

## **WELCOME to KEOTA PRESCHOOL!**

We are excited to welcome you and your child to Keota Community Preschool! The Keota Community School District has a long standing tradition of providing quality, developmentally appropriate preschool programming in a positive, nurturing environment. Research indicates that a child with a foundation in preschool is more likely to succeed academically in the future. The Keota Community Preschool is designed to provide a balance of experiences throughout the child's school day that enhances his/her growth...physically, emotionally and intellectually.

The preschool staff is committed to meeting the needs of each and every child each and every day! It is a responsibility that is not taken lightly. We are honored and look forward to working with you and your child as they begin this first leg of their educational journey.



# **Keota Community Preschool Program Policies and Procedures**

## **I. ABOUT KEOTA COMMUNITY PRESCHOOL**

### **QPPS 10.1**

Keota Community School was awarded the Statewide Voluntary Preschool Program Grant in 2010 as a result of the Keota Preschool Education Collaboration'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 diverse backgrounds. 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 three, four and five-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

## **II. MISSION, PHILOSOPHY, AND GOALS**

### **QPPS 10.1**

#### ***Mission:***

The mission of Keota Community School District:

**Dedicated to preparing lifelong learners  
for an ever-changing society.**

#### **Goals for Families:**

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- Families will advocate for their children.

### III. ENROLLMENT

#### **Equal Educational Opportunity**

It is the policy of the Keota Community School District 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. Contact persons for any grievances related to these policies are:

Harassment Officer – Seth Milledge (641) 636-2323

Multicultural Gender Fair – Seth Milledge (641) 636-2323

Americans with Disabilities Act/Section 504 – Seth Milledge (641) 636-2323

Equal Employment Opportunity/Affirmative Action – Seth Milledge (641) 636-2323

Level One Child Abuse Investigators -

Elementary – Seth Milledge (641) 636-2323

High School – Lisa Brenneman (641) 636-3491

504 Coordinator – Seth Milledge (641) 636-2323

Homeless Liaison – Seth Milledge (641) 636-2323

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 must be four years of age prior to September 15<sup>th</sup> of the current school year in order to be eligible for the SWVPP grant funding.
- Children must be three years of age prior to September 15<sup>th</sup> of the current school year in order to be eligible for the preschool program.

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 SWVPP (4 yr. Preschool)**

- Monday-Thursday 8:00 a.m – 3:45 p.m
- 1st day of school will be August 26th for Preschoolers. The Preschool calendar will follow the Keota Community School District Calendar, ending one week prior to the rest of the district.

#### **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.

#### **Class Size**

#### **QPPS 10.4**

The maximum class size is 20 children in each session based on square footage of the current location. A teaching staff-child ratio of at least 1:10 for 4 year olds and 1:8 for 3 year olds will be maintained at all times to encourage adult-child interactions and promote activity among children. The elementary administrator will maintain a current list of available substitutes for both the teacher and teacher assistant. Should one of the teaching

staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff-child ratio.

### **Inclusion**

### **QPPS 9.10**

The 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. Staff is aware of the identified needs of individual children and is 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.

### **Funding & Fees**

Funding for Keota Community Preschool comes from several sources:

- parent paid student registration fees paid upon enrollment in fall (3 & 4 year program)
- Statewide Voluntary Preschool Program Grant (4 year program)
- AIM Empowerment Grant (3 yrs. students - applications per student available in elementary office)
- parent paid tuition (3 year program)

Tuition fees are due on the 1<sup>st</sup> of each month. Please make checks payable to the Keota Community School District.

## **IV. A CHILD'S DAY**

### **Who Works In the Preschool**

### **QPPS 10.2**

#### Program Administrator

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

#### Teacher

A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement is assigned to the preschool classroom. **QPPS 6.3**

#### Teacher Associate

A full time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant has specialized training in early childhood education.

### **QPPS 6.4**

#### School Nurse

The district employs a certified RN and a trained, qualified Medical Consultant. The nurse maintains student health records by updating them quarterly. The medical consultant attends to the health needs of the students while they are at school and is available for parent consultation when necessary.

### **QPPS 10.10**

#### Support Staff

Great Prairie AEA support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff

may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

**Arrival**

- Children should not arrive at school earlier than 7:40 unless they plan to eat breakfast.
- Children eating breakfast may begin to arrive at 7:40 a.m.
- Children should enter the building through gym doors. They will be escorted by school personnel to the preschool room at 7:40 a.m.

**Dismissal**

- Students riding the bus are dismissed first, followed by those students being picked up by a pre-designated responsible person.
- Buses and cars load in the circle drive in front of the elementary school.
- Students will only be released to a parent or person authorized in advance by the parent/guardian to pick up the child.
- The teacher should be informed of the child's route after school (ex: riding the bus home, picked up by grandma, etc.) before the first day of school. This will be the expected plan unless the teacher or office is notified otherwise.

**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:

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, Pretend 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.

**Student Transportation**

**QPPS 10.11**

Motor vehicle transportation

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. Keota District staff will NOT assist in loading vehicles that do not have the appropriate number and type of restraints for children.

Public School Transportation

Keota Community School District will provide school bus transportation for preschoolers who are eligible by district guidelines to utilize public school transportation. Parents or legal guardians may request transportation at enrollment, indicating the pick up and drop off

address, the name of the responsible person at that address, and emergency contact information for all parties involved. Parents or legal guardians are asked to keep their information current by reporting changes to the preschool teacher or elementary school secretary. All information will be updated at least quarterly by the teaching staff.

For children with special needs, the facility will use a plan based on a functional assessment of the child's transportation completed by the child's physician. This will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in a child's Individualized Educational Program will be implemented.

### **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 lifestyles 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 early childhood curriculum at Keota Community Preschool is the **Creative Curriculum for Preschool**. This developmentally appropriate curriculum encourages the individual cognitive, social/emotional, physical and language development of a child while meeting each individual where s/he is along the developmental continuum. The **Creative Curriculum** is research based in order to set and achieve standards and goals for each age. This is accomplished by knowing how children develop and learn. From this perspective, we acknowledge similarities and differences, while appreciating general standards and patterns of growth in all children. The **Creative Curriculum** and the Keota Community Preschool take into account the importance of the home school connection in educating the young child and promote a strong school and home partnership.

### **QPPS 2.1, 2.2**

### **Child Assessment**

### **QPPS 4.1, 4.2**

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 information from the above is used in the following ways:

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

Assessment 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:

- The **Teaching Strategies Gold** assessment is modified to align with the Iowa Early Learning Standards. It records student progress in all developmental areas throughout the school year. It is ongoing and available to parents at any time online.
- Daily observational data provides an ongoing anecdotal record of each child's progress.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.
- Families are asked to contribute information about their child's progress in order to gather a complete picture of a child's development.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. In addition, parents can readily access their child's progress at [www.teachingstrategies.com](http://www.teachingstrategies.com). 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.

**QPPS 7.3, 7.5**

Should the teacher feel 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 Student Intervention 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 S.I.T. team is available and functional for all students and teachers in the building.
- A request made to Great Prairie Area Education Agency 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**

Keota Community Preschool implements the Iowa Quality Preschool Program Standards. The district undergoes a verification process to assure 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 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 are stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of the environment - spills, sand, etc. Other serious problems reported to the head custodian.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as 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 1.11**

Keota Community Preschool ascribes to the philosophy and guidance of Early Childhood **Positive Behavioral Intervention Supports** (PBIS). Staff will equitably use positive guidance, redirection, planning ahead to prevent problems, encouraging appropriate behavior through the use of consistent clear rules. Children will be encouraged to problem solve as a means to foster his/her 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 be fair, respectful of others and property and to be accountable 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 others, 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. Staff anticipates and takes steps to prevent potential challenging behaviors, evaluating and adjusting their responses based on the students' particular needs. When children have challenging behaviors teachers promote prosocial behavior by:

- interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate 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 becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

*Permissible Methods of Discipline:*

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

*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
2. threats or derogatory remarks.
3. physical punishment, including spanking, hitting, shaking, or grabbing.
4. any punishment that would humiliate, frighten, or subject a child to neglect.
5. withhold nor threaten to withhold food as a form of discipline.

**Water activities**

**QPPS 5.9, 9.15**

The preschool program has a water table in the classroom for children to explore with their hands. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. 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.

**Outside Play and Learning**

**QPPS 5.5, 5.6 9.5-9.7**

The children 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. Child Care Weather Watch guidelines produced by Healthy Child Care Iowa are used to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In the event the children do not have outside play, children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment.

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. Hats or other clothing are encouraged for protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with written parental permission to do so). Insect repellent containing DEET (only with written parental permission) may also be applied no more than once a day to protect a child from insect bites as recommended by public health authorities.

Program staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist on a weekly basis.

### **Field Trips**

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The district school buses are used for these field trips. Parents will be informed of each field trip through a newsletter and signs posted in the classroom well in advance. A parent or legal guardian must sign an informed consent form for trips for each child before each trip. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. Adults attending the field trip may not bring other children (siblings, etc.) along.

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. Before every trip, the teaching staff will instruct children and all adults using the bus about the 10-foot danger zone around the vehicle where the driver cannot see.

During the field trip, all children will wear identifying information that, for children, gives the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group 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 in a vehicle or unsupervised by an adult.

### **Foods and Nutrition**

#### **QPPS 5.12- 5.21**

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.

### **Snacks**

Snacks are provided by the preschool program. 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.

### **Breakfast/Hot Lunch**

The purpose of the hot lunch program is to provide all participating students a sufficient and satisfactory meal at noon. Meals are balanced and nutritious and monitored closely to follow federal school lunch program guidelines. Menus for lunch are sent home to each student on a monthly basis. They are also posted on the school's website.

LUNCH/MILK FEES	Breakfast=	\$1.80 (Prices-Subject to change)
(prices on registration packets	Lunch=	\$3.15 (Prices-Subject to change)
are final prices)	Milk=	\$ .45 (Prices-Subject to change)

Each child will have a lunch card which will be kept in the classroom until time for lunch. At this time each child's lunch fee and afternoon milk fee will be scanned from their meal account. When a child's lunch account is getting low, a reminder slip will be sent home indicating the need for lunch/milk money to be sent.

Breakfast is served from 7:40 – 8:00 each morning.

If a student qualifies for the Free/Reduced lunch program (see Central Office for application forms), only the afternoon milk fee will be charged to the child's account.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program in an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High risk foods, often involved in choking incidents, will not be served. For children younger than four years, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; 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.

### **Clothing**

Children should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school as they will be learning through creative, active play that can be messy. While paint smocks or shirts are encouraged during art projects, it can't be guaranteed 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. **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.**

### **Toilet Training**

### **QPPS 5.5**

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

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. 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 5:
  - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
  - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
  - Staff changes children’s diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
  - At all times, caregivers have a hand on the child if being changed on an elevated surface.
  - 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.
  - 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.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. Accidents: We understand accidents do happen. In the event of recurring accidents (urine or fecal) it will be suggested to seek medical opinion from a licensed health professional.

### **Weapon Policy**

Students are not to bring real or facsimile (toy) weapons to school. Parents will be called and the discipline will be determined at that time. School is to be a safe place and we all need to work together to ensure everyone's safety.

### **Classroom Animals and Pets**

### **QPPS 5.26**

At times, animals may be introduced to the classroom for purposes of learning. To every extent possible, parents will be informed prior to the intended visit. The preschool staff will ensure that the animal will not create an unsafe or unsanitary condition; ie: the animal appears to be in good health and has documentation of immunization from a veterinarian or

an animal shelter (if applicable) and suitable for contact with children. The staff will ensure the 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 will not be allowed due to the risk for salmonella. 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.

## **V. COMMUNICATION WITH FAMILIES**

### **QPPS 1.1, 7.5**

Keota Community Preschool promotes active and open communication between families and staff. This will be achieved through formal as well as informal means including written notes, informal conversations (phone or face-to-face) and/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. The preschool staff will send home weekly communication to parents and parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs; ie: email, in person, notes, or phone calls.

### **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.

### **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 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**

Keota Community Preschool has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets as part of the district School Improvement Advisory Committee (SIAC) to provide feedback on services that meet children and family needs. SIAC also serves as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of SIAC.

### **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 preschool administrator.

If you have a concern regarding some aspect of the program or policy, please contact the preschool administrator. If you remain dissatisfied, you may contact the superintendent of Keota Community Schools.

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.

## **VI. FAMILY INVOLVEMENT**

### **QPPS 7.1, 7.2**

Keota Community 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 communicates 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 attempted to be held during the year. Special

consideration will be given to the current COVID-19 recommendations by the Department of Health.

Keota Community 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 relies on notes home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

Keota Community 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. Check your child's backpack each day.
6. Participate in field trip activities.
7. 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.
8. Share any of your families' cultural traditions, celebrations, or customs.
9. Help prepare snacks and enjoy it with your child.
10. Read all the material sent home with your child including classroom and school wide newsletters.
11. Come to play.
12. 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, running errands, photography, setup before the event, or clean afterwards.
13. Serve on the SIAC.

It is the policy of Keota 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.

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.

### **Home Visits**

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.

### **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.

### **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. Keota Elementary School has an active and growing volunteer program which provides a number of opportunities for parents to actively contribute to the school's learning environment. 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. Interested persons should contact the school office (636-2323).

## **VII. HEALTH AND SAFETY**

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

### **Health and Immunization Certificates**

### **QPPS 5.1**

#### **Required Immunizations**

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. Iowa law requires that students shall have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunization or have a valid Certificate of Immunization Exemption, or a Provisional Certificate of Immunization.

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.

Students enrolled or attempting to enroll in a public or nonpublic elementary or secondary school shall have received the following vaccines:

- DTP - 4 doses; One dose after 4 years
- ORAL POLIO – 3 doses; One dose after 4 years
- MMR - 1 dose
- HEPATITIS B - 3 doses if born on or after 7/1/94
- VARICELLA - 1 dose if born after 9/15/97 after 12 mo. (or natural disease ●chickenpox)
- HiB - 3 doses required for Preschool
- Pneumococcal- 4 doses

### **Health and Safety Records**

### **QPPS 10.10**

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.

**Illness Policy and Exclusion of Sick Children**

**QPPS 5.3**

If a child is ill, s/he should stay home from school. Parents should be alert to such symptoms as an upset stomach, runny nose, diarrhea, fever or sore throat. 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

If a child is ill in the morning and is kept at home, s/he should not be sent to school for special events in the afternoon such as school parties. Should a child become ill at school with a fever, diarrhea and/or vomiting, s/he will be sent home.

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

- Fever free for 24 hours without medication
- 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\*
- Scabies: 24 hours after treatment has begun\*
- Ringworm: 24 hours after treatment has begun

(\*Upon return to school, the child's parents need to provide a Doctor treatment for and release from any of \* illnesses)

**Medications/Medical Restrictions**

**QPPS 5.10**

- Activity, recess and or diet restrictions require a physician's prescription.
- A physician's prescription is required permitting a child to carry an inhaler on their person.

- A physician's prescription is required for all daily prescription medication given at school on a regular basis.
- All prescription and over-the-counter medications sent to school must be in their original container with a note including the child's name, date, directions, and parent/guardian signature. The school should be informed if the medication is to remain at school or be sent home with the child at the end of the school day.
- The first dose of new prescription medication should be administered at home so the child can be observed for adverse reactions by the parents.
- The school will not administer expired or shared prescription medications.

### **Medication Policies and Procedures**

### **QPPS 5.10**

**Policy:** The school 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 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.

**PRESCRIPTION DRUGS** must be brought in the original bottle with the following **current** prescription label intact: (often drug stores will provide a second bottle to be used at school if requested).

- a. student name
- b. the name and strength of the medication
- c. the date the prescription was filled
- d. the name of the health care provider who wrote the prescription
- e. the medication's expiration date
- f. administration, storage, and disposal instructions.

All medications should be taken as prescribed by a healthcare provider.

**NON-PRESCRIPTION DRUGS** must be brought in the original, child-resistant container, with the following labeling intact:

- a. name of the student
- b. name and strength of the drug
- c. amount of medication and time to be given
- d. route of administration
- e. date ordered
- f. name of the healthcare provider recommending the medication
- g. administration, storage, and disposal instructions

This category includes: cough medicines, ointments, etc. The school has the right to refuse to give over the counter medications. Most can be given before school and right after school. They will not be given for more than 5 times without written authorization from a healthcare provider. The recommended dosage on the package will not be exceeded.

**TYLENOL AND IBUPROFEN** will be supplied by the school district on an as needed basis only. Parents have the option of signing permission for Tylenol and/or Ibuprofen during registration each school year. A supply of Tylenol and Ibuprofen will be kept in the health office. These medications will not be given more than 5 times without written authorization from a healthcare provider.

**HERBAL SUPPLEMENTS AND VITAMINS** will not be given at school without written authorization from a healthcare provider and must be brought in the original container, with label and directions intact. Students' names must be written on the container with a marker. Information sheet must be provided stating uses, warnings, and possible side effects. The school has the right to refuse to give herbal supplements and vitamins. Most can be given before school and right after school.

A request form with parent signature must accompany all medications brought from home. Medication not in the original container or accompanied by a signed request form will not be given. Medication that is sent to school in **BAGGIES or ENVELOPES** will not be given. Medication will not be given with another person's name on the label. Please remind your child that he/she is responsible to come to the office for their medication when it is time.

The school shall have the right to contact the prescribing health care provider to confirm or clarify medication instruction.

***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 with documentation of each right each time the medication is given.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the school staff in writing (by a signed note or a prescription label). This requirement applies both to prescription and over-the-counter medications.

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.

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 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.

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.

### ***General Health and Safety Guidelines***

- 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 is to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

#### **QPPS 5.4**

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.

### **Reporting Communicable Diseases**

#### **QPPS 5.4**

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.

### **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. 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. Non Toxic substances will be used whenever possible.

#### **Hand Washing Practices**

#### **QPPS 5.8**

Frequent hand washing is key in preventing the spread of infectious diseases. The center promotes good hand washing habits through modeling and providing visuals (posters) of children using proper hand washing. The following hand washing practices are in place:

- 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.

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.
- 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 does not use hand-washing sinks for bathing children or removing smeared fecal material.

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

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

### **First Aid Kit**

### **QPPS 9.13**

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

### **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 Keota Community School District has developed a “Crisis Plan” outlining 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 plan is red and visible and readable at hand in the classroom as well as every room in the district. The plan is 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 a form which is sent home 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.

### **Inclement Weather**

In the event school is canceled, delays start, or dismissed early due to weather conditions, announcements will be provided at the earliest time by Keota Elementary School Facebook Page, Keota Community School Website, email, and over the following stations:

WMT Cedar Rapids 600 AM  
Channel 2 KGAN  
KCII Washington 1380 AM; 106.1 FM  
Channel 7 KWWL  
Channel 9 KCRG  
WHO Des Moines 1040 AM

For emergency dismissals, young children should have an alternate place to go in the event the parent is not at home and an older sibling is not available to care for them.

### **Protection from Hazards and Environmental Health**

**QPPS 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 the following documentation on file.

- Well water is tested
- How often?
- By whom

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.

### **Smoke Free Facility**

**QPPS 9.19**

In compliance with the Iowa Smoke Free Air Act of 2008, Keota Community School District is smoke free. Smoking prohibited in the school buildings, on the school grounds and within sight of any children. A sign meeting state regulations is posted at the entrance to the preschool classroom building to inform the public.

### **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 Paul Henely at 641-636-2323.

### **Substance Abuse**

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

## **VIII. Staff**

**QPPS 10.15 - 10.20**

### **General Information**

Keota Community School District 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, and documentation of ongoing professional development and results of performance evaluation are kept in a locked filing cabinet in the Superintendent's office.

### **Orientation**

#### **QPPS 6.2**

New preschool teaching staff will be required to participate in an initial orientation and follow-up training in the following fundamental aspects of the program operation:

- 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.

The program administrator provides the new employee with a review of the employee's responsibilities and duties. Central office personnel provide payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be provided information regarding where health care or health care insurance may be obtained.

### **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. The program administrator 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 and 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 strengthens their leadership skills and relationships with others and works 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 training and meetings throughout the year. Training will focus on early childhood topics relevant to the program and community.

### **Evaluation and Professional Growth Plan**

**QPPS 6.5, 6.6**

All staff is 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.

## **IX. ADDITIONAL THOUGHTS**

### **What a child needs to have a great day at preschool!!**

- A good night's sleep (10 – 12 hrs.)
- Plenty of time to get ready for school
- A balanced diet (4 food groups)
- A good breakfast
- Good attendance
- Backpack, extra set of clothes, and rest mat

### **Your child is ready...are you?**

Letting go can be hard, but don't let your doubts or nervousness dampen your child's enthusiasm. If you have a positive attitude and look forward to the first day of school, your child will probably do the same.

Discuss any fears about the school before the first day. Be positive, loving, and reassuring. Attend "Back to School Night" so your child will see the classroom and meet their teacher before the first day of school. Do all you can to make your child as happy and confident about entering the school world.