

Eagle Grove Community Schools



Preschool Program Handbook

Eagle Grove Elementary
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Eagle Grove, IA 50533
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I. Orientation

Welcome (IQPPS 10.1)

Eagle Grove Community School has offered a Preschool Program since 2005. The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

Eagle Grove Elementary Preschool Staff:
Director/PS-1 Principal – McKristie Willard
Teacher – Kate Porter
Teacher – Linda Borkowski

II. Mission, Philosophy, and Goals

Mission (IQPPS 10.1)

The mission of Eagle Grove Community School District, a partnership of school staff, parents, and community, will promote in all students the knowledge and skills necessary to become independent thinkers, life-long learners, and responsible, productive citizens. This will be accomplished by recognizing the value of each individual and promoting academic and personal growth in a challenging and caring environment.

Philosophy (IQPPS 10.1)

Students learn best in a safe and caring environment.

- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society.
- Effective learning produces life-long skills.
- Teaching the importance of citizenship benefits the school and the community.
- Productive discipline incorporates being safe, respectful, and responsible.
- Memorable and enjoyable activities foster learning.
- School, home and community cooperation facilitates and reinforces learning.

Goals for Children (IQPPS 10.1)

- 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 (IQPPS 10.1)

- Families will feel welcome in the classroom and school.
- 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.

III. Eligibility

Equal Educational Opportunity

Policy Title Multicultural and Nonsexist,

Code 602.1

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability or disability, sexual orientation or gender identity. The educational program shall be free of such discrimination and provide equal opportunity for the participants. The educational program shall foster knowledge of respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. Inquiries regarding compliance with equal education opportunity shall be directed in writing to Josh Schild, Eagle Grove Community Schools, 1015 NW 2nd St., Eagle Grove, Iowa 50533, phone 415-448-4767; to the Director of the Iowa Civil Rights Commission; or to the Director of Region VII, Office of the United States Equal Employment Opportunity Commission, Kansas City, Missouri.

It is the policy of Eagle Grove Community School District to not discriminate on the basis of race, creed, color, sex, sexual orientation, physical traits, gender identity, national origin, gender, disability, religion, age, political party affiliation, socioeconomic status, or actual or potential parental, family or marital status in its programs, activities or employment practices. The district is committed to affirmative action. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Josh Schild, Middle School Principal, 1015 NW 2nd St, Eagle Grove, IA 50533, phone 515-448-4767, or jschild@eagle-grove.k12.ia.us.

The Title IX Compliance Officer for the Eagle Grove Community School District will be designated annually by the Eagle Grove Board of Education.

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

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

General Staff Information

Who Works In The Preschool

Program Administrator: The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in Iowa Quality Preschool Program Standards. (IQPPS 10.2)

Teacher(s): A full time teacher licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement is assigned to the preschool classroom. (IQPPS 6.3)

Teacher Assistant or Paraprofessional: A full time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have specialized training in early childhood education. IQPPS 6.4

School Nurse: The preschool will have the assistance of the school nurse. The current nurse is employed full time, is a certified RN, and is recertified every three years. She maintains student health records by updating them quarterly, and attends to the health needs of the students while they are at school. She is available for parent consultation when necessary.

Prairie Lakes AEA: Prairie Lakes AEA 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.

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 parents. 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.

Enrollment Policy (IQPPS 5.1, 10.8)

Children must be four years of age prior to September 15th of the current school year. Pre-registration will begin in the spring of the year prior. Registration materials are available from the elementary secretary. Final registration will occur in the fall.

IV. Arrival, Departure, and Transportation of Children

Preschool Hours

Classes meet for two hours and forty-five minutes each day, four days per week. Children attend on Monday, Tuesday, Thursday, and Friday. The preschool follows the Eagle Grove Community School Calendar with some exceptions which will be communicated ahead of time.

8:15-11:00 A.M. - Two morning classes at Eagle Grove Elementary

11:45-2:30 P.M. - Two afternoon classes at Eagle Grove Elementary

Daily Activities (IQPPS 2.5)

Our district preschool operates on a half day schedule (am & pm). Students attend school Monday through Friday. The components in the master schedule align to the indicators of this criterion and are appropriate for our program. The master schedule is reviewed with all teachers annually before programming begins to ensure that classroom schedules will include the necessary activities and routines. This is a guideline, the order of the activities may vary from classroom to classroom. The schedules are shared with parents and the principal, as well. (IQPPS 2.6)

Daily Schedule (IQPPS 2.3, 2.6)

| | | |
|--|--|---|
| AM 8:15-8:25 PM 11:45-11:55 | Arrival/Sign -in/ Choice activities - 10 minutes | Occurs as children are arriving. |
| AM 8:25-8:55 PM 11:55-12:25 | Large Group Activities - 30 Minutes | Music & movement, story time, social-emotional, math, literacy, science, social studies |
| AM 8:55-9:55 PM 12:25-1:25 | Choice Time** - 60 minutes | Blocks, dramatic play, toys and games, puzzles, discovery and exploration of the content area, listening, library, sensory table, art, technology, writing center. |
| AM 9:55-10:30 PM 1:25-2:00 | Small Groups- 35 minutes | Writing, small motor, academic focus |
| AM 10:30-11:00 PM 2:00-2:30 | Outdoor learning/large motor - 30 minutes | Large motor |

**** Learning Centers/Cleanup/Handwashing/Snack are embedded during choice time**

Learning objectives for each day are posted in the classroom showing how these activities are incorporated into the daily schedule. Regular notes will be sent home to families in children's backpacks and electronically, if parents desire.

Arrival and Departure Procedures (IQPPS 10.9)

All parent-provided, motor vehicle transportation will include the use of age-appropriate, and size-appropriate seat restraints. When bringing children to school, parents are asked to park by the visitor signs or in the lower parking lot and turn off the engine before entering the building. This is to allow space for the buses to pick up and drop off children. Other than parents or legal guardians, only persons with prior written authorization and have checked into the school's elementary office will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching/office staff will be asked to present photo identification before a child is released to them.

In the interest of students' safety, parents/guardians/authorized individuals are requested to report directly to the office when picking up their child rather than going to the child's classroom. Likewise, when a student returns to the building following an absence during the school

day, the adult should stop in the office and sign the child in. Whenever there is a change in your child's routine, please make sure to send a written note for the office to have on file.

Transportation (IQPPS 10.9)

The Eagle Grove Community School District will provide school bus transportation for preschoolers that live within the district boundaries. Parents or legal guardians may request transportation at enrollment, indicating the pick up and drop off address, the name of the responsible person at that address, and emergency contact information for all parties involved.

Parents or legal guardians are asked to keep their information current by reporting changes to the preschool teacher or elementary school secretary.

Parents/Guardians of children being picked up/dropped off at their homes or daycare need to be visible to the bus driver at both times. The bus driver will expect the parent/daycare provider to wave indicating the child is safe in their home before they leave the address.

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in the child's Individualized Educational Plan (IEP) will be implemented as described.

Outside Play and Learning (IQPPS 9.1, 9.5, 9.6, 9.7, 9.8)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. Sometimes we spend longer getting bundled up than we spend outside. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat index is safe for outdoor play.

In order to make sure that children can play comfortably outside it is important that parents dress them according to the weather. When it is cold outside children need a warm coat, mittens or gloves and a hat (labeled with the child's name). For the warmer days dressing children lightly is just as important. For those in-between days dressing children in layers is a practical idea.

V. Families

Family Involvement (IQPPS 1.1, 7.1, 7.2, 7.4, 7.5, 7.7, 10.15)

Eagle Grove Community School District encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family so we can best meet their needs. Families are surveyed in enrollment paperwork and through other questionnaires during the year. Home visits are conducted at the beginning of the school year. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Each year, the preschool program shall involve families through:

- **Home Visits:** Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know parents, children, and families and to create a partnership between home and school in order to best meet children's needs. This is a great time for parents to share what makes their family unique, how they prefer to communicate with the teacher, and share their knowledge about their child's interests, approaches to learning, and developmental needs. Parents can help the teacher understand what their goals are for their children and whether they have any concerns they'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.
- **Family/Teacher Conferences:** The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. The teacher will send home a sheet before the conference asking parents to consider what new skills parents see children developing at home or in the community, to think about what they'd like more information about the classroom, and whether they have new or different goals for children. During the conference the teacher will share results of classroom assessments and samples of children's work. Together, teachers and parents can make a plan to continue to encourage children's growth and development.
- **Family Night:** This is an opportunity for families to come to school to participate in fun, educational activities. The night will be planned to meet the needs of the children and families in the classroom. Our Family Night details will be shared once the date is set on the calendar so families can plan accordingly.
- **Transitions:** Home-school connections are crucial to the transition to kindergarten or any other program. The child's family provides the consistency and continuity necessary for a young child to be successful. Teaching staff will partner with Head Start and 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 in the spring.
- **Parent Advisory Committee:** The Eagle Grove Community School District Preschool has a Parent Advisory Committee (PAC) 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 and review surveys. They also serve as a sounding board for curriculum and instruction. Parents are encouraged to be a part of the Parent Advisory Committee (PAC).
- **Communication with Families:** The program will promote communication between families and staff by using written notes as well as informal conversations, phone calls, emails and posts within the closed classroom Facebook groups. Families are highly encouraged to join the closed classroom Facebook groups. Parents are encouraged to maintain regular, on-going, two-way communication, particularly in written form. Folders will be used to send notes and other communications home. The folder can also be used to return information back to school and teachers. **(IQPPS 1.1, 7.4)**

VI. Curriculum

Curriculum (IQPPS 2.1, 2.2, 2.5)

The preschool program uses the Creative Curriculum framework, a research and evidence based comprehensive curriculum designed for four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. The process used to complete

a project is emphasized rather than the final product. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. It is the intent of Eagle Grove Community School District to provide a creative developmental program in which the child will grow through curiosity and asking questions. It is a program where children can manipulate and experiment using concrete materials to help them find out "why." It is a climate that is open to new ideas and supports the child's flexibility in thinking. It provides the child ample time for activities in a variety of curricular areas. We encourage the parents and community to be involved.

VII. Assessment

Assessments (IQPPS 4.1, 4.2)

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

Children are assessed in the following ways:

- Teaching Strategies Gold is aligned with the Iowa Quality Preschool Program Standards and Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle, and end of the year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them
- To provide information to parents about their children's developmental milestones
- To indicate possible areas that require additional assessment.

Assessment information will be shared formally with families during Family Teacher Conferences in the fall and spring. In addition, the Eagle Grove Preschool Progress Report will be sent home in the fall, winter, and spring. The preschool teachers will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time.

If the teacher feels that there is a possible issue related to a developmental delay or other special needs, she/he will communicate this to the family. The school will follow the IDEA process for determining need and appropriate support to ensure your child's continued success.

VIII. Supervision and Emergencies

The maximum class size is 20 children in each session based on the IQPPS standards. 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.

Supervision (IQPPS 10.4)

Before children arrive at school, the preschool teacher or paraprofessional will complete the following regular 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 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 adults 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.)

The elementary principal will maintain a current list of available substitutes for both the teacher and teacher assistant. Should one of the teaching staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff-child ratio.

Mandatory Reporting Policies (IQPPS 10.6, 10.8, 10.16, 10.19)

The health and well being of every child in our care is of the greatest importance and the protection of children is our responsibility. 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 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. All staff complete "Mandatory Reporter: Child and Dependent Adult Abuse".

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated McKristie Willard (515-448-3126). The alternate investigator is Linda Swedlund (phone 515-838-2208).

Emergency Policies (IQPPS 9.14)

Special procedures will be taught to the students regarding fire, tornado, evacuation, and shelter in place drills. Drills will be held monthly.

Fire Safety (IQPPS 10.10)

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.

Medical Emergencies and Notification of Accidents or Incidents (IQPPS 10.13)

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

This booklet will be kept in a visible location in the classroom. 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 a child receives a minor, non-life threatening injury during their time at preschool, our teacher will assess the situation and apply first aid as needed. Any serious incident or injuries will be documented on an "injury and illness" form and a copy will be given to the parent within 24 hours of the incident.

All staff will have immediate access to a device that allows them to summon help in an emergency. 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. Parents need to update emergency phone numbers as needed.

Inclement Weather

In the event that the Eagle Grove Community School District must be closed due to bad weather, we will notify school patrons by infinite campus. School closing announcements will also be posted on local tv stations and by text message from Infinite Campus.

Protection From Hazards and Environmental Health (IQPPS 9.16, 9.17)

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. Water is tested periodically by the City of Eagle Grove. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

IX. Health and Safety

Eagle Grove Community School District 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.

Student Health and Safety Information (IQPPS 10.8)

- **Student Information:** Student records containing personally identifiable information, except for directory information, are confidential. The files are kept current by updating information regularly and kept in a locked file in the office. 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. Parents may contact the board secretary for a complete copy of the school district's policy on student records or the procedure for filing a complaint. 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.
- **Health Information:** Each student's health information is securely maintained in the office and on file for each child. 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 and school personnel 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. A list of students, with their picture, is also posted confidentially in the classroom that includes medical, dietary, and allergic information for students with specific needs. Parents are encouraged to contact the school nurse, building secretary, and classroom teacher for any change in medical status with their child.

Health Records (IQPPS 5.1)

Health records are due before/on the first day of school. Each child must have a physical examination (completed and documented within the last year), a current immunization record, and a copy of their birth certificate. Parents must sign a consent form for medical care for use in an emergency situation.

Health Records will include:

- Current information about any health insurance coverage required for treatment in an emergency
- 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
- Current emergency contact information for each child, that is kept up to date by a specified method during the year
- Names of individuals authorized by the family to have access to health information about the child
- Instructions for any of the child's special health needs such as allergies or

chronic illness (ex., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes)

- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support)
- 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.

Health and Immunization Certificates (IQPPS 5.1)

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.

General Health and Safety Guidelines (IQPPS 5.4)

- 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 (IQPPS 5.3)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If a 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 school'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 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

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

Nurse's Office

In the event that a student becomes ill at school or has a medical emergency, the student will be taken by an adult to the office. Effort is maintained to provide a safe and private area for the ill/injured person.

Emergency Situations

In case of a medical or dental emergency, a team effort involving the Teacher, School Nurse, Secretary, and Principal/Director is utilized. The nurse, if available, will assess and stabilize the child, and the secretary or principal will contact the parents/guardians or emergency contacts, or call emergency services if deemed necessary.

First Aid Kits (IQPPS 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.

Reporting Communicable Diseases (IQPPS 5.3)

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. 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 (IQPPS 5.8)

Safeguards are used with all medications for children:

- Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.
- The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.
- Any administrator or teaching staff who administers medication has specific training and a written performance evaluation updated annually by a health professional on the practice of the Five Right Practices of Medication Administration which are closely monitored. These are:
 1. Right Child
 2. Right Medication
 3. Right Dose
 4. Right Time
 5. Right Method of Administration
 6. Documentation of each time medication is given is on file. The person giving the medication signs documentation of items 1-5 above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.
- Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
- All medications are kept in a locked cupboard.

Hand Washing Requirements (IQPPS 5.6)

Frequent hand washing is key to prevent 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. 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 wash either independently or with staff assistance.

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

Proper hand-washing 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 (ex: by using a paper towel to turn off water).

Toileting and Diapering (IQPPS 5.5)

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

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool
 - 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.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
3. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Parents are asked to clearly label the clothing with the child's name to reduce the possibility of mistakes.

Cleaning and Sanitization

Toys that have been placed in a child's mouth or that are otherwise contaminated will be removed immediately. This also applies to other surfaces in the classroom. 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.

Procedures for Standard Precautions (IQPPS 5.19, 10.5)

Standard precautions procedures are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. The program has written policies to promote wellness and safeguard the health and safety of children and adults.

Smoke Free Facility (IQPPS 9.15)

In compliance with the Iowa Smokefree Air Act of 2008, Eagle Grove Community School District buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance of the school property to inform people that they are entering a non-smoking area. No smoking is allowed on the school grounds or within sight of any children. In addition, Eagle Grove Community School District has a Tobacco Free policy.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Eagle Grove Community School District. At no time will children be released to a person under the influence of alcohol or drugs.

Weapon Policy

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

X. Other Items**Grievance Policy (IQPPS 7.5)**

Open and honest communication between families and the preschool program is an essential component of a high quality 4 Year Old Preschool Program. We want parents to be confident that children are being well cared for and having a quality experience. If there is ever a time parents have a concern, we encourage parents to contact the child's teacher. If additional help is needed, either party may ask for the assistance from McKristie Willard, the elementary principal.

As part of our program assessment, in the spring of each year, we also provide parents with a family survey to evaluate the preschool 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.

Snack (IQPPS 5.10, 5.13, 5.15, 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 health care provider should provide the program an individualized care plan prepared in consultation with family members and specialists 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 hotdogs, whole or sliced into rounds; whole grapes; nuts; raw peas and hard pretzels; popcorn; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

Clothing (IQPPS 5.4)

Children will be learning through creative, active play that can sometimes be messy. Children should wear comfortable, washable clothing as well as closed toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Families are asked to label clothing with children's names to reduce the possibility of mistakes. Please dress them appropriate for the weather conditions. If the temperature is above 10 degrees with the wind chill factored in, students will play outside during the day. In the winter they will need boots, coat, hat, mittens, and snow pants.

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 Eagle Grove Community School District provides school buses for these field trips, driven by qualified bus drivers. Parents will be informed of each field trip through a newsletter and signs posted in the classroom well in advance.

Each parent will sign and return a field trip authorization form when registering their child for preschool and will update this form annually. Authorization forms are kept in the child's file, however, parents are also required to give prior written authorization for specific off-campus field trips.

The following items should be taken on field trips

1. First Aid kit
2. Emergency Information which would include Emergency medical consent forms and emergency phone numbers
3. Cell Phone

Attendance

Students who are enrolled for classes in the Eagle Grove Community School District are expected to be in school for the full session and are expected to be punctual in their arrival and departure. The preschool program follows the building attendance policy. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with progress for those students who have been absent. Parents are asked to call the elementary office

(not individual teachers) at (515)448-3126 with the reason for an absence no later than 8:30 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.

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the elementary school office. Visitors are asked to not bring younger siblings to the preschool classroom as this can be disruptive. Photo identification will be required for any unknown visitor to the classroom.

Birthdays

Birthdays are an important and significant event in the life of a child. Students who wish to bring treats for the class on their birthday may do so following the school snack/allergy policy. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

Pets

Because some students have allergies to animal hair, pets and other animals are permitted on the school premises only with specific permission from the principal. We ask parents/guardians for their cooperation to ensure that school premises are kept free of pets and other animals. Note: Assistance from the local police is requested in removing wild and domestic animals from school premises. If approved, owners and pets must check in with the office to make sure all requirements have been met.

Items From Home

Because the preschool program provides ample toys and learning materials for children, we ask parents to limit toys brought from home. If children bring an "attachment" item from home, we ask that it is small enough to fit inside a backpack or cubby. Gum, candy, money, and toy guns are not allowed. The program cannot be responsible for lost or broken toys brought from home.

Accepted Guidance and Classroom Management Techniques

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

Challenging Behavior (IQPPS 1.2, 1.8, 1.9)

The teaching staff in the preschool are 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 prosocial behavior by:

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

- engaging children in the care of their classroom and ensuring that each child
- having 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 or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Inclusion (IQPPS 9.10)

The preschool program provides an equal opportunity educational experience 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, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.