

Boyden-Hull Elementary
Preschool



Preschool/Pre-K
Parent Handbook

APPROVED BY
BOARD OF EDUCATION
2019-2020

Preschool/Pre-K Policies and Procedures

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Section 1: Welcome to Boyden-Hull Preschool

QPPS 10.1

The Boyden-Hull Community School District was awarded the Statewide Voluntary Preschool (SVPP) Grant in 2014. The goal of the SVPP is to provide high quality

preschool for all children across the state. We have two classrooms in our preschool program. They consist of the Early Childhood Special Education, Statewide Preschool. Each of these have specific requirements for entry and will be discussed later in this packet.

Section 2: Mission, Philosophy, and Goals

QPPS 10.1

Mission:

The mission from the Board of Education of the Boyden-Hull School District believes that individuals should be accepted into the educational programs as they are, that they shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

PS-6th Grade School Philosophy of Education:

Goals for Children:

“The vision of the Boyden-Hull Early Childhood Programs are to provide a safe, supportive, and stimulating environment where children can experiment, explore, and learn through their own unique styles while being facilitated by encouraging and caring adults who believe in their potential.”

Goals for Families: The Boyden-Hull Early Childhood Programs will support families in educating their children by ensuring continuity between home & school through establishing positive relationships and engaging families in conversations that are supportive and culturally responsive.

Section 3: Enrollment

The Boyden-Hull CSD does not discriminate in its policies/programs on the basis of age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, attributes, physical/mental disability, ancestry, political party affiliation, political belief, socioeconomic status, or family status.

Eligibility

Children must be four years old prior to September 15th of the current school year. Pre-registration will begin the first week of February. Please note that entrance to the preschool program is based on need, not on a first come, first serve basis.

Hours

The Boyden-Hull Preschool meets four days a week from either 8:20 a.m.-11:20 a.m. or 12:30 p.m.-3:30 p.m. Every Wednesday, the preschool will not be in session so

teachers can plan, meet with parents, update GOLD data, and work on professional development. When school is 2 hours late, the morning group will not have class. The same is true if school is dismissed early, the afternoon group will not meet. The teachers will monitor this and ensure each class meets the same number of times each year.

Class Size

The maximum class size is 20 children in each session. A teacher to child ratio of 1:10 will be maintained at all times. If more than 40 children enroll in preschool, we'll need to consider adding another section or the Early Childhood Special Education teacher will have a session with a certain number of students.

Supervision of Students

QPPS 3.9,9.2

The students will be supervised by the preschool staff from 8:00 a.m. - 11:30 a.m. and from 12:15 p.m. - 3:30 p.m. everyday. Upon arrival, a classroom associate will meet the children and escort them to the classroom. A classroom teacher will be responsible to supervise the preschool students at the before school recess. The SWVPP student to teacher ratio is 10:1, which allows for more supervision of the students. The students will not be left unattended in the classroom/recess at any time. During recess, each preschool member will be responsible for monitoring a different area on the playground.

Inclusion

QPPS 9.10

The Boyden-Hull CSD serves all children, including those with disabilities, socioeconomic status, and various learning needs. Modifications are made in the environment and programming to meet each child's individual needs.

General Information

QPPS 5.1, 10.4

The following information and documents are required when a child begins the program:

1. Enrollment forms that include, but are not limited to:
 - a. Child's name and birthdate
 - b. Medical/dental service providers
 - c. Emergency contacts
2. Physical Report
 - a. Dated within 6 months of enrollment date
3. Immunization Certificate
 - a. Indicating the child is current and up to date on all immunizations
4. Health Insurance Information
 - a. Proof of current health coverage information

Staff**QPPS 10.2, 6.3, 6.4, 10.10**

Program Administrator: The elementary principal at Boyden-Hull CSD 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/special education endorsement is assigned to the preschool classroom.

Teacher Associates: Full-time teacher associates are in the classroom to help carry out activities under the supervision of the teacher. The teacher associate will have specialized training in early childhood education.

School Nurse: The preschool will have the assistance of the school nurse. The current nurse is Andreah Maassen, and she is a certified RN. The nurse maintains all medical records and attends to the health needs of the students while they are in school.

Support Staff: The Northwest Area Education Agency (NW AEA) support staff provide resources and assistance to the teacher upon request to help all children be successful in the preschool setting. Some of the services offered may include: early childhood consultant, speech/language pathologist, social worker, occupational therapist, physical therapist, behavioral interventionist, etc.

Daily Schedule of Activities

A daily schedule of activity times will be posted on or near the Parent Information Board. Here is a copy of the current schedule:

A.M. Time	Activity
8:20	Group Meeting
8:35	Choice Time/Snack
10:00	Story
10:15	Small Group
10:45	Outdoor Time
P.M. Time	Activity
12:30	Group Meeting
12:45	Outdoor Time
1:15	Small Group
1:45	Free Choice/Snack
3:10	Story Time

Curriculum

QPPS 2.1-2.3, 1.7

The preschool uses the Creative Curriculum program. This program is research based and designed for 3-5 year old children. The curriculum is designed to provide children the opportunity to learn in a variety of ways (play, problem solving, movement, art, music, drawing, writing, listening, and storytelling).

The teaching staff counters potential bias and discrimination by treating all children with equal respect and consideration. This would include 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/cultural backgrounds that counter stereotypical limitations.

Child Assessment

QPPS 4.1-4.2

Children will be assessed to gain further insights on their individual growth and development. The children will be tested in a neutral setting which allows students not to become distracted. The teaching staff will observe and take anecdotal notes on a daily basis. All assessment data will be shared with parents during home visits and parent teacher conferences. During those meetings, the parents and classroom teachers will discuss the data and set some short term goals. The data from the various assessments will be kept in each child's file within the classroom.

Children will be assessed in the following ways:

1. **The Creative Curriculum Gold Assessment Portfolio:** This assessment portfolio is an on-going observation of what your child can do and when it was observed. The observation is comprised of nine areas of development and learning. These include: social-emotional, physical, language, cognitive, literacy, mathematics, science/technology, social studies, and the arts.
2. **Brigance Developmental Screening:** This assessment is used to determine baseline data and serves as our second assessment. Data is used to identify developmental delays in children and determine the best plan for curriculum.
3. **Home Visits:** Teachers are required through the Statewide Voluntary Preschool to conduct home visits prior to the students starting preschool. The teacher and classroom associates will arrange a time at the beginning of the school year to come to your house and meet with you and your child. The purpose of this visit is to see the child interact in his home environment, meet the parents, and set goals for the upcoming school year.

Preschool Assessment Plan

QPPS 4.1-4.2

Test Name	How It Is Administered	Time	Communicated to Parents	Family Involvement
GOLD	Individually	Weekly	Conferences	Help set goals for quarter
IGDI's	Individually	Fall/Spring	Conferences	Help set goals for quarter
Home Visits (parent survey)	Individually	August	Registration	Background information on child

Parent-Teacher Conferences

QPPS 7.3-7.5

Parent-teacher conferences will be scheduled in the fall and spring. The assessment portfolio information will be shared at this time. 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.

Program Assessment

The Boyden-Hull Preschool implements the Iowa Quality Preschool Program Standards. The preschool is scheduled to have a site visit from the Department of Education during the 2015-16 school year. At this visit, the department will verify compliance with the QPPS. Administrators, teachers, parents, and students will be involved in this process.

Behavior Management and Discipline

QPPS 1.11

Teaching staff will encourage appropriate student behavior through the use of consistent clear rules and expectations. 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 learning to share and take turns. We use the PBIS Comet Marix for our expectations.

Disruptive or Challenging Behaviors

QPPS 1.2, 1.8, 1.9, 1.10

The teaching staff will evaluate and change their responses based on individual needs. When children have disruptive behavior, teachers may:

- Positive reinforcement: The child will be encouraged and praised when he/she is 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 can 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 play area.”
- Time out: The child may be required to leave the classroom to “cool down.” This is when a child is demonstrating behaviors that could potentially hurt him or herself, other students, or even equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to rejoin the group.

Prohibited Practices

The Boyden-Hull Preschool program staff shall not employ harsh or abusive tone of voice with the children, not make threats or derogatory remarks. They will not use physical punishment, including spanking, hitting, shaking, or grabbing. Any use of these 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

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 participation 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 table is changed before a new group of children come to participate in the water play activity. Outdoor water play is limited to tubs/buckets/containers as well as the water table. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Nutrition

QPPS 5.12-5.21

Children attending the morning session may choose to have breakfast before class begins. A snack is served to both the morning and afternoon session at a regularly scheduled time. Two food groups will be represented at each snack time as outlined in the USDA guidelines. A written snack menu is posted in the classroom and ideas for snack items will be included in parent newsletters. However, parents may send items such as fruit/vegetables that can be cleaned and prepared on site. They may also send baked items that have been prepared by a caterer.

It is our goal to not just provide a nutritious snack, but also to use snack time as a learning opportunity to teach manners, portion control, counting, measuring, and much more. All food is prepared, served, and stored in accordance with the USDA (United States Department of Agriculture) and the CACFP (Child and Adult Care Food Program) guidelines. Clean, sanitary drinking water is made available throughout the day.

For each child with special health needs, food allergies, or special nutrition needs, the child's health care provider and parents will work with the school nurse to develop an individualized health plan. The plan will be reviewed with preschool staff.

Outside Play and Learning

QPPS 5.5, 5.6, 9.5-9.7

Children have daily opportunities for outdoor play depending on weather. The time spent outside accommodates motor skills such as running, climbing, balancing, riding, jumping, crawling, scooting, and swinging. It is also a time to explore the natural play area.

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

Students will be outside unless it is raining or the temperature/wind chill is below zero. To protect against cold, heat, sun, etc. the preschool will ensure your child wears clothing that is appropriate to the outside weather conditions. The children will also have the opportunity to play in the shade. If children are going to be exposed to extreme heat/sun, the teaching staff will apply skin protection, with a SPF 15 or higher rating. This will require parent permission and will be discussed during your home visit. In the event that public health has issued high risk to insect borne disease, the teaching staff will apply an insect repellent containing DEET no more than once a day. This will also require parent permission and will be discussed during your home visit.

A playground safety checklist will be completed by staff on a monthly basis.

Toilet Training

QPPS 5.7

It is understood that children of preschool age 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 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.

When accidents happen:

Clothing that is soiled shall be immediately placed in plastic bags (without rinsing or avoidable handling) and sent home that day for laundering and a clean set of clothing shall be used to replace the soiled clothing.

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.
2. Staff will follow all diapering guidelines set forth in the IQPPS 5.7
 - a. Cloth diapers and clothing that are soiled by urine/feces are immediately placed in a plastic bag (without rinsing) and sent home that day for laundering.
 - b. Staff check children for signs of diapers/pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - c. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - d. At all times, caregivers have a hand on the child being changed on an elevated surface.
 - e. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - f. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., step can). Containers are kept closed and are inaccessible to children. The container will be labeled to show its intended use.
 - g. Diapering and gloving posters will be posted in the changing area showing procedures through the use of visuals/words. These procedures are used by the program to evaluate teaching staff that changes diapers.
3. All families are asked to provide an extra set of clothing for their child in case of an accident or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Play Items From Home

Children will not be allowed to bring toys from home, unless the child is bringing it as a part of their scheduled sharing item. The Boyden-Hull Preschool will not be held responsible for any items that come from home that become broken, misplaced, etc.

Weapons Policy

No student shall carry, have in his/her possession, store, keep, leave, place, or put into the possession of another student any real or look-alike weapons on any school premises, 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. Teaching

staff shall supervise all interactions between children and animals. They will also 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 pets/animals shall not be exposed to them.

Communication with Families

QPPS 1.1, 7.5

Boyden-Hull Preschool will promote regular, on-going communication between families and staff by using written notes as well as informal conversation/email. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. Teaching staff will write notes for families in the form of weekly newsletters. Parents are encouraged to maintain regular communication with the teaching staff in a manner that best meets their needs.

Arrival and Departure of Children

QPPS 10.11

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

When bringing a child to school, parents should accompany children to the side door where the teacher/associate will meet them and take students to the room.

Other than parents or legal guardians, only persons with prior written authorization shall be allowed to pick up a child from the school.

If a child rides the school bus to school, teaching staff will meet each bus as it arrives and assist them to the classroom or playground. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

Transportation

Boyden-Hull Preschool will provide transportation to the morning and afternoon sessions. Parents may request this option at the time they register for school. We will also provide a noon shuttle that will deliver/pick up students that attend a registered daycare provider or live outside the city limits. The shuttle will also transport students in Hull from the high school to the Boyden-Hull Preschool each morning and afternoon. The times of pick-up and delivery will vary due to the number of participants daily.

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 informed consent form for trips for each child before each trip. 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 shall never be left alone in a vehicle or unsupervised by an adult.

Attendance

Regular attendance is one of the best habits a student can develop to help assure success at school. If your child is ill or needs to be absent from school, please inform the school by calling the office before 9:00 a.m. If the school is not contacted, a school official will contact you.

The school determines whether an absence is excused or unexcused. A few examples of excused absences would be personal illness, family death, or medical/dental appointments.

Consequences for unexcused absences are:

After 5 unexcused-Letter of concern sent from school

After 10 unexcused-Letter of concern sent to request a meeting involving parents, principal, and county attorney.

Being tardy for school is considered unexcused unless approved by the principal. An example of an excused tardy would be a medical/dental/counseling appointment. An unexcused example would be oversleeping.

We will have to have verification on absences that become excessive. The basic rule is that after a student has 10 absences we will require a doctor's note or a note from the school nurse that the student was too ill to be in 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 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 the way parents can withdraw permission if they choose to do so.

Preschool Advisory Committee

QPPS 7.2

The Boyden-Hull Preschool has a preschool advisory composed of parents, school staff, and other community members interested in the preschool program. This group meets each semester to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Parents are asked to inform the preschool teacher if they are interested in being part of the Preschool Advisory Committee. Please contact the principal if you are interested.

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 of 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

Parents are a very important key to their child's success in school. Research indicates that parents are children's first and most important teachers. Research further supports that positive parental involvement in education is closely tied to student achievement and self-esteem. Parents can become involved in education in the following ways:

1. Having students share information about the school day
2. Home Visits
3. Attending family reading, math, and science nights
4. Attending mom, dad, and grandparent's day
5. Attending parent teacher conferences
6. Participate in field trips
7. Help with classroom activities or parties
8. Spend time in the room by volunteering.

Home Visits

QPPS 2.4

Teachers are required to make home visits at the beginning of the school year to better meet the needs of the child and family. Home visits are a great time for parents/guardians to share knowledge about their child's interests. The classroom teachers will explain the program and what happens each day in preschool. They will also help parents set goals for their child for the quarter/year. Parents are encouraged to share any preferences, concerns, and inquiries at any time with the classroom teacher.

Parent-Teacher Conferences & Parent Communication

Parent-teacher conferences are held at the end of the first quarter and in the end of the third quarter of the year. The classroom teacher will send home slips with a scheduled time. Please contact the school if you are unable to keep your parent-teacher appointment. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Moreover, teachers will use multiple communication tools (letters home, email, phone calls, notes home, SeeSaw) to engage parents in their child's education. Boyden-Hull and Little Blessings teachers are required to communicate with parents via the SeeSaw app.

Transitions

QPPS 7.9, 7.10

The Boyden-Hull Preschool staff will help families prepare for and manage their children's transitions between programs, including special education. Staff will provide information to families that can assist them in communication with other programs. To help families with their transitions to other programs, staff provide 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

State law requires students to have a complete immunization record on file. It is the parents' responsibility to make sure they have provided this information to the school. **We will follow the State of Iowa procedure and timeline for all students who do not have proper immunization files.**

Health and Safety Records

QPPS 10.10, 5.1

All health and safety information collected from families shall be maintained in school files for each child. Files are updated as needed, but checked during parent teacher conferences in the fall and spring. The information in the files are confidential, but available, for school personnel, parents, and regulatory authorities. The health and safety records will include:

1. Current information about any health insurance coverage required for treatment in an emergency
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
3. Current emergency contact information for each child, that is kept up-to-date by a specified method during the year
4. Names of individuals authorized by the family to have access to health information about the child
5. Instructions for any of the child's special health needs such as allergies or chronic illness, or other doctor diagnoses

General Health and Safety Guidelines

QPPS 5.4

All staff and teachers will provide information to families 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.

Basic First Aid: 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.

Fire/Tornado Drills: Fire and tornado drills will be conducted at least once per month, with the evacuation plans posted on the wall next to the exits.

Hand Washing: The children's hands will be washed before 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 Dept. of Human Services any suspected child abuse, neglect, or exploitation. Staff members are not obligated to inform the parent/guardian of this report.

Toys/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 will 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, likely in the nurse's office.

Symptoms for Exclusion:

- Fever of 100° F or higher
- 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

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

- Fever free for 24 hours (without Tylenol or fever reducing medications)
- Strep: 24 hours after initial medication
- Vomiting/diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage.

Reporting Communicable Diseases

QPPS 5.4

Staff and teachers shall provide information to families verbally 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 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 Boyden-Hull 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 Boyden-Hull Preschool assumes no financial obligation for transport or treatment of a child.

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:

Sanford Sheldon
118 North 7th Avenue
Sheldon, IA 51201
(712) 324-5041

Medication Policies and Procedures

QPPS 5.10

Safeguards are used with all medications for children:

1. Only staff that is trained in medication administration shall give children medicine. The staff will specifically verify the following: right name, right medication, right dose, right time, and the right method of administration. The person administering the medication will sign off on the student medication dosage chart.
2. All medications are kept in a locked cabinet in the nurse's office, located in the main office area.
3. Any prescriptions, medications, Tylenol or any other over-the-counter medication requires a written parent authorization.
4. All supplements and some prescription medication require a complete doctor's Authorization/Permission form for administration of medication.

5. All medication must be brought to school in the original bottle, including the label with the child's name and medication administration information.
6. A supply of regular and junior strength Tylenol and non-medicated menthol cough drops are available through the health office for occasional and emergency use. If a student requires more than (10) Tylenol per year, the parents will be contacted to send a personal supply of Tylenol in the original bottle labeled with the child's name to be kept in the school office.

Cleaning and Sanitization

QPPS 9.11, 5.24

The preschool facility and classrooms 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 U.S. Occupational Safety and Health Administration about the use of any chemical agents.

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

Hand Washing Practices

QPPS 5.8

Proper hand washing practices is required by all staff, volunteers, and children to reduce the risk of transmission of infectious disease to themselves and others. Proper hand washing will be taught by the school nurse and supervised by the classroom teachers. The proper hand washing procedures will include:

1. Using liquid soap and running water
2. Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails
3. Rinsing well and drying hands with a paper towel or dryer
4. Avoid touching the faucet with just-washed hands (e.g., using a paper towel to turn off water)

Children will wash their hands:

- On arrival for the day
- After using the toilet
- After handling body fluids (e.g., blowing/wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit)
- Before meals and snacks, preparing/handling or serving food
- After playing in water that is shared by two or more people
- After handling any animals or materials such as sand, dirt, play dough, etc.

Adults will wash their hands:

- On arrival for the day
- After using the toilet
- After handling body fluids (e.g., blowing/wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit)
- Before meals and snacks, preparing/handling or serving food
- Before and after administering medication
- After assisting a child with toileting
- After handling garbage or cleaning

First Aid Kit

QPPS 9.13

Fully equipped first-aid kits shall be readily available and maintained for each classroom. A first-aid kit is located in the classroom on a shelf located near the door. The first-aid kit will be inspected monthly and any missing/used items will be replaced immediately. The first-aid kit shall be taken with the classroom teacher when leaving to go outside for recess, field trips, etc.

Medical Emergencies and Notification of Accidents or Incidents

QPPS 10.13

The Boyden-Hull Preschool has in place a Crisis Plan that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Severe weather procedures
- Utility failures
- Bomb threats
- Physical threats/intruder in building
- Evacuations
- Media procedures
- Accidental injury/illness for life/non-life threatening situations
- List of CPR/First Aid experienced person in building

In the event that your child receives a minor injury while at school, the teacher/nurse will assess the situation and apply first aid as needed. Minor cuts/scrapes will be treated with soap/water while bumps/bruising will be treated by applying ice to the injured area. Any incident or injuries will be documented on an “injury/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 call help in an emergency. The telephone numbers of the Fire Dept., Police Dept., Hospital, and Poison Control will be posted by each phone.

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 School Messenger. The School Messenger program allows parents to be called/texted using up to three telephone numbers. You will be asked to provide the office with phone numbers/email addresses to enter into the system. In the event of a 2-hour late start, the A.M. preschool will not meet. In the event of a 2 hour early out, the P.M. preschool will not meet.

Protection from Hazards and Environmental Health

QPPS 9.16 9.17

The staff protects children and adults from hazards, including electrical shock. Protective covers are used in all outlets. The classrooms are arranged to prevent any slipping, tripping, and falling. The preschool classroom's heating and cooling system is maintained by custodial staff and are in compliance with national standards.

Smoke Free Facility

QPPS 9.19

The Boyden-Hull Preschool is in compliance with the Iowa Smoke Free Act of 2008. All school grounds are smoke free and signs are posted throughout the premises.

Child Protection Policies

QPPS 10.7,10.8, 10.16 10.19

All newly hired employees have passed a criminal record check, are free from any history of substantiated child abuse or neglect, and are at least 18 years 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 Boyden-Hull CSD has a school board policy for reporting child abuse and neglect as well as procedures in place that comply with federal, state, and local laws. All teaching staff complete Mandatory Reporter Child and Dependent Adult Abuse at least every five year and within six months of employment.

Volunteers

QPPS 10.15, 10.17

Parents, grandparents, and other adults are welcomed and encouraged to take an active part in the educational process of the children. Please contact the school office if you would like to volunteer.

VIII. Staff

QPPS 10.15-10.20

The Boyden-Hull CSD has written board 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. Job

description details include: salary scales with increments based on professional qualifications, length of employment, and performance evaluation, resignation, termination, and grievance procedures.

Health Assessment

The Boyden-Hull CSD maintains current health information from the documented health assessments for all paid staff.

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
- Accepted guidance and classroom management techniques
- Daily activities and routines of the program
- Program curriculum
- Child abuse and reporting procedures
- Program policies and procedures
- Quality Preschool Program Standards

Staff Development Activities

QPPS 6.6, 10.15

Teaching staff will participate in all building/district level professional development. Teachers will also be informed of any professional development activities provided by Child Care Resource and Referral, local Empowerment, and the AEA.

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 the Iowa Teaching Standards. Teachers are evaluated every three years and develop an annual individualized professional development plan with the principal. This plan serves as an ongoing focus for continuous growth.