teaching team. You are encouraged to discuss your child's progress or any concerns or questions with the teachers. Since many of our students are bussed, face-to-face communication between parents and teachers may be limited. Because of this, parents are encouraged to send notes or emails or call teachers before or after school to discuss any concerns or ideas you may have. We will be using an online assessment tool for evaluating your child on a continuous basis, and you will receive your child's report card 3 times a year. Formal conferences will be held in the fall and spring of each year, but additional conferences are welcome throughout the year if you would like to sit and talk to a teacher or the director.

Teachers will send home a daily report highlighting what your child has worked on throughout the day. The preschool has a parent information bulletin board that posts the menu, a summary of the weekly lessons, and other information you may find helpful. Please take time to look over the parent board when you visit.

Thank you for trusting us to teach and nurture your child!

Jenny Dickinson, Director

Geoff Tessau, Elementary Principal

Jenny Dickinson, Kristin Harris, Bev Murphy, Samantha Ritchey- Teachers

II. MISSION, PHILOSOPHY, AND GOALS - QPPS 7.6, 7.7, 10.1

Mission:

The Interstate 35 Community School District exists to develop life-long learners and responsible, productive, successful citizens in an ever-changing society.

Philosophy:

The Interstate 35 Little Roadrunner Preschool is a high quality program that uses developmentally appropriate practices to provide a safe and caring environment that stimulates the physical, social, emotional, and cognitive development of children in order to better prepare them for future educational endeavors. The program supports and encourages positive parent-school relations. The program appreciates the uniqueness of each child and provides a variety of opportunities to meet the needs of each child.

Goals:

Goal One: Interactions between children and adults will provide opportunities for children to develop an understanding of self and others. These interactions will be characterized by respect, warmth, individuality, support, and responsiveness. The staff will facilitate interactions among children to provide opportunities for development of self-esteem, social competence, and intellectual growth.

Goal Two: The curriculum will engage children actively in the learning process, provide a variety of developmentally appropriate learning experiences, and encourage children to pursue their own interests.

Goal Three: Staff and families will work closely in partnership to ensure high-quality care and education for children. Parents and staff members will support each other and parents will feel welcomed as integral contributors to the program.

Goal Four: The program will be taught by state certified teachers. Teachers and associates will participate in on-going professional development. All adults who work with the children, including volunteers and substitutes, will work to recognize and meet the developmental and learning needs of children and families.

Goal Five: The program will be efficiently and effectively administered with attention to the individual needs of children, families, and staff.

Goal Six: The program will be sufficiently staffed to meet the needs of and to promote the physical, social, emotional, and cognitive development of children.

Goal Seven: The indoor and outdoor physical environments will be set up to foster maximum growth and development opportunities for exploration and learning.

Goal Eight: The health and safety of the children and adults are protected and enhanced at all times, both indoors and out.

Goal Nine: The nutritional needs of children are met in a manner that promotes physical, social, emotional, and cognitive development.

III. ENROLLMENT

Equal Educational Opportunity

It is the policy of the Interstate 35 Community School District not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, socioeconomic status, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Interstate 35 Community School District, please contact Secondary Principal Steve Kaster at Interstate 35 High School, 405 East North St., Truro, IA 50257; phone 641-765-4818; or email skaster@i-35.k12.ia.us. You may also contact the Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov.

Grievance procedures for alleged violations may be found by clicking on the link marked [GRIEVANCE PROCEDURES](#) on the front page of the Interstate 35 Community School website. They may also be found by clicking on Board Policies, Section 1, Board Policy 101.3.R.1 in the School Board section of the website.

Eligibility

Students must be 3-years old by September 15th to be eligible for the 3-year old preschool program.

Students must be 4-years old by September 15th to be eligible for the 4-year old preschool program.

Hours

The Little Roadrunner preschool is housed as a part of the I-35 Community School District elementary building and is financed through parent tuition, a four year-old SWVP Grant, the school district's general fund, and Empowerment funding. The preschool's purpose is to use research-proven methods in a developmentally appropriate environment with the ultimate goal of helping to better prepare the children of the community for the transition into public education. Little Roadrunner Preschool offers part-time and full-time sections to meet the preschool needs of the community.

4-Year Old Preschool Full-Day

Full-day preschool is from 8:15 to 3:15, Monday, Tuesday, Wednesday, and Thursday. To qualify, your student must turn four years old by September 15, 2020. The tuition cost for the 2020-2021 school year is \$200 a month. Fees may be adjusted each year.

4-Year old Preschool A.M.

Your student could attend half-day preschool from 8:15 to 11:15 on Monday, Tuesday, Wednesday, and Thursday. This program is in collaboration with our full day program, but it is geared more for students who may not be ready for full days. There is no tuition fee for half-day preschool for the 2020-2021 school year. Fees may be adjusted each year.

Three Year Old Preschool

Three year old preschool is from 8:15 to 11:15 on Monday, Tuesday, Wednesday, and Thursday. To qualify, your student must turn three years old by September 15, 2020. The tuition cost for the 2020-2021 school year is \$260 a month. Fees may be adjusted each year.

Tuition

Tuition for all sections is due in the elementary office the FIRST OF THE MONTH, September through May. A reminder note will be sent home at the end of each month. If payment is not made by the 15th of any given month, and no arrangements have been made with the program director, a letter or email will be sent stating the amount due and the consequences if not paid. After falling behind with one month's payments and not having made arrangements with the director, the child will no longer be enrolled in the program and will not be allowed back the following month.

Financial assistance for preschool is available through an area County Empowerment group. These agencies have significant funds available to help cover the cost of preschool. You can pick up an application form in the office. Applications are filed directly with the county empowerment board. Empowerment will notify you and the school of the funding level.

Whatever empowerment does not cover, you will need to pay each month. This information is kept strictly confidential.

Lunch is in addition to the cost of preschool tuition. Breakfast will also be offered at an additional cost to the parents of children in preschool. Each family will have an account set up through the food service program, and payments can be made through the elementary office. When checks are written for breakfast or lunch, they need to be written out to "I-35 Community School," and they need to be separate from the monthly tuition checks. You can choose to send a cold lunch with your child if you prefer. School menus will be sent home monthly.

General Information - QPPS 5.1, 9.9, 10.4

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

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

Inclusion - QPPS 9.10

The preschool program provides instruction for 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. Staff are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, and other children and their families. The preschool facilities meet the American with Disabilities Act accessibility requirements.

IV. A CHILD'S DAY

Who Works in the Preschool - QPPS 6.2, 6.4, 10.2, 10.11

Program Administrator - QPPS 10.2

The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards. (The preschool director will make sure the integrity of the program is maintained to the highest standard and will maintain the Program Portfolio for QPPS assessment.)

Teacher - QPPS 6.2

Preschool teachers must hold a valid practitioner's license issued by the Board of Educational Examiners under Iowa Code chapter 272 and hold an endorsement from the Board of Educational Examiners that includes early childhood education.

Program Associate - QPPS 6.4

Full time program associates in the classroom carry out activities under the supervision of the teacher. The program associates will have specialized training in early childhood education.

School Nurse - QPPS 10.11

The preschool will have assistance from the school nurse who provides nursing services to Interstate 35 Elementary. The nurse will review and maintain health records, and attend to the needs of the students while they are at school. The nurse if available for parent consultation when necessary.

Support Staff

Heartland AEA 11 support staff provide 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 - QPPS 1.1, 1.5, 2.3, 2.5, 2.6, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.21, 2.26, 2.28

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 discussion, small group with large group, outdoor activities with indoor activities, group interaction with solitary time. Your child will have the opportunity to participate in the following activities daily: large and small group activities, self-directed play, snack, lunch, story time, outdoor activities, rest time, interest areas: literacy, math, dramatic play, sensory, books, writing, science, blocks, games, art.

Daily notes and/or newsletters will be sent home to families in their child's backpack or electronically if preferred.

Curriculum - QPPS 1.7, 2.1-2.3, 3.12

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 meaningful, fun and exciting.

It is the policy of this program to provide curriculum content and instructional materials that reflect the cultural and racial diversity present in the United States and the world while exploring how it lives throughout our community in a variety of experiences, careers, and roles.

The Little Roadrunner Preschool program uses Creative Curriculum, which is a research and inquiry-based curriculum designed for three, four, and five-year-olds. It includes all areas of early learning: language and literacy, math, science, social studies, art, physical motor skills, and social skills. The curriculum is based around units of studies based on student interest based and familiar and meaningful things to young children. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum and will allow for us to embed learning experiences throughout our day.

Child Assessment - QPPS 4.1, 4.2, 7.3-7.5

Early childhood assessments are an important part of the early childhood learning environment. Assessments will be used to benefit young children's growth and development. To ensure sound assessment practices and to obtain accurate data, all programs will maintain at least one individual that has completed the appropriate training procedures.

Assessments used to inform curriculum and instruction are considered to be ongoing, particularly when using observational methodologies. It is expected that assessments of children will continue throughout the program year to best meet the needs of the children. Continuous, ongoing assessments of children provide the early childhood educator with an indication of children's strengths and areas for growth. This information assists educators when planning daily lessons and learning experiences.

- Various methods, techniques, and tools are used to assess and evaluate student progress in school. (GOLD Assessment, child portfolios, observational data, ESGI)
- Assessment is continuous and ongoing. Information may be gathered from students' daily work, observation, student projects and presentations, portfolios, and tests.
- Evaluation is the decision made regarding the information gathered through assessment. This may take the form of marks, or comments which give a "snapshot" of how well students are doing at certain times during the school year.
- Communicating with parents about student progress is continuous and may occur formally (e.g., reporting periods, portfolios) and informally (e.g., telephone calls, home visits, email).
- Parents and teachers meet to discuss student progress, areas of strengths, areas for improvement, as well as any other concerns.
- Parents are encouraged to call or visit the teacher during the school year with questions about their child's progress or the learning program.

All individual assessment data will be kept confidential between the parent, classroom instructional staff and school administration. Assessment data (hard copies) will be kept in secured files and on secured district database files. Group assessment data (no individual names reported) may and will be used for program reporting and program improvement planning.

Early Childhood PLC team members meet weekly to review informal data (GOLD Informal Data Form) and formal data (GOLD checkpoint and district assessments) to plan large group, small group, and individual instructional activities for all content areas. GOLD is a developmental continuum that provides widely held expectations for each developmental age level. Early Childhood teachers meet as a team with AEA staff monthly to review data, identify students falling below benchmarks/expectations and plan instruction, including small groups, based on student needs.

Supervision Policy - QPPS 3.7, 9.2, 9.11, 9.12

Before children arrive at school, the preschool teacher and/or classroom associate will complete the following daily safety checklist indoors and outdoors:

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

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

Child Guidance and Discipline - QPPS 1.9

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

Challenging Behavior - QPPS 1.2, 1.8, 1.9

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

- interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials

- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

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

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

Permissible methods of Discipline:

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

Prohibited Practices

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

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

Water activities - QPPS 5.7, 9.14

We have a water/sensory table in the classroom for children to utilize daily, however water activities do not occur daily. Precautions are taken to ensure that communal water play does not spread infectious disease. Children are required to wash their hands before and after water play, and children with sores on their hands are not allowed to participate in water play with others in the water/sensory table to ensure no infectious diseases are spread. Children are not allowed to drink the water in the water/sensory table. Fresh potable water is used, and the water is drained

and refilled before a new group of children comes to participate in the water activity. When the activity time is completed, the water is drained and table sanitized.

Snacks/Foods and Nutrition - QPPS 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.

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

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

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

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.

Outside Play and Learning 5.4, 9.5, 9.6, 9.7, 9.8

We have daily opportunities for outdoor play in a fenced in area, as 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. The staff is able to supervise children by sight and sound in the outdoor area. Sometimes we

spend longer getting bundled up than we spend outside. We use the Childcare Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

Little Roadrunner Preschool has an early childhood playground that has been developed to enhance your child's learning experiences. Your child will play outside every day, weather permitting. In the winter, a feels-like temperature of 10 degrees Fahrenheit will be the lowest temperature we will go out. Your child will be climbing, sliding, running, biking, crawling, playing ball, etc, so it is important that your child be dressed comfortably and appropriately. If the temperature or wind-chill is below 10 degrees Fahrenheit, we will have indoor recess. In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment along with gross motor activities and are supervised at the same level as outdoor activities.

In order to make sure that your child can play comfortably outside, it is important to dress him/her according to the weather. When it is cold outside he or she needs a warm coat, mittens/gloves, and a hat (labeled with your child's name). If there is snow on the ground, boots and snow pants are required to play in the snow. For warmer and those in-between days dressing your child in layers is recommended.

There are areas on the playground for your child to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. We also encourage you to apply sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher before your child comes to school on any exposed skin for outdoor play. We will also encourage you to use the insect repellent containing DEET to protect your child from insect bites when the public health authorities recommend its use. Sunblock and insect repellent will also be available in the classroom if needed as provided by parents.

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

Clothing

Your child needs to wear comfortable, washable clothes since he or she will be busy with creative learning activities that can be messy. Rubber soled, closed-toes shoes are also recommended for school. The staff will have the children wear paint shirts for the messiest activities, but we can't guarantee that spills won't happen or that clothes will never get stained. Please do not send your child to preschool in special occasion clothes. 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.

Toilet Learning - QPPS 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 located in the classroom bathroom.. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Program Standards: Standard 5, Criteria 5:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Cloth diapers are only used when a child is required to wear them. The diaper has to have an absorbent inner lining completely contained within an outer covering made of waterproof materials.
 - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. 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.

Objects From Home

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

Weapon Policy

Weapons and look-alikes are not allowed on school grounds or at activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Prohibited items will be confiscated and parents of students found in violation of this policy will be contacted. Students may be reported to law enforcement officials.

Classroom Animals and Pets

No live animals are to be inside the Little Roadrunner Preschool 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 building 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. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking requirements have been met.

Birthdays - QPPS 5.10, 5.13

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring pre packaged treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits commercially prepared packaged foods in factory sealed containers. The teacher will provide families a list of food meeting the USDA's Child and Adult Care Food Program guidelines. Those who have summer birthdays will be able to celebrate on a given date for their half birthdays. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

V. COMMUNICATION WITH FAMILIES - QPPS 1.1, 7.5

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

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. However, please no visitors the first 2 weeks as the students are learning the rules and expectations and it can be stressful on some students to be in a new environment with different people daily. As a safety feature, all parents and visitors will check in at the elementary school office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required of all visitors to be scanned into our system.

Arrival and Departure of Children

Arrival

If your preschool child will be *walking with an older sibling*, the older sibling needs to walk the preschool child into the classroom and make sure the teacher knows he or she is dropping off the preschooler. **No preschool children are allowed to walk to school unattended for any reason at any time.**

If your preschool child *will be dropped off, these are your two options*: you may park your vehicle and escort your child to the preschool entrance for drop off. Staff members will be available at 8:00 to greet your child and escort them into the building. Please wait until 8:00 to escort your child to the preschool entrance. **There's NO parking along the sidewalk that runs in front of the building** during drop-off and pick-up times.

If your preschooler is *riding the bus to school*, he or she will be met by a staff member and escorted to class.

Dismissal

All motor vehicle transportation provided by parents, legal guardians or other designated by parents or legal guardians will include the use of age-appropriate, and size-appropriate seat restraints.

Your child may be picked up from the circle drive area at the end of the preschool day at 3:10pm.

If your preschool child is *riding the bus*, a teacher or associate will escort your child to the bus and see that he or she gets on the right bus.

If your preschooler is *walking home*, we need written permission from you. No preschool children will be allowed to walk home without the escort of an older sibling. The preschool staff will walk the town students outside to meet up with their older sibling.

Anytime your child's dismissal plan changes, even if just for one day, please send a note to the office. We require notes from parents for any change to dismissal. **Only with a note, email, or phone call from a guardian can your child's dismissal routine be changed.** Please notify the office of any changes by 2:30 PM.

Do not ever take your child from school without letting his or her teacher know. Preschool attendance is tracked through the elementary office, so parents need to notify the secretary if they are taking their child from school early. Also, if parents bring their child in late, they need to stop by the office, so the secretary can write down what time the child arrived.

You will need to fill out the form listing who is allowed to pick your child up. Only those people to whom you have given us permission can pick up your child. Anyone who is unfamiliar to the teaching staff, including authorized individuals, may be asked to present photo identification before the child is released to them.

If there are any court orders denying another parent access to your child, we have to have those papers on file in order to honor it.

Transportation

Parents of children enrolled in 4-year old preschool full-day can opt to have I-35 transport their child to and from school via school bus. Parents will need to fill out a transportation request and return it with registration materials in order for their child to be assigned a route. Bus drivers will notify parents with bus numbers and approximate time of pick-up and drop-off.

4-year old children enrolled in preschool A.M./half-day can be brought to school via bus, but no bus transportation will be provided to take the child home. Parents need to fill out a transportation request and return it to the office in order for their child to be assigned a route. Bus service for the Preschool AM is set up this way as the I-35 school district does not run a mid-day route.

All children riding the bus need to understand and follow appropriate bus behaviors. Preschool children will be seated up front. If you have questions regarding the transportation of your child to or from school please contact the transportation director at (641) 765-4720.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Interstate 35 Community School buses are used for these field trips. Parents will be informed of the field trip through a newsletter and a special field trip letter. A parent or legal guardian must sign an informed consent form for trips for each child before the trip. Adult family members are asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. A letter expressing the dates, times of departure, time of return, and the destination location will be sent home at least 48 hours before the field trip. Each child will be assigned to an adult for every part of the trip. Before the trip, the teaching staff will instruct children and all adults on field trip and bus safety.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted frequently 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. Children leaving at the conclusion of the field trip with their family member instead of riding the bus back to the school must be signed out by their parent/guardian with their child's classroom teacher.

Attendance

Students who are enrolled for classes in the Interstate 35 Community Schools are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the elementary office (641-765-4901) 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.

Ethics and Confidentiality

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

All teaching staff will receive training on ethics and confidentiality.

Children's Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the 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 in the district office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be

released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

Preschool Parent Committee - QPPS 7.2

The Little Roadrunner Preschool Program has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets 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 Parent Advisory Board.

Grievance Policy - QPPS 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 early childhood program. If there is ever a time you have concern regarding your child, we want to encourage you to address your concern to your child's teacher.

When an issue of contention arises, I-35 CSD uses a chain-of-command system. If a parent has an issue that needs to be discussed, the parent first needs to address the person who is most closely related to the area of contention. This would be the teacher or the bus driver, for example. If this does not adequately satisfy the parent's concern, then the parent needs to discuss the situation with the program or transportation director, whichever the case may be. If that does not adequately satisfy the parent concern, then the parent needs to discuss the situation with the Superintendent. After going through the above steps, if the parent is still not satisfied, the parent may request to be placed on the I-35 CSD School Board agenda. Parent concerns will be carefully listened to, but decisions regarding program operations, curriculum, discipline, and scheduling made by the director of the preschool program will consistently be based on the program goals and philosophy and will always consider what is best for the children that are served.

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

Linking with the Community - QPPS 8.1

Program staff maintains a current list of child and family support services available in and around the community based on the pattern of needs they observe among families and based on what families request (eg. Health, mental health, oral health, nutrition, child welfare, parenting programs, early intervention /special education screening and assessment services, and basic needs such as housing and child care subsidies). We share the list with families and assist them in

locating, contacting, and using community resources that support children and families' wellbeing and development.

VI. FAMILY INVOLVEMENT - QPPS 7.1, 7.2, 7.4, 7.7

Interstate 35 Community School 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 any class sessions.

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. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits along with an open house are conducted at the beginning of the school year. Program staff communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared caregiving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests.

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

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, and classroom websites or social media groups as a means to establish and maintain open, two-way communication.

Little Roadrunner Preschool invites you to become involved in one or all of the following ways and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
2. Attend family events
3. Return all forms, questionnaires and so on promptly
4. Attend Family/Teacher conferences in the Fall and Spring semesters.
5. Take time to check out your child's classroom website or social media group.

6. Check your child's folder and backpack each day.
7. Participate in field trip activities
8. 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've taken.
9. Share any of your family's cultural traditions, celebrations, or customs.
10. Help your child pick out their show and tell item for their snack day.
11. Read all the material sent home with your child.
12. Come to play or read to the class.
13. Help with special events. Helping takes many different forms such as preparation of materials at home, making phone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.
14. Join the Preschool Parent Committee.

It is the policy of the Interstate 35 Community School District not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

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

Home Visits

As part of enrollment into our preschool program we conduct home visits for each student. These are set up at the beginning of the year and typically are done the first week of school. The teachers share about the program and the parents are encouraged to ask questions and share insight that can help make for a successful year. If parents don't feel comfortable with the teacher coming to their home, they may also choose to meet at the town park. This is an opportunity for parents to discuss their child's strengths and any concerns. The teacher is then able to use that information to better connect with their students. It is also a great way for parents to get to know more about the program and ask any questions that they may have.

Parent 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.

Transitions

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.

All preschool students on an IEP will have a transition meeting at the end of the preschool school year with the preschool teacher, incoming kindergarten teacher, school administrator, AEA staff, and parents.

VII. HEALTH AND SAFETY

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

Health and Immunization Certificates - QPPS 5.1, 10.8

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

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

Health and Safety Records - QPPS 5.1, 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 3 times a year. 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:

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

General Health and Safety Guidelines - QPPS 5.2, 5.6, 10.10

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

Illness Policy and Exclusion of Sick Children -QPPS 5.3

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

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

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

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hour 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 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 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 he or she can be picked up, the child is located where new individuals will not be exposed.

Reporting Communicable Diseases - QPPS 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 families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at

least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures - QPPS 5.8

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

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

The district policy states no medication will be given by any school personnel unless written authorization and instruction accompany the medication. No medication will be furnished by the school. If a child is to receive medication (prescription or over the counter) during school hours, please send only the amount needed **in the original prescription container***. Written instructions must accompany the medication with the following information:

- Name of student
- Date
- Name of medication
- Amount and time to be given
- Route of administration (by mouth, ear, eye, etc.)

*NOTE – The pharmacist will dispense a second labeled container for use at school at your request.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant 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.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the teaching staff in writing (by a signed note or a prescription label) or dictated over

the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

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

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

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

Cleaning and Sanitation - QPPS 5.18, 5.19

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

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily.. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

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

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

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed

by the manufacturer's label. Non Toxic substances will be used whenever possible.

Handwashing - QPPS 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:

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

Children and adults wash their hands:

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

Adults also wash their hands:

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

Proper handwashing procedures are followed by adults and children and include

- using liquid soap and running water;
- 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 handwashing 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 - QPPS 9.12

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

Fire Safety - QPPS 9.13

Fire extinguishers are installed throughout the building with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted in conjunction with the drills for grades K-12.

Medical Emergencies and Notification of Accidents or Incidents - QPPS 10.10

The Interstate 35 Community School District has in place a “Safety Procedures Booklet” that describes the following situations and procedures to follow:

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

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

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the school nurse will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated as needed and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented by the school nurse.

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

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

Inclement Weather

In the event that the Interstate 35 School District must be closed due to inclement weather, we will notify patrons through an email, phone call and/or text message based upon parental information shared at student registration. Closings will also be shared with local TV stations.

Protection From Hazards and Environmental Health - QPPS 9.11

Program staff 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 maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

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

Smoke Free Facility - QPPS 9.15

In compliance with the Iowa Smokefree Air Act of 2008, Interstate 35 Community School buildings and grounds are smoke free. A “No Smoking” sign meeting the law’s requirements is posted at the entrance of the building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Child Protection Policies - QPPS 10.6, 10.7,

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

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

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

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Little Roadrunner Preschool. At no time will children be released to a person under the influence of alcohol or drugs.

Volunteers - QPPS 10.11, 10.12

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. We have a volunteer job description

that defines the role and responsibilities of a 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.

VIII. Staff - QPPS 10.11, 10.12

General Information

The Interstate 35 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 evaluations; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives and 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 an health assessment.

Health Assessment

The preschool program maintains current health information from documented health assessments for all paid preschool staff and for all volunteers who work more than 40 hours per month and have contact with children. A health assessment is received by the program before an employee starts work or before a volunteer has contact with children. Documented health assessments include:

- Capacities and limitations that may affect job performance

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

CPR/First Aid - QPPS 5.2

At least one person at all times is present who is certified in Pediatric First Aid and CPR.

Orientation - QPPS 6.1

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

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

Follow-up training expands on the initial orientations. See Staff Orientation Checklist.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The superintendent and/or principal will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Staffing Patterns and Schedule

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

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

Staff Development Activities - QPPS 6.4, 6.5, 6.6, 10.15

Personnel policies provide for incentives based on participation in professional development opportunities. All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs,

the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

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

Evaluation and Professional Growth Plan - QPPS 6.6

The teachers at Little Roadrunner Preschool go through a comprehensive, official, professional evaluation once every three years, as required by the school district. The teachers work yearly with the program director to set goals and develop a plan for successful implementation of those goals. The associates complete a self-evaluation, also done with input from the program director, once a year.