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WELCOME

Welcome to St. Pius X Early Learning Center! The purpose of this parent handbook is to inform you of policies and practices, which guide the operation of the St. Pius X Early Learning Center/St. Elizabeth Ann Seton School Board. Please feel free to call the office if at any time you have questions regarding our program. We are here to help you, as well as, create memorable experiences for you and your child.

Organization

St. Pius X Early Learning Center/St. Elizabeth Ann Seton operates under the Board of Education and is a non-profit organization. The Board meets on the first Tuesday of each month, September through June, and is open to the public. Anyone wishing to have an item included on the agenda may do so by contacting the chairperson, the executive secretary, or the executive officer at least fourteen days prior to the meeting.

License

The Iowa Department of Human Services and the Archdiocese of Dubuque license St. Pius X Early Learning Center.

Mission/Purpose

St. Pius X Early Learning Center's mission is to promote the development of each individual to her/his fullest potential through an educational program permeated with a Christian Spirit and Christian values. We want the children to develop spiritually, emotionally, intellectually, physically, and socially through a Christian atmosphere. The use of manipulatives and hands on activities enrich concept development, enhance intellect, and encourage natural curiosity and exploration. We feel each child is special and this is evident through the individual attention and caring each child will receive at our center.

Early Learning Center Goals and Objectives

1. To share and enjoy Bible stories, surrounding a monthly theme, and emphasize God's love.
2. To implement a developmentally appropriate curriculum focused on a child's spiritual, physical, emotional, cognitive, social, and creative self.
3. To provide a child centered environment with activities designed to promote a child's self esteem and positive feeling toward learning.
4. To give children the opportunity to make choices throughout the day and work together in learning centers or in small groups.
5. To promote socialization skills which enable children to meet new friends and treat others kindly.
6. To reinforce an awareness and pride in the cultural heritage of the individual children enrolled, as well as, our multicultural existence in God's world.

Individual Classroom Descriptions

Infant Program (6 weeks-12 months)

The infant program is designed to provide the utmost in security, love and our emphasis is on the individual developmental needs of each infant. The caregivers in each room should respond to the children's physical, and emotional needs, creating a trusting, loving and bonded relationship with each infant. We strive for great communication with all parents and we expect our staff to work with the individual parents to ensure individual care for your infant. We welcome and encourage parent visits to hold or nurse their baby anytime they wish and we have a lactation room available for your convenience.

We practice safe sleep practices as recommended by the American Academy of Pediatrics:

- *Infants placed on their back for sleep*
- *Infants placed on a firm mattress with a tight fitted sheet that meets the Consumer Product Safety Commission federal standards*
- *Infants are not allowed to sleep on a bed, sofa, air mattress or soft surface. No child is allowed to sleep in an infant seat, car seat, swing, bouncy seat or items not designed for sleeping.*
- *No toys, soft objects, stuffed animals, pillows, bumper pads, blankets or loose bedding are allowed in the sleeping area of the infant.*
- *Sleeping infants are actively observed by sight and sound.*
- *If an alternate sleeping position is needed, a signed physician authorization with statement of medical reason is required.*

Trans/Toddler Program (12 months-24 months)

After your child reaches the 1 year milestone they are ready to move into our Toddler room. In this classroom the children are beginning to walk and are ready to explore many new obstacles. A well rounded daily routine should be provided, which will include sensory, gross motor, art, music and books. This age group will visit the playground and take buggy rides whenever the weather permits. Children are eased into a group schedule with meal times and naptimes at more predicatable intervals. As children are ready, they will go from 2 naps to 1 nap per day. As they develop, the children will start using a regular cup, sleeping on a cot, eating meals at a small table and feeling self confident. On occasion children at this age develop a tendency to bite. There are various reasons for biting such as teething, exploration, attention, imitation and independence. This is very normal and our staff are trained to work individually with you when this occurs. (See biting policy in our Parent handbook for specific guidelines and suggestions)

Two Year Old Program (24-months-36 months)

At this stage children tend to run, play and assert their new acquired independence. Teachers will provide situations which develop self-control, cooperation, and communication through positive interactions with peers. Additionally, through learning centers, children will learn to count, identify colors, shapes, work puzzles, play with blocks, string beads, play with playdough, paint and color. They will also enjoy music through songs, fingerplays and marching. Lastly, they will enjoy large motor activities outdoors such as riding trikes, water play, balls, and climbing.

Preschool Program (3 year olds/Part time and Full time)

Our preschoolers are provided with many opportunities for self expression and exploration of their environment. We will use a variety of hands-on activities which will include; nature explore outdoors, introduction to STEM (Science, Technology, Engineering, and Math), shapes, colors, letters and sensory experiences. Children at this age will also have an opportunity to go on field trips in our local community so that they can experience riding a bus, visiting museums, nature centers and various area attractions with their peers. Additionally, at this stage they will also become more aware of their language through jolly phonics, books, stories, dramatic play and puppetry. Lastly, as they begin to develop more independence, they will be encouraged to use their self-help skills such as dressing, using a kleenex, going to the restroom and cleaning up their play areas.

PreKindergarten Program (4 year olds/Part time and Full time)

Our 4 year olds will have a great deal of experiences with STEM (Science, Technology, Engineering, and Math) along with learning about nature, and social aspects in the classroom. They will be learning to write their names, listen attentively to stories, participate in calendar and weather as well as extending their language through jolly phonics. They will be encouraged to share, take turns and participate in group times. Their day will include experiences outdoors where learning will be extended from the curriculum used in the daily classroom. They will explore art, dramatic play, reading, blocks, fine motor, sensory and cognitive growth through many hands-on experiences.

Enrichment Classroom(5 year olds)

An abundance of meaningful experiences is needed for basic readiness into Kindergarten. This classroom will be focused on skills such as reading, expanding their attention span, listening, retelling stories, taking field trips, participating in dramatic play and other communication experiences which include experimenting through STEM (Science, Technology, Engineering, and Math). They will enhance their writing skills by drawing and copying letters and numbers. They will begin to seek solutions and problem solve as well as learn about social studies, cooking, observe changes in our environment, sort objects and explore plants through gardening. Each child will be viewed as a unique individual with their own pattern of growth but will be challenged to reach their potential. All of our activities will be designed to develop the children's positive self-esteem and positive feeling towards learning.

Panther Playhouse (Kindergarten-5th grade) Summer Program

The center provides a special program for school-age children. We offer, before and after school care, as well as full time care when school is not in session. In addition, we offer care during in-service days and during the summer months.

Teachers offer exciting field trips, STEM (Science, Technology, Engineering, and Math), Magnatiles, patterning, arts and crafts, board games and sports. Breakfast is served in the morning and afternoon snack, along with lunch when children are present for a full day.

Curriculum

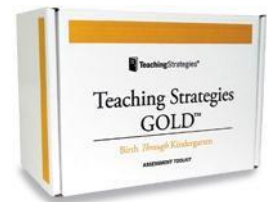
Creative Curriculum

Children who are six weeks of age through fifth grade may attend the St. Pius X Early Learning Center. The programs revolve around basic child development principles in which each child's current developmental level is enhanced through a variety of learning experiences. Infants through Pre-K teachers use the "Teaching Strategies Gold" observational assessment system.

This system is research-based and is specially designed for children birth through kindergarten. It includes 36 objectives organized into nine areas of development and learning.

The first four are major areas of child development and learning:

- social/emotional
- physical
- cognitive
- language



The early learning standards content area includes: Literacy, Mathematics, Science & Technology, Social Studies and the Arts.

There are also 2 objectives related to English language acquisition.

The primary purposes of this assessment system is to help the teachers observe and document children's development and learning over time, as well as to support, guide and inform planning and instruction.

You can expect:

- ongoing observations
- individual planning
- group planning
- portfolios
- regular assessments
- conferencing with your child's teacher throughout the year

Creative Curriculum believes that children learn best when they are actively involved with materials and with others. You will notice that our classrooms put much emphasis on setting up the proper learning environment and building positive, meaningful relationships with children and their families. Our unique approach helps the teaching staff to successfully plan and implement a content-rich, developmentally appropriate program that promotes children's progress in all developmental areas.

Program Description

Various themes are studied throughout the year, using a variety of Bible stories. Religious concepts are introduced to guide children to grow in knowledge, faith and the ability to form a Christian community. Students are encouraged to participate during large group times by joining in finger plays, songs and open discussions.

Our program uses active play and interest centers which enables children to learn about themselves, learn how to share with others, and learn how to discriminate between what is real and what is not. Active play and interest centers also help children discover scientific principals, language, reading, writing and mathematical skills, as well as, creative and musical talents.

- ◆ Classroom rules are established to allow children the opportunity to make choices while maintaining a structured setting.
- ◆ Staff members work individually, or with small groups of children, developing fine motor skills through crafts or classroom projects.
- ◆ Health and safety issues are discussed and proper table manners are learned during our family style snack time.

Outdoor recess and cooperative games are planned for developing large muscle skills and should be an extention of learning from the classroom.

Full-Time Care Opportunities

St. Pius X Early Learning Center offers full time care for children ages 6 weeks through 5 years of age. Additonially, we offer Before/After School program and a full time Summer program for children ages K-5th grade.

Part-Time Care Opportunities

We offer a three-year-old program, as well as, a program for four and five-year-olds. We have established separate programs for these ages in order to engage children in activities that are appropriate for their developmental level.

Interest Centers

The interest centers used within our program include, but are not limited to, dramatic play, block building, puzzles, library, games, art, music, math, science, water and sand play.

STEM programs

Our program will also involve children in STEM(science, technology engineering and math). This program introduces math and science through; cooking, bubbles, ramps and pathways, magnetiles, spinning, water movement and many math games. Additionally, STEM works on problem solving, and social skills such as taking turns and sharing.

Field Trips

Field trips are part of the curriculum offered at which begin at preschool age(3-5) and then Schoolage. Field trips taken during the year may include the following: pumpkin patch, nature center, fire station, care center, grocery store, and greenhouse. We also invite various speakers to come and visit when special themes are introduced.

Transportation is provided through the Cedar Rapids Community School District's bus service, and/or walking. First Aid Kits, Allergy Bags and Emergency Files are taken on all field trips. Field trips off school property require extra adults. Permission slips will be required in advance for each field trip off school property. We welcome parents/grandparents or guardian to go along on the field trips but they are required to **complete the volunteer statement** section on the enrollment form before they may assist with these. **Parents/grandparent or guardians may only accompany their child and will not be assigned to any other children while participating on the field trip. A volunteer statement will need to be signed by any person attending the field trip. Additionally it is required that all volunteers complete the Virtus training offered through the Archdiocese. The training information can be found at www.virtus.org.**

(SEE Supervision/Access Policys statement located in this handbook)

*your teaching staff will have the Chaperone guidelines for each volunteer

Certain field trips may require an entrance fee. Parent(s) would be responsible for paying the cost of any fees collected for their child and or if the parent or guardian attends the field trip. Siblings are not allowed to attend the field trip. Please find proper arrangements for your siblings if you will be accompanying the field trip. Parent(s)/Guardian(s) may meet us at the field trip destination if so desire. Parent(s)/Guardian(s) not wishing her/his preschool child to ride the school bus may also meet us at the field trip destination.

Basic field trip safety rules are:

- Children must walk in a line while walking and crossing the streets
- Children must hold onto railings going up or down stairs
- Children must stay with their teachers and adult supervisors
- Children must sit down and face forward when riding in the school bus

Parent(s)/Guardian(s) not wishing her/his preschool child to participate in class field trips may be excused from daycare/preschool for the day. **No refund** will be given for the absence.

Staff Descriptions

The staff includes Directors, Lead Teachers and Assistant teachers who are qualified by their education and past experience with children. All staff members earn a minimum of 10 hours of continuing education per year by attending classes, conferences, or workshops. Members of the staff are certified and trained in CPR, First Aid and infectious disease control. Additionally, they have been through a criminal record check, fingerprinted and have satisfied the Child Abuse/Mandatory Reporting requirements. In addition, as required through the Archdiocese of Dubuque, Virtus training is required and completed by all staff members and or any volunteers prior to working directly with children.

Special Services

Support services, when applicable and eligibility requirements are met, can be provided by the Grant Wood Area Education Agency. Requests for these services are made by parent(s)/guardian(s), or by Lead Teachers in agreement with the parent(s)/guardian(s) and the ELC Director.

Volunteers

Students from colleges, as well as, other community members, and parent volunteers may be helping out from time to time. All of these volunteers help us to meet each child's specific needs. Each has been screened before receiving permission to volunteer at the Early Learning Center and required to take Virtus training and sign the proper paper work for volunteering per DHS requirements.

Policies

Admission Policy

The Archdiocesan Educational System and St. Pius X ELC maintain a policy of open enrollment. Priority will be given to returning students, siblings and then to members of St. Pius X and St. Elizabeth Ann Seton church. St. Pius X ELC is an equal opportunity educational institution. It does not discriminate on the basis of race, color, ethnic origin, or religion as a bona fide reason. No person at St. Pius X Early Learning Center, shall on the grounds of race, color, age, sex, national origin or physical disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this preschool.

All classrooms will maintain the Department of Human Services ratio requirements. They are as follows:

6weeks-24 months=	1:4 ratio
24-36 months=	1:6 ratio
3 year olds=	1:8 ratio
4 year olds=	1:12 ratio
5 year olds=	1:15 ratio

Part-time Preschool (3&4 year old program) Requirement

A child must be three by September 15th for admission into the three-year-old part-time preschool program, and four by September 15th for admission into the four and five-year-old part-time program. This provides a child with a normal progression into Kindergarten, as a child must be five by September 15th for admission into Alternative or regular Kindergarten.

For licensing reasons, we also ask that each child be **completely toilet trained** prior to admission in the **part-time Preschool** (3&4 year old programs). We realize that accidents do happen, and we are prepared for handling those situations. It is a good idea for each child to keep a change of clothes in her/his backpack in case such a situation should arise.

Enrollment Policy

First priority for enrollment is given to families who already have children enrolled in the center. Enrollment is open to St. Pius X and Elizabeth Ann Seton parishioners. Priority will be given in the following manner:

1st priority: Current childcare/families

2nd priority: St. Elizabeth and St.Pius X Parish Families

3rd priority: General public

We will maintain a waiting list throughout the year and children will be placed into their appropriate classroom on a first come first serve basis.

Registration takes place in January for our part-time Preschool (children ages 3&4) and continuous through out the year for our full time children.

Intake Policy

An enrollment form can be obtained from St. Pius X Early Learning Center. Parents will need to pay a registration fee (per family). Additionally, you will need to pay the first week tuition/ and or monthly tuition upon your registration for enrollment to guarantee your placement for enrollment. This fee is required to hold your spot for enrollment and is non-refundable if you decide that you do not need the space.

Once a child is enrolled within the program, our policy of intake requires that the following forms be completed and returned **prior to the first day of preschool:**

- ◆ Intake Form
- ◆ Enrollment form with emergency phone numbers
- ◆ Emergency consent
- ◆ Travel and Activity Authorization
- ◆ Pick up Permission Form
- ◆ Attendance Agreement
- ◆ Media Release
- ◆ Sunscreen Permission Form
- ◆ Parent Volunteer Statement
- ◆ Signed, Current Physical (within 6 months of starting in program)
- ◆ Signed Immunization Record
- ◆ Electronic Funds Transfer Form

If any of this information changes, please notify us immediately. In case of special parental custody or guardianship issues, a copy of the court order must be supplied to the director in order to be enforced.

***The state requires each enrolled child to have an admission physical exam report.** This report includes an immunization record that is in compliance with the Iowa State Health Department regulations. A statement of health condition is to be submitted annually thereafter. It is also the responsibility of the parent(s)/guardian(s) to update her/his child's immunization records accordingly. When taking your child/ren to get updated shots, be sure to ask doctor for a **signed updated** copy for our files.

****Required Immunizations**

Required Immunizations per age can be found listed on the Iowa Department of Public Health Certificate of Immunization Card.

A Religious Exemption may be granted when the parent adheres to a personal faith based belief that conflicts with the administering of immunizations or is a member of a recognized religious denomination whose tenants and practices conflict with administering immunizations. The exemption is only valid when notarized.

Tuition

Tuition for the part-time preschool may be paid in one of three ways:

1. Part time Preschool only-Annually due in September and made payable to “St. Pius X School.”
2. Part time Preschool only-Semi-annually due September and January made payable to “St. Pius X School.”
3. Monthly payments through Electronic Funds Transfer.(EFT)

Tuition for full time care are as follow:

1. Full time childcare payments are bi-weekly (through Electronic Funds Transfer). Tuitions would be due on Friday for the following two weeks. An electronic funds transfer form will need to be filled out and **submitted to the Early Learning Center director** along with all other required enrollment forms, prior to the first day of enrollment.
2. We offer multiple-child discounts for children enrolled in **full-time** childcare as well as full time care for summer months in the Panther Playhouse. A discount is not given for children in Panther Playhouse during the school year months(August-May). If two children are enrolled, there will be a 10% discount for the second child(oldest) and if three children are enolled there will be a 15% discount for the third child(oldest). *Discount will be applied to the oldest child enrolled.*
3. At the Directors discretion a family may need to be on a cash pay basis. This exception is made only in certain cases and on a bi-weekly or monthly basis only. A rate charge of \$5.00 could be charged for habitual late cash payments.
4. A \$25.00 charge will be added to your account for returned check. After having a check returned due to insufficient funds, you may be required to remit all following payments with cash or money orders.
5. All cash payment **MUST** be given to a director or office personnel or placed in the box outside of the main office door and a receipt will be given to you once ready for deposit.
6. There will be **no refunds or make up days for absences or emergency weather closings.**

Voluntary Withdraw

We ask for a thirty-day notice if a situation arises where a parent/guardian needs to voluntarily withdraw her/his child from preschool and a 2 week notice for any family enrolled in our full time childcare. **The family will be responsible for the following month's tuition if a thirty-day notice is not given or for the two weeks after notice is given for full time childcare.** Please understand we can not give the child's space to a child on our waiting list unless we know for sure that s/he will not be returning.

Drop-In Care

On occasion we are able to take children on a drop in basis. Parents need to fill out the proper enrollment information. This includes a current physical and current immunization record. Drop in care should never exceed the hours permitted by the daycare and all the policies, including illness in this handbook do apply. All payments for childcare must be made at the same day as drop-in care is provided unless other arrangements are made with the Director. If you should schedule a drop in reservation and for some reason your child does not attend, the center does requires a 24 hour notice of cancellation, or your account will be billed accordingly. If your child attends on a field trip day, payment for that day's field trip, plus busing must be received separate from your drop in payment, but must be paid when your child is dropped off at the childcare.

Holding Fee

On certain occasions a family may need to take their child out of the center but would like for us to hold a spot for their child.

****For full time childcare only**

A holding fee of \$30 per week (for 4 weeks) can be paid to retain your child's placement. An additional 4 weeks will be allowed at the rate of ½ of the regular tuition rate. Maximum of 8 weeks holding fee per calendar year.

*****weeks may not be carried over into the next year (Dec. into Jan.)**

A 2-week written notice is required in order to start the holding fee, unless approved by the Director due to extenuating circumstances. If notice is not given regular tuition is expected during those 2 weeks. If you choose to withdraw your child and not pay the holding fee we cannot guarantee placement within the center when you wish to return.

Overtime Fee

The center is open from 6:30am-6:00pm as we realize parents have varying shifts. It is not in the best interest for children to be here more than 10 hours per day but we do understand that on occasion you may need to do so. An additional \$5.00 per 15 minutes will be charged to your account when exceeding the 10 hours per day. For families with multiple children a charge is \$5.00 per family if overtime is under 15 minutes.

The center does close promptly at 6:00pm. Please have your child picked up by this time each day. If at any time your child is here past our closing time of 6:00pm there will be a \$5.00 charge per full or partial 15-minute period. This fee would begin at promptly 6:00pm.

Office/Classroom staff will telephone parents immediately for any child that is present after 6:00pm. If they are unable to reach the parent we will continue to try to reach someone on the emergency contact list. If no one is able to be reached, the office or staff person will contact the Department of Human Services.

***Our center does open at 6:30am and the center can not take children before 6:30am.**

Childcare Tax Credit

Tuition expenses incurred by parent(s)/guardian(s) may qualify for a childcare tax credit. See office for Tax ID number if needed.

Hours of Operation/Holiday Schedule

The center will be open year round with the exception of: New Years Eve, New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. All families would be required to pay tuition for the paid holidays.

*Our staff are required to do 10 hours of Continuing Education each year so the center will be closed Martin Luther King Day for Staff-Inservice(training day).

**See Preschool Calendar for our Part time Preschool program as they are on a separate calendar and it may vary from year to year.

Discharge Policy

Occasionally a child may have problems adapting to a preschool setting and/or abiding by classroom behavioral rules. If a child has not adjusted to our program within a two-month period, the Director and teaching staff will schedule a conference with the child's parents(s)/ guardian(s) to discuss what is in the best interest of the child, as well as, the other children enrolled in the program. We will work closely with the parent(s)/guardian(s) discussing any concerns. When applicable, Early Childhood Services can be provided to our preschool through the Grant Wood Area Education Agency. **We reserve the right to discharge the child from our preschool, if it is determined that the situation is/or can not be resolved within our facility.** It is our policy to provide all children enrolled with an enjoyable loving experience.

Other conditions, which warrant a conference to discuss a discharge, include:

- A. Sporadic attendance, as a child will not benefit from our program attending only on occasion.
- B. Tuition not paid following a payment notification.
- C. Habitual late pick-up of a child/ren.
- D. Out of date health or immunization records and or emergency forms.
- E. Verbal, physical or psychological abuse of staff, parents, children or anyone connected with the ELC by an adult associated with the child or the child itself.
- F. Biting (See Biting Policy)

A parent/guardian may appeal a discharge decision at the next regular St. Elizabeth/St. Pius X Board of Education meeting.

Incidents/Accidents Reporting

Incidents causing trauma or physical injury to a child will be reported in writing to the parent(s)/guardian(s) on the day of the occurrence. The written report will be prepared by the staff member who observed the incident or accident, and shall include a general description of the incident and the action taken by the staff at the preschool. The staff member who witnessed the incident, the Director, and the parent(s)/guardian(s) will sign the report. A copy of the report will be given to the parent(s)/guardian(s), and the original shall remain in the child's confidential records. If a child is hurt severely, staff members will follow first aid procedures as trained. **To protect the privacy and interactions of children, the staff is encouraged not to identify other children by name on incident reports.**

Serious Injury means an injury that requires follow-up (observation or treatment) by the parent/guardian or requires a medical or dental examination and treatment outside the center's scope of care. Significant change in health status means unexplained changes in a child's daily behavior or activities of daily living. Staff are trained to wear protective gloves to treat all blood and/or bodily fluid as if it were infectious.

Discipline/Positive Verbal Interaction

Discipline

It is important to treat each child as an individual, in a manner that is appropriate to a child's development, activity and general well-being. Consistency, positive reinforcement, natural consequences, and positive redirection are used at the Early Learning Center to guide the development of appropriate behaviors in children.

When necessary, a brief "time away" from the group is used. This generally will mean requiring the child to remain with the Director, Lead Teacher or Associate. If a child is exhibiting a behavior problem, we will call the parent(s)/guardian(s) to discuss the situation. We ask for the parent(s)/guardian(s) to discuss with the staff any changes, observations, questions, or suggestions s/he might have in dealing with her/his child. Incident reports will be written and signatures will be requested by staff, parent/s involved. Cooperation and support from the parents will be expected during this process. In addition, outside professional services may be contacted for additional support. No punishment will be used in connection with food.

Staff will use positive phrases to encourage cooperation. They will be encouraged to give children **choices** whenever there's an opportunity. This lets children know that their decisions are important to us and that they have some "choices" in deciding what their activities will be.

In addition, staff will also give children positive directions through making instructions and explanations short, simple and stated in positive terms, using examples that the child can relate to.

After the Fact Discipline

Staff should recognize that not all unacceptable behavior can be prevented. When a child has acted inappropriately, they may intervene and focus on behavior. No matter what a child has done, that child is never told that s/he is bad or naughty but that her/his actions are not appropriate and will not be allowed.

Offering Positive Alternatives

All staff will be encouraged to give the child a simple, positive instruction for better ways to handle a situation (i.e., use words to tell the child the behavior is unacceptable). "Hitting others is not allowed. Use your words to tell your friend you don't like what s/he did."

Warnings and Logical Consequences

This is used with recurring unacceptable behavior. Staff will work to identify a logical consequence for the specific inappropriate behavior. They may then give a warning, letting the child know what the consequence will be if the behavior occurs again. Staff will follow through with the consequence if the behavior reoccurs.

Time Away/Breaks

This is used in extreme cases of aggressive behavior or emotional upset (i.e., harming another child physically or verbally). A child may need to take “time away” or a break to sit apart from the group to calm down and reflect until the child feels s/he can rejoin the others and act appropriately. Time away should be **SHORT**, with the time determined and specified by the adult, **no more than one minute for any age of child**. The decision about being ready to rejoin the group when the time out is finished should be the child’s.

Other Points to Consider in Following the Discipline Policy

A child is never forced to say, “I’m sorry”, or “I forgive you”. Many times these words are spoken with no sincerity behind them, if spoken only on teacher demand. It may not always be necessary to intervene in disagreements between children. They need to learn important conflict resolution and problem solving techniques. Staff will allow children to work out their own problems whenever possible, providing modeling and/or guidance as appropriate.

In addition, all staff will:

- ◆ Respect the child as an individual. They will model being courteous and diplomatic, (as you would be with any person you like).
- ◆ Use a quiet, calm voice, getting down at their level, eye contact
- ◆ Keep instruction short, simple and to the point. Instruction should be given in a quiet place, not in front of the group.

Special Accommodations

Reasonable accommodations, based on the special needs of the child, shall be made in providing care to a child with a disability. Accommodation can be a specific treatment prescribed by a professional or a parent/guardian, or a modification of equipment, or removal of physical barriers. A limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capacity of the facility’s resources.

Every child's dignity and self-respect shall always be maintained.

Biting Policy

Even in the best childcare situations, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. In childcare this is usually due to children being in a group setting. When it happens this can be very scary and frustrating for children, parents and teachers. Understanding the reasons for biting is the first step to changing the child's behavior. Children bite for varying reasons: teething, simple sensory or oral exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress, communication deficits, transitions, hunger and lack of sleep. Biting is not something to blame on children, their parents or their teachers.

When biting breaks out it is important that the caregivers calmly respond to the child, letting them know that biting is not okay. The teacher will remove the child from the situation and focus caring attention on the child who was bitten. Additionally, the teacher could encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child). The teacher should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give appropriate words-if able) instead of biting. This should be done in a short and simple way.

It is important to then explore the reasons for biting. Teachers will work with parents to gather information about the child's behavior and begin observations to determine reasons for biting as mentioned above and write an action plan which may involve the following:

- Changing the environment, routines or activities if necessary
- Teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using their words, if they are able to communicate
- Use signing when appropriate for younger children
- Teacher will observe the child to get an idea of why and when they are likely to bite.
- The teacher will identify children likely to be bitten and try to shadow these children to reduce the risk of them being bitten
- The teacher and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.

If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid response to biting.(both child and adult)

- Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes
- Apply ice or cool compress to help reduce the pain or swelling
- Control bleeding when necessary
- Cover wound with sterile dressing or bandage wound as necessary
- Write a detailed incident report for both children involved with the incident
- Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen

When children bite, their parents will be informed personally and privately the same day. All information will be confidential and names of the children will not be shared with either parent. In addition, biting is ALWAYS documented on our standard incident report which is completed and signed by teacher, parent and Director. A copy is given to the parent and one is kept in a locked file cabinet in office.

When biting occurs here is what you can expect from us:

- We will put the child's safety first
- We will provide appropriate staffing and or support staff to help prevent the biting
- We will provide training to our teachers and how to effectively deal with biting
- We will take your concerns seriously and treat them with understanding and respect
- We will conference with you and communicate the steps we are taking to address the biting
- We will respond to your questions, concerns and suggestions and conference as needed
- We will keep your child's identity confidential if he/she bites

Regulations for Participation

Parking/Pick up-Drop Off

A parent/guardian or authorized designee is responsible for bringing his/her child into the childcare center. Parking is available and accessible; therefore, ***a parent/guardian or authorized designee is never to drop a child off and allow her/him to come into the Early Learning Center unattended. Please use the main entrance utilizing the sign in/out system and badge swipe to enter the building. DO NOT give your badge to anyone including those on your designated pick up list. If someone else is picking up your child you must notify the office to verify and then they are to be buzzed in and escorted by office personnel.*** Children will only be dismissed to a parent / guardian or authorized designee at the end of the day.

Please park in designated, short term parking spaces in the parking lot when dropping off/picking up your child. In addition, please keep in mind the following safety rules:

- ✓ SLOW DOWN while driving into and exiting the parking lot
- ✓ Hold your child(s) hand at ALL times when walking to and from the parking lot
- ✓ DO NOT leave children in your care unattended
- ✓ DO NOT leave your engine running
- ✓ Be alert at all times to moving vehicles, especially buses
- ✓ Be alert to schoolage children as they utilize the parking lot during the day hours for gym class and recess

Pick-Up/Departure

All parents must escort their child to and from the daycare. Children can not be dropped off at the front door and come into the building without a parent or guardian. Please pick a child up promptly at the end of the day. **If a parent/guardian is going to be late, please call as soon as possible to notify the staff.** Children can become anxious if they are not picked up at their regular time.

If a parent/guardian is unable to pick-up her/his child, then another authorized person may do so. An authorized person is one whose name, relationship and phone number is listed on a child's Pick-Up Permission Form. **A child will not be released to any unauthorized person.**

Please notify the staff in **writing** prior to any changes in pick-up routines. A parent/guardian phone conversation with a staff member detailing a pick-up change **will be accepted in an emergency situation.**

Please be assured that it is **normal** for any child **to feel separation anxiety** during the first few weeks of childcare/preschool, especially during arrival times. Coming into a childcare or preschool setting, for many, is a new experience, and a child may not want the parent(s)/guardian(s) to leave. However, we do feel it is important that each child be given the chance to adjust and meet this new challenge. We suggest to parent(s)/guardian(s) to give the child a quick, loving good-bye and reassure s/he that you

will be back shortly. Staff members will comfort the child and ease them into the daily routine and activities. A child becomes quickly absorbed into the day's events and forgets her/his anxieties within a matter of minutes following a parent(s)/guardian departure. (The parent(s)/guardian(s) will be called back to the center, if her/his child continues to cry or experiences undue stress). **Upon departure, we ask that each child stay with her/his parent(s)/guardian(s), at all times.**

Dress Code

We ask that each child come to the Early Learning Center in comfortable clothing so that s/he will feel free to participate in all activities from easel painting to water play. Each child needs *at least one extra set of clothing* at in their backpack each day. Make sure the articles of clothing are marked with her/his name. We cannot be responsible for unmarked clothing.

Shoes

Each child needs comfortable shoes to wear at preschool. Tennis shoes are preferred. Sandals should have backs to prevent unnecessary slips and falls, as well as, and to enable a child full participation in **all** activities (including recess or gym). **High-heeled sandals and flip flops are not recommended.**

Emergency Cards

Emergency Information is on file in the classroom in case of an emergency. If the staff should need to contact a parent/guardian for any reason, the papers are easily accessible and are next to the preschool phone. **Please inform us promptly if any changes to a home or work phone number, employer, marital status or home address occur.**

Meals and Snacks

The Early Learning Center follows the Iowa Child and Adult Care Food program. This allows us to offer formula, rice and oatmeal cereal and stage-two baby food for our infant families. Please see the main office for specific brand of formula and types of baby food the center will offer. Parents can choose to provide their own formula and baby food until babies are eating table food and are at least 1 year of age. After the child is one year of age, the center will provide whole milk, with parent's approval. 1% milk is provided for children beginning at age 2. ***We encourage your visits to feed and nurse your baby. We have one lactation room available for your convenience.***

Our nutritional meals are provide by the St. Pius X lunch room staff and are catered to our program daily. Children are encouraged to participate by setting the table, cleaning their own space, and serving their own food. Please see menus posted in the classroom.

For children receiving full time care, we serve breakfast, lunch, and afternoon snack. For children in our Part time Preschool only we will serve a light nutritious snack mid morning and mid afternoon for or afternoon preschool. For those children enrolled in our Extended Day Preschool and Enrichment classroom we will serve snack and lunch. Times may vary between classrooms. You may ask your child's teacher for specific times for their age group.

Our center uses "Family Style" food service and children are encouraged to learn proper table manners and self help skills (i.e. pouring her/his own juice). It is also used as a relaxing socialization time. The teachers will sit at the table and enjoy meal time with the children. Each classroom is equipped with a small refrigerator.

Parents should NOT bring food into the center unless their child is on a special diet or has allergies and the center has an exemption form signed by a physician and is placed in his/her file for reference.

If your child is on a special diet due to food restriction or an allergy, your doctor will need to sign the Allergy/Food Exemption form as a Food Allergy Action Plan for Benadryl or an Epi Pen to be use for an allergic reaction. These forms are located in the front office and need to be updated with your child's physical yearly.

Special note: Children should not bring food that they are eating from home as they enter the building. (ie. Your child might be eating a granola bar from home as they are entering the building in the morning) This policy is enforced to protect those children with any type of allergy.

CENTER ALLERGY POLICY

Our center is an **ALLERGY AWARE** center. Children have varying allergies, ranging from eggs or milk to peanuts/tree nuts. With peanuts and tree nuts we make every attempt to ensure our children's menu do not contain these ingredients. With other allergies, we are room/child specific with menu items.

As a center, our policy is that **NO PEANUTS or TREE NUTS** of any sort should be brought into the center for any reason. This includes almonds, pecans, hazelnuts, walnuts, pistachios, cashews etc.

This means no peanuts or tree nuts in:

- ✓ Food brought in by children/families to share(including birthday and holiday treats, treats for staff)
- ✓ Food brought in by children as a substitute food item due to an allergy or food restriction
- ✓ Food used for classroom projects
- ✓ Items used for Art or in sensory table

No home-made items may be brought into the classroom for children unless this is being brought individually as a substitute due to allergy or food restriction with food exemption form on file.

All foods must be **pre-packaged** with an **ingredient label** attached.

*If the package or label has a "may contain peanuts or tree nuts" statement this is **NOT** allowed in the center.

*If the package or label states, "**may be processed or manufactured in a facility that also processes peanuts or tree nuts**" this item will be allowed in the center but **will NOT** be given to a child with a peanut or tree nut allergy. This may cause some hurt feelings if a child is unable to receive an item so we do encourage that you bring in non-food related items, a healthy snack or just providing birthday plates, cups and napkins is a fun way of making your child feel special on their birthday.

Prior to bringing in a food item to share, please check with your child's teacher for any specific food allergies in that classroom and check ingredient label before purchasing anything.

St. Pius X Early Learning Center Allergy Action Plan/Protocol

If a child has an allergy (food or non-food related), parents in collaboration with their child's physician will be required to provide an allergy action plan to the Early Learning Center that is specific to their child. These steps may include:

- **Calling 911**
- **Following action plan provided by doctor (if one is available)**
- **Calling parent(s)**
- **Notifying Director**
- **Staying with child until Emergency Personnel arrives**

Birthdays

Birthdays are celebrated during the year and are a separate component from the snack. If your child wants to share a treat with the class, we ask that the treat is something your child can pass out at the end of the day. Due to hurt feelings, and unnecessary interruptions, parent(s)/guardian(s) **may not** distribute a child's personal invitations in children's cubbies (unless given to the entire class). After school parties are the responsibility of parent(s)/guardian(s). **SEE ALLERGY POLICY** above concerning bringing treats from home.

Menus shall be planned at least one month in advance, made available to parents, and kept on file at the center. Substitutions in the menu shall be noted and kept on file. Provisions of this subrule notwithstanding, exceptions shall be allowed for special diets because of medical reasons in accordance with the child's needs and written instructions of a licensed physician or health care provider.

A NOTE ON SEVERE FOOD ALLERGIES: The Early Learning Center, along with the parent and kitchen staff will work together and make every effort to provide alternate food items for children with severe allergies. If unable to do so the parent/ guardian will be asked to provide meals/snacks each day for his/her child if her/his child has a severe food allergy and/or needs to follow a prescribed diet due to a medical condition or religious belief.

Typical Daily Schedule

Daily Schedules (Toddlers, Preschool and Pre-Kindergarten-Full Time Care)

Your child's needs are met by providing a daily schedule, which includes established routines, yet is flexible enough to encourage spontaneity and to take advantage of any new learning experiences. ***Infants have their own schedule and it is based individually on their own personal needs***

MORNING

- Children arrive and free choice activities
- Use restroom and eat breakfast
- Large group gathering on the carpet for cognitive and language skills
- Learning centers in small groups with craft or art project, stories puzzles, blocks, manipulatives, games, science center, sensory, dramatic play area and individualized instruction
- Large group gathering on carpet for finger plays, songs, creative dramatics or stories
- Use restroom, then large motor experiences either outside or in the gym
- Prepare lunch, use restroom, and eat a well balanced lunch

AFTERNOON

- Large group gathering on the carpet for fingerplays, puppets, songs, games and stories
- Prepare for naps, use restroom and rest time on cots
- Wake up, use restroom eat snack
- Learning centers; art project, stories puzzles, blocks, manipulatives, games, science center, sensory, dramatic play area and individualized instruction
- Large motor activities indoors or outside on the playground

Newsletters/Calendars

Each family will receive a monthly newsletter and calendar. The newsletter and calendar are published each month to keep parent(s)/guardian(s) informed of the activities taking place at preschool. A copy of each month's newsletter and calendar is also posted on the bulletin board outside the classroom.

Toys

We discourage children from bringing toys from home to play with during the preschool day. We have a wide variety of interest centers we would like each child to be actively involved with and focused on throughout the day.

Communication

Advisory Committee

The St. Elizabeth Ann Seton/St. Pius X Board of Education will serve as the advisory committee.

Absences

If a child will not be attending class for any reason, **we ask that the parent(s)/guardian(s) inform the center by 9:00 am each day.** Should a child become ill while at the Center, the parent will be notified and the child isolated from the group. A child who is ill will be asked to rest on a mat away from the other children. The parent(s)/guardian(s) will be expected to remove the child from the Center within one hour.

Please keep the staff informed of any changes in a child's health status and/or eating habits (i.e., a child who develops an allergy).

Supervision and Access Policy

One of our primary goals at the St. Pius X Early Learning Center is to provide a safe, loving and educational environment for all children. St. Pius X Early Learning Center does not allow any person in the center that is NOT a staff member, substitute, or volunteer who has not had a record check or approval to be involved with children. This includes those person(s) involved with children that have “unrestricted access” to whom that person is not the parent, legal parents or custodial parent.

Unrestricted Access means that a person has contact with a child alone or is directly responsible for children in our program.

In accordance to the Department of Human Services(DHS) someone with “unrestricted access” would be required to complete the proper background checks, which would include fingerprinting of each individual.

When you as a parent, guardian or custodial parent, are present at the ELC you may **ONLY** have direct involvement with your **OWN** child. This includes during field trips, and special events provided by our center and visiting the classroom, unless you have completed the proper fingerprinting and background checks as required per the Department of Human Services.

DHS Childcare Licensing regulations and rules allow parents/guardians of the Early Learning Center children to have unlimited access to their **OWN** child at all times while the child is enrolled at the Early Learning Center, unless contact is in violation of a court order. To the best of our knowledge and ability, St. Pius X Early Learning Center will limit the people allowed into the center or on our property while children are present. Authorized persons would include, administrators, teaching staff, student teachers, kitchen staff and or custodial staff.

ALL visitors, including authorized drop off/pick up persons, shall be required to sign in at the front entrance and will be closely supervised and monitored by one or more office or staff members, depending on the reason the person is on the property. “Supervision” will require one or more staff members to remain with the person at all times and “monitoring” would entail watching what the person is doing and controlling their access to the area where the children are present.

All visitors including parents/guardians will be supervise and monitored at all times. Office personnel will be responsible for supervising and monitoring unless another staff member is requested by the office personnel to fulfill this responsibility.

Visitors may be asked to remain in the front entrance when authorized personnel are not available to escort visitors to and from the designated area for pick up/drop off.

Any persons who are listed on the sex offender registry shall not be on the property of the Early Learning Center without 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.

- This person will be allowed to enter the building by pushing the button on the outdoor intercom, which will allow them to be buzzed into the building.
- They must obtain assistance from authorized personnel to take their child to the classroom or locate the child within the center.
- This person will remain in the center only for time reasonably necessary to drop off/pick up their own minor child and will be supervised and monitored at all times.
- This person cannot operate, manage, be employed by or act as a contractor or volunteer at the Early Learning Center.

In addition, the Center Director does not have to grant permission for access. This will be determined on a case by case basis in cooperation with the Department of Human Services.

Parental Participation

Please feel free to participate in our program in any way such as, sharing a hobby with the children, assisting on a field trip, or party planning.

ALL VOLUNTEERS COUNTED IN RATIO WILL NEED TO COMPLETE BACKGROUND CHECK FORMS AND A NATIONAL FINGERPRINT CHECK AND VIRTUS TRAINING BEFORE PARTICIPATING IN ANY CENTER SPONSORED ACTIVITY.

Volunteers shall be under the direct observation of staff. Volunteers may only be left alone with the class and allowed to escort children to the restroom when s/he is included in the staff ratio count and/or has the approved Form B-595-1396, Form SS-1606-0, and national fingerprint record check returned from the DHS. Any adult with access to children has the potential to cause them harm, either through abusive behavior or in the transmission of disease. Therefore, centers need to be cautious in the

use of volunteers not only for the protection of children, but for the center's liability as well.

Parent-Teacher Conferences

Spring conferences will be offered to discuss all aspects of a child's development; however, a parent/guardian, Lead Teacher or Director may request a conference at any time throughout the year. (Please make the Director aware of any situation of separation/divorce for dual communication/conferences if needed. These can be made available to both parents).

Telephone Calls

Adequate and clear communication between school and home is essential for the success of the children. Parent(s)/Guardian(s) should feel free to call teachers about student progress or other situations of concern. Classrooms are equipped with telephones and all calls can be directed to the specific classrooms. Teachers are busy with children during the day and their focus is on teaching and supervision of the children. The best time to reach a teacher is during the hours of 12:30-2:30 and or you are welcome to leave a message with the front office and a teacher will respond in a timely manner.

Telephone Numbers/Class List

Each child's name, address, telephone number, and parent's names are compiled for distribution on a class list. All children and the above stated information are included on the class list **unless the school staff is authorized not to do so by a parent(s)/ guardian signature on the Travel and Activity Authorization form.**

Visitors

Parent(s)/Guardian(s) and prospective families are welcomed and encouraged to tour, and/or visit the Early Learning Center. We have an open door policy. Since the teacher's time is focused on the children during class time, visits and tours are scheduled before or after class when the teachers can spend more time with parent(s)/guardian(s) answering their questions.

Medical Emergency

Staff will assess the situation of any medical emergency. First Aid and/or CPR will be given if needed. Depending upon the seriousness of the situation the following may occur:

1. Call 911
2. Collect Emergency Information from Emergency Information near the telephone
3. Contact the parent(s)/guardian(s)
4. Notify Director and St. Pius X School Administration Office at 393-4507
5. Collect emergency permission forms from the child's files
6. Have a staff member go with the child to the hospital with all necessary forms per car or ambulance

Dental Emergency

Staff will assess the situation. Depending upon the seriousness of the injury the following may occur:

1. Call the child's dentist
2. Call the child's parent(s)/guardian(s)
3. Abide by the procedures for a tooth injury
4. Call St. Pius X School Administration Office at 393-4507
5. Collect emergency permission forms from the child's files
6. Have a staff member go with the child to the dentist with all necessary forms per car or ambulance

ST. PIUS X EARLY LEARNING CENTER EXCLUSION POLICY

Exclusion Policies

A child may be temporarily excluded from care when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 6 months (e.g., sore throat, rash, vomiting, diarrhea). The child may be readmitted to the center when fever-free for 24 hours without the use of Tylenol or other fever reducing medicines.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. For children older than 4 months, a fever is defined as:
 - o 100° F (37.8° C) axillary (armpit)
 - o 101° F (38.3° C) orally

- 101° F (38.3° C) Aural (ear) temperature.

**The center has the right to send a child home if any of the above symptoms exist and may ask for a doctors note before the child may return to care.*

Get immediate medical attention when an infant younger than 4 months has unexplained temperature of 100° F (37.8° C) axillary. Any infant younger than 2 months with a fever should get medical attention within an hour.

*** Authorization to return to the center after an illness is at the discretion of the Director**

Illness	Exclude	Return to Center*
Chicken Pox	Yes	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
Diarrhea (infectious)	Yes (there are special exclusion rules for E. coli 0157.H7, Shigella and cryptosporidiosis)	When diarrhea stops, child is able to tolerate a normal diet and health care provider or public health official states the child may return
Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if toiletied child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops, child is able to tolerate a normal diet and resolution of exclusion criteria.
Fifth Disease	No, unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand Foot and Mouth Disease	No, unless child meets other exclusion criteria or is excessively drooling with mouth sores	If excluded due to fever or open mouth sores, child must be fever free and tolerate a normal diet

Head Lice	Yes, while live nits are present.	May return after treatment and combing and an examination for live nits by Center personnel.
Impetigo	Yes.	After child has been seen by a doctor and after 24 hours on antibiotic and blisters are covered.
Influenza	Yes	When child is fever free for 24 hours without the use of Tylenol or other fever reducing medications and resolution of exclusion criteria.
MRSA	No, unless child meets other exclusion criteria.	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or

		clothing and use good hand hygiene.
Ear Infection	No, unless child meets other exclusion criteria such as fever and irritability	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	Yes	After child has been seen by a doctor and had received medical treatment for 24 hours, resolution of exclusion criteria
Pin Worms	Yes	After child has been seen by a doctor and has received 24 hours of treatment
Ringworm	Yes	Child may be readmitted after treatment has begun and with lesions covered if possible. Do not share clothing, bedding or personal items
Rota Virus	Yes	Child may be readmitted after watery stools stop, child is able to tolerate a normal diet and child has been fever free for 24 hours without the use of Tylenol or other fever reducer.
Strep Throat	Yes	When resolution of exclusion criteria and after 24 hours of antibiotics
Vomiting	Yes	When vomiting has resolved for 24 hours and child is able to tolerate a normal diet and resolution of exclusion criteria.

Health and Safety/Compliance Issues

AIDS

The decision to allow a child with AIDS to attend the Early Learning Center will be considered separately and individualized to the child and the setting. A team composed of the child's parent(s)/guardian(s), the child's physician, a public health official and an infection control officer, will make the decision. If a child with AIDS has a change in clinical condition, the attending physician will sign a release for attendance. If questions arise, an infection control officer will be contacted.

Carbon Monoxide

To reduce the risk of carbon monoxide poisoning, St. Pius X Early Learning Center, on an annual basis, will have a professional inspect all fuel-burning appliances to ensure they are in good working order with proper ventilation. A carbon monoxide detector has been installed at the Early Learning Center for any immediate concerns.

Radon Testing

The Director/Assistant Director shall perform radon testing of the Early Learning Center every two years. Kits are available from the local health department. Radon base levels are to be lower than 4.0 picocuries per liter to continue full licensure. The best time to run a test is in the winter.

The Director/Assistant Director shall file a copy of the laboratory results in the Early Learning Center files and also send a copy of the report for childcare studies to:

Iowa Department of Public Health
Radon Control Program
Lucas State Office Building
Des Moines, Iowa 50319

Power Failure

In the event of an electrical power failure, perhaps during a mild thunderstorm where the classrooms could conceivably be dark emergency lights are installed in all the classrooms and a flashlight is available to staff members in the First Aid/Emergency Kits. Children will be reassured that they are safe. Staff members will entertain children through songs, stories or sharing time. Children will proceed to the designated Tornado Shelter, if the storm begins to escalate. If there is danger of fire, evacuation may be required. Look on KCRG for updated evacuation location.

Blizzard

In the event of a blizzard. Children and staff should remain inside the building until proper notice and or they are safe to leave the building. Blankets and warm clothing should be close to keep children warm in case electricity fails. If electricity fails, emergency lights are installed and flashlights are available. Staff should reassure that children are safe and will entertain children through songs, stories or games. Children and staff need to be aware of the potential of structural damage and may need to relocate based on the safety of the building. Contact parents/guardians to pick up children using emergency contact information.

Flash Flood

In case of a flash flood event or flooding in the area staff should take children away from flooding areas and relocate into areas where they are not in danger. Monitor weather Radio to assess the situation. Staff will review all evacuation procedures in or Emergency procedures Incident booklet. Determine our alternate relocation if needing to leave the area. Only do so if safe. If advised to evacuation, do so immediately. Notify parents/guardians of evacuation through media and email. Post sign on front door indicating where we will be and a phone number to reach someone if necessary.

Suspicious Person/Intruder Lockdown

In the situation where the staff observes a suspicious person in or outside of the building, proper procedures will be taken to ensure the safety of all children and the local police will be contacted to provide proper assistance. Do NOT USE CODES. The Director and staff will secure all doors leading into the building and classrooms, and the children will either leave or remain in the building until the situation has been resolved or the police department of local officials have resolved the issue. For your safety and the safety of the children at the Early Learning Center, please do not try to pick up your child/ren at during this lockdown situation.

Gun Fire

If gunshots are heard when students are outdoors, they need to take cover immediately. Children will be asked to go to proper classrooms (if gunshots are heard at a distance) take cover away from windows and lock down the school. The children will need to “hit the deck” or lie flat on the ground under recess equipment if gunshots are heard close by. Teachers’ and children will get inside when safe and call 911. Following such an incident, the teachers must take a head count, monitor and console the children, plan quiet activities to relieve tension, notify the parent(s)/guardian(s) of the incident, and possibly dismiss school.

If gunfire is heard inside the building staff should do the following:

- ◆ Get the children to their classroom
- ◆ Lock classroom door
- ◆ Call 911
- ◆ Turn off classroom lights
- ◆ Turn tables on there side to shield the students
- ◆ Follow lock down procedures/Exit building if/when safe

Weapons Brought to School

If a child is seen with a real gun or knife, it shall be confiscated, parent(s)/guardian(s) called, and the child will be discharged from the St. Pius X Early Learning Center.

Lockdown Procedures

There are times when our building may have to go into Lockdown procedures due to an emergent situation in the area. During a lockdown staff will be notified through our intercom system. All staff/children will be required to go to their classroom or the nearest safe area. Stay inside until otherwise advised. Once you are in your safe area, lock exterior doors, close blinds, shut off lights and remain quiet and calm. Staff will do quiet

activities with children not to alarm them of the situation. Staff will stay in lockdown position unless otherwise notified through intercom or face to face by local authorities. If deemed unsafe staff may make the decision to move the children to a safe location. If they can move the children safely, they should take their cell phone and then notify authorities(911), to inform them of where you have relocated.

Structural Emergency

If anyone is injured, collect the emergency bag and first aid kit. Call 911 and St. Pius X School Administration Office. Proceed as a Medical Emergency, plus:

- Move the children to a safe place, depending on where the structural damage. Collect the first aid kit, which also contains a flashlight. Administer emergency procedures to those with the worst injuries or heavy bleeding first. Collect lots of water.
- **If it is necessary to get out of the building:** Take the emergency bag and first aid kit. Call 911 and St. Pius X School Administration Office. Proceed as a Medical Emergency and vacate the building with those children who can be moved safely using fire drill procedures. Exit to the church parking lot or to a safe adjacent building. St. Pius X Elementary School, St. Pius X Church or McGrath Collision Center.

Earthquakes

Follow Emergency Guidelines listed in this handbook. If anyone is injured, call 911 and proceed as a Medical Emergency. Follow the same procedures as for Structural Emergency.

Continuity of Operations

If for some reason the center would need to relocate temporarily due to a fire, structural damage, or any other reason our center would utilize the St. Pius Parish Center Preschool and Religious Education classrooms and/or the St. Elizabeth Ann Seton Preschool classrooms. The center will make every effort to reopen as quickly would relocate to these sites until the Early Learning Center would be structurally sound to return.

Smoking/Smoke Free Building

There will be no smoking or use of tobacco products in any child occupied room, outdoor play area, facility operated vehicle or food preparation/storage areas. Additionally, you may not smoke on the St. Pius X church, Early Learning Center or School property at any time.

Intoxicated Parent

Staff members suspecting a pick-up person (parent/guardian) of being under the influence of drugs or alcohol we will try to talk to her/him about her/his condition. Suggestions will be made for someone else to drive her/his child home. If the parent/guardian refuses and insists on taking her/his child, by law, the staff must allow a parent/guardian to do so. The staff must then contact the local Police Department and the Department of Human Services, as this incident becomes a child endangerment issue and/or possible child abuse case.

Lost or Abducted Child

If a child in our care is missing, do a complete search of the building or the area where the child was last seen. Call 911, if the child is not found. Document as much information about the child as possible. (What the child was wearing, age, weight, height and any bystanders that may have seen something). Show the police a photo or class picture so s/he can see what the child looks like. If you observe a child being abducted, get a detailed description of the person and the vehicle s/he is driving. Call to notify the parent(s)/guardian(s) and tell them of the steps that were taken.

If the Early Learning Center receives a call, warning that someone unauthorized is coming to take a child, escort the child to another part of the building and call the child's parent(s)/guardian(s). Call the police department and notify them of the threat. If the person arrives to take the child, don't give them any information about the child and try to get him/her to leave. If s/he doesn't leave, call 911.

Fire/Tornado and Natural Disaster/Gas Leak-Spill

The Early Learning Center is inspected by the State Fire Inspector. Emergency plans for fire and tornadoes are posted in the classroom and by outdoor exits. Fire drills are practiced monthly with the use of the fire alarm or smoke detector, so that the children become familiar with the procedure and are not frightened by the loud noise. During each drill the staff are expected to take their emergency parent contact information, attendance clip board and any medical supplies. Staff should check classrooms, restroom areas and play areas before exiting the area. Tornado drills are also practiced monthly with the use of a weather alert signal. During severe weather, a constant check is kept for emergency information. Weather related school closings will not affect our Center's operation unless there has been storm damage or an electrical outage that can not be restored in a timely manner.

The Early Learning Center has established procedures to deal with such emergencies as natural disasters. In case of an evacuation of our building:

Temporary Relocation

Temporary relocation for natural disaster: (Fire, storm, gas leak) If the Elementary school is in session and we need immediate shelter we will use the following buildings. St. Pius X Church, Parish Hall or McGrath Collision center. If school is not in session and the Elementary building is available, we will utilize the Elementary building. If weather is inclement and school is in session we will use the Elementary School gym temporarily as needed, provide these buildings are safe. If neither the church or the school can be used as a temporary relocation, we will use the McGrath Collision center. A sign will be posted on our door to notify parents of our relocation. We will also use the local TV and radio stations to notify parents/families of our relocation plan.

Duane Arnold "Site Emergency"

In case of a "Site Area Emergency", from the Duane Arnold Center, a precautionary relocation of children to Temporary Relocation Centers will be ordered. During this situation, children and staff will be moved to the Temporary Relocation Centers. Children

will be transported through LIFT bus or school bus coordinated by Linn County Emergency Management Agency.

OUR RELOCATION CENTER IS SE JUNIOR HIGH SCHOOL IN IOWA CITY!

Here is the Address:
Southeast Junior High School
2501 E. Bradford Dr.
Iowa City, Iowa 522406
(319) 688-1070

Duane Arnold Energy Center Evacuation

In the event of an emergency, St. Pius X Preschool will be alerted via the Linn County Indoor Warning System or Weather Radio which is located in the front office. Staff will follow protective actions recommended whether it is in regards to sheltering or evacuation. Parents are NOT allowed in the building for pick up if we are in “Sheltering” **Doors will be locked and sealed during this time.**

Sheltering

Sheltering requires that the building be closed to outside air and that all persons remain indoors. This is the most likely response to the radioactive release. If there is little or no warning time and the situation is of sufficient seriousness a recommendation of IN-PLACE sheltering is given for the affected area. This requires the building to be closed to outside air and all children and staff remain indoors. For an incident of this type, the most effective protective response action is immediate, temporary sheltering. **Parents, Staff and children will not be allowed in or out of our building during an IN-PLACE sheltering order.**

Evacuation

In the case of a site area emergency, the children will be evacuated (as a precautionary measure) using transportation provided through the Linn County Emergency Management Agency. The children will be taken to a Temporary Relocation Center located outside of the affected area. St. Pius X Early Learning Center’s **Temporary Relocation Center** is at the **SE Jr. High located in Iowa City**. The parent(s)/guardian(s) will be advised if such an action has taken place through TV/radio announcements. A child will be released from the SE Jr. High to a parent/guardian or other adult listed on the Pick-Up Permission Form.

In the case of a general evacuation, children located at the Temporary Relocation Center will be transported to designated Permanent Reception Centers. St. Pius X Permanent Reception Center is Johnson County Fair Grounds in Iowa City. A child will be released from Johnson County Fair Grounds to a parent/guardian or other adult listed on the Pick-Up Permission Form.

**OUR RECEPTION CENTER AREA ADDRESS IS:
JOHNSON COUNTY FAIR GROUNDS
4265 OAK CREST HILL RD SE
IOWA CITY, IOWA 52446
(319) 325-4049**

Other Reasons for Facility Evacuation

The children will need to be evacuated from the Early Learning Center in the case of a fire, bomb threat, chemical spill (at the ELC or in the area), structural emergency, etc.

Staff members will follow protective actions recommended by emergency personnel in regards to the evacuation. If it is determined that the students need to be relocated, children and staff will first utilize the Elementary School or St. Pius X Church. If needing to evacuate further from our campus, transportation will be provided through the Linn County Emergency Management Agency. Children and staff would then be evacuated to McGrath Collision Center if it is determined we can stay in the area.

OUR TEMPORARY RELOCATION CENTER IS:

McGrath Collision Center

Here is the address:

1919 Dodge Rd NE

Cedar Rapids, Iowa 52402

(319) 393-9256

A notification indicating where we will be relocating will be posted on the front doors. Emergency management and Administration along with TV/radio announcements will notify parents if an evacuation takes place. A child will be released from the evacuation site to a parent/guardian or other adult listed on the Pick-Up Permission Form.

Bomb Threat

In the event of a bomb threat, staff will take emergency Permission forms and Emergency bags, cell phones, and evacuate the children to:

McGrath Collision Center

1919 Dodge Rd NE

Cedar Rapids, Iowa 52402

Staff members maintaining the children at McGrath Collision Center shall provide the students with quiet activities to relieve the tension. Students and faculty will remain away from the preschool until authorities determine that it is safe to re-enter the building. If it is determined that preschool should be dismissed, staff members will find parent(s)/guardian(s) phone numbers within the emergency bags. Staff will begin calling parent(s)/guardian(s) from McGrath Collision Center.

Should a bomb explode within the preschool, staff should render first aid, call 911 and proceed with the evacuation plan.

Communication plan for reunification with Families in and Emergency

If an emergency does occur and children are transported to a safe site during this time we will notify parents/guardians through local news media and or emergency contact information. Children with special needs may need to be transported through a LIFT bus and will be communicated with Emergency management at the time of the incident. A

posting will be hung on our front doors to also notify where we will be relocated. Staff and children will be transported to a safe area and staff will remain with children until parents have arrived for pick up. Staff will have necessary supplies, first aid kits and medication and pick up permission forms and will accommodate extended care until parents arrive to pick up. Administration/Staff will not allow children to go with anyone other than parent/guardian or authorized contact listed on emergency forms. A photo ID may be required when picking up the child.

First Aid Kits/Emergency Kits

The center shall ensure that a clearly labeled first aid kits/emergency kits is available in each classroom, and that it is easily accessible to staff at **all times** (whether children are in the center, in the outdoor play area, or on field trips). The kits shall be sufficient to address first aid/emergency related to minor injury or trauma and shall be stored in an area inaccessible to children. Recommended supplies include the following: mouth guards for CPR and rescue breathing, disposable gloves, scissors, tweezers, insect sting treatment, antiseptic ointments or creams, thermometer, Band-Aids of assorted sizes, sterile gauze pads, cold packs, and alcohol wipes or antiseptic. In addition supplies should include, water, food necessary medication in case of an temporary evacuation of the building. Expiration dates on all supplies should be noted.

Chemical “Right to Know” Law

The Chemical “Right to Know” Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If parent(s)/guardian(s) want to know what chemicals are used in the building and where they are stored, please have them contact the Director/Assistant Director.

Medication Procedures

Only medication prescribed or ordered by a physician or dentist will be administered during the time the child is at the Early Learning Center. Written authorization and instruction will be provided by the parent or legal guardian. All medications shall be supplied to the Early Learning Center in the **ORIGINAL** container, properly labeled and will be administered only by Early Learning staff. **The parent/guardian must complete the Medication Permission form before the child will be given the medication at daycare.**

Unless indicated by your physician, medication to be given three times a day should be given at home before you bring the child to the ELC, after you pick your child up and at bedtime. An exception to this is medication to be taken with meals or on a full stomach.

The medication permission form must be updated when the prescription expires. **Over the counter medication** may only be given upon a written physician's order with instructions for administration including dosage and duration. Medication will be kept in an inaccessible area or refrigerated as required. Any medication remaining after the authorization to dispense has ended or the child no longer requires the medication will be returned to the parent or flushed down the drain with the parent's consent.

ILLNESSES: There are a number of health conditions which warrant exclusion from the day care center (see Exclusion Policy pg.26-27). In most cases, these same conditions will also exclude staff from the center.

When a child appears ill, the following procedures should be carried out:

1. Take the child's temperature, using the auxiliary (armpit) method. The thermometer should be held in place for 5 full minutes.
2. If the child's temperature is more than 100 degrees, recheck the temperature on a second thermometer to ensure accuracy.
3. Report temperature readings and other symptoms to the Director or Assistant Director before contacting parents.
4. If the child is to be excluded*, the primary caregiver calls the parent. Whenever possible, the child should be isolated from other children until the parent arrives. Parents are allowed up to 1 hour to arrive after the call.
5. An incident report is completed by the primary caregiver. Remind the parent of our "24 hours symptom free" policy when he/she signs the report.
***Please follow the listed Exclusion Policy.**

MEDICATION GUIDELINES: We will dispense medications to children at the center under the following conditions:

1. Medication must be in its original container.
2. Only medications prescribed by a physician will be given. **Non-prescription medication must be accompanied by a written doctor's order.**
3. Parents must fill out a Medication Slip with all information complete prior to administering the medication.

4. All medications given must be recorded on the appropriate form.

***It is our policy that a primary caregiver in the room administers the medication rather than a substitute.**

Illness procedures and medication procedures should be carried out by the child's primary care giver. In his/her absence, another primary care giver should proceed, rather than a substitute employee.

Sanitation Procedures

Child care staff are expected to take an active role in providing a clean and sanitary environment for the children. Sanitation duties, along with appropriate timetables, are as follows:

HANDWASHING: All children are expected to wash their hands upon arrival in the room. Children and staff should wash their hands before food preparation and serving, after using the restroom, after changing each diaper, and after wiping noses. Additional precaution should be executed when handling children who are known to be ill or who are presenting cold symptoms. In these cases, caregivers must wash their hands each time they hold or touch the child prior to handling the next child. Children too young to wash independently at sinks after toileting/diapering must be held over the sink to do so. Hands must always be washed with soap and running water.

- Upon arrival at the center
- Immediately before eating or food service activity
- When serving food caretakers shall have clean hands or wear protective gloves
- Before leaving the restroom either with a child or by themselves
- Before and after administering non-emergency first aid, if gloves are not worn
- After handling animals and cleaning cages
- Before leaving the center
- Before and after use of water table
- After messy play/After outside play
- Before leaving the restroom
- Before and after administering medication or first aid(gloves should be worn)

See handwashing procedures/diapering procedures at the end of this handbook

TABLES: Spray tables with our sanitizer solution. Staff will ensure they follow the product's required dwell time on surfaces. Tables must be washed before and after each meal and snack served. Other items such as highchairs, mats, chairs, should be washed off between children as well.

TOYS: Toys must be sanitized daily with our sanitizer solution in the Infant Room, Transitional Nursery and Toddler rooms. Toys in the other areas should be sanitized as needed. (i.e.: you see a child put the toy in his mouth) Large quantities of toys can be washed in the dishwasher located in the kitchen. If you witness a child put a toy in his/her mouth, that toy should be put aside to be washed.

COTS/CRIBS: All hard surfaces on cribs should be wiped down with sanitizing solution weekly and as needed during the day. Cots must be sprayed lightly with sanitizer solution weekly, and left separated to air-dry before re-stacking.

Infectious Disease Control

Illness is spread in a variety of ways, such as coughing, sneezing, skin-to-skin contact, or touching a contaminated surface. Infectious pathogens may be contained in urine, feces, saliva, eye and nasal discharge, discharge at the site of a wound or injury, and of course, blood. Many people who are infected with a communicable disease show no symptoms or are contagious before they display symptoms. Therefore, routine daily sanitation and disinfecting are essential to significantly reduce the occurrence and spread of illness in a childcare center. Staff must also wear single use disposable gloves when handling any incident involving blood and/or bodily fluids.

Staff is also required to handle bags with infectious waste separately from other trash. St. Pius X school nurses office is equipped with a “biohazard” wastebasket to store infectious waste until it can be taken outside to the dumpsters. Staff should dispose of broken glass, needles, or any object that could stick someone in the “sharps” container. A “sharps” container can be found under in the nurses office located at the St. Pius X school nurses office. Staff members are advised to go to a hospital for exposure follow up if s/he if ever exposed to an infectious disease through a “sharps” stick or a spill involving blood and or bodily fluids.

Any area or items used to clean up an area that is contaminated with blood and/or bodily fluids must be sanitized using Pursue or ¼ cup bleach to 1-gallon warm water. Staff is advised not to mop up blood spill, but rather to sop it up with rags that can be thrown away.(always wear your gloves)

Student Privacy Act

In conformity with the Student Privacy Act, and Archdiocesan Board of Education policy #5125, St. Pius X ELC will not send student information to any outside organizations without written authorization of the parent(s)/guardian(s).

Complaints

Any suspicions or complaints about a staff member, parent(s)/guardian(s), child/ren, curriculum or other, should be brought immediately to the attention of the Director. The Director will handle each situation in a confidential manner following all the proper procedures and channels outlined by the Department of Human Services and Archdiocese of Dubuque.

Cultural Awareness

An important element in the development of anyone’s self concept is knowing about and feeling good about one’s cultural roots. It is the policy of the Early Learning Center to reinforce awareness and pride in the cultural heritage of the individual children enrolled, as well as, our multicultural existence in God’s world.

Dual Parent Reporting

If a parents’ marriage has been dissolved or a separation of a parent from the home, the name and address of **both** parents should be on file. Unless otherwise decreed by a court

order, information commonly made available to parents of any child will be made available to both parents.

Mandatory Reporting

As outlined in the Iowa code, employees of the St. Pius X ELC are mandated by law to report any suspected cases of sexual abuse, physical abuse, or neglect. Iowa law states that the preschool and/or day care personnel may take, at public expense, photographs of the injured area. Any person participating in the making of or in the investigation of a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed.

Emergency/ Temporary Relocation/Weather Closing

The St. Pius X Early Learning Center will make every effort to remain open, even during days that the elementary school is closed due to weather conditions. Please watch **KCRG Channel 9** for announcements for any Emergency, Temporary Relocation or Weather related updates.

