

# **Delwood**

## **Community School District**

**Preschool Program and Childcare Program**



311 Delmar Ave  
PO Box 292  
Delmar, IA 52037  
(563)674-4164

Parent Handbook  
2023-2024  
June 2023

**DELWOOD MISSION STATEMENT:**

Delwood Community School District strives to meet the individual needs of children in a family atmosphere, promoting positive and creative learning.

**DELWOOD VISION STATEMENT:**

The Delwood school, in partnership with the community, is dedicated to providing a stimulating learning environment, which maximizes the potential of all students to be lifelong learners.

**DISTRICT BELIEF STATEMENTS:**

We believe that:

- Delwood Elementary will continue in our community.
- All students are capable of learning when challenged appropriately.
- Our school, parents and community are partners in growth.
- Adequate facilities are crucial to the Delwood community.
- Our school must always plan for the future.
- Staff development must be ongoing to meet the changing needs of students.
- An education is vital in everyone's life.
- We can always improve.
- All individuals should show respect for others and for themselves.
- Technology is an essential tool that can improve student learning and foster creativity.

**SCHOOL BOARD GOALS:**

- Remain financially stable and an independent school district.
- Support and enhance opportunities for middle and high school students.
- Build community support and growth in enrollment.
- Increase achievement of all students.
- Support all Delwood families by providing a before and after school program and a quality preschool program in our district.

**STAFF:**

Director:	Marty Marshall	<a href="mailto:mmarshall@delwood.k12.ia.us">mmarshall@delwood.k12.ia.us</a>
After School Coordinator:	Karen Neely	<a href="mailto:kneely@delwood.k12.ia.us">kneely@delwood.k12.ia.us</a>
Teacher:	Cathy Pickup	<a href="mailto:cpickup@delwood.k12.ia.us">cpickup@delwood.k12.ia.us</a>
Teacher:	Melissa Hawley	<a href="mailto:mhawley@delwood.k12.ia.us">mhawley@delwood.k12.ia.us</a>
Associates:	Cindy Marsh-Vervaecke	
	Ruth Fuegen	
	Jill Yeager	

**DELWOOD PRESCHOOL PROGRAM OPTIONS:**

All Delwood 4-year old students are welcome in our Delwood Preschool Program. Full or partial day programs are available, with wrap-around childcare options available each

day. We will limit our preschool program to 16 or fewer students per section. The preschool program will start on August 28th and run in conjunction with the Delwood Community School calendar. The Preschool and Childcare Programs will not be held on full staff development days. We will run both AM and PM preschool programs on scheduled Wednesday 1:30 PM dismissal days. On scheduled early dismissal days, both programs will run in the morning. The 2023-2024 school calendar will be provided to parents.

### **PRESCHOOL PROGRAMS:**

#### **4-Year Old Options**

Full week / 5-Day Preschool Program - (Monday through Friday)

If your child is at least 4-years old, by Sept. 15<sup>th</sup>, 2023, there will be no cost for the Delwood Preschool Program. Childcare and lunch costs will apply.

#### **3-Year Old Options**

**If** we have room available, after serving all of our resident 4-year old students, we will take 3-year old students. Programming available for 3-year old students will depend on slots available after our spring sign-up period. All 3-year old students will have to pay for the 3 year old PreSchool program. \$300/\$240 sliding fee for all day and \$200/\$160 sliding fee for half day, M-F.

### **PARENTAL ACCESS POLICY:**

Parents are always welcome to visit and observe our childcare and preschool in action. Parents have unlimited access to their children while attending Delwood, unless parental contact is prohibited by a court order. If you would like to volunteer in your child's class, please let us know!

- Only those staff members, substitutes or volunteers that have had a completed record check shall have unrestricted access to children.
- All staff are required to supervise and monitor people who have NOT been cleared for involvement with child care and have not had a completed record check, including parents and guardians. Supervision and monitoring of those adults will include direct watching of the individual, no alone interactions with the child or direct responsibility of any children.
- Staff in each room will be responsible for supervising and monitoring anyone that would come into the room or center. In case of conflict of interest, a staff member will supervise and monitor that individual.
- If there is a court order in place prohibiting contact with a parent, a copy must be given to the center at the time of the child's enrollment.
- As a safety precaution, the center's doors will remain locked at all times. The secure entrance has a video camera monitor for parents to notify staff when they arrive. Staff will communicate with you through the monitor.

## **ENROLLMENT POLICY:**

### **INTAKE POLICY**

- Before enrollment to the center each family will be given a tour of the center and a registration packet. An annual preschool open house is held in August for all preschool families. A staff member will go over the registration packet with parents/guardians to make certain that parents fully understand our handbook. During this time, a staff member will assist any parents/guardians that may need reading assistance or translations and answer any questions they may have.
- Intake papers and a physical with immunization records must be returned BEFORE your child may attend for the first time. These forms must be kept current. The center will provide all above forms. Intake papers must be updated annually! If your child will be getting immunizations, please update your child's form when they receive the immunizations.
- Registration papers must be kept current.
- It is the parents' responsibility to identify your child's dental and medical health to us and provide written consent to obtain emergency care. Delwood staff has posted a written procedure to follow in a dental or medical emergency.

Delwood CAPACITY - Delwood has a capacity of 63 children.

All staff follow DHS guidelines for teacher-child staff ratios to facilitate adult-child interaction. The ratios are as follows:

- 3 year olds - 1 teacher to 10 children
- 4 year olds - 1 teacher to 12 children
- 5 year olds - 1 teacher to 15 children

These ratios are maintained during all hours of operation.

## **FEES:**

The Cost for each program is on a sliding-fee scale, based on a family's qualification for free/reduced lunches.

	Full Price	Qualify for reduced lunch	Qualify for free lunch
3-year old PreSchool All Day (per month)	\$300.00	\$240.00	\$0.00
3-year old PreSchool Half Day (per month)	\$200.00	\$160.00	\$0.00
Wrap-around Childcare (per day)	\$10.00	\$8.10	\$0.00
After School Program (fees not set yet)	\$3.50	\$2.50	\$0.00
Before School Program (fees not set yet)	\$2.00	\$2.00	\$0.00

We request that 3-year old Preschool fees be paid in advance, at the beginning of the month. Childcare, Before School and After School programs will be billed monthly at the end of the month.

**CHILDCARE:**

Childcare services will be offered so students can take advantage of an all-day program. Students will have hot lunch, recess, and play time in the childcare session. If you would like bus transportation for your child, please contact the preschool teacher for details. All preschool students are required to wear a seat-belt/harness on the bus and parents are responsible for making sure students are secure in their harnesses. Bus drivers should remain in their driver's seat. There will be a daily \$10.00/\$8.10/\$0 per day charge based on socio-economic status for using the childcare program at Delwood. Childcare accounts must be kept current to continue to use the program. Bills will be sent out at the end of each month.

**BEFORE SCHOOL PROGRAM:**

Our before school program runs from 7:00 AM until 7:45 AM each day school is in session. Cost for this program is \$2.00 per day. Students meet in the gym and are involved in a variety of different activities, supervised by Delwood staff. At 7:45 AM, all before school program participants will go to the Delwood breakfast program or go to recess with their classmates.

**AFTER SCHOOL PROGRAM:**

Preschool students will also have access to our after school program, which runs from 3:30-5:30 PM, Monday through Friday. Students pay an additional fee for this program based on the number of evenings they stay for the program. Costs are \$3.50/\$2.50/\$0 based on Socio-Economic Status. When school is canceled because of inclement winter weather, there will be no After School program.

**ARRIVAL AT SCHOOL:**

Please be on time when dropping your child off for preschool and picking them up from school. You may park anywhere except on the street west of the school building, where the buses load and unload. School starts at 8:15 AM for all students and students may arrive any time after 7:50 AM. Any student arriving after 8:15 AM will be counted as tardy for the day.

**BREAKFAST PROGRAM:**

All students may eat breakfast at school, from 7:45 – 8:05 AM, Monday through Friday. Breakfast menus are published in our monthly newsletters. Student breakfast cost for the 2023-2024 school year will be \$1.10 per day.

**ILLNESS POLICY:**

If an illness prevents your child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in the main office in our sick bay. If the child is suspected of having a contagious disease, then the child will remain in the office area until he or she can be picked up by a family member. The child will be located where individuals will not be exposed. Parents will be notified immediately when a child is showing any signs or

symptoms that require exclusion from the preschool program. Our contracted nurse will be consulted when there are any questions as to: what level and types of illness require exclusion; how care is provided for those who are ill but who are not excluded; and when it is necessary to require consultation and documentation from a health care provider for an ill child or staff member. Delwood staff will provide information to families verbally and in writing regarding any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home.

### **COLD, HEAT, SUN, AND INSECT PROTECTION:**

To protect against cold, heat, sun injury, and insect borne disease, the preschool program ensures that:

- Children wear clothing that is dry and layered for warmth in cold weather.
- Children have the opportunity to play in the shade. When in the sun, they wear protective clothing, applied skin protection, or both. Applied skin protection will be either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin with written parental permission to do so. (Parents are responsible for supplying sunscreen or sunblock for their child.)
- When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET will be used. Staff will apply insect repellent no more than once a day and only with written parental permission. (Parents will need to supply insect repellent for their child.)

### **CALENDAR:**

A preschool monthly calendar will be sent home at the beginning of each month to inform parents of what events are taking place in the Delwood Preschool Program.

### **ABSENCE POLICY:**

Every absence from school by students will require a phone call to the school. You may call the school from 7:30-9:00 AM to report absences to our school secretary or feel free to call anytime to leave a message. Our phone number at school is (563) 674-4164 or (563) 574-4164. If we do not hear from you, regarding your child's absence, we will call you to confirm the reason for absence.

### **TRANSPORTATION:**

Students will be allowed to ride the Delwood Community School buses in the morning and afternoon, as long as they wear the preschool vest and school bus harness available from the school. We will work with parents, on an individual basis, for bus transportation requests. Please notify the preschool teacher if you would like school bus service for your child. Children attending preschool and daycare may use the school bus transportation offered by the Delwood School District. Transportation services are managed by the Delwood School District and not a service associated with child care licensing standards. The transportation and insurance are in accordance with the federal and state laws.

**PICKUP UP CHILDREN:**

Students will need to be picked up by their parents or by the designated caregiver listed on the Delwood Emergency Forms. A picture ID may be asked for when an unknown person is picking up the child. Please notify the school and teacher if there is someone not on your authorized list who is planning to pick-up your child. Children should be picked up at 11:30 AM or 3:30 PM unless your child is riding the bus or is staying for the childcare or after school program. After School Program students need to be picked up by 5:30 PM, at the latest, or additional costs will be charged!

**WEATHER:**

If there is a school delay in the morning because of weather, we will still plan to have our preschool program. Students should report to their class at 9:00 AM for a one-hour delay and 10:00 AM on two-hour delay days. If the student is participating in the before school program, we will have staff here at 7:00 AM to accommodate parent's work schedules. Please listen to KMAQ radio in Maquoketa or KWQC-TV or WQAD for school cancellations or delays, or watch our Facebook page. When we have late starts, we **do run** our morning preschool program however, we **do not run** our breakfast program, so please make sure your child eats breakfast at home on those mornings. If we have an early dismissal because of weather, we will **not** have our after school program.

**CURRICULUM GUIDELINES:**

Your child will be exposed to many different learning skills and learning styles through our Creative Curriculum Program :

- Pre-readiness skills (academics and social)
- Exposure to shapes, reading, numbers, alphabet and colors
- Language (communication) groups
- Social/emotional skills (follow rules, share, interact with peers and adults)
- Personal information (begin to recognize name, address, etc.)
- Fine motor skills (writing, coloring, cutting, puzzles, etc.)
- Gross motor skills (running, jumping, exercising, etc.)
- Imagination/creativity (art and cooking activities)
- Music/movement
- Hands-on learning (center based activities)

**DISCIPLINE PROCEDURES:**

Delwood Community School teachers and support staff will use a classroom behavior management plan based on positive reinforcement. The Delwood staff is trained to set up an environment that meets each student's developmental needs while creating a sense of safety and security for the entire class. We will do this through an atmosphere of mutual respect by modeling and practicing, using problem-solving skills for a peaceful resolution of conflicts.

**DISCHARGE POLICY:**

Your child's preschool or childcare at Delwood will be terminated if one or more of the following occur:

- Insufficient payment - Delwood will work with families to set up a payment schedule. If ongoing balance is greater than six weeks of childcare fees, no further childcare will be provided until balance is lower than six weeks of fees.
- Inappropriate child behavior
  - Biting (see biting policy)
- Parent non-cooperation

Your child will be readmitted only after one or more of the following steps have been taken:

- Either verbal or written contact has been made with the parent or guardian.
- An appointment has been made to discuss the possible discharge situation.
- A goal date has been set to have the problem or behavior corrected.

**BITING POLICY:**

Delwood understands that biting is a very common behavior in toddlers, yet one of the toughest and most challenging. Your child's safety and health are our priority. Delwood's staff is trained to deal with biters, in a positive, supportive way. Biting is often difficult for the parents of the biter. If your child is a victim you may feel anger and fear. We understand that each incident may differ so each biting situation will be evaluated on an individual basis.

- Each biting incident will be documented, including the date, where the incident happened, when it occurred, what happened before biting and after biting, and staff involved. The documentation will be kept in each child's file. This information will be useful to assist staff with identifying patterns and preventing future incidents.
- All information will be kept strictly confidential.
- Either parents or guardians of children involved in a biting incident will be given a complete accident/incident form.
- Staff will address the child that bit in a firm, calm voice in a simple and clear way. Attention will be shifted to the child who was bitten to show concern and support for that child.
- If your child has been biting repeatedly, a conference must be held with the director of the center. At that time, a plan of prevention and discipline will be discussed.
- Center staff and volunteers will follow first-aid procedures that have been taught by the American Heart Association. The wound will be cleaned with lots of soap and running water. If a bite broke skin and bleeding is present, staff will apply pressure and appropriate dressings. Ice will be applied if bruised or swelling. Parents will be contacted.

It may be necessary in some cases that the child be removed from the center for a period of time for the safety of other children.



### **ACCIDENT/INCIDENT REPORTS:**

If there is any significant change in your child's health or serious injury to your child while attending Delwood, you will be notified immediately. Should your child have a minor accident/injury or any behavior concerns you will be notified on the day of the accident.

- The staff member present will complete an accident form and the director will be notified.
- This form must be signed by the parent/guardian who picks the child up.
- A copy will be sent home with your child.

### **PET POLICIES:**

No pets will be allowed in the preschool classroom to keep all students safe from injury or diseases. Pictures of pets however, are great for weekly "Show and Tell." If you are picking up children at the end of the day, please do not bring dogs onto school property. We want to keep all children safe from injury or disease.

### **CONFIDENTIALITY:**

Parents can be assured that all information regarding students in our preschool program will be kept confidential by all staff members.

### **TOILET TRAINING ISSUES:**

All students participating in our preschool program are encouraged to be toilet trained before attending our program. Before school starts please make sure your child can *independently* attend to their own needs. We do ask that you provide extra clothes for that occasional "accident" that might happen.

If your child continues to have issues with soiling or wetting, we will notify parents and work on a plan to help your child be successful while still attending school everyday.

### **MEDICATION POLICY AND PROCEDURE:**

In order for medications, including diaper creams and sunscreen, to be administered at Delwood the following things must occur:

- All medications must be in the original container and labeled with the child's name.
- Written permission must be filled out immediately upon arrival into the center. Please be sure all instructions are made clear to staff members.
  - Delwood cannot give medication stated, "as needed".
  - Specific duration of medication should be clearly stated.
  - Delwood cannot give the first dose of medication.
  - Medications that are needed twice daily should be given at home.
  - Parents are responsible for proper authorization and supplying of the medication.
  - When available, a staff member who is certified to administer medication will be responsible for dispensing medications.

- o The medication will be stored in the refrigerator (when needed) or in the medicine cabinet.
- o A document recording all dispensing of medicine will be kept on file.

### **CHILDREN NEEDING SPECIAL ACCOMMODATIONS:**

The preschool program provides for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to meet the needs of all children. To facilitate this we follow recommended staff to child ratios based on children's ages as well as those necessitated through individual plans. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that an inclusive preschool program will enrich the learning experience for teachers, students, all children and their families.

As an inclusive program, the preschool facilities meet the Americans with Disabilities Act accessibility requirements.

### **EMERGENCY DRILLS:**

Periodically the school holds emergency fire, intruder, bus evacuation, and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency.

These drills are planned to train staff and students how to evacuate to safety areas in case of tornado, severe weather conditions, fire or a bus accident.

### **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 Delwood Community School district buses or vehicles are used for these field trips. Parents will be informed of each field trip through a newsletter and calendars in advance. A parent or legal guardian must sign an informed consent form for trips for each child upon enrollment. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. A first aid kit, and emergency contact information will be taken on all trips. Children will be counted periodically 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.

### **FOODS BROUGHT FROM HOME:**

Food brought from home will be monitored and supplemented if necessary to ensure CACFP guidelines are maintained. Snacks that do not meet CACFP nutrition guidelines may be provided by parents for special occasions such as birthdays or holidays.

**NUTRITION:**

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

Children attending preschool may choose to have breakfast before class begins. A snack is served two hours after breakfast has ended. Two food groups will be represented at each snack time as outlined in USDA guidelines. A written snack menu is posted in the classroom and available to families. All menus are kept on file for review by a program consultant. The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered.

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.

## **Delwood Community Preschool**

### **Assessment Plan**

#### **Purpose**

The purpose of assessment of children in the Delwood Community Preschool is to provide information to teachers and parents on children's learning and development, and to provide a basis for making teaching, curriculum, and program decisions to meet the learning needs of children. Assessments also provide the teachers with information about children's interests. Assessments may also lead to further referral for diagnostic testing in a variety of areas, from vision to eligibility for special services.

#### **Procedures**

Children's progress in the Delwood Community Preschool is assessed using formal and informal methods, according to the following schedule:

- The Individual Growth and Development Indicators (IGDIS) will be used three times/year (Fall, Winter and Spring). This formal assessment tool measures children's growth in rhyming, alliteration (awareness of beginning sounds in words), and segment blending (ability to blend parts of words together to make whole words). Some children may also be assessed in the area of picture naming (vocabulary).
- Teaching Strategies GOLD, based on The Developmental Continuum of the Creative Curriculum is also completed by the teachers three times a year (Fall, Winter, and Spring) and is shared with parents at parent/teacher conferences. This Continuum reports on cognitive skills, language, social-emotional development, and gross and fine motor skills (including self-help skills).
- Informal assessment also occurs throughout the school year. Multiple data sources are used, including work samples, teacher and associate observation of children's work, play, and behaviors in individual/small group/large group settings, checklists, etc.
- The children are familiar with the teachers who do the assessments, and all assessments are done at preschool in familiar contexts. The tasks for this assessment documentation are assessed using authentic, observation-based assessments and documented through Teaching Strategies GOLD. The objectives of Teaching Strategies GOLD are aligned with the curriculum goals and are appropriate for the children's abilities.
- Information from parents is an integral part of the assessment process. The parents complete the Preschool Background Questionnaire at the beginning of the school year, and this information gives the teachers valuable information about each child. The teachers also meet with parents at a home visit before school starts, and the parents are given the opportunity to provide input about their goals for their children, their concerns, possible health issues, discipline practices, and any other topics the parent(s) want to discuss. Parents also have opportunities for input into the assessment process

at winter and spring parent/teacher conferences, at school improvement meetings, by directly talking to the preschool teacher or by contacting the principal/superintendent.

The teachers review the assessment procedures at least three times a year (following the Creative Curriculum schedule) to be sure that the information they are obtaining, both formally and informally, is useful and valid.

### **Communicating with Families**

The assessment plan was created with input from a committee of parents formed from the District Advisory Committee. The committee met several times with the teachers to develop the assessment plan.

The goals of the program and information about Teaching Strategies GOLD and Creative Curriculum are shared with all parents at orientation night, and also at home visits by the teachers at the beginning of the school year. The teachers share the results of assessments at the fall and winter parent/teacher conferences. Parents are given a written summary report of their child's progress in the developmental areas of the Creative Curriculum, and also have the opportunity to discuss the information. Parents are encouraged at all parent/teacher meetings to share any information from home to contribute to the assessment process, and are also encouraged to contact the teachers at any other time to provide input. Use of the Preschool Background Questionnaire at the beginning of the year gives parents the opportunity to share information about their children with the teachers during the first few weeks of school, and also gives parents more ideas of the types of skills that will be worked on during the preschool year.

The Delwood Community School District is sensitive to family culture and home languages, and has access to an interpreter who will attend parent/teacher conferences if needed. If necessary, an interpreter could also assist the teachers with assessment of ELL children.

### **Confidentiality**

Children's classroom assessments are kept in locked file cabinets in the classrooms, and the classrooms are also locked overnight. Cumulative records are kept in the school office, and access to these records has the same limitations/requirements as all school records.

### **Referral for Diagnostic Assessment**

One of the purposes of assessment in the Delwood Community Preschool is to determine if children are eligible for special education services. When indicated by formal and informal assessment results, teachers may refer children for problem solving or evaluation by other school and/or Mississippi Bend AEA staff. The procedures are the same as for school-age children and parents are involved at every level.

## **Uses of Assessment Information**

Information gained from formal and informal assessments is used to determine the developmental progress of the children in the areas of language development, cognitive development, social-emotional development (including health), and motor development (including self-help skills). It is also used to identify the interests of the children. The teachers use the information to plan classroom and individual goals for the children, and to make any necessary changes to the curriculum, environment and/or teaching practices. For example, if the fall assessment indicates that a group of children or individual children are having difficulty with a goal of the Creative Curriculum such as number concepts, the teachers include more direct teaching of numbers into their planning. Ongoing observation and results from the winter assessments are then analyzed to monitor progress and determine if the teaching and activities have been effective to improve children's progress in the area of numbers.

The teachers analyze data weekly and use data collected to plan upcoming activities. Our staff is highly involved in the Multi- Tiered Systems of Support (MTSS) process and teachers work diligently to match effective interventions with students that are not showing grade level skills. Teachers use this professional development time to interpret assessment information and make necessary adjustments to their activities and areas of emphasis for the coming weeks.

# ★ ★ ★ ★ ★ Guide to Childhood Illness

Recommendations for Parents and Child Care Facilities

ILLNESS	WHAT YOU SEE	WHAT TO DO	WHEN CAN CHILD GO BACK TO CHILD CARE?
5 <sup>th</sup> DISEASE (Erythema infectiosum)	Fever, headache and very red cheeks. Lace-like rash on chest, stomach, arms and legs that lasts 3 days to 3 weeks. You may see the rash off and on. Usual for ages 5-14 and is unusual in adults.	Consult with child's doctor and ask about using over the counter pain/fever medicine. Give child plenty of fluids. Prevent scratching by trimming fingernails and putting gloves on the child during the night. Pregnant women exposed to this disease should consult with their doctor.	Keep child home if fever is present.
★ CHICKEN POX (Varicella)	Itchy, blistery rash with mild fever. Blisters usually occur in clumps and are more commonly seen on the stomach, chest and back. After several days, blisters scab over. Some children have only a few blisters, others can have several hundred.	Consult with child's doctor. Calamine lotion or cool baking soda in water bath can help to reduce itching. Prevent scratching by trimming fingernails and putting gloves on the child during the night.	Child should stay home, until all the blisters are crusted with no oozing scabs.
COLD SORES & MOUTH SORES	Fever, painful, small, fluid-filled or red blisters on mouth, gums or lips. The sores are usually reddish or purple and can appear one-at-a-time or in little bunches. Children with hand, foot and mouth disease may also have a small red rash on hands and feet.	The sores should be kept as dry and covered as possible. Do not allow children to share toys.	If the child is drooling and has sores, consult child's doctor before returning to child care. Otherwise, child does not need to miss child care.
EAR, NOSE AND CHEST INFECTIONS	May include mild symptoms such as cough, runny nose, watery eyes, sore throat, chills and tiredness associated with the common cold, croup, pneumonia, respiratory syncytial virus (RSV), bronchitis and ear infections.	Make sure the child gets plenty of rest. Ask child's doctor about using over the counter pain or fever medicine. The child and those caring for him should wash their hands often. Seek medical treatment immediately if child has the following signs of difficulty breathing: -Blue or gray skin around the nose, mouth or fingernails -Struggles to breathe -Makes noisy, high-pitched sounds when breathing	Child who is listless or with fever should stay home. Child without fever does not need to miss child care as long as child can participate easily in activities.
DIARRHEA	The child's bowel movements are more frequent, loose and watery than usual. Stool may contain blood.	Make sure the child gets plenty of rest and give a diet of clear liquids. Breastfeeding can continue. If symptoms continue, fever occurs, or if blood appears in stool, call your doctor. The child and care givers should wash hands frequently.	Child can go back to child care when diarrhea is gone and the child feels better. *There are special exclusion rules for <i>E. coli</i> O157:H7 and <i>Shigella</i>
FEVER	An increase in body temperature above normal. It does not always indicate serious illness. A fever may be present if the child's temperature is 101 degrees measured by the mouth. The most common causes of fever in children are sickness, teething and recent vaccination.	Call child's doctor if your child is uncomfortable or has a change in behavior. If a child under 8 weeks of age has an armpit temperature of 100 degrees, call your doctor.	Child does not need to stay home unless child has a fever AND behavior changes, signs or symptoms of illness.
★ FLU (Influenza)	Fever, chills, sore throat, cough, headache, muscle aches, extreme sleepiness. Some children may develop pneumonia with influenza. Children with influenza may have nausea, vomiting or diarrhea but never without respiratory symptoms.	Consult with child's doctor. Make sure child gets plenty of rest. Ask doctor about over-the-counter fever/pain relievers and antiviral medicine. All children older than six months are recommended to get an influenza vaccination every year.	Child can go back to child care after the child feels well.
★ HEPATITIS A	Stomach pain, sick feeling, fever and diarrhea. Skin and white part of eyes might turn yellow.	Consult with child's doctor IMMEDIATELY.	Child can go back to child care one week after the start of symptoms.
IMPETIGO	Skin sore with a yellow, honey colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth.	Consult with child's doctor. Your doctor may give you medicine and will tell you how to take care of the sores. The child and care givers should wash hands frequently.	Child can go back to child care 24 hours after the child started medicine from the doctor.
LICE (Pediculosis)	Lice (bugs) and eggs (nits) in hair near scalp, especially on top of head, behind ears, and back of neck causing scalp to itch.	Use regular shampoo and cream rinse daily for 14 days. Comb hair everyday with a fine toothed comb while cream rinse is still in the hair.	There is no need for child to be sent home from child care the day of diagnosis and should be allowed to return after first treatment. Call 800-369-2229 and request "Getting Rid of Head Lice" brochure.
★ MENINGITIS (Viral or Bacterial)	Fever, headache and stiff neck are common symptoms in anyone over 2 years old. Newborns and small infants may appear over-sleepy or inactive, be irritable, vomit or feed poorly.	Consult with child's doctor IMMEDIATELY. Viral meningitis is only spread when someone has contact with an infected person's stool. Bacterial meningitis can be spread through the air, so close contacts may be given medicine to prevent illness.	Children with bacterial meningitis may return to child care 24 hours after starting antibiotics. Children with viral meningitis may return when feeling better.
MRSA – community acquired (Methicillin resistant <i>Staph aureus</i> )	A boil or pimple that can be swollen red and painful and have drainage. Often mistaken for a spider bite.	Consult with child's doctor. Treat and cover all open wounds. Reinforce hand washing and environmental cleaning.	Child or staff does not need to stay home if the wound is covered.
★ MUMPS	Rare in children with 2 doses of the measles, mumps and rubella vaccine. Fever, swollen and sore glands at the jaw. Sometimes children also have a cough and runny nose.	Consult with child's doctor and ask about using over the counter pain/fever medicine. Give plenty of liquids.	Child can go back to child care 5 days after start of symptoms or until symptoms are gone, whichever is longer.
PINK EYE (Purulent Conjunctivitis)	Eyes are red/pink with creamy or yellow discharge and the eyelids may be matted after sleep. Eyelids and around the eyes may be red, swollen and painful.	Consult with child's doctor. Child without fever should continue to be watched for other symptoms by parents or child care providers.	Child may return to child care when all symptoms are gone.
RASH ILLNESS	Usually red, spotty areas on the skin, sometimes with bumps that may or may not be whitish in color. Child may have a fever or behavioral change.	Consult with child's doctor if child develops a fever and acts differently with the rash.	If the child has no fever or behavioral change with rash, then the child may return to child care.
RINGWORM	Ring shaped, scaly spot on skin or head. May leave a lighter spot on skin or a flaky patch of baldness on head. May have a raised donut-shaped appearance.	Consult with child's doctor. Ringworm is spread by direct skin to skin contact. Cover the area to prevent spread. Do not let your child share personal items (combs, brushes, clothing, towels, bedding). Dry skin thoroughly after washing and wash bathroom surfaces and toys daily.	Child does not need to miss child care. Child should not go to the gym, swimming pools or play contact sports. It is important to know that treatment may take at least 4 weeks.
SCABIES	Severe itching that can be worse at night. You may see small red bumps on the skin or burrows between fingers, on wrists or elbows, in armpits, or on waistline.	Consult with child's doctor.	Child can go back to child care 24 hours after first treatment.
STREP THROAT	Sore throats can be due to many causes. Strep throat is a severe form of a sore throat. Common symptoms include: sore throat, hard to swallow, fever, enlarged glands and extreme fatigue.	Consult with child's doctor. Give all medicine for the entire time directed. Antibiotics are not recommended for treatment without a positive laboratory test.	Child can go back to child care 24 hours after antibiotics are started.
VOMITING	Common causes of vomiting are sickness and upset stomach.	Consult with child's doctor if fever is present. Call doctor immediately if child is unable to keep fluids down for more than 24 hours.	Child can return to child care once symptoms are gone.
★ WHOOPING COUGH (Pertussis)	Persistent, deep-sounding cough. Some children may have a "whoop" sound in cough. Some may vomit or lose their breath during and after coughing.	Consult with child's doctor. Give all prescribed medicine for the entire time directed. Doctor may prescribe medicine to close contacts to prevent illness.	Child can go back to child care after 5 days of antibiotics or 21 days of cough if no antibiotics are given.

★ Immunization is available

Do you need a doctor? Call the Healthy Families Line at 1-800-369-2229.

Do you need health coverage for your child? Low cost or free health care coverage may be available for your child through the *hawk-i* program. *Hawk-i* provides child physical exams for well or ill children and medicine from the doctor, dental and vision services, immunizations, and much more. Call 1-800-257-8563 or visit: [www.hawk-i.org](http://www.hawk-i.org).



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