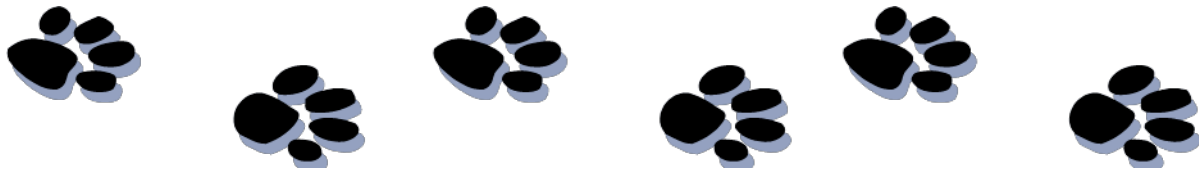


Central Springs

Preschool and Daycare

Program Policies and Procedures



Little Paws Preschool and Daycare

Central Springs CSD

Manly Center

105 S East St., Box 190

Manly, Iowa 50456

(641)-454-3283

Wee Soar Preschool and Daycare

Central Springs CSD

Nora Springs Center

509 N Iowa, Box 0367

Nora Springs, Iowa 50458-0367

(641)-749-5301

Web Site: www.centalsprings.net

Revised July 2013

Central Springs Preschool And Daycare Policies and Procedures

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**Central Springs Preschool and Daycare
Program Policies and Procedures**

**I. WELCOME TO CENTRAL SPRINGS PRESCHOOL and DAYCARE QPPS
10.1**

Central Springs Preschool was awarded the Statewide Voluntary Preschool Program Grant in 2009 and 2012 as a result of the Preschool Advisory Committee's 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 preschool aged 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. As a result of this grant, we are currently able to provide free preschool for four year old students, students with special needs, and also serve 3 year old students in a tuition based program or through Head Start.

II. MISSION, PHILOSOPHY, AND GOALS QPPS 2.1 10.1

Mission:

The purpose of Central Springs Preschool is to serve children in the Central Springs CSD ages 3-5; provide each child with a positive attitude toward self, toward others and toward learning and to provide a developmentally sound early childhood experience which includes the following: Social and Emotional Development, Physical Development, Cognitive Development, and Language Literacy Skills. A partnership of school staff, parents, and community, is to prepare students to be life-long learners who can become successful, productive future citizens. This will be accomplished by recognizing the value of each individual and promoting academic and personal growth in a challenging and caring environment.

Program Philosophy QPPS 2.1, 7.7, 10.1

The goal of Central Springs Preschool is to provide a high quality preschool program that meets the need of every child and family. We strive to create an environment in which diverse abilities, cultural differences, and unique talents of all members are recognized and celebrated. By including children of all ability levels, we honor our understanding that when all children learn together, children of all levels benefit substantially. This encompasses all boys and girls, including those who are intellectually gifted, those identified as having other special needs, and those with challenging behaviors.

The goal of our program is to implement best practices in early childhood education. We believe this to mean creating a climate that is safe, nurturing, and stimulating, where classroom activities are driven by children's current abilities and interests. Our preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development and prepares them to be lifelong learners. Our approach to learning focuses on facilitating student opportunities for hands-on exploration, recognizing that play is the work of children. In addition, our program also provides children with experiences that encourage them to interact with others, solve problems, and to work and learn cooperatively. Our classrooms are places where problems are posed and solutions generated, mistakes are made and valued as learning experiences.

It is our belief that in order to maintain a quality program, it is crucial to approach preschool education as a partnership. Our preschool partners include, but are not limited to, teachers, parents, students, support staff, and community members. Teachers, parents and children make decisions together about what is best for children. All of these factors together help children to view themselves as valued, contributing, and successful members of their school family, and community.

PreK Philosophy of Education: 2.1

We believe:

- ♦ Student learning is the most important element of our society.
- ♦ 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.
- ♦ Leaders never lose sight of best practice.
- ♦ Teaching the importance of citizenship benefits 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.
- ♦ We hold high expectations for achievement from each of our learners.
- ♦ We provide rigorous and relevant learning experiences that develop academic, social, emotional, citizenship and workplace skills that prepare our students for the 21st Century.
- ♦ Research and data drive our decisions.

Goals for Children:

- ♦ Children will show competency 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: QPPS 7.7

- ♦ 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. EDUCATION COMPONENT

The Creative Curriculum Model is used to assist our teachers in planning a classroom and outdoor environment. A wide variety of learning materials with curriculum goals in mind are provided so that no matter where the children choose to play, they are learning. The materials are all at the children's level in containers or on hooks so children can get at them independently and also are able to put the materials away again.

The environment is organized into a variety of interest areas which might include: block, house, table toys, art, sand & water table, library, music/movement, cooking, computer, outdoors. These areas support children's development.

A daily schedule is planned and each teacher arranges the day to best meet the needs of that group of children. A large part of the child's day is spent in play. This is because preschool children learn best by exploring, experimenting and creatively using their imagination. Through play, children also learn to make choices, learn to share, practice language, express emotions and develop muscles and coordination. Other parts of the day will include: tooth brushing, group time, music/movement time, story time, outdoor time, breakfast, lunch and snack/rest time where applicable.

The Creative Curriculum is consistent with the Head Start Performance Standards and National Association for the Education of Young Children guidelines for developmentally appropriate practice. The Creative Curriculum is the leading curriculum model used by the Head Start Programs. Central Springs Preschools also meet the QPPS Standards of the Iowa Department of Education and Iowa Department of Human Services Licensing Standards and Procedures for Child Care Centers and Preschools.

IV. ENROLLMENT

Equal Educational Opportunity

It is the policy of the Central Springs Preschool not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator, Lynn Baldus, 641-749-5301. Inquiries may also be directed in writing to the Director of

the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the curriculum director's office.

Eligibility

Children wishing to enroll in the preschool program must be at least three (3) years of age on or before September 15 to enroll in our five day programs.

Evidence of age must be presented in the form of a birth certificate or other comparable evidence before the child may enroll. Any exception to this policy will be reviewed on a case by case basis.

Pre-registration will begin in the spring of the year. Registration materials are available from the elementary secretary. Final registration will occur in the fall.

Hours

8:30 - 12 Noon **5 day program** Monday, Tuesday, Wednesday, Thursday, and Friday

8:00-12:30 **Head Start Program**

Monday, Tuesday, Wednesday, Thursday, and Friday

Classes meet for three and one half hours each day. Other times of the day are set aside for meetings, home visits, team and planning time, trainings and collaboration activities. The preschool follows the Central Springs school calendar along with additional professional development days that will occur throughout the school year.

Breakfast, Lunch, Snack

Breakfast and Lunch are optional at additional charge. Lunch will be served to preschool students who wish to stay after the 12 noon dismissal therefore, you need to have a few dollars in your child's lunch account. During a two (2) hour late start breakfast will be available for purchase only until 8 AM.

Breakfast	All grades.....
\$ 1.25	
Lunch ticket	PreK-Elementary.....
\$1.60	
	Middle School... \$1.70
	High School.....\$1.95
	Staff.....\$2.65
	Visitor.....\$3.25

Attendance

We encourage you to send your child daily except in the case of illness. If your child will not be in school, please notify the staff.

Consistent attendance is important for your child to gain the most from our program, to meet their educational goals and develop attendance habits that will carry on throughout their school years. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and that school is an important priority. Please call by as soon as possible if your child will be absent.

Manly Campus 641-454-3283 Nora Springs Campus 641-749-5301

General Information QPPS 5.1 10.4

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.

****The maximum class size is 18 children in our program based on square footage of the current location. A teaching staff-child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. Teacher to child ratio will be based from DHS licensing Standards and staffed accordingly. The elementary principal will maintain a current list of available substitutes for both the teacher and teacher assistant. Should one of the teaching staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff-child ratio. **QPPS 10.4**

Inclusion

The preschool program provides 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. Staffs are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

QPPS 9.10

Section 504 Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Central Springs Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national

origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 and Iowa Code § 280.3 is directed to contact:

Bill Carlson, Central Springs Community School District, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Nora Springs Center Box 367, 509 North Iowa Nora Springs, Iowa 50458, telephone (641)749-5301

Manly Center, Box 190, 105 S East St. Manly, Iowa 50456 telephone (641)-454-3283

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

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

V. A CHILD'S DAY

Who Works In the Preschool

QPPS 10.2

Program Administrator

The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

Teacher QPPS 6.3

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 QPPS 6.4

A teacher assistant-teacher aide in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have a high school diploma or GED and 50% of assistant teachers-teacher aides have at least Child Development Associate Credential (CDA) or equivalent or 100 % of assistant teachers-teacher aides who do not have at least a CDA are enrolled in a program leading to a CDA or Equivalent, are participating in the program, and are demonstrating progress toward

the CDA or equivalent. The teacher assistant-teacher aide will have specialized training in early childhood education.

School Nurse QPPS 10.10

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

Support Staff

AEA 267 support staffs provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

Daily Activities

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

- *Group times, including large and small group learning opportunities

- * Snack

- *Choice Time

- *math and literacy activities

- *Outdoor/gross motor opportunities

- * Quiet time

Large and Small Group Activities	Self-directed Play	Snack
<i>Learning Center Activities:</i> Art, Science, Writing Table, Games and Put together toys, Book Center, Blocks and Wheel Toys, Dramatic Play	Story Time	Computers
	Outdoor Activities	Individual Activities

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

Curriculum QPPS 2.1 - 2.3

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society. **QPPS 1.7**

The preschool program uses *Creative Curriculum*, a research and evidence based comprehensive curriculum designed for preschoolers. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It is based on thematic units familiar and meaningful to young children such as Homes and Families, Animals, Five Senses, Transportation, and the Farm. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. **QPPS 2.1, 2.2**

Assessment

Child Assessment QPPS 4.1, 4.2, 4.3

Guiding principles:

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

Children are assessed in the following ways:

- *Creative Curriculum GOLD* is aligned with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year

- *Ages & Stages*: ASQ SE Social and Emotional, ASQ-3 Developmental Forms are filled out by parents at the beginning of school year and re-screened as needed.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include assessments, observational data, and child work samples collected on an on-going basis.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.
- Home visits and conferences are planned throughout the year.

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

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- Improving curriculum and adapting teaching practices and the environment and improving the program
- To provide information to parents about their children's developmental milestones throughout the year
- To indicate possible areas that raise concerns for educators and parents and help to develop an action plan to address those concerns
- To assist the teacher in arranging for developmental screenings and referrals for diagnostic assessments when needed. **QPPS 7.4**

QPPS 4.5, 7.3, 7.5

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. The preschool teacher will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the *Progress Report*, or assessments, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next 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. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The B.A.T. may consist of the following: Principal, Director, Counselor, Teacher, Parent, and or AEA. The B.A.T. team is available and functional for all students and teachers in the building.
- A request made to Area Education Agency 267 for support and additional ideas or more formalized testing.

The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated. **QPPS 7.4**

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

Program Assessment

Central Springs Preschool implements the Iowa Quality Preschool Program Standards. We will receive a verification visit in the 2013-2014 school year to confirm we are meeting these standards. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy QPPS 3.9 QPPS 9.2

Before children arrive at school, the preschool teacher will complete the following daily safety checklist indoor and outdoor:

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

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

Child Guidance and Discipline (QPPS 1.3, 1.11, DHS 109.12(2)) **Discipline**

The Center shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and the setting of well-defined limits. The written policy shall be provided to staff at the start of employment and to parents at time of admission. The center shall not use as a form of discipline:

- a. Corporal punishment including spanking, shaking, and slapping.
- b. Punishment which is humiliating or frightening or which caused pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- c. Punishment of threat of punishment associated with at child's illness, lack of progress in toilet training, or in connections with food or rest.
- d. No Child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.

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

Challenging Behavior (QPPS 1.2, 1.8, 1.9, 1.10)

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs.

When children have challenging behaviors teachers promote pro-social behavior by:

- Interacting in a respectful manner with all children.
- Modeling turn taking and sharing as well as caring behaviors
- Helping children negotiate their interactions with one another and with shared materials.
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- Encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child become physically aggressive to protect all of the children and encourage more acceptable behavior.

Permissible Methods of Discipline:

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident.; (4) Notify parents or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action is there is a recurrence.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

1. Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. Physical punishment, including spanking, hitting, shaking, or grabbing.
3. Any punishment that would humiliate, frightens, or subjects a child to neglect.
4. Withhold nor threaten to withhold food as a form of discipline.

Water activities QPPS 5.9, 9.15

We have a water table in the classroom for children to stand and play with their hands in the water. During water play children are involved in active experiences with science and math concepts. Precautions are taken to ensure that communal water play does not spread infectious disease. Children with sores on their hands are not allowed to participate with others in the water. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervises all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks / Foods and Nutrition (QPPS 5.12- 5.21) IDHS 109.15(1)(2)

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

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

- All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines.
- Clean, sanitary drinking water is made available to children throughout the day.
- Staff discards any foods with expired dates.
- Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach.
- Foods requiring refrigeration will be kept cold until served.
- All food and beverages brought from home are labeled with the child's name and the date.
- Food is provided to supplement food brought from home, if necessary.
- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

Food Allergies

- For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program in 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 the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day.

- Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High risk foods, often involved in choking incidents, will not be served. For children younger than four years, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Central Springs Preschool will offer breakfast and lunch for your child while they are at preschool. You may choose for them to receive a nutritious breakfast and lunch that will supply a portion of their daily nutritional requirements. Full day children will also receive nutritious snacks. Meal time is a valuable part of our program experience. Our goal is to develop good habits and attitudes by providing a variety of food experiences. The following policies will help us meet that goal:

1. Adults are to set good examples for the children by their attitude, action and acceptance of food during mealtime.
2. Children, staff and volunteers eat together, sharing the same menus. Family style meal service is used to help children learn self-help and socializing skills. Each child serves their own food and pours their own drink as it is passed around the table. They are encouraged to take responsibility for their own spills and clearing their dishes when done eating.
3. If there are enough adults available, at least one adult will be seated at each table during the meal. Children and adults are encouraged, but not forced to taste all food. Children are encouraged to taste all foods before taking seconds. They are not forced to clean their plates.
4. Adults will model good table manners and remind children to do the same.
5. All food on the menu is to be passed and served at the beginning of the meal and may be eaten in any order.
6. Food will never be used as a reward or punishment.
7. Mealtime should be at least 20-30 minutes in length.
8. Interesting table conversation about the child's total experience should be encouraged.
9. Teachers establish their own rules for excusing from the table, clean-up,

<p>All meals served to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, age, disability, or national origin. There is to be no discrimination in admissions policy, meal service, or the use of facilities.</p>

Any complaints of discrimination should be submitted in writing to the Secretary of Agriculture, Washington, D.C. 20250. Thank you for your cooperation.

Foods Brought From Home QPPS 5.13 DHS IAC 109-15(4)

- a. The center shall establish policies regarding food brought from home for children under five years of age who are not enrolled in school. A copy of the written policy shall be given to the parent at admission. Food brought from home for children less than five year of age who are not enrolled in school shall be monitored a supplemented if necessary to ensure CACFP guidelines are maintained.
- b. The center may not restrict a parent from providing meals brought from home for school-age children or apply nutritional standards to the meals.
- c. Perishable foods brought from home shall be maintained to avoid contamination of spoilage.
- d. Snacks that may not meet CACFP nutrition guidelines may be provided by parents for special occasions such as birthdays or holidays.

Food Preparation, Storage, and Sanitation QPPS 5:14

DHS IAC 109.15 (5)a-d

Centers shall ensure that food preparation and storage procedures are consistent with the recommendations with the National Health and Safety Performance Standards and Provide:

- a. Sufficient refrigeration appropriate to the perishable food to spoilage or the growth of bacteria.
- b. Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent the transmission of disease, infestation of insects and rodents, and the spoilage of food. Staff preparing food, who have injuries on their hands shall wear protective gloves. Staff serving food shall have clan hands or wear protective gloves and use clean serving utensils.
- c. Sanitary methods for dish-washing techniques sufficient to prevent the transmission of disease.
- d. Sanitary methods for garbage disposal sufficient to prevent the transmission of disease ad infestation of insects and rodents.

Nutrition Activities

Nutrition activities will also be offered at your center to broaden your child's food experience. Exploring new foods, cooking activities and tasting ethnic foods are examples. Parents are encouraged to share special nutrition activities with the children. Please contact the teacher for more information.

Eating With Your Child

If you are eating with your child, please let your teacher and the kitchen know by 9 AM.

Manly Center 641-454-2208 x641

Nora Springs Center 641-749-5301 x148

Breakfast and Lunch are optional at additional charge.

Breakfast	All grades.....	\$ 1.25
Lunch ticket	PreK-Elementary.....	\$1.60
	Middle School...	\$1.70
	High School.....	\$1.95
	Staff.....	\$2.65
	Visitor.....	\$3.25
Extra Milk	all grades.....	\$.30

Outside Play and Learning QPPS 5.5, 5.6 9.5-9.7

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

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

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

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sun block with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin **(only with your written parental permission to do so)**. **Parents you must supply your own sunscreen for your child.** We will also use an insect repellent containing DEET **(only with your written permission)** no more than once a day to protect your child from insect bites when the public health authorities recommend its use. **Parents you must supply your own insect repellent containing DEET for your child.** Program staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist on a weekly basis.

Clothing QPPS 5.6

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes suitable for running and climbing to help ensure your child's safety in his/her motor play. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. Please clearly label the clothing with your child's name to reduce the possibility of mistakes. Children are expected to come with appropriate clothing to be outside for play time. During winter months coats, hats, mittens, snow pants and boots are necessary. Please mark each item of clothing with your child's name in more than one place on the item.

All children will go outside for at least a few minutes of play time if the wind chill or temperature is above 10 degrees Fahrenheit. A doctor's order may be requested when you feel it is necessary to keep a child inside for more than one day.

Your child should not worry about getting their clothes dirty. All families are asked to provide an extra set of clothes for your child to change into in case of spills, accidents or after wet play.

Toilet Learning (QPPS 5.7) DHS 109.11(3 a.8) 109:12

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 private diaper area. A changing table or cot with mat will be used to change children's diapers. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
 - Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason)
 - Staff check children for signs that diapers or pull-ups are wet or contain feces (a) at least every 2 hours when children are awake and (b) When children awaken.
 - Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility
 - 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.
 - 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.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.

- Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
 - In changing area, staff post and follow changing procedures (as outlined in the Cleaning and Sanitation Frequency Table1) these procedures are used to evaluate teaching staff who change diapers.
 - 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.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can).
 - Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children. For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.
 - **Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.**
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
 4. 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.

Objects from Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. Please keep toys home unless your child's teacher designates a sharing day. It is very difficult for a child to share his/her toy and even harder to understand if it is broken or lost. The program cannot be responsible for lost or broken toys brought from home. Toys and equipment appropriate for the children's need will be provided by the program

Weapon 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 weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. *A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, squirt guns, water*

rifles or pistols, slingshots, toy guns, toy grenades and other similar items knives, etc. Violation may result in a student suspension/expulsion.

Classroom Animals and Pets (QPPS 5.26) DHS – IAC 441-109.10(14)

No live animals are to be inside the Central Springs buildings or classrooms at any time.

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom you are welcome. However, all animals must remain outside the school buildings during the visit. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. No ferrets, reptiles, including turtles, or birds of the parrot family shall be kept on site. The classroom teacher is responsible for checking requirements have been met.

Birthdays QPPS 5.13

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. The teacher will provide families a list of foods meeting the USDA's Child and Adult Care Food Program guidelines. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

VI. COMMUNICATION WITH FAMILIES (QPPS 1.1,2.4,7.5)

The program will promote communication between families and staff by using written notes as well as informal conversations 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 no less than weekly. Staff will use these notes to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

Communication with the teachers and other staff will be on going. Home visits and three parent teacher conferences are held for Central Springs Preschool students during which the child's progress and accomplishments are discussed. The purpose of these conferences is for the

teaching staff to discuss your child's progress and to assist families in fostering the growth and development of their children. Conferences are normally held before school begins in August, November, February and May.

Confidentiality is maintained at all times. Whenever you would like to talk with the teacher concerning your child, please call or request a conference. Newsletters and notes are sent home regularly with your child. These contain information on classroom activities, health and nutrition information, facts about community agencies and resources and information about parent activities and meetings.

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the elementary school office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

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 will include the use of age-appropriate, and size-appropriate seat restraints.

Nora Springs Campus-When bringing your child to school, Parents may use the northern third of the bus lane for parking. If you are parking for more than ten minutes, please park on the street or use the north Parking lot.

Manly Campus- Parents may park along the curb nearest to the playground, being mindful of the yellow curb for fire lane. If you are going to be longer than ten minutes, we ask that you park in a parking space in either of the parking lots.

Please turn off the engine before entering the building. Please hold your child's hand as you enter the building to decrease the possibility of an accident. Parents or legal guardians must either 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 will be permitted to leave the building without an adult.

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

In the interest of students' safety, parents/guardians/authorized individuals are requested to report directly to the office when picking up their child at an unscheduled time of day rather than going to the child's classroom. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and sign the child in. When picking up your child from the school, please come early enough to enjoy watching what your child is doing during that time of the day.

Throughout the day each time children transition from one location to another, i.e. classroom to outdoor, the teacher will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

Pick-up/Drop-off Policy

You must bring your child into the school, we ask that you walk them in to the classroom and sign them in. This helps to assure the safe arrival of your child. **Please do not arrive before the usual starting time** - the teachers need time to prepare for the day. When you pick up your child, please be prompt and mindful that class time may still be going on. Staff will have students check out when it is departure time, and this is when you will need to sign them out.

Anyone picking up a child at the preschool must be listed on the pickup card and provide identification if asked. A written release is required from the parent/guardian allowing the child to be picked up/dropped off with someone under the age of 14.

A parent may phone in to have someone else pick up their child, but that person must be listed on the pick up/drop off card. In an emergency, a parent may phone in a request that someone not listed be allowed to pick up the child. They must follow up with a written change to the card as soon as possible. Determining emergencies and allowing phone calls is at the teacher's discretion and they reserve the right to refuse the request.

Staff must release a child to either biological parent, **unless we have a copy of the custody order or court document on file**. If there is no court document available and if there is any doubt that the child should leave with the parent, staff may choose to call the custodial parent/guardian/entity and/or the police department. It is in the best interest of the child that parents notify us immediately of any family changes that could be potential problem. We are bound by confidentiality policies not to discuss or give out information on children to anyone else, but we do ask parents confide in us when necessary.

No child will be released to any adult suspected to be intoxicated or under the influence of any substance.

BREAKFAST and LUNCH

Breakfast: Children who are dropped off and eating breakfast at school before 7:55 will be charged for daycare. Children not eating breakfast, will be charged for daycare if dropped off to school any time before 8:25 AM.

Lunch: Children eating lunch must be picked up at 12:30. Daycare fees will be applied for children not eating lunch and picked up after 12 Noon.

Transportation

Welcome to the Central Springs busing system! We promise to do our very best to provide our students (your children) with safe passage to and from school daily. Below are the bus conduct rules we all will follow and the procedures for handling discipline. Your signature and your child's signature is necessary on the last page in order to ride the bus. Please return the signed sheet to the school as soon as possible. Students, bus drivers, and parents all must do their part to ensure everyone's safety. If you have questions or suggestions for improvement, please call us at 454-3283 Manly Center or 749-5301 Nora Springs Center.

Transportation for our preschool aged students will be provided by the school district for four year olds. Parents or guardians will be responsible for the prompt arrival and departure of their child.

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

We will follow the Central Springs Elementary District Transportation Policies for Bus Regulations. The following regulations are common sense regulations that will help to insure the safety of each student.

1. Pupils are under the direct authority of the bus driver.
2. No pop or glass containers on the bus.
3. Pupils must be in their seats before the bus will move and shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms, or head through the bus windows.
5. Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must stop until the bus has crossed the tracks. **Automatic removal from bus for one week for swearing.**
6. Pupils shall not open or close the bus windows without the permission of the driver. Students are to use the emergency exit only in case of emergency or emergency drills.
7. Pupils shall keep the bus clean and refrain from damaging it.
8. Pupils shall be courteous to the driver, to fellow pupils and to passers-by. Older students have a responsibility to help younger students.
9. Pupils shall enter and leave bus, at school loading stations and at highway 27 bus stops, in orderly fashion and in accordance with instructions.
10. Pupils shall refrain from talking to the driver while the bus is in motion.
11. Each pupil must go directly to his or her seat upon entering the bus.
12. Rough-housing, pushing, hitting or any other form of physical abuse is prohibited on the bus or bus loading areas. **Automatic removal from bus for a minimum of one week for fighting.**
13. Pupils must keep their feet off of the seats, out of the aisle, and off other students.

14. Pupils must keep sharp objects off the upholstery. No nuisance objects, such as water guns, skateboards, knives, etc. shall be allowed on the bus.
15. Pupils must not throw objects about in the bus nor out through the windows.
16. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
17. Pupils must avoid playing or loitering on the highway when waiting for a bus, which is late. Children should play and visit within limited areas when waiting for the bus. Children should not chase each other out into the streets or highways. When waiting for the bus, the children need to give the buses plenty of room to load and unload students.
18. Pupils must cross road in accordance with instructions and the provision of Section 321.372, Code of Iowa.
19. Parents - - contact your driver either personally or by a signed note if your student is to either get on or get off the bus at some place other than the usual place. You may also call the office with changes.
20. The use of cell phones and their applications is allowed as long as it is not distracting to the bus driver or does not become a problem. No photos should be taken with any type of flash at any time.

Field Trips

You will be asked to sign a permission slip for your child to participate in field trip activities designed to be a meaningful part of the preschool curriculum. Parents will be informed of each field trip. You will be notified in advance of each scheduled field trip through a newsletter and signs posted in the classroom well in advance and by a note sent home with your child.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted every 15 minutes while on a field trip. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone or unsupervised by an adult. For all bus filed trips students will follow the Central Springs Transportation Policies.

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.

Attendance

Students who are enrolled in the Central Springs Preschool Programs 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 your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school. Consistent attendance is important for your child to gain the most from our program, to meet their educational goals and to develop attendance habits that will carry on throughout their school years. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and

that school is an important priority. Please call the elementary office with the reason for an absence no later than 9:00A.M.

Nora Springs Campus 641-749-5301

Manly Campus 641-454-3283

Ethics and Confidentiality

Staff follows 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. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

Each staff person will sign a Statement of Commitment to document their willingness to hold close the values and moral obligations of the field of early childhood education and to ensure confidentiality is maintained at all times.

Children's Records

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

Preschool Advisory Committee QPPS 7.2

The Central Springs Preschool Program has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets quarterly to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee.

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. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Elementary Principal, Mr. Bill Carlson.

If you have a concern regarding some aspect of the program or policy, please contact the Elementary Principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent Mr. Ward of Central Springs Community School District.

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

VII. FAMILY INVOLVEMENT QPPS 2.4, 7.1, 7.2, 7.6

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

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Program staff communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Night is held during the year.

Central Springs Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternatives means to establish and maintain open, two-way communication.

Central Springs Preschool invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
2. Attend family meetings.
3. Return all forms, questionnaires and so on promptly.
4. Attend Family/Teacher conferences in the Fall and Spring semesters.
5. Take time to read the family bulletin board.
6. Check your child's backpack each day.
7. Participate in field trip activities.
8. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
9. Share any of your families' cultural traditions, celebrations, or customs.
10. Help prepare snack and enjoy it with your child.
11. Read all the material sent home with your child.
12. Come to play.
13. Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.
14. Serve on the Preschool Advisory Committee.
15. Add to the monthly newsletter or organize it.

It is the policy of the Central Springs Community School District not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

Home Visits 7.1,

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Family Teacher Conferences

The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. The teacher will send home a sheet before the conference

asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information about the classroom, and whether you have new or different goals for your child. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Communication with the teachers and other staff will be on going. Home visits and three parent teacher conferences are held at both Central Springs Preschool Campuses during which the child's progress and accomplishments are discussed. The purpose of these conferences is for the teaching staff to discuss your child's progress and to assist families in fostering the growth and development of their children. Conferences are normally held before school begins in August, November, February and May.

Family Night

Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. Based on results from a family survey, the teaching staff will select a topic for the evening. With help from family volunteers, the night will be planned to meet the needs of the children and families in the classroom.

Transitions **QPPS 7.9, 7.10**

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

VIII. HEALTH AND SAFETY

Central Springs Preschools are committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Health and Immunization Certificates **QPPS 5.1**

All children must have their physical examination and up to date immunizations before starting school. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

Before a child begins the preschool 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 5.1, 10.10, 10.14)

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

Child Health and Safety Records will include: 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 (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and **QPPS 10.14**
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implements a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines QPPS 5.4, 5.22

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing **QPPS 5.8**, using disinfectant **QPPS 5.22**, and following universal precautions to prevent infections **QPPS 5.22**.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff completes "Occupational Exposure to Blood borne Pathogens" annually. **441 IAC 109.7(2)**
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. **QPPS 5.4 441 IAC 109.7(2)**
- Preschool and custodial staff follow and post:
 - QPPS Standard 5 Health Table 1 -
 - Cleaning and Sanitation Frequency Table **QPPS 5.22**

Health Component

The Central Springs Preschool classrooms will provide activities to enhance health and dental awareness, increase knowledge about safety, as well as to model and promote good hygiene practices. Mental health activities will also be provided to help children learn to cope with both good and bad days and to teach them how to continue building life management skills. Children will learn about feelings and how to express them in socially acceptable ways. Vision, speech developmental and hearing screenings will be provided to all children. Many other health and special education services will be provided as needed.

Physical Exam

Students who are enrolling in the preschool program shall have a physical examination by a licensed health care provider and provide proof of such an examination. All children must have their physical examination and up to date immunizations before starting school. If you are attending a Central Springs Preschool for a second or succeeding year, you must have a child medical updated physical form signed and dated by your physician before the start of the school year.

Dental Exam

All students are encouraged to complete a dental exam prior to enrollment in the preschool program. You will be asked to indicate the name, address, and telephone number of your dentist in the event your child is injured at preschool and we can not reach you.

Vision, Speech and Hearing Services

Speech and hearing screening is conducted by the speech pathologists and audiologists from Area Education Agency. Vision screening will be conducted by Central Springs staff or an outside source.

Illness Policy and Exclusion of Sick Children QPPS 5.3

Rule Citation: 441 IAC 109.10(4)(5)(6)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

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

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

WHEN A CHILD IS SICK

A child's daily attendance at the center is subject to his/her physical health.

All children should be free of any condition that might adversely affect the health of other children and staff in the center. In order to maintain a safe and healthy environment for your child and

those around him/her, the following guidelines have been established and will be enforced. You will be asked to take/keep your child home if he/she has one or more of the following symptoms:

1. An elevated temperature - over 100 degrees (the child should be fever-free for 24 hours before returning to school)
2. Runny noses, coughing or in general a bad cold
3. Vomiting (no vomiting for 24 hours before returning to school)
4. Diarrhea (no diarrhea for 24 hours before returning to school)
5. A contagious disease (refer to Communicable Disease Chart)
6. Skin rashes, infected sores or impetigo (until diagnosed and treated by a doctor)
7. Listlessness, lethargy or generally not feeling good

Please notify staff if your child may be exhibiting any of these for a known reason other than illness; such as diarrhea from medication or fever from an immunization. Please alert your center staff so they can work through the situation with you. You may still need to take your child home if the condition becomes severe.

Your child must also stay home for at least 24 hours after the doctor prescribes a medication for a contagious infection. Check with the school nurse if you are not sure. If your child becomes ill at school, we will call you or a designated alternate immediately to come pick him/her up. All children are expected to go outside. If your child is unable to do so, please keep him/her home until well enough to go outside.

If your child comes down with a communicable disease or condition, such as chicken pox, head lice, etc...let the center staff know the details so that we may send notices home with the children who may have been exposed.

A doctor's release **will be required** for a child to return to school after a lengthy illness or surgery.

Communicable Disease

Reporting Communicable Diseases QPPS 5.4 , IDHS 441 IAC 109.10(4)

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Central Springs Preschools follow the guidelines of the American Academy of Pediatrics regarding school attendance. If you have any questions, contact your family physician. Please refer to the following communicable disease chart.

COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

DISEASE <small>*Immunization is available</small>	Usual Interval between exposure and first symptoms of disease	MAIN SYMPTOMS	Minimum exclusion from school
CHICKENPOX*	13 to 17 days	Mild symptoms and fever. Pocks are "blistery." Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry.
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge.	24 hours after treatment begins & physician approves readmission
ERYTHEMA INFECTIOSUM (FIFTH DISEASE)	4 to 20 days	Usual age 5 to 14 years - unusual in adults. Brief period of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school.
GERMAN MEASLES* (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
MENINGITIS (Meningitis)	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
HEPATITIS A	Variable - 15 to 50 days (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
IMPETIGO	1 to 3 days	Inflamed sores, with pus.	48 hours after antibiotic therapy started and physician permits return.
MEASLES*	10 days to fever; 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.
MENINGOCOCCAL INFECTION	2 to 10 days (commonly) 3 to 4 days	Headache, nausea, stiff neck, fever	Until physician permits return.
MUMPS*	12 to 25 days (commonly 18 days)	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
SCABIELOUS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and removal of all nits.
SCALD (SCALP)	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	Exclusion from school until treatment started and area can be kept covered.
SCABIES	2 TO 6 WEEKS initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites.	Until 24 hours after treatment.
SCARLET FEVER (SCARLATINA THROAT)	1 to 3 days	Sudden onset, vomiting, sore throat, fever later fine rash (not on face). Rash usually only with first infection.	24 - 48 hours after antibiotics started and <u>no fever.</u>
WHOOPING COUGH* (PERTUSSIS)	7 to 10 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks.	5 days after start of antibiotic treatment.

Readmission to School - It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, no mere absence, from school

Medication Policies and Procedures

QPPS 5.10, DHS 109.10(3)

Central Springs CSD Board Policy Code No. 507.2, 507.2E1, 507.2E2

Policy: Trained Staff will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool / daycare hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) 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 (6) the right documentation of each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter, non-prescription medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the teaching staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Storage-Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Expiration-Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication documentation log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log. See sample form in Appendix.

Administration of Medication

No medication shall be dispensed to any student unless the following rules are observed:

- The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
- A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
- The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
- The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
- The medicine shall be maintained in the original prescription container which shall be labeled with:
 - name of pupil,
 - name of medication
 - directions for use
 - name of physician or dentist
 - name and address of pharmacy
 - date of prescription.
- The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
- When the nurse is not available, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
- A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
- At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record. No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school nurse's office, which will be dispensing the aspirin. The over-the-counter medication must be in the original container. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

Cleaning and Sanitization QPPS 9.11

The 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.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and

water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. . A dirty "toy" bucket is in place in the classroom for toys that must be removed from the students play area and washed at a later time after the students have left. Toys that cannot be cleaned and sanitized will not be used. **QPPS 5.24**

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.

Routine cleaning 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 will be completed as indicated in the table.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible.

Hand Washing Practices QPPS 5.8

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assists children with hand washing as needed to successfully complete the task.
- The school districts Nurse comes into the classroom and will demonstrate to staff and students the proper hand washing techniques needed for hand washing.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that that is shared by two or more people;

- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands

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

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

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 hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

Biting Policy

OVERVIEW:

Although biting is a behavior that is not entirely unexpected when young children are together in groups, we treat incidents of biting with great seriousness. It is our desire to prevent biting and at the same time, to help children learn more appropriate behavior.

Staff members take parents' concerns about biting seriously and convey understanding and respect in responding to the concerns. They will listen to parent questions and suggestions. However, response to parents may be other than they wish because staff are committed to following accepted behavioral modification practices.

Expectations and Actions:

1. The safety and comfort of children are priorities.
2. Staff will immediately provide the appropriate first aid; which will include washing the wound with soap and water and applying an ice pack to the child who was bitten.
3. Staff will provide comfort, concern and support to the child who was bitten.
4. The center will provide appropriate programming and behavior modification for children to help prevent biting.

5. Staff will encourage children who are biting to use words to express feelings and needs rather than biting another child. Staff will address the child that bit in a short, simple and clear manner.
6. Staff will assess the quality of relationships between the child and the primary caregivers and the environmental influences on the child's behavior.
7. Staff will keep on file current information and resources to share with parents.
8. The center will continue to consult with Child Care Resource and Referral to provide information and training for staff to deal appropriately and effectively with biting behavior.
9. Staff will explain to parents the specific steps that are being taken to address biting and the rationale for these steps. Some of the positive responses include positive role modeling, re-direction and giving children words to use.
10. Staff will keep a biting child's identity confidential to lessen labeling and confrontation that may slow the process of learning not to bite.

If an incidence of biting occurs, a report will be written in accordance with the accident/injury policy. A report to parents will be sent home with the child who bit and a copy will be kept in the child's file. A written report will also notify parents of the child who was bitten.

Names and details of incidents involving biting are considered confidential and will not be released to other participants or outside parties.

First Aid Kit QPPS 9.13

A first aid kit is located in the preschool classroom next to the door. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Caring for an Injured Child

All staff are trained in First Aid and CPR and will treat minor injuries on the spot.

All accidents that occur to children will be documented on an Accident Report detailing what happened, who was involved, and what action was taken. An incident report will be completed and sent to parents to read and sign.

For more severe injuries requiring medical attention, an attempt will be made to contact the parent, if in the opinion of the staff such contact is necessary. The child may be transported home, to the hospital or to a doctor's office by a member of the school staff while the parents and family physician are being notified.

If an injury results in spilling of blood or any other body fluid, staff will wear gloves and clean up appropriately while keeping other children out of reach.

Fire Safety QPPS 9.14

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

Medical Emergencies and Notification of Accidents or Incidents QPPS 10.13

The Central Springs Preschool & Daycare and School District has in place a "Safety Procedures Booklet" that describes the following situations and procedures to follow:

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

This booklet will be posted by the telephone and included in the first aid kit. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that 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 contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

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.

Snow/Inclement Weather Related Closings

In the event that the Central Springs Preschools must be closed due to bad weather, we will notify school patrons by a One-Call message and the radio as we have in the past.

When the preschool program must be closed due to weather or emergencies, the following news media will be notified:

KIMT--Mason City
KCHA--Charles City
KGLO--Mason City
KRIB--Mason City
KLSS--Mason City

The stations vary on procedures for announcements. Some are every half-hour, some every hour, and some as calls come in. Become familiar with your favorite station policy.

For One-Call information: Go to www.centralsprings.net click on Documents/Forms

- scroll down to and click on List All
- scroll down to one call sign up sheet and click
- fill out form and bring into the schools office.

MAKE SPECIFIC ARRANGEMENTS FOR YOUR CHILD AND GIVE HIS or HER SPECIFIC TEACHER SPECIFIC PROCEDURES TO FOLLOW IF YOU ARE NOT HOME WHEN PRESCHOOL IS DISMISSED DURING THE REGULAR SCHOOL DAY DUE TO AN EMERGENCY.

Protection from Hazards and Environmental Health

QPPS 5.18, 9.16, 9.17

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

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

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

Sunburn and Insect Control QPPS 5.6

Policy: Written parent authorization is required for staff to administer topical medications such as sunscreen and insect repellent. Clearly label your child's individual bottle with her/his name. They will be applied by staff and stored out of the reach of children.

Only sunscreen products with a UVB and UVA protection of SPF 15 or higher will be applied. Staff will only be applied sunscreen with written parental permission. Only repellents containing DEET are to be used. Staff apply insect repellent no more than once daily will only be applied with written parental permission.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun.

Sunscreen or sun block with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin **(only with your written parental permission to do so).**

Parents you must supply your own sunscreen for your child. We will also use an insect repellent containing DEET **(only with your written permission)** no more than once a day to protect your child from insect bites when the public health authorities recommend its use. **Parents you must supply your own insect repellent containing DEET for your child.**

Smoke Free Facility QPPS 9.19

In compliance with the Iowa Smoke free Air Act of 2008, Central Springs CSD buildings and grounds are smoke/tobacco free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the preschool classroom building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Central Springs CSD. At no time will children be released to a person under the influence of alcohol or drugs.

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. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has 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, or 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.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Carlson at 641-749-5301. The alternate investigator is Lynn Baldus and may be reached at 641-749-5301

Access Policy

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **"unrestricted access"** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - *"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.**
 - *It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **"supervision"** and **"monitoring"** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - *"Supervision" means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.**
 - *"Monitoring" means to be in charge of ensuring proper conduct of others.**
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender's presence at the facility.
 3. The duration of the sex offender's presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

This policy will be included in the parent handbook that is distributed to the parents at the start of school.

Sex Offender Policy

Sex offenders who have been convicted of a sex offense against a minor shall not be on the property of the Central Springs Community School District without the written permission of the Central Springs Community School District Director/Program Coordinator except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

This also applies to parents in relation to their own children.

The Program Coordinator must consult with the licensing consultant when considering granting written permission.

Written permission will include the following:

1. The precise location in the center where the sex offender may be present;
2. The reason for the sex offender's presence at the facility;
3. The duration of the sex offender's presence; and
4. Description of the supervision that the center staff will provide the sex offender to ensure that no child is alone with the sex offender.

The written permission shall be signed and dated by the Program Coordinator and the sex offender.

Sex offenders with a sex offense against a minor who are required to register on the Iowa Sex offender Registry shall not operate, manage, be employed by or act as a contractor or volunteer at Central Springs Preschool and daycare program/center.

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 school volunteer. We have a volunteer job description that defines the role and responsibilities of a volunteer. For safety's sake, if a volunteer will be working with children, he/she will be expected to execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

IX. Staff QPPS 10.15 - 10.20

General Information

The Central Springs Preschools and the Central Springs CSD 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 evaluation. 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. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

Health Assessment

The preschool program maintains current health information from documented health assessments for all paid preschool staff and for all volunteers who work more than 40 hours per month and have contact with children. A current health assessment (not more than one-year-old) is received by the program before an employee starts work or before a volunteer has contact with children. The health assessment is updated every two years. Documented health assessments include:

- Capacities and limitations that may affect job performance
- Documentation by a licensed health professional of TB skin testing using the Mantoux method and showing the employee to be free from active TB disease. For those who have a positive TB skin test and who develop a persistent cough or unexpected fever, immediate assessment by a licensed physician is required. For those who have increased risk of TB according to the Centers for Disease Control (CDC), documentation is required annually by a licensed health professional showing that the employee is free from active TB disease.

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the Superintendent's office.

First Aid/CPR Certification

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing **QPPS 5.8**, using disinfectant **QPPS 5.22**, and following universal precautions to prevent infections **QPPS 5.22**.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff completes "Occupational Exposure to Blood borne Pathogens" annually. **441 IAC 109.7(2)**
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. **QPPS 5.4 441 IAC 109.7(2)**
- Preschool and custodial staff follow and post:
 - QPPS Standard 5 Health Table 1 -
 - Cleaning and Sanitation Frequency Table **QPPS 5.22**

Orientation **QPPS 6.2**

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, 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 reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.

Follow-up training expands on the initial orientations. See Staff Orientation Checklist.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The superintendent will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Staffing patterns and schedule

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. Teacher to child ratio will be based from DHS licensing Standards and staffed accordingly. The elementary principal will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence. If one of the teaching staff needs to temporarily leave the classroom, the person will call the elementary office to arrange for coverage in order to maintain the adult/child ratio.

Staff is provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff is provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff development activities QPPS 6.6, 10.15

Personnel policies provide for incentives based on participation in professional development opportunities. All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share 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 is 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 staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

Daycare

Enrollment SCHOOL BASED DAYCARE SITE

Daycare is available for any child PK-4th grade on the days that they attend school at Central Springs.

**The daycare program is a school based daycare site.
Daycare opens at 6:30 AM – 6:00 PM, Monday – Friday coordinating
with the school calendar.**

Daycare enrollment packets forms are available at the Office.

To enroll in the daycare program children must be at least three (3) years of age to attend daycare at Central Springs CSD and be enrolled in our preschool program and or attending our districts classes K-4th grade. Evidence of age must be presented in the form of a birth certificate or other comparable evidence before the child may participate in our daycare program.

Any exception to this policy will be reviewed on a case by case basis.

SIGNED PAPERS

Your child will not be allowed to attend Daycare until the following paperwork is turned in...

- **Physical Exam or Statement of Health Paper****
- **Emergency Phone Numbers**
- **Emergency Care Address & Phone Numbers 1st & 2nd choice of Doctor and Dentist preferred.**
- **Crisis / Emergency – housing in Nora Springs or Manly**
- **Named persons allowed to pick up your child**
- **Sick child alternate pick up list**
- **Signed sheet stating the understanding of fees and payment procedures.**
- **Photo Release / Field Trip**

DAYCARE SCHEDULE

Daycare is available for any child PK-4th grader on the days that they attend school at Central Springs. The hours are from 6:30 AM to 6:00 PM.

The daycare follows the school calendar and will be open as listed below.

Scheduled late start-

Daycare opens 6:30AM to 6:00 PM

Scheduled early dismissal-

Daycare opens 6:30AM to 6:00 PM

Scheduled no school-

Daycare closed

Unscheduled late start-

Daycare opens 6:30AM to 6:00 PM

Unscheduled late start followed by cancellation for the day-

Daycare opens at 6:30AM. Upon school being cancelled, you are expected to pick up your child within the hour of the announcement of cancellation.

Unscheduled early dismissal-

All children using daycares services during an unscheduled early dismissal are expected to be picked up within the hour of the early dismissal time.

You must pre-register to participate in the daycare program. In order for us to be compliant with DHS, a parent must tell us your child(ren) will be using our services. ***This daycare is not intended to be a drop off service.*** Failure to inform staff that your child is using daycare on a specific day will forfeit your right to use the service again.

DAYCARE FEES/BILLING

Daycare fees per hour will be \$3.00 per child.

Billing will be billed out for the previous week's daycare services. Payment is due upon the receipt of the billing. If payment falls 15 days behind the receipt of billing, services for your child(ren) will be suspended until paid in full.

Families may pay ahead for daycare services. Your account will be credited and the balance due will be billed accordingly at the end of each week August – June.

Manly Campus Please make checks payable to Central Springs Comm. School and send to Central Springs Office 105 S East St. Box 190 Manly, Iowa 50456. Failure to pay fees within 15 days of receipt or on due date will result in a discontinuation of participation for your child(ren) in the preschool and or daycare program.

Nora Springs Campus Please make checks payable to Central Springs Comm. School and send to Central Springs Office 509 North Iowa Box 0367 Nora Springs, Iowa 50458. Failure to pay fees within 15 days of receipt or on due date will result in a discontinuation of participation for your child(ren) in the preschool and or daycare program.

PAY ONLINE

Central Springs CSD has an online Pay School account families may utilize to credit their preschool tuition, daycare, and meal accounts accordingly go to www.centralsprings.net click on Pay Schools on left column.

Daycare Assistance

Department of Human Services may be able to provide financial daycare assistance for your child. Forms are available from DHS, the preschool directors, or from the secretary in the office.

Late Pick-Up Charges

If you know you are going to be late in picking up your child, please call the office.

Manly Center 641-454-3283 ext. 303

Nora Springs Center 641-749-5301 ext.121.

A late fee of \$5.00 per ten (10) minutes will be charged after the expected pick up time. This is 6pm for regular hours, and if school is out because of unscheduled early out, students must be picked up 1 hour after announced dismissal time.

Unscheduled early dismissal-

All children using daycares services during an unscheduled early dismissal are expected to be picked up within the hour of the early dismissal time.

You must pre-register to participate in the daycare program. In order for us to be compliant with DHS, a parent must tell us your child(ren) will be using our services. ***This daycare is not intended to be a drop off service.*** Failure to inform staff that your child is using daycare on a specific day will forfeit your right to use the service again.

Snow/Weather Related Closings

When the preschool program must be closed due to weather or emergencies, a One-Call will go out and the following news media will be notified:

KIMT--Mason City
KCHA--Charles City
KGLO--Mason City
KRIB--Mason City
KLSS-Mason City

The stations vary on procedures for announcements. Some are every half-hour, some every hour, and some as calls come in. Become familiar with your favorite station policy. You will be notified of any make up days.

MAKE SPECIFIC ARRANGEMENTS FOR YOUR CHILD AND GIVE HIS or HER TEACHER SPECIFIC PROCEDURES TO FOLLOW IF YOU ARE NOT HOME WHEN SCHOOL IS DISMISSED DURING THE REGULAR SCHOOL DAY DUE TO AN EMERGENCY.

Pick-up/Drop-off Policy

Manly Center- Parents may park along the curb nearest to the playground, being mindful of the yellow curb for fire lane. If you are going to be longer than ten minutes, we ask that you park in a parking space in either of the parking lots.

Nora Springs Center-Parents may use the northern third of the bus lane for parking. If you are parking for more than ten minutes, please park on the street.

You must bring your child into the school, we ask that you walk them in to the classroom and sign them in. This helps to assure the safe arrival of your child. Please do not arrive before the usual starting time - the teachers need time to prepare for the day. When you pick up your child, please be prompt and mindful that class time may still be going on. Staff will have students check out when it is departure time, and this is when you will need to sign them out.

BREAKFAST and LUNCH

Breakfast: Children who are dropped off and eating breakfast at school before 7:55 will be charged for daycare. Children not eating breakfast, will be charged for daycare if dropped off to school any time before 8:25 AM.

Lunch: Children eating lunch must be picked up at 12:30. Daycare fees will be applied for children not eating lunch and picked up after 12 Noon.

Anyone picking up a child at the preschool must be at least 14 years of age and listed on the pickup card and provide identification if asked. Please instruct them to sign the child in and out. A written release is required from the parent/guardian allowing the child to be picked up/dropped off with someone under the age of 14.

A parent may phone in to have someone else pick up their child, but that person must be listed on the pick up/drop off card. In an emergency, a parent may phone in a request that someone not listed be allowed to pick up the child. They must follow up with a written change to the card as soon as possible. Determining emergencies and allowing phone calls is at the staff's discretion and they reserve the right to refuse the request.

Staff must release a child to either biological parent, **unless we have a copy of the custody order or court document on file.** If there is no court document available and if there is any doubt that the child should leave with the parent, staff may choose to call the custodial parent/guardian/entity and/or the police department. It is in the best interest of the child that parents notify us immediately of any family changes that could be potential problem. We are bound by confidentiality policies not to discuss or give out information on children to anyone else, but we do ask parents confide in us when necessary.

No child will be released to any adult suspected to be intoxicated or under the influence of any substance.

WELCOME TO HEAD START

This book is dedicated to you – our Head Start Parents. It is a guide to which you can refer when you have any questions about Head Start. We are so glad to have you as part of our early childhood program. Since our program strives to involve the entire family in your preschooler's experience, you are a vital part of the team effort. Head Start is a program that recognizes the contributions of both staff and parents in planning for each child and it supports parents as the primary teacher of the child. Our program will assist all families to ensure that they can access information and clearly understand the content. Translations, reading assistance, etc. will be provided by the program as needed.

What is Head Start?

Head Start is a comprehensive child development program for children 3 to 4 years of age. There is no charge for any of the services provided by Head Start.

We serve 320 children in the following counties: Butler, Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Winnebago, and Worth. The Head Start program is designed to meet each child's educational, emotional, social, health, nutritional and psychological needs. We strive to make the transition from Head Start to the next educational setting smooth and successful. Head Start offers a center-based program, with day care available at some sites.

We meet all Iowa Department of Human Services child to staff ration requirements. *Those are 1 adult to every 8 children for 3 year olds and 1 adult to every 12 children for 4 year old children. *Preschools shall have staff ratios determined on the age of the majority of the children.

Admission Criteria

Children must be at least age three by September 15 and must meet federal income guidelines. All foster and homeless children are eligible. Ten percent of our enrollment is to be available for children with special needs. The program may also serve ten percent who exceed income guidelines. Children must have a complete application to be considered for Head Start and are accepted according to established priority guidelines. They must have up to date immunizations before they are admitted. Current physical and dental examinations are required within 30 days of enrollment. (See health policies for more information.)

Child Records

Child records are kept confidential at all times. Parents may request information from their child's file at any time from the Head Start administrative office. Please allow up to 10 business days to process your request.

Open Door Policy

*Parents are welcome and encouraged to visit with their child and staff members at anytime!
More information is available on pages 18-19, "Access and Visitation Policy and Procedure".*

CONFIDENTIALITY

All information shared with Central Springs Staff and Head Start staff will be kept strictly confidential. All forms are kept in locked files. No volunteer workers will have access to any files.

Central Springs and NICAO asks that you also maintain confidentiality regarding other families, children, and Central Springs and NICAO Head Start staff members.

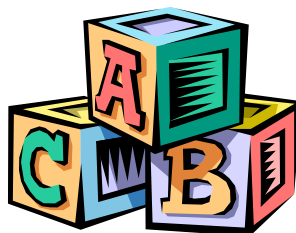
EDUCATION COMPONENT

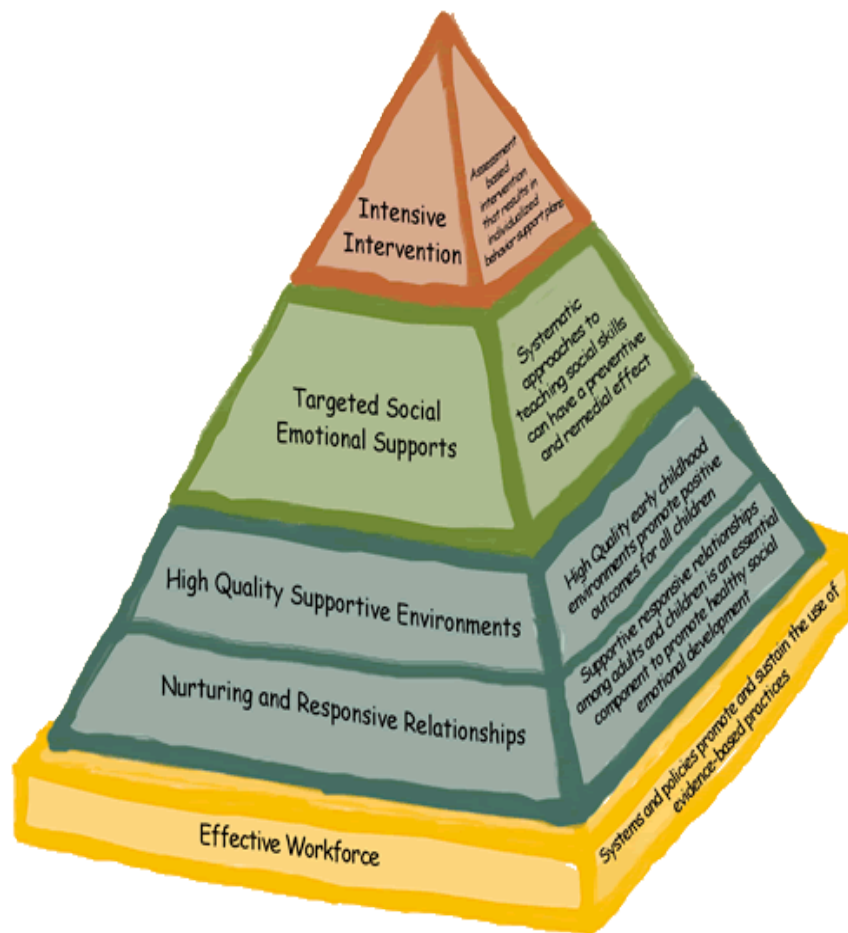
The Creative Curriculum Model is used by the Central Springs Preschool Program and NICAO Head Start Program to assist our teachers in planning a classroom and outdoor environment. A wide variety of learning materials with curriculum goals in mind are provided so that no matter where the children choose to play, they are learning. The materials are all at the children's level in containers or on hooks so children can get at them independently and also are able to put the materials away again.

The environment is organized into a variety of interest areas, which include: blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, technology, and outdoors. These areas support children's development.

A daily schedule is planned and each classroom arranges the day to best meet the needs of that group of children. A large part of the child's day is spent in play. This is because preschool children learn best by exploring, experimenting and creatively using their imagination. Through play, children also learn to make choices, learn to share, practice language, express emotions and develop muscles and coordination. Other parts of the day will include: tooth brushing, group time, music/movement time, story time, outdoor time, breakfast, lunch and snack/rest time where applicable.

The Creative Curriculum is consistent with Iowa Quality Preschool Program Standards (QPPS), the Head Start Performance Standards, and National Association for the Education of Young Children guidelines for developmentally appropriate practice. The Creative Curriculum is the leading curriculum model used by preschool programs and the Head Start Programs. The Central Springs Early Childhood Programs and Head Start Outcomes Framework correspond with the Iowa Preschool Early Learning Standards. Families are informed about curriculum through home visits, conferences, newsletters, family engagement activities, and the Creative Curriculum brochure.





Pyramid Model

Promoting Social and Emotional Competence in Infants and Young Children

Central Springs Early Childhood Programs and the Head Start Program of North Iowa Community Action have implemented program wide Positive Behavioral Interventions & Supports in all of our classrooms. Positive Behavioral Interventions & Supports (PBIS) is based on the pyramid model from the Center of Social and Emotional Development located at Vanderbilt University. This system is intended to decrease problem behaviors by creating nurturing and responsive relationships which is at the base of the pyramid model. All of our staff are trained in the positive behavioral interventions & supports model and are coached and mentored by administrative staff from the Head Start office or AEA Staff. As a result of implementing the positive behavioral interventions & supports, our program has adopted the following program wide expectations: Be Safe, Be Responsible, and Be Respectful. More information on positive behavioral interventions & supports is available from your child's classroom staff. We have information available to families on different challenging behaviors including: bedtime routines, tattling, tantrums, etc.

Attendance

We encourage you to send your child daily except in the case of illness. If your child will not be in school, please notify the teacher. Teachers are required to call (daily) if a parent doesn't notify them about the absence of their child.

Consistent attendance is important for your child to gain the most from our program, to meet their educational goals and to develop attendance habits that will carry on throughout their school years. Maintaining consistent attendance is a requirement of the Head Start performance standards. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and that school is an important priority.

Communication

Communication with Central Spring staff and other Head Start staff will be on going. The teachers will normally hold two home visits: one before school begins and the second in February. The purpose of these visits is for the teaching staff to discuss your child's progress and to assist families in fostering the growth and development of their children. Two parent/teacher conferences will be held during which the child's progress and accomplishments are discussed: they are normally held in November and May.

Confidentiality is maintained at all times. Whenever you would like to talk with the teacher concerning your child, please call or request a conference. Newsletters and notes are sent home regularly with your child. These contain information on classroom activities, health and nutrition information, facts about community agencies and resources and information about parent activities and meetings.

Discipline

Consistent guidance and discipline will be provided in a positive and constructive manner. Physical discipline methods, such as spanking, slapping, shaking or any form of rough physical contact coercion are prohibited. Food will not be withheld as punishment. No punishment shall be used for lack of progress in toilet training of a child. Words that shame, blame, ridicule or threaten will not be used. Derogatory remarks about a child or families of any children must be avoided. Children may not be isolated in a room, bathroom, bus or playground without an adult staff member present. To maintain consistency only staff will be allowed to carry out discipline.

Clothing/Supplies

Dress your child in comfortable play clothes. These need to be clothes that he/she does not need to worry about getting dirty.

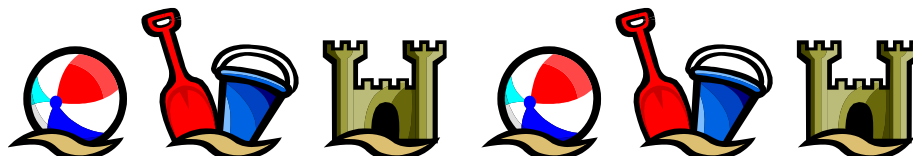
Shoes should be suitable for running and climbing. To help ensure your child's safety in his/her motor play, your child needs to wear a full shoe – covered toes and heel – (NO sandals, open toes, or open heels).

Due to safety concerns, no backpacks on wheels or ones larger than 24" x 18" will be allowed. All school supplies are provided.



Toys

Please keep toys home unless your child's teacher designates a sharing day. It is very difficult for a child to share his/her toy and even harder to understand if it is broken or lost. For those centers that have a rest period, a favorite toy/blanket may be brought for that time. If a problem arises, teaching staff will talk with parent/guardian.



Field Trips

Field trips are planned so that they are a meaningful part of the curriculum. You will be notified prior to the field trip and a signed permission slip for each child must be returned to the center if your child is going to participate.

Snow/Weather Conditions

School will be closed if the local public school closes for weather conditions. A One-Call will go out and please listen to your local radio for this or any other announcement. You will be notified of any make-up days. Each center will develop their own snow/weather policy for the parents to have at home and follow.



HEALTH COMPONENT

The classrooms will provide activities to enhance health and dental awareness, increase knowledge about safety, as well as to model and promote good hygiene practices. Mental health activities will also be provided to help children learn to cope with both good and bad days and to teach them how to continue building life management skills. Children will learn about feelings and how to express them in socially acceptable ways. Vision, speech, behavior/social-emotional, developmental and hearing screenings will be provided to all children. Many other health and special education services will be provided as needed.

Physical Exam

All children must have their immunizations up to date and cards turned in before starting school. Physical examinations are due within 30 days of your child's start date. **Children will be excluded from our program if a physical has not been completed within the 30 days of your child's start date.** Payment of these services can be by Title 19/Medicaid if a family receives this assistance, a family's private medical insurance, the Child Health program, or pay for these services yourself.

Returning children who have updated physicals due prior to school starting, will be required to have those completed and turned in before they return to the classroom.

All Head Start families are encouraged to have some type of health/dental coverage for their children. There is a program available if you currently do not have any health or dental coverage (private insurance or title 19/Medicaid). This program is called the HAWK-I Plan and an application will be made available for you to apply.

Immunizations

"All children born on or after July 1, 1994, must have received three (3) doses of Hepatitis B vaccine prior to enrollment into kindergarten or any other grade", as per Iowa Department of Public Health.

Please double check your child's shot records to make sure your child has completed the Hepatitis B series and has all other needed shots for ages 3 – 5.

Vaccine Schedule:

4 doses of Diphtheria/Tetanus/Pertussis

3 doses of Polio

3 doses of Hib- the final dose in the series at or after 12 months of age, or 1 dose received at or after 15 months of age.

1 dose of Varicella at or after 12 months of age if born after Sept. 15th, 1997 (or a reliable history of having had the disease)

1 dose of MMR at or after 12 months of age

4 doses of Pneumococcal; or 3 doses if received 1 or 2 doses after 12 months of age; or 2 doses if received 1 dose after 12 months of age or received 1 dose between 12 and 23 months of age; or 1 dose if no doses had been received prior to 24 months of age.

3 doses of Hepatitis B

Dental Exam

All enrolled children must have a dental examination within 30 days of starting. Payment for these services can be Title 19/Medicaid, private dental insurance, Hawk-i/Hawk-i dental only, or if no payment source is available- Head Start will pay up to \$75.00 towards a child examination or treatment. If dental costs exceed \$75.00, the dental office needs to contact Head Start for approval prior to work being completed. If you have private insurance coverage that does not include dental coverage, you may qualify for the dental only portion of Hawk-i. To apply for Title 19, Hawk-i, or Hawk-I dental coverage, go to www.hawk-i.org or call 1-800-257-8563.



Caring for an Injured Child

All staff are trained in First Aid and CPR and will treat minor injuries on the spot. An incident report will be completed and sent to parents to read and sign.

For more severe injuries requiring medical attention, the child will be taken to the designated hospital while the parents and family physician are being notified.

If an injury results in spilling of blood or any other body fluid, staff will wear gloves and clean up appropriately while keeping other children out of reach.

Blood Borne Pathogens

In accordance with regulations governed by OSHA, all persons handling any item contaminated with body fluids will wear rubber gloves (for example: changing diapers, clothing soiled with urine, stool, vomit or blood).

Child Abuse

Section 235 of Iowa Code **MANDATES THAT ALL STAFF REPORT ANY CASE OF SUSPECTED CHILD ABUSE OR NEGLECT.** This law is to protect children and to assist parents in finding alternative ways of dealing with the stresses of raising children. There are many helpful alternatives out there and the Head Start staff or outreach worker would be able to give you a list of resources available and assist you with referrals to the appropriate resources.

When Your Child is Sick

In order to maintain a safe and healthy environment for your child and those around him/her, the following guidelines have been established and will be enforced.

- Your child must be able to participate in the usual daily activities (both inside and outdoors) and not pose a health threat to the other children. *All children are expected to go outside. If your child is unable to do so, please keep him/her home until well enough to go outside.*
- Your child must not require more care than the staff can safely give while keeping in mind the needs of all the children in their care.

You will be asked to take/keep your child home if he/she has one or more of the following symptoms:

8. An elevated temperature – **100** degrees or more along with behavior change or other signs and symptoms of illness
9. Uncontrolled coughing
10. Vomiting more than two times in the last 24 hours
11. Uncontrolled Diarrhea
12. A contagious disease (refer to Communicable Disease Chart)
13. Skin rashes or infected sores with fever or behavior changes, (until diagnosed by physician and it is determined not to be a communicable disease)
14. Wheezing or difficulty in breathing
15. Persistent abdominal pain lasting more than 2 hours

Please notify staff if your child may be exhibiting any of these for a known reason other than illness; such as diarrhea from medication or fever from an immunization. Please alert your center staff so they can work through the situation with you. You may still need to take your child home if the condition becomes severe.

If your child becomes ill at school, we will call you or a designated alternate immediately to come pick him/her up. The child will be provided a place to rest until the parent, legal guardian, or designated person arrives. The child will be supervised at all times by someone familiar with the child. We ask that you try to pick your child up within 30 minutes if possible. A child with a potentially communicable disease will be provided care separate from the other children, but still keeping classroom ratio in place.

*If your child comes down with a communicable disease or condition, such as chicken pox, head lice, etc...let the center staff know the details so that we may send notices home with the children who may have been exposed. A notice will also be posted at the center.

A doctor's release **will be required** for a child to return to school after a hospitalization, a serious injury, any type of surgery/procedure (for example tonsillectomy, tubes in ears, broken bones splinted or casted), or after being diagnosed with disease that is reportable to the Iowa Department of Public Health.

Resource: Guidance from "Caring For Our children" American Academy of Pediatrics.

Policy Regarding Head Lice

1. If a child is found to have head lice, the parent will be notified to pick the child up from school at the end of the day and will be given instructions for treatment.
2. As per communicable disease protocol, notices will be sent home to all parents.
3. Child may return to school after appropriate treatment is initiated.

Medication Administration Policy

- A. PRINCIPLE:** This policy recognizes that some students may need to take medication during their school day. Because giving medications poses an extra responsibility for staff and having medications in the facility is a safety hazard, strict medication guidelines must be followed. All staff administering medications to children will be trained and have their skills verified before doing so. All medication will be supplied by parents. Whenever possible the first dose of medication should be given at home to see if the child has any type of reaction. Parents or legal guardians are welcome to come to the facility to administer medication to their own child during the day. A signed medication administration form must be completed for each medication by the parent and an order from a health provider (MD, DO, ARNP, or DDS) must be on file.
- B. PROCEDURE:** Medications will be administered only after a parent or legal guardian has provided written consent. All child allergies will be documented and checked before giving medications. All medications, both prescription and non-prescription, must be in their original container, labeled with child's name, have a child resistant cap, have clear physician instructions or manufacturer's instructions, and an expiration date on the container. Instructions for dose, time, route of administration and duration will be provided to the staff in writing by a physician (signed note or prescription label). This information may also be obtained over the phone by physician or other person legally authorized to prescribe medication and then documented by the staff. These requirements apply to both prescription and over-the-counter medications. Staff will wash their hands before and after giving medication.
- 1.)For prescription medication:** A completed medication form must be signed and on file before prescription medication can be given. A physician order must also be on file for each prescription medication. The pharmacy label will serve as the physician order. The label shall contain the following information- Child's name, name and strength of the medication, the date the prescription was filled, the name of the health care provider who prescribed the medication, pharmacy where medication was filled and phone number, expiration date and legible instructions for administration and storage. Expired medications will not be given. Medications prescribed for family members other than the child it is to be given to will not be given. Staff may call the pharmacy if they have questions regarding the medication.
- 2.)For non-prescription medications:** Indiscriminate use of over-the-counter medications is strongly discouraged. Staff reserves the right to refuse to give medication if the parent instructions do not match the manufacturer's recommendations. Over-the-counter medications will be for short term use only. Expired medications will not be given. Medications will be administered only after a parent or legal guardian has provided written consent. A physician order must also be on file for all non- prescription medications. Over-the-counter medications must be labeled with the child's name, name and strength of the medication, expiration date and legible manufacturer's instructions. Sunscreen is considered a medication.
- 3.)Medication for chronic conditions and emergency situations:** Children with chronic conditions such as asthma, diabetes, severe allergies and other conditions may have a need for ongoing medications. For medications that are to be used on a PRN or as needed basis (Example: if wheezing occurs, Albuterol nebulizer treatment should be given) the parent should initial the med sheet each month and renew the prescription from the physician yearly. All labeling requirements apply to these medications also. These medications must also be checked for expiration dates. In special circumstances staff may need additional training to give required medications. Staff will contact the Head Start Health Services Specialist or the Child Care Nurse consultant if they have questions regarding the administration of medications. Staff will be responsible for notifying parents when prescriptions are due to be refilled or medications are due to expire. Sunscreen is considered to be a

medication and must have parental permission to apply. No medications will be supplied by Head Start.

4.) Documentation: A record of daily administration of medications must be maintained. Staff will document the name of the student, name of medication, dosage, day, month and year medication was given, time medication was given and any side effects that were noted. Staff will initial (with original signature at least once on med sheet) **AFTER** giving each dose. If medication is omitted, incomplete dosage was given, child was absent or any error in medication will be documented as well. Staff will watch for possible signs of reaction or side effects to medication. Rashes, shortness of breath, vomiting, itching, swelling and any other unusual symptom will be reported immediately to the Health Services Specialist. 911 will be called for life threatening reactions.

5.) Storage: All medications brought to the facility should be in the original containers, have original packaging, and have child resistant caps. Medications will be stored at the temperature recommended for that medication, in a sturdy, child-resistant, closed container that is locked and inaccessible to children. Medications that are to be refrigerated will be stored in a temperature monitored refrigerator and separated from food items. Medications should not be transported to Head Start in the child's backpack or possession. If medications need to be given both at home and Head Start, we request that the parent ask the pharmacist to split the medication in 2 containers, 1 to be left at home and 1 to be left at the center. Parents should bring medication to Head Start. If this is not possible, the medication should be given to the bus driver or bus aide directly. At vacation time, the end of the school year or the end of the course of medication, all remaining medication shall be returned to the student's parents.

6.) Medication Errors: Medication errors will be controlled by education of staff members. Each time a medication is given the following 6 "rights" will be reviewed:

1. Right **Child**
2. Right **Medication**
3. Right **Dosage**
4. Right **Time**
5. Right **Route (ex: oral, ear, eye...)**
6. Right **Documentation**

If any of these "rights" has been violated, a medication error has occurred. In the event of a medication error, it will be reported immediately to the Health Services Specialist and to the child's parents.

If a child is given another child's medication, the poison control center will be called immediately at **1-800-222-1222** and their instructions will be followed. Staff will complete an injury/accident report form with complete accuracy and honesty.

Child Name: _____ Monthly Medicine Record: Month _____ Year _____
 Child Known Allergies: _____

Parent Permission to give medicine: I give my permission for the child care business to give the following medicine(s) to my child.

Date:	Parent Signature Giving Permission:	Name of medicine on the label:	Medicine dose on the label:	Time of day medicine is to be given at child care: ¹	Route of medicine as on the label:	Possible side effects:	Required storage: <input type="checkbox"/> Refrigerate <input type="checkbox"/> Refrigeration not required
<input type="checkbox"/> Medicine is doctor approved and doctor authorization form on file at child care		Reason medicine needed:			Special instructions for giving medicine: ²		
					Beginning date for medicine: _____ Ending date for medicine: _____		

Date:	Parent Signature Giving Permission:	Name of medicine on the label:	Medicine dose on the label:	Time of day medicine is to be given at child care:	Route of medicine as on the label:	Possible side effects:	Required storage: <input type="checkbox"/> Refrigerate <input type="checkbox"/> Refrigeration not required
<input type="checkbox"/> Medicine is doctor approved and doctor authorization form on file at child care		Reason medicine needed:			Special instructions for giving medicine:		
					Beginning date for medicine: _____ Ending date for medicine: _____		

Date:	Parent Signature Giving Permission:	Name of medicine on the label:	Medicine dose on the label:	Time of day medicine is to be given at child care:	Route of medicine as on the label:	Possible side effects:	Required storage: <input type="checkbox"/> Refrigerate <input type="checkbox"/> Refrigeration not required
<input type="checkbox"/> Medicine is doctor approved and doctor authorization form on file at child care		Reason medicine needed:			Special instructions for giving medicine:		
					Beginning date for medicine: _____ Ending date for medicine: _____		

Parent permission to contact pharmacy and physician: I give my permission for the child care business to contact my child's pharmacy and physician should questions arise or a situation occur that involves my child and the medication.

Parent Name (print): _____ Parent Signature: _____ Date: _____

¹ The time of day for the medicine needs to be consistent between home, child care and other programs where the child is located like school. Ask the parent when the medicine is given at home so medicine doses may be evenly spaced for maximum benefit.

² The medicine may need to be given before meals, after meals, with food, with a specific liquid (water or milk). All instructions should be written on the medicine label or instructions. When in doubt, call the pharmacy where prescription medicine was dispensed.

January 2007

Please give all medication to classroom/transportation staff. Children must not handle medicines. This includes all prescription medication as well as any over the counter medications (ointments, cream, cough drops, inhalers, pain relief medication) that your doctor has ordered and authorized.

Communicable Disease

Head Start follows the guidelines of the American Academy of Pediatrics regarding school attendance. If you have any questions, contact the school, Head Start, or your family physician. Please refer to the following communicable disease chart.

COMMUNICABLE DISEASES: The following chart contains concise descriptions and recommendations for exclusion cases from school.

Disease *Immunization is available	Usual interval between exposure and first symptoms of disease	Main Symptoms	Minimum Exclusion from School
Chickenpox*	13-17 days	Mild symptoms and fever. Pocks are blistery. Develop scabs, most on covered parts of body	Until pocks become dry
Conjunctivitis (Pink Eye)	24-72 hours	Tearing, redness and puffy lids, eye discharge	Whenever physician permits return
Erythema Infectiosum (5th Disease)	4-20 days	Usual age 5-14 years-unusual in adults. Brief low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to reoccur	After diagnosis no exclusion from school
German Measles* (Rubella)	14-23 days	Enlarged glands in neck and behind ears. Brief red rash	6 days from onset of rash. Keep away from pregnant women.
Haemophilus Meningitis*	2-4 days	Fever, vomiting, lethargy, stiff neck and back	Until physician permits return
Hepatitis A	Variable- 15-50 days (average 28-30 days)	Abdominal pains, nausea, usually fever. Skin and eyes may turn yellow	1 week after onset of illness or jaundice or as directed by physician
Impetigo	1-3 days	Inflamed sores with pus	Until treatment has been started
Measles*	10 days to fever. 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash	4 days from onset of rash
Meningococcal Meningitis	2-10 days (commonly 3-4 days)	Headache, nausea, stiff neck, fever	Until physician permits return
Mumps*	12-25 days (commonly 18 days)	Fever, swelling and tenderness of glands at angle of jaw	5 days after onset of swollen glands
Pediculosis (Head/Body Lice)	7 days for eggs to hatch	Lice and nits (eggs) in hair	At the end of the day until treatment is started
Ringworm	10-14 days	Scaly patch, usually ring-shaped on scalp	At the end of the day until treatment is started
Scabies	2-6 weeks initial exposure, 1-4 days re-exposure	Tiny burrows in skin caused by mites	Until after treatment has been given
Strep Throat	1-3 days	Sudden onset, vomiting, sore throat, fever, fine rash (not on face). Rash only with first infection	24 hours after antibiotics started and no fever
Whooping Cough* (Pertussis)	7-10 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment

NUTRITION COMPONENT

While at the center your child will receive a nutritious breakfast and lunch that will supply a portion of their daily nutritional requirements. Children attending the full day will also receive a nutritious afternoon snack. Mealtime and snack time are a valuable part of the program experience. Our goal is to help children develop healthy eating habits and positive attitudes about food by providing a variety of food experiences.

Adults set an example at the table with their attitude, action and acceptance of food during mealtime. Adults role model table manners and remind children to do the same. If there are enough adults available, at least one adult will be seated at each table during the meal. Children, staff and volunteers eat together, sharing the same menu. Head Start does not use the word dessert. All food on the menu is passed and served at the beginning of the meal and may be eaten in any order.

We believe and practice the division of responsibility in feeding. This means the adults are responsible for what food is offered, how much food is offered and when it is offered. Children are responsible for what they eat, how much they eat and if they eat. Children are encouraged, but never forced to eat or taste foods. Children are never forced to clean their plates. Food will never be used as a reward or punishment.

The same menu is served to all children and adults. No other food or drink is allowed at meal or snack time unless we have a food allergy/food exemption form. We will provide special diet needs for a child after we receive a doctor's order and guidance on what to serve. For all food allergies and/or food exemptions we must have our form signed by the child's doctor or health care specialist, stating what foods to avoid and suggestions for food substitutions.

Family style meal service is used to help children learn self-help and socializing skills. Each child serves their own food and pours their own drink as it is passed around the table. Table conversation about the child's total experience should be encouraged. Mealtime is usually about 20 – 30 minutes in length. Children are encouraged to take responsibility for cleaning their own spills and clearing their dishes when done eating. Teachers establish their own rules for excusing from the table and clean up.



If you are volunteering for the day or only eating with your child, please let the teacher know by 8:30 am of that day.

You will be asked to fill out a Child and Adult Food Care Program Enrollment form for each child. We must have this form completed to meet requirements of the food program. You may also be asked to complete a Family Income Application for Free and Reduced Meals. You will not be required to pay for any meals your child eats while enrolled in the early childhood program. The form enables us to receive partial reimbursement by the Child and Adult Food Care Program for the meals served.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Iowa Non-Discrimination Notice: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."

Nutrition Activities

Nutrition activities will be offered at your center to broaden your child's food experience. Exploring new foods and tasting new foods as well as preparation and cooking activities are examples of various nutrition activities. Parents are encouraged to share special nutrition activities with the children. Please contact the teacher for more information

Nutrition Assessment

We require that you fill out a nutrition screening form about your child's eating habits and nutritional status. A follow-up letter will be sent if any concerns are identified when reviewed by our Consultant Registered Dietitian.

BMI (Body Mass Index)

BMI is an important indicator of healthy growth and development. BMI is particularly helpful for identifying kids and adolescents who are at risk of becoming significantly overweight as they get older. In older kids and teens, there is a strong correlation between BMI and the amount of body fat. So those with high BMI readings – and, probably, high levels of fat – are most likely to have weight problems when they are older.

Although BMI is not a direct or perfect measure of body fat, kids at or above the 95th percentile are considered obese, a term doctors use to indicate excess body fat, which increases the risk of weight-related health problems. A BMI at the 95th percentile means that 95% of the population has a lower BMI. Kids who measure at the 85th to 94th percentile are considered overweight, because of excess body fat or high lean body mass. A child below the 5th percentile is considered underweight because 95% of the population has a higher BMI. A child whose BMI is at the 50th percentile is close to the average of the population.

Your child's height and weight is recorded three times during the school year at which time the BMI is also calculated. If your child's BMI is 95% or higher, you will receive a letter from the dietician showing your child's measurements and BMI, along with additional nutritional information.

The Head Start dietician is available to you for answering questions or consultation at no charge.

Food Donations

Due to Head Start and Child and Adult Care Food Program requirements, any food prepared outside of school cannot be accepted. Therefore, Head Start will not accept any food donations.

Holidays/ Birthdays

Each year parents will be asked for their input regarding holidays/celebrations and traditions and beliefs. The classroom teacher will utilize this information in his/her planning in order to respect the wishes of all families. We also request that no edible treats and/or snacks be brought to the center, as we are not allowed to serve these items. A low-key way of acknowledging birthdays and other activities will be implemented in the classroom.

TRANSPORTATION COMPONENT

Transporting Head Start Children is a privilege we try to provide to all our families, but we cannot guarantee this service to everyone. The following policy has been established for children transported to and from Head Start including field trips:

Transportation Policy

1. Children should be dressed and ready when the bus arrives. Each family will receive a copy of the current route and approximate times that the bus will be arriving. Please allow a ten to fifteen minutes variance in the scheduling.
2. Parents/guardians must notify the driver if the child is not coming. If you cannot contact the driver, call the bus aide and /or teacher.
3. Children must wear a safety restraint at all times when riding the bus. If a child refuses to wear a safety restraint, parents will be notified in writing that a conference will be held. Parents will be asked to sign a form stating they are aware of the problem. If a child refuses to wear the safety restraint the second time, the child will lose bus privileges.
4. To ensure safety, a parent/guardian or authorized person **must** sign their child on and off the bus each morning and each afternoon before a child is allowed on or off the bus.
5. If no one comes out to meet the bus in the afternoon, after waiting two minutes the bus will leave. The bus staff will notify the center staff what has occurred and that the child will be returned to the center after completing the route.
6. Once the classroom staff has been informed, they will try to call the emergency numbers. **If an authorized person has not picked-up the child by the time the staff leaves for the day, local law enforcement will be contacted.** If this were to occur again, a conference will be held and could result in the child losing transportation privileges.
7. Parents/guardians/authorized persons who transport must bring their child into the classroom and sign the child in and out.
8. Children will be returned to the place they were picked up unless the change has had prior approval. If there is to be a change in pick-up and delivery, WRITTEN NOTICE must be given to the driver **one day** in advance. Not all changes will be approved. It will depend on how it changes the established bus route.
9. In case of emergency, call the center to let them know if a child is to be left elsewhere and send a signed/dated note the next day.
10. If there is space available, volunteers may ride the bus and will sit where requested.
11. NO toys on the bus.
12. NO food or drinks are allowed on the bus.
13. If discipline problems arise, the teacher will contact the family to discuss possible solutions.
14. All medications and permission slips must be given to staff to be placed in a predetermined location, out of reach of children. Transportation staff will transfer medications and permission slips to classroom staff.

Please make sure your child goes to the bathroom before getting on the bus.

updated 6-1-10

Bus Discipline Policy

Our philosophy is:

- The bus ride is a part of your child's school day.
- All children can behave appropriately and safely while on the school bus.
- No child's behavior will interfere with the safety of other children on the bus or the performance/safety of the bus driver or bus aide.

To accomplish this, the following guidelines will be used:

- Children will have assigned seats.
- Children will sit with their backs against the seat and their feet in front of them.
- Everyone will wear a seat belt/child restraint that is adjusted appropriately.
- Children will be asked to use "inside" voices on the bus. (conversation is encouraged)
- Children will keep all body parts and objects inside the bus.
- Children will keep their hands, feet, and book bags to themselves.
- Children will not use inappropriate language and/or rude gestures.(such as name calling, teasing, etc.)
- No one will damage the bus in **any** way.

If a child/adult chooses not to follow a guideline, then one or more of the following consequences will be applied:

1. Bus aide will give a verbal warning.
2. Parents/guardians will be informed of child's behavior and a contact record will be completed as documentation of the conversation.
3. A meeting will be held to include parents/guardians and all appropriate personnel.
4. If suspension of bus privileges occurs, parents/guardians will be responsible for transporting their child.

Pick Up and Drop Off Policy

All parents will be asked to complete a pick-up/drop off permission card. Cards will be kept up to date. Any changes to the card must be done in writing – the parent/guardian can come in to complete a new card or send a note to the center with proper authorization for staff to do so.

Anyone picking up a child at the center or accepting a child from the bus must be listed on the pick up/drop off card and provide picture identification if asked. Staff is required to ask for picture identification if they do not know the person picking up the child. A written release is required from the parent/guardian allowing the child to be picked up/dropped off with someone under the age of 14.

A parent may phone in to have someone else pick up his or her child, but that person must be listed on the pick-up/drop off card. In an emergency, a parent may phone in a request that someone not listed be allowed to pick up the child. They must follow up with a written change to the card as soon as possible. Determining emergencies and allowing phone calls is at the teacher's discretion and they reserve the right to refuse the request.

Staff must release a child to either biological parent, unless we have a copy of the custody order or court document on file. If there is no court document available and if there is any doubt that the child should leave with the parent, staff may choose to call the custodial parent/guardian/entity and/or the police department. It is in the best interest of the child that parents notify us immediately of any family changes

that could be a potential problem. We are bound by confidentiality policies not to discuss or give out information on children to anyone else, but we do ask parents to confide in us when necessary.

When you bring your child to school, we ask that you walk them in to the classroom and sign them in. This helps to assure the safe arrival of your child. Please do not arrive before the usual starting time - the teachers need time to prepare for the day. When you pick up your child, please be prompt and mindful that class time may still be going on. Staff will have students check out when it is departure time, and this is when you will need to sign them out.

All Children dropped off for preschool before 7:45 will be charged for daycare, AND all children who are NOT picked up by 12:00 will be charged for daycare.

PARENT INVOLVEMENT

Parent involvement is a vital part of the Central Springs Preschool Program and the Head Start Program. You are your child's first and most important teacher and Central Springs CSD and Head Start recognize this. Head Start must receive many volunteer hours in order to continue to be funded. Head Start offers many exciting ways for you to become actively involved in the education and growth of your child.

Access Policy

Parents are welcome and encouraged to spend time with their child during preschool. Parents can come in and enjoy a meal or spend time with their child as they learn throughout the day. Because parents are not responsible for care of other children, are not left alone with children, or in ratio, they are exempt from completing a background check. However, this exemption applies only to the parent/guardian/custodian of the child.

If a parent would like to designate another person such as a grandparent or aunt to come into the center to spend time with their child, these persons must complete a state criminal background check as well as being fingerprinted and have a national background check completed. This is a requirement of the Department of Human Services. More information can be obtained by contacting the Human Resource Manager at the Head Start administration office at 641-494-1891.

We want to assure the safety of your child. One way to ensure safety is to limit the people who have access to your child. Our centers are secured buildings, meaning that during the school day all doors except for the main entrance will be locked. We ask that you check in at the office and wear a visitor's badge. Please know we may ask for picture identification at any time.

Persons who exhibit inappropriate behavior will be asked to leave or denied entrance to the center. Staff members are responsible for supervising parent/guardian and other volunteers.

Again, we encourage your participation but want to assure the safety of all of the children in our care.

Volunteer Policy

- Volunteers are required to be at a minimum age of 16 years.
- Volunteers will be under the direct observation of staff.
- All volunteers must complete the statement whether they have a criminal conviction or history of child abuse or dependent adult abuse or a communicable disease or health concern.
- All volunteers need to be informed of their responsibility of being a mandatory reporter, and sign a statement they were made aware of this responsibility and how to make a report if needed.

- All volunteers are required to complete a state criminal history check, request for child abuse information, be fingerprinted and complete a national criminal history check.

Parent Meetings/Activities

These meeting/activities are held at the center each month or as determined by the group. Their function is to provide an opportunity for training, provide an opportunity for socialization, provide an opportunity for parents to talk as a group and discuss concerns, assist in planning classroom activities, and to have fun with their children. Parents are encouraged to help decide what topics/activities will be presented and help make arrangements.

Policy Council

Policy Council is the governing body of Head Start. It is comprised of parent representation from each center and a community representative from each county. Specific functions under the jurisdiction of Policy Council include:

- Serving as a link between the agency, the business sector and the community
- Having the opportunity to initiate suggestions and ideas for program improvement
- Advising in the establishment and regulation of general policies and procedures
- Providing input into Head Start personnel policies and criteria for hiring/releasing staff
- Making decisions regarding the budget
- Assisting in communicating with possible volunteer sources and mobilizing these to meet identified needs
- Conducting self-evaluation of the Head Start Program
- Having the opportunity to attend trainings

In Kind

All services or materials donated to the program are called In Kind or non-federal match. Volunteer hours and donations are recorded on an in kind sheet, which is kept at the center. Any time you spend providing services to the Central Springs Preschool Program it can be recorded as in kind of the Head Start Program. This includes, but is not limited to time spent helping at the center and at parent meetings/activities.

Family Services

Central Springs Preschool Programs and Head Start recognizes the family as the cornerstone of a child's life. For this reason, staff is available to serve the entire family. Head Start Family Workers are available to answer questions, help with family problems and link families to agencies that will help meet their needs. A family worker will visit your home two times during the year to get to know your family and complete family file paperwork. We will assist you in finding available community resources. We also advocate for services in the community. Feel free to call the Head Start Family Workers to ask questions or just to talk things through

Literacy Services

Funds are available to assist parents in obtaining their GED, attending ABE (Adult Basic Education) classes or improving their reading skills. Funds may be available to help pay for books, tuition, childcare and transportation.



Parent Grievance/Complaint Procedure

Grievance:

A grievance is a feeling of dissatisfaction with a program policy. Parents seek a solution to their concern by reporting to the Education Specialist or Family Workers. The grievance may proceed upward through Head Start Human Resource Manager, Program Director, Policy Council grievance committee and to the Policy Council whose decision is final.

Complaint:

A complaint is a concern about daily program operations. Parents may seek a solution to their complaint by reporting to the classroom teacher. The complaint may proceed upward through supervising Education Specialist, to the Assistant Program Coordinator, and then to the Program Coordinator, whose decision is final. The complaint must be reported within five working days. Each appeal must take place within five working days of notification of a decision made and decision must be made within five working days of the complaint or appeal.

NORTH IOWA COMMUNITY ACTION PROGRAMS & SERVICES

Child Health: Child Health provides preventive health services for infants and children from birth to the age of twenty-one, through contracting with private physicians. NICA staff provide case management services to ensure that the services are received. Services include: health screenings, counseling, case management and referrals. Dental care and diagnosis and treatment funds provide additional services to qualifying participants. A sliding fee scale is used for families with incomes over 185% of poverty.

Family Planning: Services are available for both males and females. Family planning offers gynecological examinations and methods of contraception, so that individuals may exercise choice in determining the number and spacing of their children. STD testing and pregnancy testing is also available. Condoms are available upon request. Family Planning services are available to individuals with incomes over 100% of poverty on a sliding fee scale.

Maternal Health: Maternal Health provides coordinated care to pregnant women. Services include risk assessment and tracking, arrangements for medical care during pregnancy and delivery, presumptive eligibility for Medicaid, health and nutrition assessment, inter-conceptual counseling, education and referrals. Services are available on a sliding fee scale to individuals with incomes over 185% of poverty.

WIC (Women, Infants and Children Supplemental Food Program): WIC serves pregnant women, breast-feeding or postpartum women, infants and children under the age of five. Nutrition assessments and individual nutrition counseling are used in designing each supplemental food package in the form of vouchers which are redeemable at participating grocery stores or other WIC vendors. Household incomes must be below 185% of poverty.

Emergency Assistance Programs: A variety of funds are used to provide one month's rent, rent deposits, utility deposits or payments on utility bills and GED testing or books. Those awarded funds must be willing to enter into re-payment agreements for the financial assistance received and to work with a case manager if one is assigned, in order to work on financial management issues.

Low Income Home Energy Assistance Program: Provides assistance with utility costs by paying a portion of the primary heating costs of eligible households between the months of November and February each year. Household incomes must be below 150% of poverty.

Family and Self-Sufficiency Development: Three case management programs provide family development and self-sufficiency development services during bi-weekly home visits.

Community Partners is a partnership with Mercy Health Center-North Iowa and is designed to provide services to families regardless of income who are experiencing a financial crisis or who are chronically dependent on community financial assistance programs.

FaDDS is a program currently available only to FIP recipients who must be referred by their DHS Income Maintenance Worker, Promise Jobs Case Manager or an Outreach Worker. The two programs also focus on increasing self-esteem, improving parenting skills and decreasing barriers to self-sufficiency.

Outreach: Offices provide access to agency programs and services, may offer free clothing, food bank vouchers and self-help classes.

NORTH IOWA COMMUNITY ACTION ORGANIZATION HEAD START CENTERS

Algona Head Start

613 Diagonal Street
Algona, IA 50511
515-295-7511

algonahs@nicao-online.org

Butler County Head Start

221 N. Mather
Clarksville, IA 50619
319-278-4213

clarksvillehs@nicao-online.org

Floyd County Head Start

404 N. Jackson
Charles City, IA 50616
641-228-4514

charlescityclassa@nicao-online.org

charlescityclassb@nicao-online.org

Hancock County Child Development Center

600 Bush St.
P.O. Box 3
Garner, IA 50438
641-923-3876

hancockhs@nicao-online.org

North Iowa Early Childhood Center

404 – 2nd Street NW
Buffalo Center, IA 50424
641-562-2830

buffaloehs@nicao-online.org

Rockford Preschool/Head Start

R-R-M-R Community Schools
P.O. Box 218
Rockford, IA 50468
641-756-3508

cvieth@rockford.k12.ia.us

Aplington Head Start

427 Nash
Aplington, IA 50604
319-347-9949

aplintonhs@nicao-online.org

Clear Lake Head Start

1304 – 4th Avenue S.
Clear Lake, IA 50428
641-357-7571

clearhs@nicao-online.org

Franklin County Head Start

114 – 11th Place NE
Hampton, IA 50441
641-456-3189

franklinhs@nicao-online.org

franklinhsb@nicao-online.org

franklinhsc@nicao-online.org

franklinehsd@nicao-online.org

Mason City Head Start/Day Care

300-15th St. NE
P.O. Box 1627
Mason City, IA 50401
641-424-5599

masonclassa@nicao-online.org

masonclassb@nicao-online.org

Little Paws Preschool/PCC

Central Springs Elementary School
105 S East Street
Manly, IA 50456
641-454-3283

Winnebago County Head Start

Forest City Elementary School

1405 West I Street
Forest City, IA 50436
641-585-2670, ext. 369

winnebagoahs@nicao-online.org

(NICAO-Head Start Centers continued)

Harding Early Childhood Program

1239 N. Rhode Island Avenue

Mason City, IA 50401

641-421-4406

harding132@nicao-online.org

harding134@nicao-online.org

Hoover Early Childhood Program

1123 - 8th Street NW

Mason City, IA 50401

641-421-4408

hoover116@nicao-online.org

Jefferson Early Childhood Program

1421 - 4th Street SE

Mason City, IA 50401

641-421-4411

jefferson153@nicao-online.org

jefferson159@nicao-online.org

Roosevelt Early Childhood Program

313-15th Street SE

Mason City, IA 50401

641-421-4415

roosevelt135@nicao-online.org

roosevelt138@nicao-online.org

***Mission Statement
Of
North Iowa Community Action Head Start Program***

*We enrich the growth and development of children and families in a
comprehensive educational environment*

Head Start Family Workers

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603 Beck, Charles City, IA 50616; 641-228-3853, cell-641-220-3324

Bev Heitland: bheitland2@nicao-online.org

404 – 2nd Street NW, Buffalo Center, IA 50424; 641-562-2842, cell-641-420-0316

Stacy Ramon: sramon@nicao-online.org

300-15th Street NE, P.O. Box 1627, Mason City, IA 50402; 641-423-1577, cell-641-832-7141

Sarah Elwood selwood@nicao-online.org

300-15th Street NE, P.O. Box 1627, Mason City, IA 50402; 641-420-3318

Kathy Pyatt: kpyatt@nicao-online.org

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Head Start Administrative Office Staff
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P.O. Box 1627
Mason City, IA 50402-1627
641-494-1891 or 1-866-836-3124

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Family Partnership/Transportation Specialist

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Nutrition

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Area Manager

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Area Manager

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Area Manager

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Area Manager

Kristie Parks, ext. 28: kparks@nicao-online.org

Area Manager

Melissa Abbott, ext. 29: mabbott@nicao-online.org

Health Specialist

Wendy Taylor, ext. 40: wtaylor@nicao-online.org

Registered Dietician

Sonja Rank, ext. 40: srank@nicao-online.org

NICAO - Outreach Offices

Butler County (M,Tu,F)

219 N. Mather

P.O. Box 187

Clarksville, IA 50619

319-278-4606

SuzAnne Garcia

sgarcia@nicao-online.org

Floyd County (T-Th)

603 Beck

P.O. Box 473

Charles City, IA 50616

641-228-2893

Joyce Kleven

jkleven@nicao-online.org

Franklin County (W&Th)

123 – 1st Ave SW

PO Box 384

Hampton, IA 50441

641-456-3431

SuzAnne Garcia

sgarcia@nicao-online.org

Cerro Gordo County (M-F)

Family Resource Center

1190 Briarstone Drive, Suite 2

P.O. Box 1627

Mason City, IA 50402

641-423-7766 or 1-800-873-1899

Bambi Urich, Program Coordinator:

burich@nicao-online.org

Bobbi Bruns: bbruns@nicao-online.org

Carol Edwards: cedwards@nicao-online.org

Hancock County (T&W)

475 State Street

Garner, IA 50438

641-923-9215

Kim Brood

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Winnebago County (M-W)

135 School Street

P.O. Box 331

Forest City, IA 50436

641-585-5863

Lori Smith

lsmith@nicao-online.org

Kossuth County (M,T,W)

117 E. Call

P.O. Box 98

Algona, IA 50511

515-295-2531

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Mitchell County (M&F)

915 Pine

P.O. Box 85

Osage, IA 50461

641-732-5383

Joyce Kleven

jkleven@nicao-online.org

Worth County (Th&F)

209 N. Broadway

PO Box 176

Manly, IA 50456

641-454-3220

Carol Edwards

cedwards@nicao-online.org

Collaboration School Districts

Central Springs Community School District

Little Paws-Manly

105 S. East Street

PO Box 190

Manly, IA 50456

641-454-2211

Home Page: <http://www.centalsprings.net>

Central Springs Community School District

Wee Soar-Nora Springs

509 N Iowa Avenue

PO Box 367

Nora Springs, IA 50458

641-749-5302

Home Page: <http://centralsprings.net>

Charles City Community School District

500 North Grand Avenue

Charles City, IA 50616

641-257-6500

Home Page: <http://www.charles-city.k12.ia.us>

Clarksville Community School District

318 N. Mather

PO Box 689

Clarksville, IA 50619

319-278-4273

Home Page: <http://www.clarksville.k12.ia.us>

Clear Lake Community School District

1602 3rd Avenue N.

Clear Lake, IA 50428

641-357-2181

Home Page: <http://www.clearlakeschools.org>

Forest City Community School District

810 West K Street

Forest city, IA 50436

641-585-2323

Home page: <http://www.forestcity.k12.ia.us>

Garner-Hayfield Community School District

605 Lyon Street

PO Box 449

Garner, IA 50438-0449

641-923-2718

Home Page: <http://www.garner.k12.ia.us>

Hampton-Dumont Community School District

410 1st Avenue NE

PO Box 336

Hampton, IA 50441

641-456-2175

Home Page: <http://www.hampton-dumont.k12.ia.us>

Mason City Community Schools

1515 S. Pennsylvania

Mason City, IA 50401

641-421-4402

Home Page: <http://www.masoncityschools.org>

North Iowa Community School District

111 3rd Avenue NW

Buffalo Center, IA 50424

Phone: 641-562-2525

Home Page: <http://www.northiowa.org>

Rudd-Rockford-Marble Rock Schools

1460 Highway 147 E

PO Box 218

Rockford, IA 50468

641-756-3610

Home Page: <http://www.rockford.k12.ia.us>

West Hancock Community School District

510 90th Avenue SW

PO Box 278

Britt, IA 50423

641-843-3833

Home Page: <http://www.whancock.org>