Kids of the Kingdom Preschool

Parent Handbook

"Making the most of the preschool years!"

"Let the little children come to me."
Matthew 19:4

Welcome to Kids of the Kingdom Preschool!
2026-2027 update

Staff:
Director and Teacher: Amy Culberson
amy.culberson@iretonchristianschool.com

Preschool Aide: Lacey Hoekstra
lacey.hoekstra@iretonchristianschool.com

Ireton Christian School Principal: Laura Moes
laura.moes@iretonchristianschool.com
712-278-2245

Secretary: Nicki Weida
office@iretonchristianschool.com
712-278-2245

Location:
Kids of the Kingdom Preschool
104 Fifth Street
Ireton, Iowa 51027

MISSION, PHILOSOPHY, AND GOALS

Mission:
Our mission is to provide developmentally appropriate learning opportunities that will assist young children in building the cognitive, language, physical and social/emotional skills that will enable them to enter school ready to learn.

Philosophy:
We strive to provide a stimulating, enriching, and developmentally appropriate curriculum for each child.
We attempt to meet each child's cognitive, social, emotional, and spiritual needs in an atmosphere that is warm, friendly, and loving
We attempt to provide a non-denominational Christian environment and approach to preschool and active learning.

Goals for Children:
Following the Creative Curriculum Philosophy

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

Goals for Families:

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

Eligibility
Children must be four years of age and not yet 5 prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the Ireton Christian School office.

Program Offered

4-year-old Preschool

Time: Monday/Wednesday/Thursday 7:50-11:30

No Class Tuesday/Friday

Cost: Morning class is free, additional afternoon program option is $250 per month

Hours:

Classes meet for a minimum of 10 hours each week. The schedules are also listed on the registration forms.

General Information

Within six weeks after a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. If these documents are not received before the six week period the child may have privileges to attend the program suspended until the documents are received by the district.

The maximum class size is 18 children in each session. A teaching staff-child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. Should one of the teaching staff need to temporarily leave the room, the teacher will call the ICS office to arrange for coverage of the classroom to maintain the staff-child ratio.

Who Works In the Preschool Classroom

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

Paraprofessional: Paraprofessional in the classroom carries out activities under the supervision of the teacher. The paraprofessional will have specialized training in

early childhood education. All paraprofessionals will meet the qualifications of "highly qualified" under NCLB.

Daily Schedule

7:50-8:20 Arrival/Small Group Time
- Sign in/morning tubs
- Intentional teaching groups
- Handwriting without tears

8:20-8:50 Opening Activities/Large Group:
- Opening Song
- calendar/classroom jobs
- Creative curriculum
- Heggerty
- phonics

8:50-9:00 Bathroom Break
9:o0-9:30 snack
9:30-10:30 center time
10:30-11:00 outside time
11:00-11:15 Read Aloud
11:15-11:30 Dismissal/Lunch transition
11:30-12:00 Bathroom/lunch
12:00-1:00 nap time
1:00-1:30 snack time
1:30-1:40 Bathroom break
1:40-2:10 outside time
2:10-3:10 center time
3:10-3:20 read aloud/song
3:20-3:30 dismissal

Mondays 8:15-8:45 Library
Thursdays 8:15-8:45 Music
Thursdays 2:45-3:30 Chapel

** Universal Preschool 7:50 - 11:30 **

Curriculum

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting. It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, national origin, gender, disability, religion, creed, marital status, age, sexual orientation, gender identity, and socioeconomic status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society.
The preschool program uses the Creative Curriculum, a research and evidence based comprehensive curriculum designed for three and four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. The Creative Curriculum for Preschool provides teachers with a clear and concrete way to apply child development and learning theories to their everyday work with preschool children. Its underlying philosophy draws from widely accepted research and theories of child development and learning. While other developmentally appropriate curriculum models rest on these same theories, The Creative Curriculum for Preschool applies them to an environmental framework that focuses planning around indoor and outdoor interest areas, and clearly defined logical goals and objectives. Because of its practical approach, teachers find it easy to understand and to implement.

The teacher using The Creative Curriculum for Preschool is able to meet the needs of children with a broad range of abilities--a strong selling point with special educators. Children with different learning styles and needs are able to function together in a well-organized environment. The Creative Curriculum® Developmental

Continuum helps teachers focus on the sequence of the development of skills and learning to help all children grow and develop.

With an understanding of content and how children learn it, teachers can expand the opportunities they offer children to acquire knowledge and understand concepts. They can make a direct link between the preschool curriculum and what children will learn in elementary school. When the content of the curriculum is taught with children's development in mind, children are more likely to be successful learners who feel excited about and challenged by what they are learning.

Child Assessment

Guiding principles:

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

Children are assessed in the following ways:

- *Creative Curriculum Progress Report* is modified to align with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- *Observational data* provides an ongoing anecdotal record of each child's progress during daily activities and is collected through the Teaching Strategies Gold program.
- *Child portfolios* are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.

• *Families* are asked to contribute information about their child's progress at home visits and at scheduled parent teacher conferences. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

Below is an overview of the assessment plan for the preschool programs.

Assessment	Purpose	When	Where	Who will Administer
Home Visit Survey	Input from family about child's needs and interest	Home visit before school	Child's home, school, or neutral location	Teacher
GOLD	To guide and inform curriculum, understand student growth and development	Ongoing, all children scored at checkpoints; November, February & May	Classroom	Teacher
Parent Survey	Get family input of child growth in past year	End of school year	Take home survey	Teacher

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

• To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;

• To provide information to parents about their children's developmental milestones;

• To indicate possible areas that require additional assessment.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring semesters. In addition, the Creative Curriculum Progress Report and reports from the Teaching Strategies Gold will be shared at checkpoints throughout the school year with a summative assessment at the end of the school year. The preschool teacher will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the Creative Curriculum Progress Report, Teaching Strategies Gold data, or the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

• The teacher requests assistance from the NWAEA Team as an early intervention process. This team engages in problem identification, plans interventions, provides support, and makes outside resources available to those individuals requesting assistance. The NWAEA team is available and functional for all students and teachers in the building.

• A request made to Northwest Area Education Agency for support and additional ideas or more formalized testing.The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

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

Supervision Policy

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

• All cleaning supplies/poisons out of children reach and are stored properly.

• Classroom and materials checked for cleanliness/broken parts, etc. including playground.

• Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.

• Daily monitoring of the environment - spills, sand, etc. Other serious problems reported to the custodian.

• Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

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

Child Guidance and Discipline

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

Challenging Behaviors

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

• Interacting in a respectful manner with all children.

• Modeling turn taking and sharing as well as caring behaviors

• Helping children negotiate their interactions with one another and with shared materials.

• Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.

• Encouraging children to listen to one another and helping them to provide comfort when others
are sad or distressed

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

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

Water Activities

We have a water table in the classroom for children to stand and play with their hands in the water. During water play children are involved in active experiences with science and math concepts. Children will wash their hands before and after participating in water play activities. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Foods and Nutrition

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of

foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

A snack is served during the morning and afternoon session of preschool. Two food groups will be represented at each snack time as outlined in USDA guidelines. A written snack menu is posted in the classroom and available to families. All menus are kept on file for review by a program consultant. The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered.

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

Food Allergies

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

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

grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

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

Outside Play and Learning

Children will have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. KOK uses the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when children cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment.

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

There are areas on the playground for children to be in the shade and still be active. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to the child's exposed skin (only with your written parental permission to do so) if they are outside 30 minutes or more. KOK Preschool will also use an insect repellent containing DEET (only with your written permission) no more than once a day to protect your child from insect bites.

Toilet Learning

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

• Diapering will only be done in the designated diaper area. KOK Preschool will use disposable diapers or pull-ups unless the child has medical reasons to not permit their use. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Food handling will not be permitted in this diapering area.

• Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 5

• Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

• Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.

• Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

• At all times, caregivers have a hand on the child if being changed on an elevated surface.

• Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

• Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.

• Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

• Potty chairs will not be used due to the risk of spreading infectious diarrhea.

• All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility
of mistakes.

Birthdays

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Those who have summer birthdays are welcome to choose a school day to celebrate with their class.

Communication with Families

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

Weekly notes are sent home each week to inform parents of upcoming events, reminders, skills to practice at home, and learning that will take place.

Arrival and Departure of Children

When bringing the child to school, the car should be parked in the parking lot and the engine turned off before entering the building. Parents or designated adults must either accompany children to the classroom at the beginning of the day or

leave their child in the care of one of the teaching staff. No child will be permitted to leave the building without an adult.

Other than parents or a legal guardian, only persons with prior written authorization (Parent Consent Form) will be allowed to pick up a child from the school.

In the interest of students' safety, parents/guardians/authorized individuals are requested to report directly to the office when picking up their child, other than drop off and pick up times, rather than going to the child's classroom. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and sign the child in.

If your child rides the school bus to school, the teaching staff will go to each bus as it arrives to greet and assist the student off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

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

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. KOK and parents participate in transporting students to field trips. Parents will be informed of each field trip through a newsletter/email in advance. A parent or legal guardian must sign an informed consent form for trips for each child, which is included in the enrollment form. Adult family members are asked to volunteer to go on these trips to provide increased supervision and adult/child ratios.

A first aid kit and emergency contact information for the children in the group will be taken on all trips. Children will be counted before moving from one location to

another. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

Attendance

Students who are enrolled for classes at KOK Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are expected to be in class everyday unless illness or emergency make it impossible to attend. Please email or call if your child will be absent or late for school. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

Children's Records

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

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

Preschool Fundraising Committee and Room Mom Committee

KOK Preschool is humbled to have parents working alongside the staff to ensure fundraisers go smoothly for the families. Communication happens every quarter to

discuss upcoming fundraisers and opportunities to update anything in the preschool. Please let the preschool staff know if you would like to be involved on a committee.

Grievance Policy

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. At KOK, we desire to have an open communication with all our families. If additional help is needed, please contact a preschool staff member.

Family Involvement

We encourage families to be involved in their child's education. Family members are welcome to visit or schedule a time to meet with the staff.

Teachers use a variety of formal and informal ways to become acquainted with and learn from families. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. KOK teachers communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of the child. Parent teacher conferences are held in both the fall and spring semesters, as well as other requested times. At least one Family Night is held during the year.

We value communication and interactions with families to develop strong relationships. Goals for the child will be incorporated into the child's daily schedule and learning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher.

Emails, face-to-face conversations, and phone calls are our way of maintaining open communication with families about their child.

Here are some ways to be involved in your child's preschool experience:

1. Share interests and hobbies of your child with the preschool teacher
2. Return forms and survey's promptly
3. Attend Parent Teacher Conferences in the Fall and Spring
4. Check the child's backpack each day and read the materials sent home
5. Be involved in field trips
6. Share with the students about your career or special interests your family has (baking, cooking, farming, etc.)
7. Share about any family customs or traditions
8. Helping set up and take down for special events, and promoting the preschool's activities

Home Visits

Prior to the start of the school year, home visits are an opportunity for the preschool teacher to get to know the student and family to begin a partnership between home and school to best meet the child's needs. Home visits are held with each preschool child if at all possible. Parents are encouraged to share preferences, concerns, and questions with the classroom teacher.

Parent Teacher Conferences

KOK Preschool will have Parent Teacher conferences in the fall and spring. During the conference, the teacher will share results of classroom assessments (GOLD) and samples of the child's work. The teacher will also share strengths and areas of growth the child shows during that time. A plan to further strengthen the child will be discussed with the teacher and family.

Health and Safety Records

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

Child Health and Safety Records will include:

1.Current information about any health insurance coverage required for treatment in an emergency

2.Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results

3.Current emergency contact information for each child, that is kept up to date by a specified method during the year;

4. Names of individuals authorized by the family to have access to health information about the child

5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes)

6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support

7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

8. For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

General Health and Safety Guidelines

1. All staff involved with the education of a child must be alert to the health of each child, known allergies, or special medical conditions.
2. Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
3. All staff follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
4. All staff are familiar with evacuation routes and procedures.
5. All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
6. At least one staff member who has a certificate of satisfactory completion of pediatric first aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

Illness Policy and Exclusion of Sick Children

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

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

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

- Fever free for 48 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication

- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

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

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

Reporting Communicable Diseases

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

Medication Policies and Procedures

Medication is administered during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. If a medical error occurs, the child's parents will be notified immediately.

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

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

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

Medications will be kept at the temperature recommended for that type of medication, in the school office locked cabinet.

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

Cleaning and Sanitization

The classroom will be maintained in a clean and sanitary condition.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces are washed with a solution of dish soap and water, rinsed with a tap water spray, and sprayed with a disinfectant spray and left to dry. Students do not use the table until the table is dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will be discarded.

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents. When a bodily fluid hazard occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

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

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

Hand Washing Practices

Frequent hand washing is key to prevent the spread of infectious diseases.

Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink.

The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands

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

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

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

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

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

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

First Aid Kit

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

Fire Safety

A fire extinguisher is located outside and inside the classroom. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted quarterly and recorded on a log.

Medical Emergencies and Notification of Accidents or Incidents

Ireton Christian school has in place a "Crisis Response Plan" and "Emergency Operations Plan" that describes the following situations and procedures to follow:

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

This booklet will be posted outside each classroom in the building. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that your child receives a minor, non-life threatening injury during their time at preschool, our teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any minor injury will be reported to the families.

All staff will have immediate access to a device that allows them to summon help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Inclement Weather

For Weather related announcements, listen to KSOU (93.9 FM), KTIV Channel 4, KCAU Channel 9. Announcements will be posted to the homepage of Ireton Christian School and on the school's Facebook page. Announcements will also be texted on "Remind". You may sign up to receive alerts through Remind by contacting the school office with your cell phone number.

Protection from Hazards and Environmental Health

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

Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

Tobacco and Nicotine Free Facility

In compliance with the Iowa Smoke Free Air Act of 2008, Ireton Christian School's buildings and grounds are tobacco and nicotine free. A sign meeting the law's requirements is posted at the entrance to the preschool classroom building to inform people that they are entering a tobacco and nicotine free place. No tobacco or nicotine is allowed on the school grounds or within sight of any children.