



# **Preschool Handbook**

*Rock Valley Community School District*

## WELCOME!

Welcome to the Rock Valley Community Preschool Program! The goal of our preschool is to provide a high-quality program that meets each child's needs, including children with disabilities and those from diverse backgrounds. Our preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. Our program provides the opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program meets the Iowa Quality Preschool Program Standards administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. We are excited for what the school year will bring!

Sincerely,

Patti Kruger  
Elementary Principal

## CONTACT INFORMATION

Rock Valley Community Preschool  
1712 20th Avenue, Rock Valley, IA 51247

[www.rvcasd.net](http://www.rvcasd.net)

Phone: (712) 476-2701 • Fax: (712) 476-2125

**Option 1** High School / Middle School Office • **Option 2** Elementary Office • **Option 4** Absentee Reporting

## Classroom Teachers

Kelsi Anderson	<a href="mailto:kanderso@rvcasd.org">kanderso@rvcasd.org</a>	Rock Valley Community Preschool
Lisa Fernstrum	<a href="mailto:lfernstr@rvcasd.org">lfernstr@rvcasd.org</a>	Rock Valley Community Preschool
Kandi Van Oort	<a href="mailto:kandi.vanoort@rockvalleychristian.com">kandi.vanoort@rockvalleychristian.com</a>	Rock Valley Christian Preschool

## District Contacts

Superintendent	Robin Spears	<a href="mailto:rspears@rvcasd.org">rspears@rvcasd.org</a>
Elementary Principal (grades PS-5)	Patti Kruger	<a href="mailto:pkruiger@rvcasd.org">pkruiger@rvcasd.org</a>
Middle School Principal (grades 6-8)	Noah DeYager	<a href="mailto:ndeyager@rvcasd.org">ndeyager@rvcasd.org</a>
High School Principal (grades 9-12)	Nicole Roder	<a href="mailto:nroder@rvcasd.org">nroder@rvcasd.org</a>
Activities Director	Mike Elgersma	<a href="mailto:melgersma@rvcasd.org">melgersma@rvcasd.org</a>
Maintenance & Transportation Director	Greg Richter	<a href="mailto:grichter@rvcasd.org">grichter@rvcasd.org</a>
Head Cook	Dawn Bakker	<a href="mailto:dbakker@rvcasd.org">dbakker@rvcasd.org</a>
Technology Coordinator	Steve Rus	<a href="mailto:srus@rvcasd.org">srus@rvcasd.org</a>

# Table of Contents

<b>WELCOME!</b> .....	<b>1</b>
<b>CONTACT INFORMATION</b> .....	<b>2</b>
Classroom Teachers.....	2
District Contacts.....	2
<b>ROCK VALLEY PRESCHOOL PROGRAM</b> .....	<b>6</b>
Assessment of the Child’s Learning .....	6
Guiding principles.....	6
Children are assessed in the following ways .....	6
Assessment of the Rock Valley Preschool Program .....	7
Curriculum .....	7
Enrollment.....	8
General Information .....	8
Inclusion.....	8
Northwest Area Education Agency (NWAEA) .....	8
Preschool Advisory Committee.....	8
Records .....	9
<b>PRESCHOOL DAILY SCHEDULE</b> .....	<b>9</b>
Monday, Tuesday, Thursday, Friday .....	9
Arrival & Departure of Children.....	9
<b>A CHILD’S DAY</b> .....	<b>9</b>
Daily Learning Opportunities .....	9
Guidance & Discipline.....	9
Challenging Behavior .....	10
Permissible Methods of Discipline .....	10
Prohibited Practices .....	10
Clothing/Daily Dress .....	10
Field Trips .....	11
Objects from Home.....	11
Outside Play and Learning .....	11
Pets.....	11
Snacks/Food and Nutrition .....	11
Supervision Policy .....	12
Toilet Learning.....	12
Water Activities .....	13
<b>COMMUNICATION WITH FAMILIES</b> .....	<b>13</b>

Family Involvement.....	13
Family Night.....	14
Home Visit .....	14
Parent/Teacher Conferences.....	14
<b>DISTRICT POLICIES .....</b>	<b>14</b>
Abuse and Harassment of Students by Employees .....	14
Anti-Bullying/Anti-Harassment.....	15
Retaliation Prohibited .....	15
Definitions .....	16
Filing a Complaint .....	16
Investigation .....	16
Decision .....	17
Child Abuse Reporting.....	17
Continuous Notice of Non-discrimination.....	17
Corporal Punishment, Restraint, and Seclusion of Students.....	18
Dangerous Weapons .....	18
Equal Education Opportunity .....	18
Ethics and Confidentiality .....	18
Drug/Alcohol/Tobacco/Nicotine-Free Schools.....	18
Homeless Students.....	19
Definition of a Homeless Child/Youth.....	19
Local Area Contacts.....	20
Inclement Weather.....	20
Mission.....	20
Notice of Section 504 Student and Parental Rights.....	20
<b>HEALTH &amp; SAFETY .....</b>	<b>21</b>
Communicable Disease Reporting .....	21
First Aid Kit .....	21
Fire & Tornado Drills.....	21
Fire Safety .....	21
Hand Washing Practices .....	22
Head Lice.....	22
Health & Safety Records .....	23
Illness Policy and Exclusion of Sick Children .....	23
Immunizations & Health Requirements for School .....	24
Medical Emergencies and Notification of Accidents or Incidents .....	24
Non-Prescription Medication.....	24

Prescription Medication Administration.....	24
Protection from Hazards and Environmental Health.....	25
Sanitization and Cleaning.....	25
<b>STAFFING .....</b>	<b>25</b>
Patterns and Schedule .....	25
Staff Development Activities .....	26
<b>TRANSPORTATION.....</b>	<b>26</b>

## ROCK VALLEY PRESCHOOL PROGRAM

### Assessment of the Child's Learning

#### Guiding principles

It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The 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 location.

#### Children are assessed in the following ways

- *GOLD Assessment 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.

Families are asked to contribute information about their child's progress. 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.

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

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

Assessment information from the *Gold Assessment Report* will be shared with families during formal Parent Teacher Conferences two times throughout the year. The preschool teacher will communicate through phone calls, emails and Seesaw, and Creative Curriculum Cloud. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the assessments given, 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 Area Education Agency (AEA) as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available and functional for all students and teachers in the building.
- A request made to the Northwest Area Education Agency for support and additional ideas or more formalized testing can be made.

The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated. Some of the assessments used for this are Ages and Stages, DAYC, AEPS, Gold Assessment, Bracken, PLS-5 and DECA.

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

The program provides families with information about programs and services from other organizations, such as the Northwest AEA, DHS, Child Care Resource and Referral, Love, Inc., and medical professionals, etc.

Assessment	Purpose	When	Where	Who Administers
Gold	To guide and inform curriculum, understand student growth and development	Ongoing, students are scored at checkpoints three times throughout schoolyear	All classrooms and student environments	All staff, teacher ultimately responsible
IEP Goal Data	Meet IEP goals and inform specially designed instruction	Ongoing with monthly monitoring	Online tracking provided by child's performance in classroom and child's environment	ECSE Teachers
Home Visit Survey	Input from family about child's interests and needs	Before school year begins	Child's home	Teacher/Para
Parent Feedback Survey	Get parent input of child's growth for the preschool year	Transition meetings, final parent/teacher conferences	Take home/paper copy	ECSE Teachers

### Assessment of the Rock Valley Preschool Program

Rock Valley Preschool implements the Iowa Quality Preschool Program Standards. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

### Curriculum

The Quality Preschool Program Standards state that “ the curriculum guides teachers to incorporate content, concepts, and activities that foster social, emotional, physical, language, and cognitive development and that integrate key areas of content including literacy, mathematics, science, technology, creative expression and the arts, health and safety, and social studies. The schedule provides children learning opportunities, experiences, and projects that extend over the course of several days and incorporates time for play, self-initiated learning, creative expression, large-group, small-group, and child-initiated activity.”

Rock Valley Community School preschool programs use Creative Curriculum for planning and assessment. Creative Curriculum includes setting up centers that include blocks, dramatic play, art, cooking, library, discovery, computers, toys and games, sand and water, music and movement, and outdoors. Creative Curriculum provides assessment tools that will be reported home three times a year in the fall, winter, and spring. Families will be given ongoing opportunities to share observations from home and contribute to the assessment process. Conferences will be held twice a year.

Additional information will be gathered through skill checklists, observations, one home visit, etc.

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families

are asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

## **Enrollment**

Children must be four years of age by September 15 to be eligible for the preschool program.

## **General Information**

Prior to participating in 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.

- The maximum class size in each session is based on square footage of the current location. Class size may be reduced based on the number of students needing specialized instruction.
- Our center maintains a ratio of 1 adult to 10 children at all times. Additional staff may be provided based on the individual needs of children.
- Classroom student numbers will not exceed 20.
- All children will be within "line of sight" of adults both indoors and outdoors unless toileting. When toileting, students will be monitored by sound and checked visually when necessary.
- First Aid Kits are available for use in the classroom and are accessible when students are outdoors.
- Adult-student ratios are maintained on field trips.
- The elementary principal will maintain a current list of available substitutes for both the teacher and para-educators. Should one of the teaching staff need to temporarily leave the room; arrangements will be made to cover the classroom to maintain the staff-child ratio.

## **Inclusion**

The preschool program provides all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

## **Northwest Area Education Agency (NWAEA)**

Northwest Area Education Agency provides us with services which include hearing, speech, testing, consultation or direct therapy which may provide added information, techniques, or individual assistance which can help the school make the most appropriate educational experience possible for your child. We hope that you will utilize their services or seek assistance from them as you would any other staff member in our district. If, through observation or information gathered, 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 include 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. Federal and state regulations require that parents must grant written approval prior to the initiation of any of the above services.

## **Preschool Advisory Committee**

The Rock Valley Preschool has a preschool advisory committee composed of parents, school staff, and other

community members interested in the preschool program. This group meets to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee.

**Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

Parents 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 DAILY SCHEDULE**

**Monday, Tuesday, Thursday, Friday**

**Rock Valley Community Preschool**

- Morning Session: 8:00 to 11:00 a.m.
- Afternoon Session: 12:00 to 3:00 p.m.

**Rock Valley Christian Preschool**

- Morning Session: 8:20 to 11:30 a.m.
- Afternoon Session: 12:20 to 3:30 p.m.

**Arrival & Departure of Children**

**Arrival**

- Arrival times are supervised by school staff. When arriving after the designated times, parents will have to buzz in.

**Departure**

- At the end of the session, the teaching staff will begin assisting students with dismissal; which includes packing bags and putting on seasonal outerwear. We ask for your assistance in picking up your child on time. This supports the teachers in their efforts to prepare for the next session and their lunch break schedule.

**A CHILD'S DAY**

**Daily Learning Opportunities**

A consistent daily schedule is planned to offer a balance of learning opportunities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of experiences every day:

Large & Small Group Activities	Self-Directed Play	Snack
Learning Center Activities: Art, Science, Writing Table, Games and Put-together Toys, Book Center, Blocks & Wheel Toys, Pretend Play	Story Time	Computers
	Outdoor Learning	Individual Learning

**Guidance & 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. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage

children to 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 Behavior

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 pro- social 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 relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and ECSE/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 become physically aggressive to protect all of the children and encourage more acceptable behavior.

### Permissible Methods of Discipline

*For acts of aggression and fighting* (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

1. Separate the children involved;
2. Immediately comfort the individual who was injured;
3. Care for any injury suffered by the victim involved in the incident;
4. Notify parents or legal guardians of children involved in the incident;
5. Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

### Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

- Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
- Physical punishment, including spanking, hitting, shaking, or grabbing.
- Any punishment that would humiliate, frighten, or subject a child to neglect.
- Withhold nor threaten to withhold food as a form of discipline.

### Clothing/Daily Dress

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the

clothing with your child's name to reduce the possibility of mistakes.

### **Field Trips**

Field trips may be planned from time to time to augment student learning. The trips may be walking trips or may require transportation to our destinations. Field trip consent is included in the enrollment forms, and field trip permission slips may also be sent for trips off campus. Additional information regarding field trips will be sent in the weekly newsletters.

### **Objects from Home**

Because the preschool program provides ample toys and learning materials for your child, we ask that you don't bring toys from home. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

### **Outside Play and Learning**

We have opportunities for outdoor play as the weather permits. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. Sometimes we spend longer getting bundled up than we spend outside. We use 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 we 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. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

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

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with your written parental permission to do so and supplied by parent). We will also use an insect repellent containing DEET (only with your written permission and supplied by parent) no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

### **Pets**

Due to students' allergies and safety concerns, we are requesting that no animals be brought to school.

### **Snacks/Food 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 will be offered daily. 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.

Snacks are at regularly scheduled times.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Snacks and meals brought from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Clean, sanitary drinking water (city water source) is available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept

cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program in 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 three years, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Food that is brought to school to share must meet the following guidelines:

1. Pre-packed, commercially prepared foods are to be used with an ingredient label on it. (Commercially prepared bakery items are acceptable if the ingredients are listed)
2. Properly washed fresh fruits and vegetables may be served.
3. Non-food items are a suggestion for distribution at class parties, celebrations, etc.
4. Classroom food preparation is allowed under supervision of the classroom teacher.
5. No gum is allowed at school.

## Supervision Policy

Before children arrive at school, staff will complete the following safety checklist indoor and outdoor:

- All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and 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 environment - spills, sand, etc. Other serious problems reported to head custodian.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.) Indoor and outdoor spaces will be zoned by teaching staff with special attention given to areas where injury could occur.

## 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:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
  - 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.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
  4. Families may be 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.

### **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 with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff will supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

### **COMMUNICATION WITH FAMILIES**

A monthly newsletter and calendar of events for the Rock Valley Community Schools is sent home with each student. Every preschool classroom will also send home communications particular to the students at that center. On-going communication between home and school is an important part of the early childhood program. Communications will include home visits, newsletters, progress sharing, and conferences. Each attendance center has a parent information bulletin board to post and share information. 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.

### **Family Involvement**

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Program staff 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 their children. Family teacher conferences are held two times a year, as well as when either party requests. An Open House is held in the Fall and Spring.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, Seesaw, and bulletin boards as alternative means to establish and maintain open, two-way

communication.

Rock Valley invites you to become involved in one or all of the following ways and welcomes other ideas as well.

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
- Attend family meetings.
- Return all forms, questionnaires and so on promptly.
- Attend Family/Teacher conferences twice a year.
- Take time to read the family bulletin board.
- Check your child's backpack each day.
- Participate in field trip activities.
- Share some of your talents in your child's classroom through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your families' cultural traditions, celebrations, or customs.
- Read all the material sent home with your child.
- Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.
- Serve on the Preschool Advisory Committee

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

### **Family Night**

Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. The night will be planned to meet the needs of the children and families in the classroom.

### **Home Visit**

A home visit is made prior to the start of school or during the school year. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

### **Parent/Teacher Conferences**

The preschool program will have formal parent teacher conferences twice throughout the year. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

## **DISTRICT POLICIES**

### **Abuse and Harassment of Students by Employees**

*(School Board Policy 402.3)*

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, school counselor or other employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by an employee. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse as its Level I investigator. She may be contacted at the elementary building.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits, submission to or rejection of the conduct is used as the basis for academic decisions affecting that student, or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **Anti-Bullying/Anti-Harassment** (School Board Policy 104)

The Rock Valley Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to

have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

## Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the individual in reasonable fear of harm to the individual’s person or property.
  - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
  - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

## Filing a Complaint

An individual who believes they have been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in [School Board Policy 104.E1 on the school’s website, www.rvcisd.net](#). An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment, or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### Child Abuse Reporting

*(School Board Policy 402.2)*

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

### Continuous Notice of Non-discrimination

*(School Board Policy 102.E2)*

It is the policy of the Rock Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender

identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Levi Judge, Rock Valley Community Schools, 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org).

## **Corporal Punishment, Restraint, and Seclusion of Students**

*(School Board Policy 503.6)*

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons.

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

## **Dangerous Weapons**

*(School Board Policy 502.6)*

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be confiscated from students and others who bring them onto the school district property and will be reported to the parents of students found to possess them. Students bringing a dangerous weapon to school or knowingly possessing a dangerous weapon shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion be modified for a student on a case-by-case basis. A “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

## **Equal Education Opportunity**

*(School Board Policy 102)*

The Rock Valley Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Levi Judge, Rock Valley Community Schools, 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org).

## **Ethics and Confidentiality**

Staff follows an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information about any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

## **Drug/Alcohol/Tobacco/Nicotine-Free Schools**

*(School Board Policy 905.2)*

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

## Homeless Students

*(School Board Policy 501.16)*

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing; then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001. Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone numbers below) for help enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Assist the local liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

## Definition of a Homeless Child/Youth

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack

of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.

- A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for humans beings
- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child/youth who qualifies as homeless because of the living circumstances described above
  - Includes youth who have run away or youth being forced to leave home

### Local Area Contacts

- Liaison Officer, Chandra Bakker: 712-476-2701 [cbakker@rvcsd.org](mailto:cbakker@rvcsd.org)
- State Coordinator: Sandra Johnson: 515-281-2965 [Sandra.johnson@iowa.gov](mailto:Sandra.johnson@iowa.gov)

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

### Inclement Weather

When school is cancelled because of inclement weather prior to the start of the school day, students and parents will be notified by Infinite Campus, a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellations or late starts. This information will also be available over KSOU (1090 AM/93.9 FM) or KIHK (106.9 FM) Radio Stations, Sioux City TV Stations, the school website [www.rvcsd.net](http://www.rvcsd.net) and on our school hotline 476-2701 (for cancellations press 5). The missed day may have to be made up at a later date. Please refer to the school calendar for scheduled makeup dates. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

### Mission

The Rock Valley Community School District is committed to providing all students with educational opportunities to achieve their optimum potential as citizens of a global society.

### Notice of Section 504 Student and Parental Rights

*(School Board Policy 102.E3)*

The Rock Valley Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and

- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

## **HEALTH & SAFETY**

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

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens."
- 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.

### **Communicable Disease Reporting**

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

### **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. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

### **Fire & Tornado Drills**

Fire and Tornado drills are held on a regular basis (2 per semester). Each room has special instructions for fire or tornado procedures.

- The fire alarm is a short steady blast, with strobe lights. Students are to calmly file out of the school building when this sound is heard, and assemble at the designated spots, located a safe distance from the building.
- The tornado alarm is a reporting phrase. When the alarm sounds, students are to quietly file to their designated safety area and follow instructions.

### **Fire Safety**

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire

alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted periodically and recorded on a log.

## 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 (use of wet wipes is acceptable for infants).
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit).
- Before snacks.
- 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.

Adults also wash their hands

- Before and after feeding a child.
- Before and after administering medication.
- After assisting a child with toileting.
- 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.

## Head Lice

Parents will be notified if it has been determined that their child has head lice. It will be the parents' discretion to leave their child in school or take them home. Treatment is required.

## Health & Safety Records

Health and safety information collected from families will be maintained on file for each child. Files are kept current by updating as needed. 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.
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.
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency.
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 will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

## Illness Policy and Exclusion of Sick Children

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

- Fever greater than 101 degrees F, without over-the-counter medication
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

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

- Fever free for 24 hours, without over-the-counter medication
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

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

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you and your authorized emergency contact person. 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.

## Immunizations & Health Requirements for School

The State of Iowa requires all students going to school in Iowa to have a Certificate of Immunization, a Provisional Certificate of Immunization, or a Certificate of Immunization Exemption at the beginning of the school year. The following immunizations are required for Preschool: 4 doses of DTap, 3 doses of Polio, 1 dose of MMR, 1 dose of Varicella, 3 doses of HIB, 4 doses of Pneumococcal, or a valid exemption certificate

## Medical Emergencies and Notification of Accidents or Incidents

The Rock Valley Community Preschool has in place a "Crisis Management Guide" 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 each building

The guide 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 major incident or injuries will be documented on an "Injury and Illness" form and will be filed in our Accident/Injury report folder. Parents will be notified.

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.

Emergency phone numbers will be updated at least quarterly. Emergency phone numbers will be verified by calling the numbers to make sure a responsive, designated person is available.

## Non-Prescription Medication

The school may administer over-the-counter medication such as Ibuprofen or Tylenol with parent/guardian authorization. If a parent/guardian provides any non-prescription medication for their student to take at school, a Medication Authorization form is required.

## Prescription Medication Administration

The following information must be given by the parent or guardian when prescription medicine is administered by the school personnel:

1. Student's name
2. Physician's name

3. Name of medication
4. Dosage and time of administration
5. Signature of parent/guardian, as well as the physician, and date

Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The school may contact the physician for an authorized medication form. The request of a parent may be oral or in writing. An oral request must then be produced in writing within two (2) school days.

Medication given at Rock Valley Schools will be administered by authorized personnel. The school will designate a specific locked and limited access storage space within the school to store medication.

### **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.

The preschool classroom building has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintains the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains its facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

### **Sanitization and Cleaning**

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used. Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

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

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible. Staff are trained yearly prior to the start of the school year.

## **STAFFING**

### **Patterns and Schedule**

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times.

Staff is provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff is provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

### **Staff Development Activities**

Personnel policies provide for incentives based on participation in professional development opportunities. All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Teaching staff will be informed of professional development activities provided by the area education agency. Staff is expected to attend staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

### **TRANSPORTATION**

Rock Valley Preschool students, who attend the morning session of preschool, may ride the regular bus route to school. Rock Valley CSD will not provide transportation at dismissal time (11:00) for the students who attend the morning sessions. For students who attend the afternoon sessions, Rock Valley CSD will not provide transportation to school. The afternoon session students may ride the regular bus route home from school.

When picking up or dropping off your students at school, please use the parking area designated for this in front of the school.

For children who have special needs for transportation; the administration, bus transportation director and teaching staff will meet with the parents in order to develop a plan that will best suit the needs of the child. This plan will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.