



4-YEAR-OLD PRESCHOOL PROGRAM

PARENT HANDBOOK

2023-2024

Van Meter Community School District
520 1st Street
Van Meter, Iowa 50261
(515) 996-2221
www.vmbulldogs.com

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District Mission Statement	2
Preschool Mission Statement	2
Our Goals	3
GOALS FOR CHILDREN	3
GOALS FOR FAMILIES	3
Program Overview	3
Enrollment	3
Table 1: Teacher-Child Ratios within Group Size	4
Tuition	5
Equity Statement	5
Title IX Procedural Manual	1
Days and Hours	6
Attendance	7
Arrival and Departure	7
Transportation	8
Staff	8
Administration	8
Teachers	8
Assistant Teachers-teachers aids/Associates	8
Support Staff	9
Supervision Policy	9
Board of Directors	9
Program Assessment	10
Curriculum	10
Communication	11
Family Communication	11
Student Records	12
Daily Activities	12
Clothing	12
Outside Play and Learning	13
Objects from Home	13
Volunteers	14
Field Trips	14
Unlimited Access	14
Unrestricted Access	14
Child Guidance and Discipline	16



Transitions	16
Grievance Policy	17
Health and Safety	17
General Health and Immunizations	17
General Health and Safety Guidelines	17
Illness Policy	18
Health and Safety Records	19
Accident Reports	19
Reporting Communicable Diseases	20
Medication Procedures and Storage	20
Snack	20
Cleaning and Sanitation	21
Water/Sensory Table Activities	21
Hand Washing Practices	22
Toileting	22
Classroom Square Footage	23
First Aid Kit	23
Medical Emergencies and Notifications of Accidents or Incidents	23
Fire Safety	23
Disaster Preparedness and Emergency Evacuations	24
Protections from Hazards and Environmental Health	24
Tobacco Free Facility	24
Weapons	25
Removal of Disruptive and/or Violent Students from the Classroom (House File 604)	25
Public Comment During Board Meetings (Code 213)	25





Van Meter

4-Year-Old Preschool Parent Handbook

2023-2024

District Mission Statement

The Mission of Van Meter Community School District is to personalize learning for each student's success, today and tomorrow.

We make learning personal through innovative practices that align to the principles of competency-based education to produce college, career, and global ready graduates.

Preschool Mission Statement

IQPPS 10.1
Van Meter Schools preschool provides a safe, nurturing, child-centered learning environment which is enticing, creative, and stimulating. It is our goal to prepare students to be life-long learners. This will be accomplished by recognizing the value of each individual and promoting academic and personal growth in a challenging and caring environment.

[Iowa Quality Preschool Program Standards](#)



Our Goals

GOALS FOR CHILDREN



Children will show competence in social/emotional, physical, cognitive, and language development skills.



Children will be enthusiastic and curious learners.



Children will be safe and healthy.

GOALS FOR FAMILIES



Families will feel welcome in the classroom.



Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.



Families will advocate for their children.

Program Overview

Enrollment

(IQPPS 10.4) Children must be four years of age prior to September 15th of the current school year.

- Entitled individuals to Special Education will attend preschool as determined at their initial IEP meeting.
- English Language Learners are eligible to begin preschool on their 3rd birthday.
- Each student will need to submit the following:
 - proof of birth (Birth certificate preferred)
 - a current immunization record
 - current physical (these may not be more than 1 year old)

The maximum class size is 20 children in the 4- to 5-year-old class. Two teaching staff will be on duty at all times to encourage adult-child interactions and promote activity among children.

Table 1: Teacher-Child Ratios within Group Size

Teacher Child Ratios within Group Size (IQPPS Criteria 10.4)						
Age Category	Age Range	Class Size and Teacher-to-Child Ratio				
		12	14	16	18	20
Preschool	30-48 months (2 1/2 to 4 years)	1:6	1:7	1:8	1:9	
	48-60 months (4-5 years)			1:8	1:9	1:10
	60 months to kindergarten enrollment (5 years to kindergarten enrollment)			1:8	1:9	1:10





Tuition

4 Year Old Class - qualifying students attend with free tuition through the State Iowa Quality Preschool Programs.

Equity Statement

(IQPPS 1.7) No student enrolled in the Van Meter Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential. The District has adopted a grievance policy and procedure for any alleged violation of policy concerned with such discrimination. The equity coordinator is Kristi Powers. Inquiries regarding equity compliance should be directed to Mrs. Powers at Van Meter Community School District, Box 257, Van Meter, Iowa 50261, by telephone at (515) 996- 9960, or by email at kristi.powers@vmbulldogs.com

Title IX Procedural Manual

- [Title IX Manual Link](#)

Days and Hours

Our preschool runs from August through May. Classes will run Monday-Thursdays with an AM or PM option. Preschool students will attend four days a week, with Fridays being a no school day. The AM session is held from 8:15-11:15 and the PM session is held from 12:15-3:30 (because of staggered dismissal times 3:05, 3:25, and 3:30). Please check the school calendar sent in your enrollment packet, or our website at <https://www.vmbulldogs.com/district/calendar.cfm>.

We follow the same schedule as Van Meter Community School District. If the Van Meter District cancels or delays school for 2 hours due to inclement weather (announced on major radio TV and radio stations, such as WHO and KIOA), there will **not** be AM preschool that day, but the PM classes will still attend. In the event of a cancellation, the district make-up policy will be in effect. If the Van Meter Schools delay school for one hour, we will



meet one hour later than normal. This means our school day will begin at 9:15 and end at regular time according to your class.

Attendance

Please notify the Pre K-12 attendance line at (515) 996-2221 if your child will not be present. If a child becomes ill at school, a staff member will contact the child's parent. In the event that a parent cannot be reached, a staff member will contact the emergency number provided.

Arrival and Departure

(IQPPS 10.9)

So that we may prepare the classroom for the day, children should arrive no earlier than 7:50 am or 5 minutes before the PM session is to begin. If you arrive early, we kindly ask that you wait outside the doors open and/or you are greeted by the teacher or classroom associate. We encourage all preschool families regardless of the last name to use the elementary entrance for dropoff.

At the end of the session, children are to be picked up following our elementary dismissal procedures. If an adult other than the parent is picking up the child, written (note, email,..) permission from the parent is required.

If a parent or driver is late and the child and teachers have returned to the classroom, the driver must enter the building through the Elementary Entrance. Please sign in and receive a visitor tag per the rules of the Van Meter Schools. They may then proceed to the classroom to pick up their child or their child will be sent to the office for pick up. When leaving the building, they must sign out at the office.

Transportation

The district will provide transportation to the AM session and following the PM session each day, if students qualify for transportation (not available for town students). Families will need to supply their own transportation following the dismissal of the AM session and for the arrival of the PM session every day.



Staff

(IQPPS 6.2, 6.3, 10.2, 10.3)

Administration

The program administrator has the educational qualifications and personal commitment required to serve as the program's operational and pedagogical leader.

Teachers

The program employs and supports a teaching staff that has the educational qualifications, knowledge and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Teachers hold an Iowa teaching license issued by the Iowa Board of Educational Examiners (BOEE) and must hold an early childhood endorsement that reflects their current teaching assignment.

Assistant Teachers-teachers aids/Associates

The program employs and supports a teaching staff that has the educational qualifications, knowledge and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Assistant Teachers-teacher aids/associates (staff who implement program activities under direct supervision) have a high school diploma or GED and:

- 50 percent of Assistant Teachers-teachers aids/associates have at least a Child Development Associate Credential (CDA) or equivalent:
- 100 percent of Assistant Teachers-teachers aids/associates who do not have at least CDA are enrolled in a program leading to a DA or equivalent, are actively participating in the program and are demonstrating progress toward the CDA or equivalent
- College level coursework is from regionally accredited institutions of higher education and may include distance learning or online course work. If there is only one Assistant Teachers-teachers aids/associates, then either of the requirements can be met.

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.

Supervision Policy

(IQPPS 3.7, 9.2, 9.10, 9.11, 9.12, 9.14, 10.9) The preschool teacher will monitor the following safety checklist indoor and outdoor:

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

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

Board of Directors

The Van Meter Pre-Kindergarten is under the direction of the Van Meter CSD School Board and the Van Meter School Improvement Advisory Committee (SIAC). These volunteers are made up of both parents, teachers, and community members who work together to serve the best interests of the students. For more information on current school board members, please visit this [link](#).

Program Assessment

(IQPPS 10.15) Van Meter Preschool Programs implement the Iowa Quality Preschool Program Standards.

Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives through the SIAC Committee and the Conditions of Learning Survey. The annual evaluation process includes gathering evidence on all areas of program functioning,





including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Curriculum

(IQPPS 2.1, 2.2, 2.5) Curriculum is the framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills.

Our preschool program uses Creative Curriculum®, a research-based curriculum designed for three- and four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It provides children an opportunity to learn in a variety of ways- through play, problem solving, movement, art, music, drawing, writing, and listening. Suggestions for modification and adaptations are an integral part of the curriculum.

Our preschool also uses the Project Approach. A project is an in-depth investigation of a meaningful topic for children. It includes child led research through experts from the community or field site visits.

We also use resources to support children with their social skill development and problem-solving strategies.

Student Assessment

(IQPPS 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 7.3) It is the preschool'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 the program. A family's culture and 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 filing cabinet.



Children will be assessed in the following ways:



- Teaching Strategies GOLD: this assesses student progress in all developmental areas using observational data which provides an ongoing anecdotal record of each child's progress during daily activities (3 times/year)
- IGDI Literacy Screener (3 times/year)
- Child portfolios: organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.

Assessment information will be shared formally with families during Parent/Teacher conferences in the fall and spring.

If, through observation or information on the GOLD assessment or other measures used, the teacher feels that there is a possible issue related to a developmental delay or other special need, it will be communicated to the family during a conference, sharing documentation of the concern. Suggestions for the next steps may include, with the knowledge and consent of the parents, a request made to Heartland Area Education Agency for support and additional ideas, or more formalized testing.

Education, Parental Rights, and School Transparency (Senate File 496)

Van Meter Elementary will follow [Senate File 496](#) surrounding Education, Parental Rights, and School Transparency

- Periodically review materials currently in their libraries and any material being added to the library for obscene or sexually explicit material.
- Prohibits any instruction by a school district regarding gender identity or human sexuality before grade five, or grade six if grade six is taught in elementary school.
- Obtain prior written consent of a student's parent or guardian before requiring a student to participate in any survey or formal assessment that is designed to assess a student's mental, emotional, or physical health, or that would reveal information about the student or student's parents, including information about political affiliations, mental or psychological problems, sexual behavior, illegal or antisocial behavior, religion, income, and more.
- Surveys required by State or federal law require schools to provide seven days' written notice to the student's parent or guardian before administering such surveys.
- Classrooms will begin the process of creating book lists for each individual classroom (This will be worked on throughout the school year)



- Etc.

Communication

Family Communication

(IQPPS 1.1, 7.3, 7.4, 7.5) We value communication with their families. Lead Teachers will communicate with families at least weekly. Please don't hesitate to contact the Lead Teacher anytime you have a question. 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, home-visits, notes, or phone calls. The district also has a webpage—<https://www.vmbulldogs.com/>. Parents or teachers who choose to communicate with one another on Facebook or other social networking sites should not include any discussion about children and families.

Student Records

(IQQPS 4.1, 5.1, 10.8) 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 administration office or the Administrator of Van Meter Preschool. 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.

Daily Activities

(IQPPS 2.3, 2.6) A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, and quiet play with noisy play. Your child will have the opportunity for the following types of activities every day:



- Large and Small Group Activities
- Story Time
- Learning Center Activities – Art, Discovery Table, Fine motor, Library, Puzzles and Games, Blocks and Wheel toys, Dramatic Play, Technology and Science.
- Self-directed play
- Outdoor activities
- Snack
- Individual Activities

Lesson plans for each week are located in the classroom showing how these activities are incorporated into the daily schedule. Please feel free to ask our staff if you would like to see them.

Clothing

(IQPPS 5.4) We would like the children to come dressed in play clothes suitable for the current season. We do many messy activities at preschool and the children should be comfortable. Shoes should be suitable for jumping, galloping, skipping, hopping, and all the activities they may experience during play. Please do not send your child in flip flops. If sunscreen and/or insect repellent are needed, parents should apply this before coming to school.

Late fall and early spring temperatures fluctuate greatly. The following chart shows the recess clothing guidelines for weather that has temperatures below 50 degrees Fahrenheit. Remember that Iowa weather is variable; children should come prepared for the worst every day.

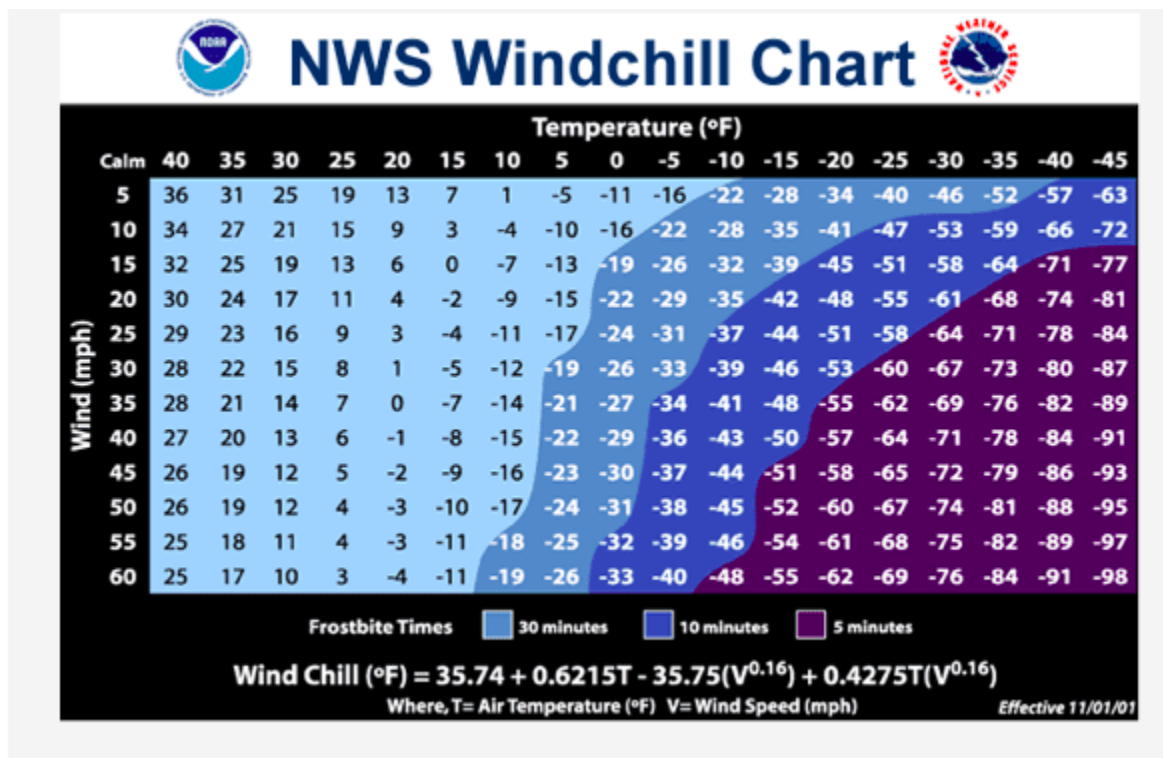
Temperature/Weather Conditions *All temperatures include wind chill (feels like)	Clothing required/information
Warm days, below 50° F	Jacket
Soggy, wet conditions	Boots and jacket
Definite rain	Stay inside
Snowy or cold (Below 32° F)	Hat, heavy coat, gloves are required every day; boots and snow pants are required to play in snow covered areas
Below 15° F	Stay inside



Outside Play and Learning

(IQPPS 5.4, 9.5, 9.6, 9.7, 9.8) To allow children the opportunity to develop their large muscle skills, get exercise, and be active, 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.

The Child Care Weather Watch guidelines produced by Healthy Child Care Iowa will be used to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. Weather that poses a significant health risk is defined as wind chill at or below 15 degrees Fahrenheit and heat index at or above 90 degrees Fahrenheit. Please be sure to dress your child so they are able to play comfortably.



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 is suffering from separation anxiety and brings an “attachment” item from home, we ask that it is small enough to fit inside his/her backpack. Please do not allow children to bring gum, candy, money, or toy



guns to school. The program cannot be held responsible for lost or broken toys brought from home.

Volunteers

(IQPPS 7.2, 10.11) Parents are encouraged to take an active part in their child's educational process by volunteering in the classroom or sending materials as needed. Please visit with the teacher to find out ways that you can help.

Field Trips

(IQPPS 2.11) We will be taking a few field trips throughout the school year to acquaint the students with our community and the area around it. We will need parent volunteers and would love to have our parents join us! (We do ask that you keep our field trips special for our preschool children and make other arrangements for siblings. They will LOVE the 1-on-1 time!)

Unlimited Access

(IQPPS 7.1, 7.2) Parents shall be afforded unlimited access to their children and to the provider caring for their children during the preschool's hours of operation, or whenever their children are in the care of a provider, unless parental contact is prohibited by court order.

Unrestricted Access

(IQPPS 10.12) The preschool is responsible for ensuring the safety of children in our program and preventing harm by being proactive and diligent in supervising not only the children, but also others present.

“Unrestricted access” means that a person has contact with a child alone; has access in providing education, guidance, or discipline to a child; or has access to the facility beyond the passage area and room in which the person's child is in is directly responsible for child care.

All staff, substitutes, and volunteers must have a background check and fingerprinting completed before being responsible for the direct care of our children, have access to a child when a child is alone or be counted in our staff to child ratio.





Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless it is delegated to the teacher assistant due to a conflict of interest with the person. “Supervision” is defined as being in charge of an individual engaged with children in an activity or task and ensures that they perform it correctly. “Monitoring” is defined as being in charge of ensuring proper conduct of others.

Child Guidance and Discipline

(IQPPS 1.2, 1.3, 1.4, 1.5, 1.6, 1.8, 1.9, 2.7) Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of clear and consistent rules, and involve children in problem-solving to foster the child’s own ability to become self-disciplined. We use PBIS (Positive Behavior Interventions and Support) and work closely with the AEA early childhood team to provide appropriate support for social emotional development. We focus on different PBIS strategies throughout the year and communicate that with families. We also use the Second Step Guidance curriculum. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. (Ex. If you keep throwing sand, you will have to leave the sandbox center.) 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 clear, consistent, 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.

Transitions

(IQPPS 7.7) Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child’s family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program’s staff. All students who will be 5 by September 15th of the current year, are eligible to attend Kindergarten Round Up in the Spring.



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, please contact your child's teacher. If this does not lead to a satisfactory experience, please contact the Elementary Principal at (515) 996-2221.

Health and Safety

General Health and Immunizations

(IQPPS 5.1) Immunization records should be turned in before the child starts school (except for immunization for which parents are using a religious exemption). 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 (Physical).

General Health and Safety Guidelines:

(IQPPS 5.2, 5.6)

- 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 are 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.

Hearing Screening

Heartland Area Education Agency (AEA) staff complete hearing screenings annually. Parents will be notified about the results of these screening only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please contact the school nurse.

Illness Policy

For the health and safety of all the children, it is mandatory that sick children not be brought to school. 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 not be admitted to school if they have had any of the following symptoms during the night:

- fever greater than 100.3 degrees Fahrenheit
- vomiting
- diarrhea or blood in stool
- pink eyes with drainage
- persistent abdominal pain (continues more than 2 hours)
- mouth sores with drooling
- rash with fever or behavior change

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or 15 designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

Students staying in for recess will need a note from a doctor or permission from the nurse. Please contact the school nurse if you have any questions regarding this policy.



Health and Safety Records

(IQPPS 5.1, 10.8) Health and safety information collected from families will be maintained on file for each child at the preschool. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

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. 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);
5. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support;
6. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

Accident Reports

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



In the event of an accident or serious injury which requires medical attention while at preschool, staff shall immediately notify parent and/or medical personnel as instructed in writing by the parent on the Emergency Medical and Dental form. It is understood that the school will make a conscientious effort to locate parents prior to such treatment when possible. If a parent cannot be reached, the alternate will be contacted from the emergency information list provided by the parents. A staff member will remain with the child until the parent or legal guardian assumes responsibility for the child.

Reporting Communicable Diseases

(IQPPS 5.3) The school nurse will post information to our school website when children or staff become infected with a communicable disease. This communication shall indicate the name of the illness, symptoms, what to do if your child experiences these symptoms and when the infected child can return back to school. Confidentiality will be maintained. It is the parent's responsibility to notify the school if their child becomes ill.

Medication Procedures and Storage

(IQPPS 5.8) School people are often asked to administer prescription drugs to children during the school day. These procedures need to be followed before prescription medication can be administered at school:

1. Written instructions over the prescribing doctor's or dentist's signature, including the name of the drug, the amount to be given, the times it is to be given, the length of time (number of days) the child will need to take the drug, and the name of the child must be on file before any medication is given.
2. The medication should be sent in the original prescription container.
3. Written permission from the parent must be on file at school. Permission must be given each year. The above information applies only to prescription drugs purchased with a prescription. Assistance will be given with non-prescription medicine. Please contact the school nurse, Katie Hovda at (515) 996-2221 with the request and permission and assistance may be given.

Snack

(IQPPS 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15, 5.16, 5.17) To help make our learning environment a safer place, Van Meter Elementary has peanut aware classrooms. This means that classrooms will not serve anything that has peanuts or nuts. The school district will be providing the student drink and snack each day.





Snacks that may not meet CACFP nutrition guidelines may be provided for special occasions, such as holidays and birthdays. Snack options for holiday celebrations will be posted by the classroom teacher and here is a [list of options](#).

Staff will observe specific safe food handling procedures. Child and Adult Care Food Program (CACFP) standards are followed for snacks. Exceptions are allowed for allergies, medical conditions, and religion. Please notify the teacher if your child needs an exception granted.

Cleaning and Sanitation

(IQPPS 5.18, 5.19) The facility will be maintained in a clean and sanitary condition. When a bodily fluid hazard 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.
- Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials.
- 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.

Water/Sensory Table Activities

(IQPPS 5.7, 9.14) We have a water table occasionally in the classroom and outside for children to play with their hands. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.



Hand Washing Practices

(IQPPS 5.6) Frequent hand washing is key to preventing the spread of infectious diseases. Teachers will teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink.

Staff members and those children who are developmentally able to learn personal hygiene, are taught hand-washing procedures and are periodically monitored.

All staff, volunteers, and children are required to use proper handwashing in order to reduce the risk of transmission of infectious diseases to themselves and to others.

The staff assists 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
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Adults also wash their hands:

- Before and after feeding a child
- After assisting a child with toileting
- After handling garbage or cleaning

Toileting

(IQPPS 5.5) Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

Diapering will only be done in the designated diaper area, which has an elevated surface.

Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 5:



- 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 will check children for signs that diapers or pull-ups are wet or contain feces at least every two 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.
- 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.

Classroom Square Footage

(IQPPS 9.9) There is a minimum of 35 square feet of usable space per child in each of the primary indoor activity areas.

First Aid Kit

(IQPPS 9.12) A first aid kit is located in the preschool classroom. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from the Iowa Department of Public Health. 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 kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Medical Emergencies and Notifications of Accidents or Incidents

(IQPPS 10.10) Van Meter Preschool Programs have in place safety procedures that describe 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 ([A.L.I.C.E.](#) Trained Staff)
- Evacuations



- Accidental Injury or Illness procedures for life threatening and non-life threatening situations

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. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

Disaster Preparedness and Emergency Evacuations

(IQPPS 10.10) Van Meter Preschool will practice the following drills:

- Fire Drills – monthly
- Tornado Drills – monthly
- Other emergency drills - once a year or as directed by our board

Protections from Hazards and Environmental Health

(IQPPS 10.5) 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 maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. This program may also use a technique known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.



Tobacco Free Facility

(IQPPS 9.15) The use of tobacco products, including smoking and smokeless tobacco products, is prohibited in buildings and on school grounds.

Weapons

No person shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another person, any real weapon or look-alike weapons 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. All weapons in the possession of children, real or look-alike, will be confiscated and parents will be notified.

Removal of Disruptive and/or Violent Students from the Classroom (House File 604)

Van Meter School District will follow [House File 604](#) in regards to the removal of disruptive and/or violent students from the classroom

- Incorporate strategies designed to correct the student's behavior.
- Provide for parent conference and counseling sessions when appropriate and with the approval of a student's parents.
- Be consistent with laws and regulations surrounding disability.
- Provide for escalating levels of discipline for each threat or incident of violence.
- Allow a school district to select the level of discipline appropriate for the severity of the threat or incident of violence.
- Allow a school district to suspend, expel, or place the student in an alternative learning environment, including a therapeutic classroom.
- Require an Individualized Education Program (IEP) meeting if the student who caused the threat or incident of violence has an IEP.

Public Comment During Board Meetings (Code 213)

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing



to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to 3 minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.