

Table of Contents

I. Welcome	Pg. 4
II. Mission, Philosophy and Goals	Pg. 4
• Mission	
• School Philosophy	
• Goals for Children	
• Goals for Family	
III. Enrollment	Pg. 5
• Equal Education Opportunity	
• Eligibility	
• Hours	
• General Information	
• Inclusion	
IV. A Child's Day	Pg. 6
• Staff	
• Daily Schedule of Activities	
• Curriculum	
• Child Assessment	
• Parent-Teacher Conferences	
• Program Assessment	
• Supervision Policy	
• Behavior Management and Discipline	
• Challenging Behaviors	
• Prohibited Practices	
• Water Activities	
• Food/Snack and Nutrition	
• Outdoor Play and Learning	
• Clothing	
• Toilet Training	

- Toys and Other Items from Home
- Weapon Policy
- Classroom Animals and Pets
- Birthdays

V. Communication with Families

Pg. 15

- Parent Participation Open Door Policy
- Arrival and Departure of Children
- Transportation
- Field Trips
- Attendance
- Ethics and Confidentiality
- Children's Records
- Preschool Advisory Committee
- Grievance Policy

VI. Family Involvement

Pg. 18

- Home Visits
- Parent-Teacher Conferences
- Family Night
- Transitions

VII. Health and Safety

Pg. 19

- Health and Immunizations Certificates
- Health and Safety Records
- General Health and Safety Guidelines
- Illness Policy and Exclusion of Sick Children
- Reporting Communicable Disease
- Medical Emergencies
- Medical Facility Used
- Medication Policy and Procedure
- Cleaning and Sanitization
- Handwashing Practices

- First Aid Kit
- Medical Emergencies and Notification of Accident/Incident
- Inclement Weather
- Protection of Hazards and Environmental Health
- Smoke Free Facility
- Children Protection Policies
- Substance Abuse
- Volunteers

VIII. Staff

Pg. 20

- General Information
- Health Assessment
- Orientation
- Staff Development Activities
- Evaluation and Professional Growth Plan

IX. Comments or Concerns

Pg. 21

I. WELCOME to Paton Churdan Little Rockets Preschool

QPPS 10.1

The Little Rockets Preschool was awarded the statewide Voluntary Preschool Program grant in 2010 as a result of the Preschool Advisory committee's and the communities dedicated work. 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.

II. MISSION, PHILOSOPHY & GOALS

QPPS 10.1

Mission:

The Little Rockets Preschool program will provide each child the opportunity to learn and practice newly acquired skills in a developmentally appropriate setting where children feel safe, secure, and valued.

Preschool-6th Grade School Philosophy of Education:

We Believe:

- 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 benefit's the school and the community.
- Productive discipline incorporates control, consistency and care.
- Memorable and enjoyable activities foster learning.
- School, home and community cooperation facilitates and reinforces learning.

Goals for Children:

- Children will show competence in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.

Goals for Families:

- Families will feel welcome in the classroom 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. ENROLLMENT

Equal Education Opportunity

It is the policy of the Paton Churdan Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sex, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. 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, Annie Smith, PK-12 Principal, 606 Adrian Street, Churdan, IA 50050, 515-389-3111, asmith@paton-churdan.k12.ia.us

Eligibility

Children must be four years of age prior to September 15th of the current school year to attend Preschool. Pre-registration will begin in the spring of the year. Registration will take place in August, a week or two prior to the beginning of the school year. You may mail in registration materials, or attend a walk-in registration day at any building location.

Hours

Little Rockets Preschool follows the Paton Churdan School calendar. **Preschool meets Monday, Tuesday, Thursday, and Friday from 8:15 AM to 11:30AM, with NO CLASSES ON WEDNESDAYS.**

When school runs on a two-hour late start because of *weather*, there will **NOT** be preschool for that day.

General Information

QPPS 5.1 10.4

The following information and documentation are required within six weeks after a child begins the program:

- 1) Enrollment forms including, but not limited to, the child and parent/guardian name, address, telephone number, medical emergency consent, medical/dental service providers, emergency contacts (if the parent/guardian cannot be reached), and a list of individuals authorized to pick up the child from preschool. (See Section K, for information regarding a potentially life-threatening emergency, when the parent designated doctor or hospital information is not current and parent designated emergency contacts cannot be reached through reasonable efforts.)

- 2) Physical Report (dated within 6 months of enrollment).
- 3) Immunization Certificate indicating that the child is current on all required immunizations or submitted with a physician's waiver for immunizations not up-to-date.
- 4) Health Insurance Information card or other documentation of current health insurance information. (Please keep this information updated in our files, if parent/family insurance arrangements change during the year.) Parents shall be responsible for keeping all health insurance information updated for school files.

The maximum class size is 20 children in each session based on square footage of the current location. A teaching staff-child ratio of at least 1:10 will be maintained to encourage adult-child interactions and promote activity among children. The school secretary 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.

Inclusion

QPPS 9.10

The Little Rockets Preschool Program serves 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 is aware of the identified needs of individual children and is trained to follow through on specific intervention plans.

IV. A CHILD'S DAY

Staff

QPPS10.2, 6.3, 6.4, 10.10

Program Administrator The Elementary Principal at PC Community School is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

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

Teacher Assistant 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.

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

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

Daily Schedule of Activities:

A daily schedule of activity times will be posted. Although a schedule helps children develop a sense of the routine they will experience at Paton Churdan Community School District – our goal is to be flexible enough to take advantage of spontaneous learning opportunities! Children will have an opportunity for the following types of activities every day:

Large and Small Group Activities	Learning Center Activities	Healthy Snack
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Individualized Activities

Large Motor Activities

Self-directed Play

Story Time

Outdoor Activities

Lesson plans for each week are posted in the classroom to inform parents how these learning activities are incorporated into the daily schedule. Monthly notes will be sent home to families in children's backpacks.

Curriculum

QPPS 2.1-2.3, 1.7

Curriculum is a framework for learning opportunities

The preschool program uses Creative Curriculum, research and evidence based comprehensive curriculums designed for 3-5 year old children. They are content-rich, developmentally appropriate programs that support active learning and promote children's progress in all developmental areas. Curriculum is designed to provide children the opportunity to learn in a variety of ways-through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling.

The teaching staff counters potential bias and discrimination by treating all children with equal respect and consideration, initiating activities and discussions that build positive self-identity and teach the valuing of differences. Staff members provide models and visual images of adult roles, differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations.

Child Assessment

QPPS 4.1-4.2

Guiding Principles:

The PC Little Rockets Preschool believes that assessment of young children should be purposeful, developmentally appropriate, and take place in a natural setting by familiar adults. All results shall be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

- *GOLD Teaching Strategies Assessment* can be used for Ages infants-7 years old. These goals are aligned with Iowa Early Learning Standards. It records student progress in all developmental areas in 4 checkpoints throughout the year.
- *Observation data* provides an ongoing anecdotal record of each child's progress during daily activities.
- *Families* are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the administration, teaching staff, and families can gather a complete picture of a child's growth and development.

This information will be used in the following way:

- Provide information about children's needs, interests, and abilities;
- Plan developmentally appropriate experiences for them;
- Provide information to parents about their child's developmental milestones;
- To indicate possible areas that require additional assessments;
- To plan program improvements;

Arrange for developmental screening and referral for diagnostic assessment when indicated.

Parent-Teacher Conferences

QPPS 7.3, 7.4, 7.5

Parent-Teacher Conferences will be scheduled in the fall and spring. At this time, the assessment information will be shared formally with families. Weekly newsletters regarding children's activities and developmental milestones will be sent home throughout the year. Informal conferences are always welcome and can be requested at any time.

When program staff suspects that a child has a developmental delay or other special need, this possibility is communicated to families during a conference, sharing documentation of the concern. Suggestions for follow-up steps may include the following, with the knowledge and consent of the parents:

- The teacher requests assistance from the Building Assistance Team as an early intervention process.
- A request made to Prairie Lakes Education Association for support and additional ideas or more formalized testing.

The preschool teacher will assist in arranging for developmental screening and referral for diagnostic assessment.

Program Assessment

The Paton Churdan Little Rockets Preschool implements the Iowa Quality Preschool Program Standards. Administrators, families, staff and other routinely participating adults will be involved annually in an evaluation process. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy

QPPS 9.2

Before children arrive at school, the preschool teacher will complete a daily safety checklist. The primary purpose for "supervision" is to keep all children safe. The indoor environment is designed so staff can supervise children by sight and sound at all times without relying on artificial monitoring devices. Semi Private areas are designed for both children and adults to be observed by an adult from outside the area.

Behavior Management and Discipline

QPPS 1.11

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. Staff 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. The teaching staff will help children manage their behavior by guiding and supporting children to persist when frustrated, play cooperatively with other children, use language to communicate needs and learn turn taking.

Challenging Behaviors

QPPS 1.2, 1.8, 1.9, 1.10

The teaching staff evaluates and changes their responses based on individual needs. When children have challenging behaviors, teachers promote prosocial behavior by:

- Modeling turn-taking and sharing as well as caring behaviors;
- Engaging children in the care of the classroom and ensuring that each child has an opportunity to contribute to the group; and,
- Encouraging children to listen to one another and help them to provide comfort when others are sad or distressed.

For children with persistent, serious, and challenging behaviors, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

If a child has a difficult time following directions or treating others or equipment with respect, the staff will use developmentally appropriate behavior guidance techniques. These techniques include:

- Positive Reinforcement: The child will be encouraged and praised when demonstrating acceptable behavior.
- Redirection: The child will be redirected to another activity and given an opportunity to try again at another time.
- “When... Then” Statements: A statement in which the child is encouraged to accomplish something before going on to something else. For example: “When you finish picking up the blocks, then you may go outside!”
- “If....Then” Statements: A statement in which the child is encouraged to make a positive choice. For example: “IF you pick up the blocks first, THEN you can go to another area to play!”
- Time Out, also known as a “Cooling off Period”: The child is separated from the group for a child-regulated amount of time. The technique is used if the child is demonstrating a “temper tantrum” type of behavior or hurting him or herself, others or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to rejoin the group.

Prohibited Practices

The Little Rockets Preschool staff does not, and shall not, employ harsh or abusive tone of voice with the children and will not make threats or derogatory remarks. They will not use physical punishment, including spanking, hitting, shaking, or grabbing or use any punishment that would humiliate, frighten, or subject a child to neglect. Food will not be withheld nor threaten to be withheld as a form of discipline.

Water activities

QPPS 5.9, 9.15

Water play delights the senses and is far more than simply pleasurable for young children. This type of sensory play is important for the development of the young child. Precautions are taken to ensure that communal water play does not spread infectious disease. Children must wash their hands before participating in water play. Children are not allowed to drink the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh water is used, and the water is changed before a new group of children come to participate in the water play activity. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervises all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Food and Nutrition

QPPS 5.12-5.21

Children attending the A.M. session may choose to have breakfast before class begins. A snack is served two hours after breakfast or arrival. Two food groups will be represented at each snack time as outlined in USDA guidelines.

If a parent would like to donate a snack for the whole class, state regulations state we cannot accept food that is made at home. We can only use **prepackaged food items or food that is made from a licensed baker**. The food items have to have a nutritional label on it! If it does not have a nutritional label, it will be sent back home.

Parents/Guardians may provide the snack for special days (birthdays, class parties, etc.). We prefer healthy snacks, although cookies, cupcakes, and other not-so-healthy snacks are acceptable for special occasions! **Foods that come from home must be either be whole fruits or commercially prepared packaged foods in factory-sealed containers.** Our staff members are required to participate in snack-time, to role model serving portions and table manners, so please plan to bring enough for a child-sized portion for them, as well. Students who have a summer birthday will celebrate their birthday towards the end of the school.

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 specialist involved in the child's care. Children with food allergies shall be protected from contact with problem food. With family consent, the program posts information about the respective 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 disability has special feeding needs and provide parents with that information.

Outside Play and Learning

QPPS 5.5, 5.6, 9.5 -9.7

Children have daily opportunities for outdoor play (when weather, air quality, or environmental safety conditions do not pose a health risk). The time spent outside accommodates motor experiences such as running, climbing, balancing, and riding, jumping, crawling, scooting, and swinging. Also it is a time when exploration of the natural environment takes place.

When outdoor opportunities for large-motor activities are not possible, because of various conditions, the program will provide similar activities inside.

To protect against cold, heat, sun injury, and insect borne disease, Little Rockets Preschool ensures that:

1. Children wear clothing that is dry and layered for warmth in cold weather
2. Children have the opportunity to play in the shade
3. When in the sun they wear sun-protection clothing, applied skin protection or both. (With written parental consent.)

When public health authorities recommend use of insect repellents, due to a high risk of insect-borne disease, only repellents containing DEET are used. (Staff apply insect repellent no more than once a day and only with written parental consent.)

A Playground Safety general maintenance checklist will be completed by staff weekly.

Clothing

In order for children to enjoy their time at preschool, parents/guardians are advised to dress them in play clothes suitable for the weather. Appropriate clothing shall include mittens, hats or hoods (with elastic), and snow boots for winter weather. So children will be comfortable, parents should have their children dress in layers for those in-between days. Children will be outside, weather permitting. This, and some of our art and other activities may soil the clothing. Parents should take this into consideration when selecting clothes for their child to wear.

Drawstrings are a strangulation hazard. Hazardous items shall not be allowed on children's clothing in Preschool. Parents shall be responsible for removing drawstrings and other hazardous items from children's clothing.

Toilet Training

QPPS 5.5

Children are not required to be completely toilet trained in order to enroll in the Preschool Program at Paton Churdan CSD and its community partners. For children who are unable to use the toilet consistently, the program makes sure that:

1. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility, i.e., the bathroom adjacent to the preschool classroom with a fold down changing table. Food handling is not permitted in the diapering area.
2. Staff will follow all diapering guidelines in IQPPS Criterion 5.5:

- a. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- b. 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 check children for signs that diapers or pull-ups are wet or contain feces.
 - i. At least every two hours when children are awake.
 - ii. When children awaken.
- c. Staff change children’s diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

It is understood that children of preschool age (and even older) can become so involved in their play that they “forget” to go to the toilet in time. It is recommended that an extra set of clothes be sent to Preschool with each child, so the staff can assist them with changing, should such toileting accidents occur. Parents are asked to clearly label the clothing with their child’s name to reduce the possibility of mistakes.

Toys and Other Items from Home

PLEASE do not allow a child to bring toys or costume jewelry from home unless the child is bringing it as part of their scheduled Show & Share item. Favorite toys can become broken, misplaced or cause disagreements between the child who owns the toy and those who would like to own the toy!

Weapon(s) Policy

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real or look-alike weapons on any school premise, vehicle, or at/during any school sponsored event. **“Look-alike weapons” mean any item that resembles or appears to be a weapon.**

Classroom Animals or Pets

QPPS 5.26

Pets or visiting animals shall be in good health and have documentation from a veterinarian or an animal shelter to verify that the animals are fully immunized (if the animal should be so protected). Teaching staff shall supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Reptiles shall not be allowed as pets or visiting animals because of the risk for salmonella infection. Any child allergic to such pet or animal shall not be exposed to the pet or animal.

Birthdays

Birthdays are an important and significant event in the life of a child. Birthdays give children the opportunity to have special recognition. Children who wish to bring treats for the class on their birthday may do so. (See Snacks policy) Those with summer birthdays are welcome to choose a 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.

V. COMMUNICATION WITH FAMILIES

QPPS 1.1, 7.5

Little Rockets Preschool will promote regular, on-going, two-way communication between families and staff by using written notes as well as informal conversation or e-mail. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent’s communication. Teaching staff will write notes for families in the form of monthly newsletters. Parents are encouraged to maintain regular communication with the teaching staff in a manner that best meets their needs.

Parent Participation-Open Door Policy

Parents are always welcome at the Little Rockets Preschool! Parents are a very important part of our program! If parents wish to stay for snack, please let the school staff know ahead of time, so they may plan accordingly! Parents who plan to volunteer at the Preschool, for any reason, should meet with the teacher before volunteering for a brief “orientation” of responsibilities and rights.

Arrival and departure of Children

QPPS 10.11

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians are required by Iowa Law to include the use of age-appropriate and size-appropriate restraints.

When bringing a child to school, parents are asked to park their car in the parking lot and turn off the engine before entering the building. Parents are asked to hold their child’s hand as they enter the building to eliminate the possibility of an accident. Parents or legal guardians shall accompany children to the classroom at the beginning of the day or leave their child in the care of one of the teaching staff. No child shall be permitted to leave the building without an adult.

Other than parents or legal guardians, only persons with prior written authorization shall be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, shall be asked to present photo identification before a child is released to them.

Transportation

Paton Churdan Community School will provide transportation for preschool to and from Paton. Students living in Paton, will get picked and dropped off at the bus stop.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant to and reinforces what has been taught in the classroom. Parents will be informed of each field trip through a newsletter and signs posted in the classroom in advance. A parent or legal guardian shall sign an informal consent form for trips for each child at the beginning of the year. Adult family members are asked to volunteer to go on these trips to provide increased supervision and adult /child ratios. A notice posting the dates, time of departure, time of return and the destination location will be posted prominently at least 48 hours before the field trip. Each child will be assigned to an adult for every part of the trip.

During the field trip, all children shall wear identifying information that gives the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group shall be taken on all trips. Children will be counted every 15 minutes while on a field trip. Children shall only use a public restroom if they are accompanied by a staff member. Children shall never be left alone in a vehicle or unsupervised by an adult.

Attendance

Students who are enrolled for classes in Little Rockets Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of a child and others as teachers find themselves taking class time to repeat information and make adjustment for those students who have been absent. Parents and guardians are asked to call the preschool office with the reason for a child’s absence no later than 8:30 A.M. for the morning session. If a student is absent without notification, the school staff will attempt to contact the family to verify the child’s absence from school.

Ethics and Confidentiality

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

Children's Records

QPPS 4.1

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular school hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the administration office.

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 way the parents can withdraw permission if they choose to do so.

Preschool Advisory Committee

QPPS 7.2

The Little Rockets Preschool has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets 2 times a year to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. If you would like to be included in this committee please contact the classroom teacher or Mrs. Smith.

Grievance Policy

QPPS 7.6

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. The preschool staff want parents to be confident that their child is being well cared for and is having a quality experience. If there is ever a time parents have a concern regarding their child, parents are encouraged to address their concern with the child's teacher. If additional help is needed, either party may ask for the assistance from the Elementary Principal.

If parents have a concern regarding some aspect of the program or policy, they are asked to contact the Elementary Principal who is the program administrator for the preschool.

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

VI. FAMILY INVOLVEMENT

QPPS 7.1, 7.2

Family members are always welcome at the Little Rockets Preschool! Parents and family are a very important part of our program! If family members wish to stay for a snack, they are asked to inform the staff ahead of time, so they can plan for them! Parents who plan to volunteer at the Preschool, for any reason, should meet with the Director ahead of volunteering for a brief "orientation" of responsibilities and rights.

Teachers and Administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure; their preferred way of child-rearing and information that families wish to share about their socioeconomic, linguistic, racial, religious, and cultural backgrounds. Program staff communicate with families on at least a weekly basis regarding child's activities and developmental milestones, shared caregiving issues, and other information that affects the well-being of their children,. Parent-Teacher conferences are held in both the fall and spring semesters, as well as by special request. At least one "Family Night" is held during the year.

Little Rockets Preschool invites family members to become involved in one or all of the following ways:

1. Parent's support of a child's daily transition to school by sharing information about a child's interests and abilities.
2. Keeping the teacher informed of changes and events that might affect their child.
3. Attend parent nights.
4. Attend Parent-Teacher conferences in the fall and spring semesters.
5. Participate in field trip activities.
6. Share family cultural traditions, celebrations, or customs.
7. Come and spend time in the classroom with their child.
8. Help with special events.
9. Serving on the Preschool Advisory Committee.

It is the policy of the Paton Churdan Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. 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, Annie Smith, Principal, 606 Adrian Street, Churdan, IA 50050. 515-389-3111.

Home Visits

Teachers make home visits in order to better meet the needs of the child and family. Home visits are made prior to the start of school. This is a great time for parents/guardians 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/guardians can help the teacher understand what their goals are for their child and whether they have any concerns they would like addressed. Parents are encouraged to share these preferences, concerns, and inquisitions at any time with either the classroom teacher or administrator.

Parent-Teacher Conferences

The preschool program shall have formal family teacher conferences at the same time as the elementary school - fall and spring. During the conferences the teacher will share results of classroom assessments and samples of the child's work. Together parents/guardians and staff can make a plan to continue to encourage their child's growth and development.

Family Night

Family Nights are opportunities for families to come to school to participate in fun as well as educational activities. With help from family volunteers, the nights will be planned to meet the needs of the children and families.

Transitions

The Little Rockets Preschool staff will help families prepare for and manage their children's transitions between program, including special education programs. Staff will provide information to families that can assist them

QPPS 7.9, 7.10

in communication with other programs. To help families with their transitions to other programs or schools, staff provides basic general information on enrollment procedures and practices, visiting opportunities and/or program options.

VII. HEALTH AND SAFETY

To help insure the health and safety of all children, the preschool staff will encourage and promote the following health and safety practices:

Health and Immunization Certificates

QPPS 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.

Health and Safety records

QPPS 10.10

Health and safety information collected from families shall be maintained in school files 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 school administrators or teaching staff who have the need for access to records. The child's parent or guardian, and regulatory authorities shall have access as permitted by law.

Child Health and Safety Records will include:

QPPS 5.1

1. Current information about any health insurance coverage required for treatment in an emergency
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
3. Current emergency contact information for each child, that is kept up-to-date by a specified method during the year
4. Names of individuals authorized by the family to have access to health information about the child
5. Instructions for any of the child's special health needs such as allergies or chronic illness
6. Supporting evidence for cases in which a child is under-immunized because of a medical condition or the family's beliefs. Staff shall implement a plan to exclude a child if a vaccine-preventable disease to which children are susceptible occurs in the preschool program.

General Health and Safety Guidelines

QPPS 5.4

All staff and teachers will provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, sign 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.

- Accidents and Injuries: Basic First Aid will be administered to a child needing care for an injury. Depending on the severity, accidents may be recorded on a report for the parent/guardian to sign. The original report will then be kept in the child's file and the authorized individual who picks up the child will be given a copy to give to the parent/guardian. If, in the event of an injury or incident, a staff member or child is suspected to have been exposed to blood of another person through an opening in the skin, etc., the source child or staff member will be required to be tested (at the Preschool's expense by the Preschool's choice of medical facility) for HIV, HCV, and/or HBV infectivity and a report will be given to the person who suffered exposure. A copy of the Preschool's Exposure Control Plan (ECP) is available for review upon request.

- Fire and Tornado Drills: Drills will be conducted at least once each month, with evacuation plans posted on the wall next to the exits.
- Hand Washing: The children’s hands will be washed before and after snack, after restroom use, nose blowing or wiping, after handling pets, after special projects or sand play, before and after water play, and after outside time. A staff person’s hands will also be washed at these times and after assisting with toileting or helping a sick child.
- Mandatory Reporting of Child Abuse: Iowa Law states that Child Care and Preschool staff are required to report immediately to the Department of Human Services any suspected child abuse, neglect, or exploitation. Staff members are not obligated to inform the parent/guardian of this report.
- Toys and Equipment: Toys and equipment will be cleaned and sanitized weekly or as needed after use.
- Training: The preschool staff shall maintain current training in CPR, First Aid, Universal Precautions for Infectious Disease Control, and as Mandatory Reporters of Child Abuse.

Illness Policy and Exclusion of Sick Children

QPPS 5.3

Daily Screening: Children shall be visually “screened” as they arrive for Preschool. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill at Preschool and needs to be picked up, the child will be separated from the rest of the children as much as possible until the parent/guardian arrives.

Symptoms for Exclusion:

- Fever with behavior change or rash
- Diarrhea (three or more watery stools within 24 hours)
- Vomiting two or more times during the previous 24 hours
- A draining or weepy rash
- Eye discharge or conjunctivitis (“Pinkeye”)
- Cough with congestion and excessive nasal discharge
- Too tired or ill to participate in normal activities or requires more care than staff can provide without compromising the needs of the group.

Non-Admittance: A Preschool child shall not be allowed to attend Preschool, unless they meet return policy requirements:

- 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, when resolved
- Conjunctivitis: 24 hours after initial medication

Reporting Communicable Disease

QPPS 5.4

Staff and teachers shall 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.

Medical Emergencies

In the event of a medical emergency, it is the policy of the Little Rockets Preschool to have the staff administer first aid. Every possible effort will be made to contact the parent/guardian to determine his/her wishes for treating the medical emergency. In the event of a life-threatening emergency, transportation to the closest hospital will be arranged first, and then the parent will be contacted. The Little Rockets Preschool assumes no

financial obligation for transport or treatment of a child unless it is a procedure required under the Preschool's Exposure Control Plan. (See Section G-1)

The Little Rockets Preschool has in place a "Safety Procedures Booklet." The booklet will be easily accessible to all staff members and available to parents upon request.

Medical Facility Used

Every reasonable effort will be made to utilize the parent/guardian's designated medical and/or dental facilities. If the preschool staff cannot reach the designated medical treatment facility, the closest facility shall be used in the event of a life-threatening emergency. The closest medical facility shall be the following:

Greene County Medical Center
1000 W Lincoln Way
Jefferson, IA 50129

Medication Policies and Procedures

QPPS 5.10

Safeguards are used with all medications for children:

1. Staff administer both prescription and/or 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.
2. The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child; alternatively, the licensed health provider's office may give instructions by telephone to the program staff.
3. Any administrator or teaching staff who administers medication has (a) specific training and (b) a written performance evaluation, updated annually, by a health professional on the practice of the five right practices of medication administration:
 - A). Verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given.
 - B). the person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are trained to administer special medication 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 healthcare provider.
4. 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 expiration date 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.
5. All medications shall be kept in a locked container.

Cleaning and Sanitization

QPPS 9.11, 5.24

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

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents. Staff will follow all cleaning and sanitation guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 23:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized;
- Staff use barriers and techniques that minimize contact of mucus membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious diseases;
- When spills of body fluids occur, staff cleans them up immediately with detergent followed by water rinsing;

- After cleaning, staff sanitizes nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table;
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and Shampooing or steam cleaning;
- Staff disposes of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion shall be (a) washed by hand, using water and detergent; then rinsed, sanitized and air dried or (b) washed and dried in a mechanical dishwasher before it can be used by another child.

The routine frequency of cleaning and sanitization in the facility will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. A checklist shall be completed as indicated in the table.

Hand Washing Practices

QPPS 5.8

1. 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 will reduce the risk of transmission of infectious diseases to themselves and to others;
- ◆ Staff assists children with hand washing as needed to successfully complete the task.
- ◆ Children wash either independently or with staff assistance.

2. Children and adults wash their hands:

- ◆ On arrival for the day;
- ◆ After using the toilet.
- ◆ 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.

3. 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.

4. 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, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

5. Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for handwashing in any required hand-washing situation listed above.

- ◆ Staff must wear gloves when contamination with blood may occur.
- ◆ Staff members do not use hand-washing sinks for bathing children or for removing smeared fecal material;
- ◆ In situations where sinks are used for food preparation and other purposes, staff shall clean and sanitize the sinks before using them to prepare food.

First Aid Kit

QPPS 9.13

Fully equipped first-aid kits shall be readily available and maintained for each group of children. A first aid kit is located in the preschool classroom on a shelf located above the sink area. Following each use of the First Aid Kit, the contents will be inspected. Missing or used items shall be replaced immediately. The First Aid kit shall be inspected monthly. The first-aid kit shall be taken to the outdoor play areas as well as on field trips and outings away from the classroom.

Medical Emergencies and Notification of Accidents or Incidents

QPPS 10.13

The Little Rockets Preschool has in place a Safety Procedures Binder that describes the following situation and procedures to follow:

- ◆ Emergency phone numbers
- ◆ Fire procedures
- ◆ Utility Failures
- ◆ Severe weather
- ◆ Bomb Threats
- ◆ Physical Threats/Armed Intruder
- ◆ Evacuations
- ◆ Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- ◆ Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- ◆ School crisis team members and a checklist to use
- ◆ List of CPR/First Aid experienced persons in building

In the event that your child receives a minor, non-life threatening injury during their time at preschool, our teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented 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. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency telephone numbers and copies of emergency contact information

and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

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

Inclement Weather

In case of bad weather, unsafe road conditions, or other reasons requiring a cancellation, early dismissal, or a late start, the school will contact the emergency communication services provided by **SECURE NOTIFICATIONS OF WEATHER/URGENT CANCELLATIONS AND POSTPONEMENTS [SNOWCAP]**, emergency services office who will relay the cancellation notification to area TV and radio stations. These cancellation broadcasts are to be aired between 6:00 and 8:00 a.m. on the morning of any cancellation or delay and when possible at 10:00 p.m. the night before.

Use of EMERGENCY BUS ROUTES will be announced by TV, radio, internet and text messaging. IF WE START THE DAY WITH EMERGENCY BUS ROUTES, WE WILL END THE DAY WITH EMERGENCY BUS ROUTES AND SCHEDULES. Snow emergency bus routes require parents/guardians bring their children to predetermined roads and bus stops for each bus route or to the school. Parents are required to pick their children up from the same location.

Protection from Hazards and Environmental Health **QPPS 9.16. 9.17**

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

The preschool classroom has been tested for lead, radon, radiation asbestos, or any other hazards that could impact children's health with documentation of file. Custodial staff maintains the building's heating, cooling and ventilation systems in compliance with national standard for facility use by children.

Smoke Free Facility **QPPS 9.19**

Little Rockets Preschool is in compliance with the Iowa Smoke Free Air Act of 2008. The building and grounds are smoke free. No smoking is permitted in the presence of children.

Child Protection Policies **QPPS 10.8, 10.16. 10.19**

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. Hiring procedures insure that all employees who come in contact with children in the program or who have responsibility for children have passed a criminal-record check, are free from any history of substantiated child abuse or neglect, and are at least 18 year old. In addition no person with substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

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

Substance Abuse

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

Volunteers

QPPS 10.15, 10.17

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher, the elementary principal, or our office secretary if you would like to be a volunteer. We have a volunteer job description that defines the role and responsibilities of a volunteer.

VIII. STAFF

QPPS 10.15 - 10.20

General Information

The Little Rockets Preschool has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluations. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. The policies are provided to each employee upon hiring.

Health Assessment

The preschool program maintains current health information from documented health assessments for all paid staff. All staff will have a physical and TB shot to work in the preschool room.

Orientation

QPPS 6.2

New staff members are given an initial orientation that introduces them to fundamental aspects of program operation including:

- ◆ Program philosophy, values, and goals
- ◆ Expectations for ethical conduct;
- ◆ Individual needs of children they will be teaching or caring for
- ◆ Accepted guidance and classroom management techniques;
- ◆ Daily activities and routines of the program
- ◆ Program curriculum
- ◆ Child abuse and neglect reporting procedures
- ◆ Program policies and procedures
- ◆ Iowa Quality Preschool Program Standards and Criteria
- ◆ Regulatory requirements
- ◆ Follow-up training expands on the initial orientations.

Staff Development Activities

QPPS 6.6, 10.15

All staff members focus on strengthening their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community or region, and beyond. Teaching staff participate in informal or formal ways in local, state or regional public-awareness activities related to early care by joining groups, attending meetings, or sharing information with others both at and outside the program.

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

Evaluation and Professional Growth Plan

QPPS 6.5, 6.6

All teaching staff members are evaluated for the purpose of improving their professional performance based on ongoing reflection and feedback from supervisors, peers, and families. They develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

IX. COMMENTS OR CONCERNS

Parents are important to us! Little Rockets Preschool welcomes the opportunity to discuss any concerns and/or comments and ask that parents talk to their child's teacher immediately, when a concern arises. The Parent Information Board lists names and phone numbers of the Preschool Administrator and Onsite Director.

Availability of Handbook

Handbooks are included in registration packets given to families at fall registration and upon request. They are also available in the preschool office.