



Parent Handbook

Grace Lutheran Preschool

415 10th Street

DeWitt, IA 52742

563.659.9193

preschool@gracedewitt.org

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Mission Statement:

In grateful response to God's grace and empowered by the Holy Spirit through Word and Sacraments, the mission of Grace Lutheran Preschool is to provide parents and their preschoolers with opportunities to fulfill a child's spiritual, intellectual, emotional, social and physical needs.

Philosophy:

"Train up a child in the way he should go; and when he is old, he will not depart from it."
Proverbs 22:6

Grace Lutheran Preschool (GLP) is dedicated to sharing the good news of salvation in Jesus Christ with preschoolers and their families. It is the aim of GLP to help the children grow in their understanding of how wonderfully God has made them and that they are loved by God. This is accomplished through a caring and loving Christian environment that encourages independent and group learning through play, exploration and hands-on activities.

Goals:

- 1) Spiritually, students will come to know Jesus as their friend who will never leave them.
- 2) Intellectually, students will participate in learning experiences which promote exploration, creativity, language and concept development.
- 3) Emotionally, students will be helped to live confidently as beautiful creations of God and to develop positive self-awareness.
- 4) Socially, students will be involved in a sharing, caring environment where relationships with others are strengthened through interaction and through the practice of self-control.
- 5) Physically, students will have the opportunity to develop large and small muscle skills and good healthy/safety habits.

Dear Parents,

When you ask your child what he/she did in preschool today, the response may be, "I played!" This is a very good answer because *play* is your child's way of learning about the world. What your child probably can't explain to you is what was learned through play.

Through the curriculum at GLP our preschoolers will learn that a loving God is always watching over their lives. They will discover that they can have a happy time away from home and that the teachers will be there for help and comfort whenever needed.

Our preschoolers will be encouraged by the staff to experiment with new things without the fear of making mistakes or failing. Since God has made each one of us in a unique way, we are blessed with different abilities and talents. Students will be allowed to explore new things in ways that are comfortable and allow for different learning styles, as long as this is not harmful to them and doesn't interfere with the learning of their classmates.

While at preschool, students will learn that the toys and learning materials are for all the children which requires learning to share and take turns. We will help all our preschoolers discover the wide variety of God's blessings. They will learn new stories, words, create new friendships and explore all that preschool offers. We will provide opportunities that grow imagination through gluing, cutting, painting and dramatic play.

As parents, you have been your child's first teachers at home. How far along your child is in these and other learning experiences depend upon many factors including age, individual growth patterns/development and home experiences.

We are excited at what our year has in store for all of us and we are anxious to work with you as we explore the world of preschool!

Sincerely,
Christine Greve

Curriculum:

Grace Lutheran Preschool uses child-friendly themes. Four-Year-Old Preschool curriculum is aligned with *Creative Curriculum GOLD* and *Handwriting Without Tears*. Jesus Time materials for the 3s classes are taken from *The Beginners Bible*.

Sponsorship:

We are a ministry and outreach of Grace Lutheran Church. We received a grant from the Clinton/Jackson County Empowerment Board in 2009 to help with our start-up costs and funding our classroom associates. Currently, funding comes from the State of Iowa's Statewide Voluntary Preschool Program, tuition (3s), fundraising and members of Grace Lutheran Church.

Admission Policy:

Children must be 3 or 4 years old on or before September 15th. Children should be toilet trained by the time they begin class. The Iowa Department of Human Resources requires the following forms be returned to GLP before the first day of school:

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|--------------------------------|---|
| *student enrollment form | *pick-up authorization/medical release form |
| *field trip/media release form | *immunization form – signed and dated |

- Physical form must be signed and dated and returned to the preschool within the first thirty days of school or the 25th of September, whichever comes first.

GLP admits students of any race, color, national or ethnic origin to all the rights and privileges, programs and activities generally accorded to students at school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies or any other school administered programs. GLP is a non-profit Christian preschool licensed by the State of Iowa. It complies with all standards set forth by the Iowa Department of Human Services (DHS).

Confidentiality of Records:

A child's record files are open only to the child's teacher, the director, Quality Preschool Program Standards representatives, authorized employees of the licensing agency (DHS) and the child's parents or legal guardians.

Updating Records:

Parents must notify the director, immediately, of any changes in address, phone numbers (including cell phone numbers) or place of employment. In the best interest of all children, our files must be current.

Payment Policy:

Registration for the 3s classes is \$35. This fee is non-refundable. Tuition is divided into 9 equal payments (September – May) and is due by the 1st of each month. These payments remain the same regardless of the number of class days in a month, absences due to illness or family vacation or weather-related closings. Tuition for the 3s classes is currently \$110/month.

Payments received after the 15th of the month are subject to a \$10 late fee. If a family falls one month behind in payments, the child will be unable to attend class until the account is paid and brought up to date unless other arrangements have been made. At the end of the second month, if a family has not made arrangements for a new payment schedule, termination of the child's enrollment at GLP will occur. A \$15 fee will be added to your account for any returned checks. Two bad checks will result in cash payments for the remainder of the year.

If, for any reason, a parent wishes to discontinue a child's enrollment at GLP, a written 14-day notice is required. Without this notification, the family will be responsible for one month's tuition after the child's last day of attendance.

Information for the 4s Classes:

The information in this handbook is site specific to our location. For more information, please read the District Preschool Handbook. This is located on the district website under the Elementary School tab (click preschool). <http://www.cd-csd.org/>

Forms of Communication:

Since education and upbringing of your child is a joint effort, it is important that communication remain open between parents and preschool staff. GLP uses The Seesaw App as the main form of communication with our families. The following will be sent via Seesaw:

- 1) Monthly calendar – identifies days that GLP is not in session, vacations, and special events.
- 2) Snack calendar – identifies the snack for the day or if it is someone's birthday. The daily snack may be changed. Any changes will be posted on the snack calendar outside the classroom.
- 3) Monthly newsletter – identifies themes, Jesus Time stories, shape, color, number and/or letter focus for the week in addition to other important information families need to know.
- 4) Weekly Reminders of important events.
- 5) School Delays/Dismissal-if the school schedule has changed for any reason.
- 6) Pictures/Children's Work-will be uploaded to share with families on the Seesaw App.
- 7) Parent Handbook – states policies and procedures at GLP that follow the rules and regulations of the DHS.
- 8) Backpacks and Take-Home Folder – Each child needs to have a full-sized backpack, NO WHEELS, which will hold our take home folder (school provides) and your child's change of clothes. Any forms, tuition, book orders and notes should be placed in the folder. We check the folders, **not the backpacks for communication from you.** Please empty your child's folder after each class unless there is a form that says to keep it in the folder (examples would be a reading log, behavior chart, etc.).
- 9) Phone Calls/Emails – Please call or email with any questions or concerns you may have about your child or the preschool. If you would like to talk with the teacher in person, please do so at the end of class. We have so much to do and so little time that we need to start class on time. Staff is on site from 7:45-3:00 on school days, except for late start or early dismissal days. The phone number is 659-9193 or the email address is preschool@gracedewitt.org.
- 10) Absences – Please call GLP (659-9193) if your child is going to be absent for any reason. You may call the preschool 24/7 and leave a message for preschool staff. **IF** your child is in the 4s class and rides the bus to or from school, it is your responsibility to call the transportation office to let them know your child will not be riding that day. That number is 659-0706.

11) Parent/Teacher Conferences – The 4s classes have conferences in October and February with progress report available at the conferences and sent home at the end of the year. The 3s receive progress reports in November and at the end of the year. Parents may request a conference by contacting the teacher.

Snacks & Nutrition:

Please make sure that your child eats a sufficient breakfast or lunch prior to coming to preschool. Our snack doesn't replace a meal for a growing child. The children will have the opportunity to eat snack together during class. The snack is provided by the preschool. Sometimes the children will have a cooking project and will prepare their own snack. GLP will either provide 1% milk at snack. Water is available at all times.

Iowa DHS standards state that items such as cookies, cakes, cupcakes, fruit roll ups, fruit chew snacks, Jell-O, pudding, popcorn and chips do not qualify as a nutritious snack choice. These items may be served with another healthy choice or may be used for party days or birthdays.

Iowa Code also states that the preschool will serve each child a snack as defined by the *Child and Adult Care Food Program (CACFP) Guidelines*. A list of approved snacks is posted in the preschool room.

School Closing Policy:

If the Central DeWitt Community School District in DeWitt closes due to weather conditions (fog, ice, snow, etc.), GLP will also be closed. Please check Seesaw, local TV stations or check on the district website for this information. www.cd-csd.org

If there is a late start, morning classes will not meet. If there is an early out, the afternoon class will not meet.

Incident Reporting:

Incidents or accidents resulting in injury to a child will be reported on the day of the incident in writing to the parent or person authorized to pick up the child. The written report will be prepared by the staff member who observed the incident and will include a general description of what happened, and the action taken, if any, by the staff. Two copies will be sent with the child. One copy should be signed and returned to the preschool for the child's file. An incident report will not be filled out for paper cuts or when the staff replaces a band aid a child came to school with.

Photo Policy:

The Photo Policy is part of the required documentation to start Preschool. We will post children's photos on our Seesaw App. If you choose not to sign the photo policy; it means that your child cannot participate in class pictures, field trips, special class visitors (if newspaper photographer is present), Spring Program, and Graduation.

Discipline:

We encourage and verbally reward acceptable behavior. Unacceptable behavior may be handled in several ways:

- Redirect child to a different area/situation.
- Ask the child to think about his/her unpleasant behavior and discuss with a staff member. This will help the child work at self-control.
- Ask the child to move to a different area of the room or to a different spot in the meeting area.
- Separate the child from the group on a chair until he/she is ready to listen, work or play cooperatively.

If an incident occurs between children, we will find a quiet place to talk over the problem, resolve the differences and then encourage the children to apologize.

When negative behavior persists, parents will be contacted to hear our concern and be asked to share their insight. Together we can develop a strategy to help the child act in a more responsible way. Positive behavior support strategies will be used in addressing challenging behavior. Good discipline is essential to having a good educational program and learning environment. When we have a child with learning or behavior concerns, the parent will be consulted and then the Area Education Agency (AEA) will be contacted as necessary.

Iowa Code states that: "corporal punishment including spanking, slapping and shaking will not be used; punishment that is humiliating or frightening will not be used; punishment will not be administered because of a child's illness or progress or lack of progress in toilet training, nor punishment or threat of punishment be associated with food or rest; no child will be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family; threatening to withhold food as a form of discipline will not be used; and nothing in this rule will preclude the use of professional prescribed treatment for the severely retarded or disabled. The treatment plan will be recorded in the child's file."

Biting:

As with any behavior, how biting is dealt with depends on the ages of the children involved, the reason for the biting (if it can be determined), frequency of biting and many other specific circumstances. General guidelines for biting include:

- Comforting the bitten child; washing the bitten area with soap and water and applying a bandage if needed. An ice pack may be applied to reduce swelling.
- Completing an incident report for each child.
- Discussing the situation with the biter's parents.

Additional actions may include:

- Discussing a better solution with all children involved.
- Separation of the involved children.
- Carefully observing the involved child to identify precipitating events and prevent recurrences.
- Maintain a log to track when behavior occurs.
- Conferences with biter's parents to discuss the child's actions at home; consult with AEA, etc.

Just as any other behavior issue regarding children is confidential, the names of the children involved is also confidential. This is to ensure the privacy of the children and their families and to help prevent bias from other enrolled families at GLP. If the biting continues, suspension or termination of enrollment at GLP may occur.

Clothing:

Washable, comfortable PLAY clothing should be worn at all times. We paint, glue, use markers and crayons, play outside, etc. – expect your child to get dirty. If your daughter prefers dresses and skirts, shorts should be worn under them. PLEASE send your child to school in clothes he/she can manage (snap, zip, button) by him/herself. This includes when using the restroom! Shoes should have a strap across the back for safety reasons, especially when playing outside. Children MAY NOT wear slick soled shoes.

Children must always wear shoes – snow/rain boots may not be worn in the classroom.

Health Guidelines:

Each child will have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease or unusual conditions that may affect the children. Children with infectious or communicable diseases are to remain home until a physician gives them permission to return to school.

Non-Admittance for Illness:

Children who arrive at preschool noticeably ill will not be admitted to class.

Parent Notification of Sickness or Injury:

Should a student become ill during class time, the staff will notify a parent immediately. Should the parents be unavailable, the next person on the Emergency Contact Form will be notified and asked to pick up the child from preschool. Until an adult arrives, the child will be kept in an area separate from the rest of the children, but under adult supervision. Every attempt will be made to keep the child comfortable.

Symptoms of Illness:

Symptoms that necessitate keeping your child at home include the following:

- Temperature 100 degrees or higher (must be fever-free for 24 hours without Tylenol, etc. before child can return)
- Severe coughing
- Diarrhea (keep home 24 hours after last episode)
- Vomiting (keep home 24 hours after last episode)
- Excessing nose (snot) drainage or eye discharge
- Sore throat
- Skin rash (undiagnosed or contagious)

If you are in doubt, please contact the director.

Communicable Diseases:

If a child contracts a contagious disease and has exposed other children, parents will be notified. The ill child will not be able to return to preschool until the contagious period has passed. In the event of exposure to a communicable disease, staff will refer to the Communicable Disease Chart provided by DHS.

Infectious Disease Control and Universal Precautions:

All blood and bodily fluids are to be treated as potentially infectious. All staff, including volunteers, must always exercise good hygiene practices, as they serve as role models for the children they serve as the children develop good hygiene habits.

Hand washing is the best possible means to prevent disease and control infection. Staff will wash with soap and running water before and after eating; participating in food service activities, table setting, working with food; after cleaning up bodily fluids, spills or other potentially dangerous materials; before and after caring for a wound; after personal hygiene practices (using the restroom, combing hair; nose blowing, etc.); after handling garbage or cleaning; after playing at the sand/water table; and after assisting children in toileting, changing clothes, nose blowing, etc.

Disposable gloves will be worn every time a staff member or volunteer cleans up vomit, assists in toileting, cleans up diarrhea or a blood spill from any person. Disposable gloves serve as a personal protective barrier between hands and blood-borne pathogens. Gloves are provided for the staff's protection. The job is not finished until the staff have washed their hands immediately.

All potential exposures must be reported to the director immediately. Additionally, all questions and/or concerns need to be addressed with the director. Blood-borne pathogens standards and procedures training is provided to the staff annually.

For children who may have had a toileting accident, the clothing that is soiled by urine or feces should be immediately placed in a bag without rinsing or excessive handling and sent home that day for laundering.

Medication:

Our staff does NOT administer medication on a regular basis since the children are only in our care for 2 ½ - 3 hours. **An allergy action plan and/or asthma action plan must be filled out by a physician and on file in the child's records so that we can verify that the right child receives the right medication in the right dose at the right time by the right method.** The teacher and associates have completed training in first aid which includes the use of an epi-pen.

Parent Visitation/Unlimited Access:

Iowa Code states that opportunity will be provided for parents at times convenient to them to observe their children in the preschool and whenever possible to work with the program. Parents are afforded unlimited access to their children and to the staff caring for their children during normal hours of operation (8:00 – 3:00 Monday through Friday; except for late starts/early dismissals and days the preschool is not in operation). The only exception to this would be a parent or guardian limited by court order.

Parents are welcome to visit the preschool at any time. HOWEVER, as a licensed preschool, we are not able to accommodate siblings, cousins or friends of enrolled preschoolers as visitors for the day. State regulations require enrollment files on all children attending class. We must also meet regulations regarding class size and adult ratios.

POLICY FOR PERSONS WHO MAY POSE A SAFETY RISK: (includes abusive parents or legal guardians and any adults who cannot take the child safely from GLP)

No students from GLP will be released to anyone who cannot safely care for the child. The director/teacher will notify police by calling 9-1-1 to manage an adult under the apparent influence of drugs/alcohol or an individual person who poses a safety risk. The

director/teacher will contact an emergency contact person to make arrangements for the child's safe transport to a place of safety. If no one is available to care for the child, the director/teacher will contact DHS for guidance through the Child Abuse Hot Line at 800-362-2178.

Volunteers:

Parent/grandparent volunteers are welcome in our classroom. We do ask for you to schedule a time before hand with your child's teacher to benefit everyone.

Field Trips:

3s- Our 3s classes generally do not take field trips. We often have guest speakers come into our classroom. We may take the children for walks around the neighborhood as stated on the FIELD TRIP PERMISSION FORM you signed and is on file.

4s- Our 4s classes may take field trips away from the center. Most will be walking field trips in our neighborhood. If we go to a location farther away from our center in town or to a location outside of DeWitt, we utilize the school district's bus service.

Parents are encouraged to join us on our field trips, but siblings, cousins and friends may not accompany the class.

Arrival & Departure:

The outside doors of the preschool are locked during class. Please observe the following arrival times below:

AM 4s	doors open at 7:50	school begins at 8:00
AM 3s	doors open at 7:50	school begins at 8:00
PM 4s	doors open at 12:00	school begins at 12:00

Departure times are as follows:

AM 4s	11:00	all children must be picked up by 11:00
AM 3s	10:30	all children must be picked up by 10:30
PM 4s	depends on busing schedule, but no earlier than 2:50PM	

Children may be dropped off outside IF a staff member is outside or watching from the doors. Children may be walked to the building by a parent. Please park along 5th Avenue or in the parking spaces in the alley if you will be walking your child to class. Orange cones are placed in front of the school for a bus drop off/pick up zone, **DO NOT** use this area for drop off or pick up. At dismissal, children may be picked up from the outside play area or from the preschool entrance doors. If we do not recognize the adult, identification will be asked for and checked with our Authorized Pick-Up list before the children will be released.

Outdoor Play:

Children will have an opportunity for outdoor play when weather, air quality and environmental safety permits. When children do have outdoor play, we ask that parents apply sunscreen and/or insect repellent as needed before sending children to school. When outdoor play is not permissible, similar activities will be available indoors.

Hot/Cold Weather Advisories-

90 degrees or above – the following actions should be taken

- *drink water every 30 minutes if outside
- *restrict outdoor activities or keep indoors
- *heat lightning – keep indoors

Wind chill factor of 20 degrees the following actions should be taken

- *Coats/snow boots/gloves/hats MUST be worn
- *Outdoor play time is limited to 10-15 minutes
- *If playground is 50% covered in ice or wind chill is less than 20 degrees, no outdoor play.

WINTER OUTDOOR PLAY DAYS WILL BE ANNOUNCED IN ADVANCE AND ARE SUBJECT TO CHANGE DUE TO WEATHER.

Daily Operating Procedures

Arrival of Children:

Upon arrival, staff will greet and observe all children. Should there be a noticeable illness or a communicable disease that would adversely affect the group, the director/teacher will be told, and parents asked to take their child home.

Adult Supervision:

DHS code requires that we maintain a 1:10 ratio for the 3s and a 1:10 ratio for the 4s. We maintain a minimum of 1:10 with a maximum of 16 children present at one time.

Child Hand Washing & Cleanliness:

Children at GLP will wash their hands with soap and running water and dry them with individual paper towels before entering the classroom upon arrival, before and after playing in the sand/water table and using play dough, after using the restroom, before/after snack, after blowing their nose and after coming in from outside. When playing outside, hand sanitizer and paper towels will be used.

Staff Snack Preparation:

Staff will clean table with soapy water, rinsed with water and the provided cleansing agent prior to snack time and cleaned with soapy water after snack. According to Iowa Code, sufficient refrigeration space will be provided for holding perishable foods at a maximum of 40 degrees F, a minimum of 33 degrees F. A thermometer is kept in the refrigerator and freezer at all times.

Sanitary techniques will be used in the preparation and storage of all milk mixtures and other food prepared in preschool. Food will be stored in sound condition, free from spoilage, filth or contamination, in rodent and insect proof covered metal, glass or plastic containers. Food will never be stored on the floor. All cleaning supplies and other poisonous materials will be stored separate from food, dishes and utensils used in food preparation.

Snack Time Supervision:

When snacks are served, a staff member will be in the immediate area surrounding the snack area. Staff will ensure that children do not eat when walking, running, playing, laying down or riding in vehicles.

Snack time should be relaxed. Children will be encouraged to try new foods, but not forced to eat them. The staff will be cognizant of food allergies when preparing and serving snack. Good manners and polite conversation will be exchanged and modeled by the staff.

Cleanliness:

GLP strives to maintain high standards of cleanliness throughout the preschool. Adequate cleaning supplies are available and proven disinfectants are used where necessary. A custodian thoroughly cleans the preschool areas after school is over daily. Proper procedures are used in disposing of waste materials and garbage daily.

First Aid Kit:

A first aid kit is available in the preschool room. In addition, a portable kit is available for outdoor play and field trips. The kits are stored in areas inaccessible to the children.

Mandatory Abuse Reporting:

Iowa Code requires that every employee of our preschool, who in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse or neglect will immediately report the suspected abuse directly to DHS within 24 hours.

No Smoking Policy:

GLP is a no smoking facility. There is to be no smoking on the grounds or in the building at any time.

Aids Policy for Students:

Though Lutheran schools are not required by law to accept or provide adequate programs for disabled children; they will nevertheless make any decision related to AIDS or HIV-positive children in the spirit of the Gospel and service to God's people.

- If a child who has AIDS or is HIV-positive seeks admission, a pre-enrollment conference including the child's parents, family physician, AEA representative and the teacher/director will take place to determine:
 - AIDS-induced impairment of the child's mental function.
 - Psychological impairment manifested in assaultive behavior and the potential exposure of others to the infected blood.
 - The immunization status of the child.
 - The necessary limits on the child's curricular and extracurricular school participation.
- Each enrolled child is expected to meet DHS immunization requirements for protection of the student body and faculty. Religious and medical waivers must be signed by a notary public.
- As further expression of concern for the health and well-being of the students and staff, GLP will maintain the highest standards of cleanliness in restrooms, waste disposal and custodian's closet through adequate cleaning and packaging procedures and use of proven disinfectants.
- GLP will maintain a supply of latex gloves in the classroom, boy's restroom and first aid kits.

Emergency Procedures

The following procedures are in compliance with Iowa Code.

Staff Development and Trainings:

The preschool will provide the training required to meet the guidelines directed by the state. The classes can be taken through the AEA, CCR&R, ISU Extension and first aid/CPR classes. All staff will participate in a staff orientation meeting at the beginning of each school year. All staff will receive a copy of this Parent Handbook and the Staff Handbook.

Emergency Drills:

Emergency drills will be conducted monthly under the direction of the teacher/director. Some drills will be in the morning and some in the afternoon. In the event of an injured child or staff member, all emergency and first aid procedures will be followed as needed.

Reporting Incidents:

Incidents involving minor injuries or minor changes in health status or behavioral concerns are reported to parents on the day of the incident. Incidents involving serious injury or significant health status are reported to parents immediately. Incident reports will not be written for paper cuts or the replacement of a band aid, but comfort and care will be given to the student.

Emergency Response:

In case of an emergency, the staff will administer CPR or first aid until paramedics arrive. If medical attention is required, the child will be transported to the hospital listed on the Child Health Exam Form. The teacher/director will accompany the child. An attempt will be made to notify the parent/guardian or the emergency numbers you have given us. ***Please keep us informed of any changes in phone numbers and/or addresses.***

Medical or Dental:

- In case of a medical emergency at the preschool or on a scheduled activity away from the preschool, first aid will be administered by the staff. The parent or authorized adult will be notified. If further medical attention is needed, the child will be transported to the hospital of the parent's choice on the Child Health Exam Form and follow his/her advice for further care.
- If emergency dental attention is required, the parent or authorized adult will be contacted. In the event they cannot be reached, staff will contact the

dentist on the Child Health Exam Form and follow his/her advice for further care.

- Parents are responsible for all medical/dental bills. Insurance information shared on the Child Health Exam Form may be shared with the facility providing the services.

Missing or Abducted Children:

If a staff member suspects at any time that a child is lost or that a child has been abducted, the staff must secure all children and check the immediate grounds and building with the assistance of the church staff. All exits will be monitored by church or preschool staff. Should the child be missing, contact the parent or legal guardian immediately and call 9-1-1. An incident report will be filed by the staff with the parents and DHS will be notified via the licensing representative.

Intruders Within the Center:

The preschool's outside doors will be kept locked during class hours. Staff will greet any visitor to the preschool room immediately. If the visitor is unfamiliar to the staff, but is there to pick up a child, the child's file will be checked to ensure the visitor's name is on the authorized pick-up list. The visitor's ID will be checked. If the person is not authorized to pick-up, the child will not be released to the individual. If the visitor is not there to pick up a child, the visitor will be asked to state his business or to leave the premises immediately. The staff will secure the children from the intruder inside the classroom. 9-1-1 will be called and the church office notified. A member of the church staff will immediately proceed to the preschool room. An incident report will be filed regarding the date, time and situation that occurred.

Bomb Threat:

We will immediately evacuate the building and move to the DeWitt Public Library. All immobile children will be carried from the building. A member of the staff must take the class emergency binder (contains names and numbers), emergency medicines and first aid kit. A staff member will be designated to call 9-1-1. All parents will be notified to pick up their children immediately.

Power Failure:

When a power failure occurs, children tend to run and scream in the darkness. Often small children will become frightened. We are lucky to have 3 windows in our classroom that let in natural light. The following actions will be taken:

- Children will cease all activities and listen for further instructions. Staff will use flashlights only if necessary. Church staff will be notified to alert Alliant Energy.
- Staff will talk quietly to the children and keep them calm. Staff and students will utilize the girls' preschool restroom as it has a window.

- If the power failure continues for over 30 minutes, parents will be contacted and advised of the situation.
- Weather permitting, children can be led outdoors. If the weather is hazardous, the children will remain indoors. If high winds are occurring, the children will be moved to the hallway near the preschool restrooms.

Explosions:

In the event of any explosions, the following actions should be taken:

- Evacuate the children, by foot if necessary. Take the class emergency binder, emergency medicines and first aid kit. Immobile children will be carried by staff. If it is safe to remain outdoors, we will or we will evacuate to the DeWitt Public Library or if emergency personnel so direct us to leave the immediate area we will transport by school district bus or walk to the Central DeWitt Community High School atrium. If the atrium is not available, we will transport by district bus to Grace Camp GYM Building (2675 242nd Street, DeWitt).
- Ensure no one is left behind.
- Follow and instructions given by emergency personnel. Notify parents to pick up their children.

Blizzards:

If a blizzard should develop in the area near the preschool and children are stranded there, the following actions should be taken:

- Staff will keep themselves informed by listening to the weather radio or radio in the classroom and utilizing the internet.
- All staff and children will remain inside the building.
- If there are high winds, keep all children away from glass and exterior doors. Move to an inside hallway or Grace Hall if necessary.
- A staff member will be designated to contact all parents; locate all extra clothing, blankets or warm attire in the event of a power failure; store water in sinks in the event of pipes freezing; and locate additional flashlights, first aid kit and non-refrigerated foods.

Tornadoes & High Winds:

Tornadoes may occur at any time; however, they are more numerous in the spring of the year. The most likely time for one to occur is between noon and midnight.

- Tornado Watch – means conditions are favorable that a tornado could develop. The following actions will be taken during a tornado watch: staff will monitor the sky particularly in the west and southwest; staff will monitor the weather radio; and all children will be kept indoors.
- Tornado Warning – signifies a tornado has been sighted in the area. The following actions will be taken: children will be evacuated to the designated

restrooms where there are no outside doors or windows; staff will take along the weather radio/cell phone, flashlights, class emergency binders, first aid kits, and emergency medicines; children will remain in the evacuation area until it is deemed safe to return to the classroom.

- High Winds – In facilities where there is a danger from flying debris due to windows or doors in the area, follow procedures for a tornado warning.

Evacuation:

Should the preschool need to be evacuated:

- Collect the class emergency binder, emergency medicine and first aid kit. All immobile children will be carried by staff.
- Contact parents to inform them about the evacuation and make arrangements for getting the children home safely.
- We will evacuate to the DeWitt Public Library unless instructed otherwise by emergency personnel. Then we would evacuate to the Central Community High School atrium or Grace Camp GYM building per emergency personnel.

Fire:

In the event of a fire, the following actions are to be taken:

- All children and staff are evacuated immediately to the designated area on the church property, corner of 5th Avenue and 10th Street. All immobile children will be carried by staff.
- The teacher should take roll call to ensure every child and staff person has been evacuated. The children and staff will then proceed to the library.
- Emergency class binder, emergency medicines and first aid kit should be taken along.
- Children should be kept calm and quiet and should not be allowed to leave the designated area.
- A staff member will call 9-1-1, secure the facility and notify parents.
- The children and staff may return to the facility upon receiving permission from fire department authorities.

Chemical Release & Toxic Fumes:

- Establish a shelter at the site, most likely our classroom.
- Turn off any air conditioning/heating units and all ventilation systems.
- Close all windows and doors. Seal all windows and doors with wet towels or duct tape.
- Move to the most protected part of the building (one with fewest doors and windows).
- Turn on radio to emergency frequency.
- Provide damp towels for all staff and children.

- Avoid using tap water because the water supply may be turned off or the water may become contaminated.
- In some cases, the authorities may notify the preschool to evacuate.
 - Turn off air conditioner and heater in the vehicle.
 - Keep windows closed.
 - Travel crosswind for the chemical release. For example, if the wind is blowing from the south, travel east or west.
 - If the vehicle has a radio, turn to emergency frequency.
 - Keep the children calm.
 - Drive to a location deemed safe by authorities, either Central DeWitt High School atrium or Grace Camp GYM building.

Unauthorized Access Policy:

1. Any person in the center who is not an owner, staff member, substitute or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - a. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.
 - b. Centers may not allow people who have not had a record check to assume child care responsibilities or be alone with the children.
2. Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless she delegates it to the associate due to conflict of interest with the person.
3. Center staff will approach anyone who is in the preschool wing without their knowledge to ask what their purpose is. If the staff is unsure about the reason they will contact the director or the church office to get approval for that person to be on-site. If it becomes a dangerous situation, staff will follow the "Intruder in the Center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child/ward to and from the center.

- i. The center director is not obligated to provide written permission and must consult with their DHS licensing agent first.
- ii. If written permission is granted, it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender's presence at the facility.
 3. The duration of the sex offender's presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.