

**2017-2018**

# Our Redeemer Preschool Parent Handbook



Our Redeemer Lutheran Church  
Lower Level  
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*Updated: August 24, 2017*

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## **GENERAL**

### **LOCATION**

The preschool is in Our Redeemer Lutheran Church, 2301 E. Court St., (Corner of East Court and First Avenue) Iowa City, Iowa. The preschool rooms can be entered from the east side on the lower level adjacent to the parking lot.

### **PURPOSE**

Our Redeemer Preschool, which is licensed by the State of Iowa, introduces and reinforces the basic Christian truths about God who made us and cares for us, and Jesus who always loves us and forgives us. Qualified, caring Christian teachers encourage each child to grow physically, mentally, socially, and spiritually. Our Redeemer Preschool is governed by the Preschool Board, consisting of members of Our Redeemer Lutheran Church with a parent representative from each preschool session.

### **MISSION**

- To introduce and reinforce the basic Christian truths about God – who made and cares for us, and Jesus – who always loves and forgives us.
- To encourage each child to grow physically, academically, socially, and spiritually.
- To give ample opportunities for independent, self-initiated activities, as well as opportunities for peer interaction and cooperation.
- To provide a carefully structured, but flexible, curriculum that provides each child the opportunity to succeed and feel good about him or herself.

### **ARRIVAL/DISMISSAL**

All children should be brought in through the double doors (east side) by an authorized person. Extended care children should arrive no earlier than the beginning of the session. Preschool children may arrive no earlier than 5 minutes before the Preschool session begins. Please assist your child in finding their cubbies and putting their school bag and items away. Say your goodbye before your child enters the classroom. Any notes, crafts, or information will be placed in their cubbies throughout the day. Children will be greeted inside by one of the staff members so a brief health assessment can be made.

Children must be picked up by an authorized person at the end of the session for which they are registered. It is recommended you wait out in the hallway until we call your child to leave. You can then assist your child in getting ready to leave. During winter, it may take a little longer, so plan for this. Let your child always try to get on their boots, coats, hat, and gloves by themselves. This is so important for learning purposes. If your child is not picked up at dismissal of their session on time, a late fee of \$10 will be charged, to be paid upon arrival of the authorized pick-up person. The child will not be able to attend preschool until this fee is paid.

If there is a court order prohibiting a person from having contact with the child, please provide a copy of that order to the Preschool Director.

All children will be signed in and out. This is so we know your child is safe and leaving with the correct adults.

### **BOOK CLUB**

Each month your child will bring home a book order form which allows you to purchase any of a large selection of good books for your child through the Preschool. This is completely optional. If you choose to buy a book you can order/pay online or you can complete the order form, make your check payable to Scholastic Book Club, and return both to the Preschool. A composite order is sent and the books arrive in 2-3 weeks. The Preschool

earns bonus points on the volume of the order. These bonus points are applied toward free books and other educational supplies for the Preschool.

### **CALENDAR**

Preschool begins after Labor Day at the beginning of September and closes before Memorial Day at the end of May. Vacations and holidays are the same as those of the Iowa City Community School District. Your child will bring home a monthly calendar that will have all the next month's activities on it. Your child will have opportunities to share Preschool activities with the congregation of Our Redeemer Lutheran Church. During preschool, we may take a parade around the church and sing for various groups. Your child will be invited to sing for worship services throughout the year; these are optional.

Our Redeemer Church has many family events that your child will be invited to; Trunk-Or-Treat around Halloween, Dinner and Movie Night, Christmas Cookie Decorating, Easter Egg Hunt, service events, and Vacation Bible School. Activities for church are optional, but we encourage participation to share what your child does in Preschool.

### **CHILDREN SERVED**

Children ages 3-5 years are eligible to attend. Depending upon available openings, children who are toilet trained may enroll at any time of the year after their third birthday. Our Redeemer Preschool admits children of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities of the Preschool. We do not discriminate based on race, color, nationality, or ethnic origin in administration of the educational or admission policies. Church members, currently enrolled children and their siblings are given the opportunity to enroll before the public.

Enrollment is limited to 25 children per session. Three Years of Age (1:8), Four Years of Age (1:12), Five Years of Age (1:15)

### **CLASS PICTURES**

A photographer will come to the Preschool in the fall to take individual pictures. You will be informed of the date the pictures will be taken and how to purchase pictures if you wish. There is no obligation to buy a picture. It is alright if you choose not to purchase pictures, but your child/children will still have his/her pictures taken for a class collage.

### **CLOTHING**

Washable, comfortable play clothing is most appropriate for the varied activities of Preschool. Non-skid shoes are preferred, and no flip-flops. Outdoor and removable clothing should be labeled with the child's name. When boots are worn in the winter, please provide a pair of shoes to wear inside the Preschool. No offensive clothing should be worn. Extra seasonal clothing is to be provided in the backpacks. This includes socks and underwear. If you do not have access to the appropriate attire for Preschool, please contact the director or teacher.

**Safe Backpacks** - Preschool is expected to be sanitary, safe, and hazard free. Make sure that your child's backpack includes: \* socks \* shirt \* pants \* underwear

Make sure your child does not have any sort of candy, medicine, vitamins, pills, choking hazards, or weapons. It is important to ensure that these backpacks are safe and hazard free.

### **CONFERENCES**

Because close communication between teachers and parents is very important in the care and education of Preschool students, we will have conferences twice a year. If, however, you feel it is necessary for a conference at any other time, please contact the Director/Teacher.

## **CURRICULUM**

Our program follows the ‘One In Christ’ curriculum from Concordia Publishing House. This includes short Bible stories, Christian songs, and short prayers along with varied activities in language arts, music, math, science, social studies, physical development and creative arts. We also use small parts of Learning without Tears and Every Day Math that are used in some of the local public schools.

## **DAILY SCHEDULE**

7:30am	Extended Care Drop off
9:00am	Preschool Starts
9:30am	Learning Centers
10:30am	Bathroom/Snack
11:00am	Outside Recreation
11:45am	Story/Music
Noon	Preschool Ends/Pick Up
12:00pm	Lunch
12:45pm	lunch Ends/Pick Up
1:00pm	Quiet/Rest
3:00pm	Snack
3:20pm	Outside/Playground
4:00pm	Learning Centers
5:30pm	Pick Up

## **OTHER INFORMATION:**

- \* Our Preschool starts after Labor Day and ends before Memorial Day.
- \* Openings are determined based on the number of children allowed on-site, at one time, as stated by the preschool’s state license. Children may enroll throughout the school year as spaces allows.
- \* Scholarship information is available upon request.
- \* Extended Care hours – Students may be dropped off any time after 7:30am. In the afternoon, a student can be picked up any time before 5:30pm.
- \* An AM snack will be provided by a preschool student on a weekly rotating basis. Those preschoolers staying for lunch should provide their own bag lunch. No breakfast will be offered. An afternoon snack will be provided by the preschool.
- \* If Iowa City Schools are delayed, no preschool, extended care starting at noon.
- \* If Iowa City Schools are cancelled, no preschool or extended care.
- \* If Iowa City Schools close early, we have extended care.

Visitors/Speakers will be worked into the schedule as seen fit.

If your child will be gone from preschool, notify the Preschool Director/Teacher as soon as you know. Call first #338-3949, and if no one answers leave a message and/or email [preschool@ourredeemer.org](mailto:preschool@ourredeemer.org).

## **LUNCH**

If attending lunch, each preschooler will bring their bag lunch. Refer to Child and Adult Care Food Program Handy Guide to Creditable Foods list given at Orientation. If a lunch does not meet these standards, the Preschool must provide the nutrition the student is lacking.

## **MEDIA POLICY**

In the PARENT EMERGENCY MEDICAL CONSENT form, there is a MEDIA POLICY section that needs to be filled out and signed (whether yes or no). Your child’s picture may be used on our Preschool website, in the Preschool weekly newsletter, in the church Newsletter, and posted on the wall in the Preschool hallway. Occasionally a photographer from a newspaper may take pictures. No staff member will share a photo of your student without permission. This includes posting on any personal media site or email.

No regularly scheduled video/technology screen time is offered within our Preschool time. Occasional age appropriate movies/shows will be viewed for a limited time.

## **MY PRESCHOOL CONNECTION**

As needed, your child may have a My Preschool Connection filled out, completed and handed to their parent. This may be about your child’s behavior, an incident that happened, minor injury, change in child’s health, or words of encouragement about your child’s day. This is one more way of communication from Preschool to parents.

## **ORIENTATION**

A parent/child orientation will be held in late summer prior to the opening of Preschool. You will receive a letter with more information and the date of this meeting. You will receive details on the school year and responsibilities of the child, adults, and Preschool.

### **PERSONAL CHANGES**

Please provide a prompt notification of any change of address or phone number of your home, job, childcare provider, etc. or names of people authorized to pick up your child, as well as an updated Immunization Record. It is extremely important that we have this up-to-date information so we can contact you immediately if needed.

### **REQUIREMENTS FOR ENROLLMENT**

The following forms need to be completed, signed, and returned by September 1<sup>st</sup>:

1. Registration Form
2. Intake Sheet
3. Physical Assessment and Health Form (yearly)
4. Certificate of Immunization
5. Parental Emergency Medical Consent
6. *Our Redeemer Preschool Parent Handbook* – Signature Sheet
7. Financial Agreement
8. September Tuition Payment

### **SESSION HOURS**

Preschool session hours are daily from 9:00am to 12:00pm. Optional extended care times are available as space permits (25 student maximum);

\* Monday/Wednesday/Friday \* Tuesday/Thursday \* 5 days a week (Monday through Friday)

### **SNACK**

A morning snack will be provided on a rotating basis by the preschool parents. Preschool will provide as needed, as well as a daily afternoon snack. Your child can provide a non-food item or an additional snack on/close to his/her birthday when assigned. Cupcakes or a sweet treat are acceptable as a birthday snack as long as a healthy snack is provided as well. Snacks provided must meet the Child and Adult Care Food Program Handy Guide to Creditable Foods. This list is established by USDA and the Iowa Department of Education, Bureau of Nutrition and Health to help assure good nutrition for all participants. Snack menus will be planned a month in advance, made available to parents, and kept on file. Substitutions will be recorded and kept on file. We will not serve children not enrolled in Preschool. If there are food allergies, please indicate these in your student's Physical Assessment and Health Form.

### **STAFF**

The Director/Head Teacher of the Preschool, as well as all Assistants, meets the qualifications outlined in the Iowa Department of Human Services Comm. 204 Licensing Standards and Procedures.

### **TOYS/SHARING**

Please do not allow your child to bring toys to Preschool. They may get broken or misplaced and can be a distraction during planned activities.

### **TUITION AND FEES**

A non-refundable registration fee of \$50 must accompany the registration form. The monthly tuition fee is payable by check or money order to Our Redeemer Preschool. Payments are due by the first of each month. After the 10<sup>th</sup> day of the month, a \$10.00 late fee will be assessed. In the event a tuition payment by personal check is returned by the bank due to insufficient funds, there will be a service fee of \$35 added to the balance

owed the Preschool. Payment to correct the returned check and returned check fee must be paid in cash or by money order.

No adjustment in fees will be made for sickness, for a child on vacation, for school being closed due to poor weather conditions, or for those who choose not to attend each day of their scheduled sessions. The first payment for September tuition is due August 1<sup>st</sup>; therefore, no payment will be due in September. Monthly tuition payments will begin on October 1<sup>st</sup>.

Members of Our Redeemer Lutheran Church who attend church services at least 50% of the time receive a 20% tuition discount for each child enrolled. Non-members of Our Redeemer Lutheran Church receive a 20% tuition discount for each sibling enrolled.

Financial Aid is available for those who complete the Application Form and the Confidential Agreement Form. Give all forms in a sealed envelope to the Director/Teacher who will deliver it to the current Preschool Board Director.

_____ (M/W/F)	Preschool Program	9:00am-12:00pm	\$200/month
_____ (M/W/F)	Preschool Program with lunch	9:00am-12:45pm	\$263/month
_____ (M/W/F)	Preschool Program with MORNING extended care		\$294/month
_____ (M/W/F)	Preschool Program with AFTERNOON extended care		\$546/month
_____ (M/W/F)	Preschool Program with FULL day extended care		\$641/month
_____ (T/TH)	Preschool Program	9:00am-12:00pm	\$147/month
_____ (T/TH)	Preschool Program with lunch	9:00am-12:45pm	\$189/month
_____ (T/TH)	Preschool Program with MORNING extended care		\$210/month
_____ (T/TH)	Preschool Program with AFTERNOON extended care		\$378/month
_____ (T/TH)	Preschool Program with FULL day extended care		\$441/month
_____ (5 Day)	Preschool Program	9:00am-12:00pm	\$331/month
_____ (5 Day)	Preschool Program with lunch	9:00am-12:45pm	\$436/month
_____ (5 Day)	Preschool Program with MORNING extended care		\$488/month
_____ (5 Day)	Preschool Program with AFTERNOON extended care		\$908/month
_____ (5 Day)	Preschool Program with FULL day extended care		\$1,066/month

### **VISITING THE CLASSROOM**

Parents may have unlimited access to their children at any time unless parental contact is prohibited by a court order. We encourage you to wait until early October before your first visit. It takes time for the children to adjust to the routine and schedule of Preschool. All visitors will sign in and sign out.

### **BOARD OF DIRECTORS**

Our Redeemer Preschool is governed by a Board of Directors comprised of the Director and staff, a representative from current parents/guardians, and members of the church. If you would like more information about serving on the Board of Directors, please contact the Preschool Director.

### **EXTENDED CARE**

If your child will be in extended care after lunch, please have your child bring a blanket and/or item for rest time.

# **POLICIES**

## **ABSENTEEISM**

If a child is absent, please notify the Preschool by 8:00am that day or as soon as possible. If a child is absent on a continuous basis for the duration of at least 2 weeks without any notification to the Preschool staff, it will be noted that the child has dropped out of the Preschool program. Policy for reinstatement into Our Redeemer Preschool is payment of the required registration fee.

## **ACCESS POLICY**

One of our primary goals is to provide a safe, loving, learning environment for all our children. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care. For a person to have “Unrestricted access” the following must have occurred; staff member, substitute, or volunteer who has had a record check and approval to be involved with child care. The “Unrestricted access” does not apply to the parent/guardian or custodian regarding their child.

Staff members will limit, to the best of their knowledge and ability, the people allowed on the property when children are present. It will be limited to authorized persons who include: director, assistant director, food service manager, kitchen assistant, teachers, teacher assistants, teacher aides, custodian, authorized church staff members, and parents/custodians of the children enrolled. Any other person on the property needs to sign in as a visitor (added) and will be closely supervised and monitored by one or more of the authorized persons depending upon 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” will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant to fulfill this responsibility. If there is a conflict of interest the director, assistant, or authorized church staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access to the center contingent on written permission from the director relating to their own minor child coming to and leaving the child care center. They must stop by the church office (on the upper level) to obtain assistance from the director or assistant to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

## **BITING**

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. Any broken skin is reported to the Preschool Director and to the victim’s parents as quickly as possible.
- The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.



We make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child and to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

### **CANCELLATIONS DUE TO POOR WEATHER CONDITIONS**

To check for Our Redeemer Preschool and ICCSD announcements, tune into KCRG or visit them online: [www.kcrg.com/weather/closings/](http://www.kcrg.com/weather/closings/) or listen to KXIC (800 AM) radio.

- \* If Iowa City Schools are delayed, no preschool, extended care starting at noon.
- \* If Iowa City Schools are cancelled, no preschool or extended care.
- \* If Iowa City Schools close early, we have extended care.

### **CRIMINAL AND CHILD ABUSE RECORD CHECKS**

Criminal and child abuse record checks are required on staff, substitutes, and volunteers used to meet ratio requirements. Individuals are prohibited from involvement with child care when they have the following convictions or founded abuse reports:

- Founded child or dependent abuse that was determined to be sexual abuse.
- Placement on the sex offender registry.
- Felony child endangerment or neglect or abandonment of a dependent person.
- Felony domestic abuse.
- Felony crime against a child including, but not limited, to sexual exploitation of a minor.
- Forcible felony.

The Department of Human Services will notify parents if a founded abuse (confirmed and placed on the Registry) ever occurs in the Preschool.

### **DISCIPLINE** (See Appendix A)

We believe in a positive approach to discipline. Our rules are basic: 1) Walk in our room, 2) Use an inside voice, 3) Keep our hands to ourselves, and 4) Put toys away after using them. If a child has difficulty remembering our rules, he or she is reminded of Preschool expectations.

The teachers use positive guidance, redirection and problem solving. These rules are clear and understandable, thus fostering the child's ability to become self-disciplined. A "quiet place" may be used in situations involving aggressive behavior or deliberate disobedience. Parents are contacted if there is an ongoing situation.

In the case of persistent inappropriate behavior, the child's parents will be notified and asked to be involved. The teacher will discuss the situation with the parents to find the possible cause of the behavior. The teacher and the parents will, together, develop strategies for dealing with the unwanted behavior, which could be implemented at home in the setting. Should it be necessary and with the consent of the parent, advice and assistance will be sought from relevant external specialists to address the matter. In extreme cases, to protect other children and staff, we reserve the right to exclude the child from the group, this may be a temporary or permanent measure.

### **DISMISSAL**

The Preschool will schedule a confidential conference with the parent(s) if:

- Tuition payments are more than 15 days past due.
- The family fails to meet the policies of the Preschool as outlined in this Handbook.
- The child has special needs which we cannot adequately meet with our current staffing.
- The parent or child has exhibited physical and/or verbal abuse to our staff or children.
- The child is not able to adjust to the group experience.

A student may also be released through a letter if the parent(s) have been negligent informing the director/staff of their child no longer attending. The services of an Area Education Consultant may be requested as part of the effort to resolve behavior concerns. At the conference, a written plan for resolution of the problem will be drafted and signed by all in attendance. A copy of this plan will be provided to the parent(s). A follow-up meeting will be scheduled after the initial meeting, at which time progress will be discussed. If satisfactory progress has not been noted at the

second meeting, the Preschool may ask that the parent(s) withdraw the child. A refund of tuition will be made for the remainder of the month if parents ask.

## **EMERGENCY EVACUATION POLICY** (See Map Appendix B)

### **Blizzard/Weather:**

Decisions for early closure are made by the Director. Any early closure will be announced on KXIC (800 AM) radio or KCRG television.

- Parents will be contacted as soon as possible to pick up their children.
- Children will remain under the supervision of the Preschool teacher until all have been picked up.
- If six or less are present, only one staff member is necessary.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

### **Earthquake:**

- As determined by staff, children and staff will go into the hallway outside the classroom.
- If outside, children and staff will move away from the building and playground equipment.
- If there is structural damage to the building, children will walk with staff members to Hoover Elementary. Immobile student(s) will be placed in a wheelchair or carried and ‘pushed/walked’ to Hoover by a staff member.
- Children's emergency forms will be taken when leaving the building.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up their children.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

### **Bombs:**

- Any staff informed of a bomb threat will immediately notify the Director and church secretary in order to alert all staff members.
- The Iowa City Police will be notified and the school will be evacuated in a manner similar to a fire drill.
- If there is cold or inclement weather, children will walk with staff members to Hoover Elementary.
- Children's emergency forms will be taken when leaving the building.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up their children.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

### **Fire:**

- When a fire emergency is detected, children and staff will be evacuated according to fire drill instructions.
- If there is cold or inclement weather, children will walk with staff members to Hoover Elementary. Immobile student(s) will be placed in a wheelchair or carried and ‘pushed/walked’ to Hoover by a staff member.
- Children's emergency forms will be taken when leaving the building.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up their children.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

**Tornado:**

- In the event of a tornado warning, children will be moved to the lower hallway away from all glass.
- As the children gather in the assigned area, each child will kneel, put their head in their lap, and use their arms to cover the back of their head.
- If structural damage occurs, the Iowa City Police and Iowa City Fire Department will be notified.
- If it is necessary to evacuate and there is cold or inclement weather, children will walk with staff members to Hoover Elementary. Immobile student(s) will be placed in a wheelchair or carried and 'pushed/walked' to Hoover by a staff member.
- Children's emergency forms will be taken when leaving the building.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up their children.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

**Power/Utility Failure:**

- Children will remain in classroom.
- We will continue to follow scheduled activities if possible.
- Parents will be contacted as soon as possible to pick up their children if early dismissal is necessary.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

**Intoxicated Parents:**

- A staff member will attempt to detain the parent.
- Another staff member or church secretary will contact another person from the emergency contact list and request pick up.
- The parent will be informed that the Iowa City Police will be called.
- Staff will notify the Police of the situation; mandatory reporting will occur.
- A summary report will be submitted to the preschool board.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

**Intruder:**

- If it is determined that an intruder may be harmful, staff members will close and lock all preschool doors.
- A staff member will contact the Iowa City Police.
- We will proceed as instructed by the Police.
- If children need to be moved they will go directly to Hoover Elementary. Children's emergency forms will be taken.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up their children.
- A summary report will be submitted to the preschool board.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

**Lost or Abducted Children:**

- One staff member will remain with the children.
- A second staff member will alert others in the building to assist the search.
- If the child is not found in ten minutes, parents and the Iowa City Police will be notified.
- Staff will proceed as directed by the Police.

- Heidi Brown, Department of Human Services Licensing consultant, will be contacted by the Preschool Director #563-263-9302 x125.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

### **Chemical Spills:**

- Staff and children will leave the area immediately.
- A staff member will contact the Iowa City Fire Department and follow their directions.
- Staff and children will evacuate the building according to the fire department instructions, if necessary.
- If there is cold or inclement weather, children will walk with staff members to Hoover Elementary. Immobile student(s) will be placed in a wheelchair or carried and 'pushed/walked' to Hoover by a staff member.
- Children's emergency forms will be taken when leaving the building.
- Children will be counted and parents will be contacted to pick up their children.
- Every staff will ensure that a child needing special accommodations will be evacuated or placed in a secure location.

The binder that includes the **Emergency Preparedness and Response Planning Guide for Child Care** is in the preschool room. You may look at it at anytime.

### **FIELD TRIPS**

Occasionally, teachers plan walking field trips such as a walk around the block, to one of the local parks, or pet store, or a ride on the bus to a specific location such as the library. Whenever a non-walking field trip is scheduled you will receive written notification at least 24 hours in advance. Our Redeemer Preschool staff will provide field trip transportation services and their mileage will be kept and turned in to the church bookkeeper. We appreciate any help you can give us when we plan these outings. If you do not want your child to take any field trips, please let us know. Occasionally we take an all school field trip. When this happens, you are welcome to join us and drive your own child(ren). Siblings can come if they are transported by their parent. When the field trip is off the preschool property, a permission form will be completed by the parents and turned into the Director/Teacher. Each vehicle will carry permission forms and emergency forms for each child riding in the car. Parents will need to supply and install a car/booster seat to be used during transportation. No children are allowed in front seats of vehicles. No Smoking signs will be posted in each preschooler's vehicle. Staff and drivers should stick to the prescribed departure and arrival times. No deviation from the announced itinerary is allowed. If any vehicles must transport more than 5 children, a second adult must be present in that car. Children under the age of 6 will be secured in a federally approved child restraint system. Drivers of vehicles shall possess a valid driver's license and shall not operate a vehicle while under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair the driver's ability to operate a motor vehicle. Transportation for field trips is conducted in accordance with the licensing rules set forth by the Department of Human Services chapter 109 section 441-109.10(12&13).

### **FIRE/TORNADO DRILLS**

Fire drills and tornado drills are practiced monthly and documented.

### **FOOD PREPARATION**

All food brought from home and/or donated to the church will be inspected to make sure it is sealed and clearly labeled. A refrigerator is located in the Preschool as well as in the church kitchen. Expiration dates and sealed containers will be closely monitored by the staff. If food has not been used upon the expiration due date, the contents will not be served and will be placed in the garbage.

All staff will wash their hands properly before touching any food.

Step one: WET HANDS

Step two: SOAP. Use soap, preferably anti-bacterial.

Step three: SOAP/LATHER. Lather well beyond the wrist--make lots of bubbles! Wash with warm water. Work all surfaces thoroughly including wrists, palms, back of the hands, fingers and under the fingernails. Rub hands together for at least 20 seconds.

Step four: WET HANDS

Step Five: TURN water off with clean towel and toss in the garbage.

If any non-disposable dishes are used, they will be run through the dishwasher in the church kitchen after use. All garbage will be taken to the outside receptacle daily.

## **HEALTH**

1. The Preschool and Our Redeemer Lutheran Church are smoke free environments.
2. PARENTS SHOULD KEEP CHILDREN HOME IF HE/SHE:
  - Has a fever of 100 degrees or higher or had one during the previous 24 hours
  - Has vomited in the last 12 hours
  - Shows symptoms of a possible communicable disease (such as reddened eyes, sore throat, rash, headache, abdominal pain, or fever)
  - Has diarrhea
  - Began taking antibiotics in the last 12 hours
  - Is overtired. A tired child is more susceptible to illness.
3. A teacher will assess the health of each child upon arrival. A child showing obvious signs of illness such as undiagnosed rash, fever, vomiting, or diarrhea will not be allowed in school.
4. A child may return to preschool after he/she has stopped vomiting and has been fever free for 24 hours without fever-reducing medication has been taking antibiotics for 24 hours, or when a physician has indicated he/she is no longer contagious.
5. Parents are expected to notify the director when their child is ill. By 8:00am, if a child develops a communicable disease, other parents must be notified of possible exposure.
6. Children may return to school 24 hours after head lice have been treated.
7. Children will wash their hands:
  - After arriving at Preschool
  - Immediately before eating or participating in any food service activity
  - After using the rest room
  - After handling animals

## **MANDATORY REPORTING AND CHILD ABUSE**

Chapter 232 of the Iowa Code mandates all child care employees report suspicious cases of child abuse or neglect to the Department of Human Services for investigation. All staff members are required to be trained in these procedures. It is not the Preschool's responsibility to determine what happened. Trained Department of Human Services investigators will decide whether abuse actually occurred and take steps to correct it, if necessary. The staff of this Preschool is committed to supporting the child and family in correcting and alleviating the problem, if present. Any mandatory reporter participating in good faith in making a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed. (#1-800-362-2178)

## **MEDICAL/DENTAL ACCIDENT/SUDDEN ILLNESS**

In the case of a medical or dental accident or sudden illness, a parent will be notified immediately and the child will receive prompt medical care. If the child's parents cannot be reached, the individuals designated as emergency contacts will be called. The child will be isolated and cared for by a staff member. Parents are expected to pick up the child within an hour of notification. If the accident or illness is of an emergent nature, the

child will be transported to the medical facility indicated by the parent. All accidents/incidents will be reported and logged in the student's personal information folder. A copy will also be handed to the parents on the date the incident occurs. If minor injury or behavior occurs the child's parents will be notified through email or a My Preschool Connection.

### **MEDICATIONS**

A written authorization is required from the parent to administer medication or apply sunscreen or lotion. This authorization must be initiated every 30 days by the parent for any medications that are administered on an ongoing, long-term basis.

All medications will be stored in their original containers, with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public. Non-prescription medications will be labeled with the child's name.

For every day, an authorization for medication is in effect and the child is in attendance, there will be a notation of administration including the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medication or the reason the medication was not given.

### **WITHDRAWAL**

After starting Preschool, if you feel your child is not ready for the group experience, or if you question your child's continued enrollment for any reason, please contact the Director immediately. We do not believe your child should remain in school unless he/she derives some benefit from the program and /or experience. If your child must leave Preschool for any reason (withdrawal, moving, change in family situation, etc.), please submit in writing a 2-week notice. Tuition will be collected for the ½ month period following the submission of termination notice. In an emergency, please contact the Director.

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## **OUR FINAL THOUGHTS**

Our hope is that your child will have a happy and enjoyable experience of loving, caring, sharing, and learning with us. If at any time you have questions, concerns, or suggestions about any part of our Preschool program, please speak with us. We care about our children and our parents, and we want to try and meet the needs of everyone.

We also invite you to worship services held every Saturday at 5:30 pm and Sunday at 8:00 am and 10:30 am. Sunday School is at 9:15 am for adults, youth, children, and infants/toddlers.

Our Wednesday Night Midweek classes are for children Preschool through High School from 6:45pm till 8:00PM.

# Appendix A

## POSITIVE GUIDANCE TECHNIQUES

Positive guidance techniques are used so that a child can develop trusting and relationships. Using these techniques takes more energy because it requires the social environment to be trustworthy, to develop social skills by demonstrating, explaining and modeling, to understand cultural differences, to have routines, and to have a physical space that is comforting.

Start developing a social environment in which positive guidance techniques can be utilized by observing the center's environment for practice and social patterns that lead to problem behaviors. Is your center modeling sharing, polite and positive behaviors? Is the center predictable and calm, so that children feel safe and secure? Are toys organized in different areas of the room so that children have room to play and can access the toys?

Intervene to change the practice or social patterns to prevent problem behaviors. For example, biting by infants and toddlers is a message or communication. The communication being expressed could range from "my gums hurt", to a way to get access to a toy, or an expression of anger. Your answer to "what is going on with the child in context of the center's environment" governs your response. Seek to understand how the social and physical environment of the center leads to problem behaviors and change the environment.

A good thing to always remember:

Trust is necessary for children to develop healthy relationship skills.

Physical or humiliating punishment is used to hurt and can result in relationships where distrust of others is learned. The message to children is that it is okay to hurt people; okay for people who care for you to hurt you, and it is okay for you to hurt people you care for. It is okay for bigger people to use force on smaller ones.

Techniques to use when disciplining

- **DISTRACTION/REDIRECTION**

This is a way of life with the under three crowd.  
Can be very useful with preschool ages through teens.

- **HUMOR**

Never underestimate the power of a little bit of levity.  
A great way to diffuse a tense situation so that it can be dealt with more effectively.  
This can be particularly helpful with school age children.

- **POSITIVE REINFORCEMENT**

Find someone doing something good and be really interested in what they are doing!  
Look for what the child does that you like. Say SO!!!!  
Praise the child for doing the appropriate thing.

- **IGNORING**

The fastest and most effective way to gain control is to ignore persons not following the rules.  
Pick your battles. If it is not hurting anyone or property, is it worth it?

- **ACTIVE LISTENING**

Sometimes it is enough for a child to hear that you understand and accept their feelings. *“You feel real mad that it is time for come inside now.”*

A way to deal with tattling: *“Joey hit me.”*

Ask *“Did you tell him how that made you feel and what you wanted him to do?”*

*“Do you feel that he listened to you?”*

Go with the child to the other child and say:

*“John has something to tell you and wants you to listen to him.”*

Listen then and ask, *“Do you want to say anything to John? Good job, boys. Next time, I bet you can do this all by yourself.”*

- **CONSISTENCY**

So very important!

Say what you mean and follow through.

- **UNDERSTAND THE IMPORTANCE OF ROUTINES**

All children need consistency and stability in caregivers and day to day programming. This consistency helps them to know what to expect and helps to make them feel psychologically safe and secure. Some children tolerate changes to the routine better than others. All children need to be prepared for routine changes because it helps to alleviate the shock of the change and maintains an environment that is secure and trustworthy. For children who have a difficult time with transitions, more preparation and patience is required to help them cope successfully with change.

- **CHOICES**

Choice does not mean allowing a child to choose not to follow a directive.

Give the child some control over the situation.

Offer only choices, you intend to honor

- *“Do you want to go inside?”* Instead give a five-minute warning so they are able to finish what they are doing.
- *“Do you need to go to the bathroom?”* Instead say: *“It’s time to go to the bathroom, are you going to do it all by yourself or would you like me to help you?”*
- *“You need to select an activity.”* Instead say: *“Would you like to select an activity or would you like me to help you?”*

- **BEHAVIOR SPECIFIC DIRECTIVES**

Let a child know exactly what it is you want.

*“Be good”* vs. *“I want you to pick up your toys and come sit at the table.”*

Tell the child what you want them to do, not what to stop

*“Please use inside voices”* vs. *“Stop screaming.”*

- **SETTING LIMITS / EXPECTATIONS**

These are rules about inside voices, taking turns, saying please and thank you, help others and etc.

Limits are necessary and help kids feel safe and secure if the rules are simple and positive.

- **UNCONDITIONAL POSITIVE REGARD**

Children do not have to earn this by behaving in a certain way.

This is our right as human beings.

- **NATURAL / LOGICAL CONSEQUENCES**



Natural consequences happen **without** adult intervention.

*“If you don’t come to snack now all the apples will be gone and you won’t get any.”*

Logical consequences **do** require adult intervention.

*“If you choose to throw sand again, you will need to stay out of the sand for the rest of the day.”*

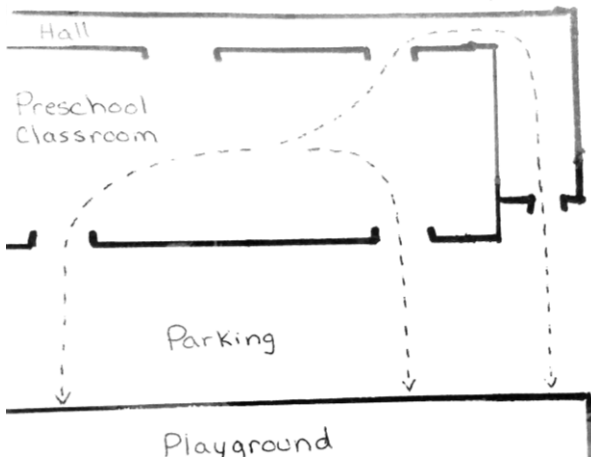
## Appendix B

# EMERGENCY PROCEDURES - CALL 911 FOR FIRE AND RESCUE

### FIRE PROCEDURE

1. Fire Alarm (to practice press test on Carbon Monoxide Tester)
2. Look for Director with arm raised
3. Listen for directions
4. Follow quickly and quietly out the door
5. Stop at the playground fence
6. Turn and face the building

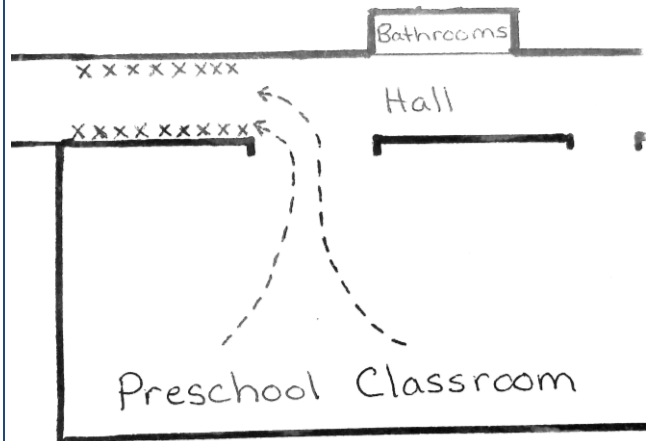
#### FIRE EMERGENCY ROUTES



### TORNADO PROCEDURE

1. Siren (to practice ring bell)
2. Look for Director with arm raised
3. Listen for directions
4. Follow quickly and quietly out the hallway side back door
5. According to number of kids, line up against hallway walls with adults on the ends.
6. Hold head between legs sitting on the ground.

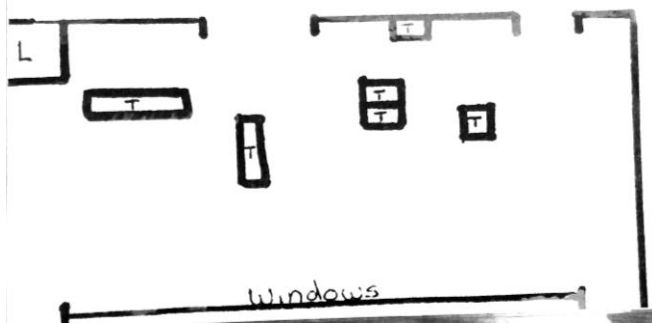
#### TORNADO ROUTES



### EARTHQUAKE PROCEDURE

1. To practice use a whistle (located in first aid kit in classroom)
2. Look for Director with arm raised
3. Listen for directions
  - All staff help children get under the tables away from windows the best you can.

#### DIAGRAM OF ROOM



### FLOOD PROCEDURE

1. To practice use the tambourine
2. Look for Director with arm raised
3. Listen for directions
  - Line up by the entry door.
  - Follow quickly and quietly out the main door
  - Walk upstairs to Library
4. Call Parents

#### FLOOD ROUTE

