

Denison Early Childhood Programs



Parent Handbook 2019 - 2020

I. WELCOME to Denison Early Childhood Programs

QPPS 10.1

The Denison Community School District was awarded the statewide Voluntary Preschool Program grant in 2010. The program's goal is to provide a high quality early childhood program meeting each child's needs, including children with disabilities and those from a diverse background. The early childhood program 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. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The early childhood program has adopted and 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.

II. MISSION, PHILOSOPHY & GOALS

QPPS 10.1

Mission:

At Denison Community Schools, we believe all students can learn. Through essential concepts and skill sets, students will develop their individual talents in a meaningful curriculum while learning to work together collaboratively. Students will think creatively, critically, and constructively while learning will be enhanced through national, global, technological, and multicultural perspectives. Continuous commitment to improvement ensures that our students will be well-rounded and will have the ability to reason and act in an ethical manner which will empower them to be responsible citizens of the 21st Century.

Grade School Philosophy of Education:

We Believe:

- Students learn best in a safe and caring environment.
- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society.
- Effective learning produces life-long skills.
- Teaching the importance of citizenship benefits the school and the community.
- Productive discipline incorporates control, consistency, and care.
- Memorable and enjoyable activities foster learning.
- School, home, and community cooperation facilitates and reinforces learning.

Goals for Children:

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

Goals for Families:

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

III. ENROLLMENT

Equal Education Opportunity

The Denison Early Childhood Programs do not discriminate in its policies or programs on the basis of age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, attributes, physical or mental disability, ancestry, political party affiliation, political belief, socioeconomic status, or family status. Anyone with inquiries regarding compliance with Title VI, Title IX, or Section 504, should contact Mr. Michael Pardun, coordinator for the Denison Multicultural-nonsexist Plan, the principal or counselor in your school building. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, 310 W. Washington Ave., Suite 800, Milwaukee, WI 53203-2292, (414) 291-1111, or The Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the Denison Community Schools Superintendent.

Eligibility

Children must be four years of age prior to September 15th of the current school year. Registration will begin in at the end of the prior school year. Registration materials are available from the Denison Elementary School Office and St. Rose of Lima Office. Final registration will occur at the following dates:

- Denison Community Preschools from August 7 - 8, 2019
- St. Rose of Lima Preschool on August 8, 2019

Hours

Monday, Tuesday, Thursday, and Friday. On Wednesdays, teachers work together to improve their curriculum, learn new teaching strategies, and develop and use quality assessments to assure student learning. The early childhood programs follow the district's calendar.

Denison Elementary Preschool Hours

AM Session:	8:20 - 11:30 AM	Monday, Tuesday, Thursday, Friday
	No Preschool	Wednesday
PM Session:	12:25 - 3:25 PM	Monday, Tuesday, Thursday, Friday
	No Preschool	Wednesday

St. Rose of Lima Preschool Hours

AM Session:	8:15 - 11:15 AM	Monday, Tuesday, Thursday, Friday
PM Session:	12:15 - 3:15 PM	Monday, Tuesday, Thursday, Friday

When school runs on a two-hour late start, there will not be an **A.M.** preschool session for that day. When a two-hour early dismissal occurs, there will not be a **P.M.** session for that day. One-hour late starts will be held accordingly.

For our preschools at Zion and St. Rose, the schedule meets the requirements of QPPS of at least 10 hours per week. Detailed schedules will be provided to parents at these sites.

General Information

QPPS 5.1, 10.4

The following information and documentation are required before your child will be registered and admitted into school:

- 1) Enrollment forms including, but not limited to, the child and parent/guardian name, address, telephone number, medical emergency consent, medical/dental service providers, emergency contacts (if the parent/guardian cannot be reached), and a list of individuals authorized to pick up the child from preschool. (See Section K for information regarding a potentially life-threatening emergency when the parent designated doctor or hospital information is not current and parent designated emergency contacts cannot be reached through reasonable efforts.)
- 2) Birth Certificate verifying the child's age.
- 3) Physical Report (dated within 6 months of enrollment).
- 4) Immunization Certificate indicating the child is current on all required immunizations or submitted with a physician's waiver for immunizations not up-to-date.
- 5) Health Insurance Information card or other documentation of current health insurance information. (Please keep this information updated in our files, if parent/family insurance arrangements change during the year.) Parents shall be responsible for keeping all health insurance information updated for school files.

The maximum class size is 16 to 20 children in each session based on square footage of the current location. A teaching staff to child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. The elementary principal will maintain a current list of available substitutes for both the teacher and teacher assistant. Should one of the teaching staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff to child ratio.

Inclusion

QPPS 9.10

The Denison Early Childhood Programs serve 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 are aware of the identified needs of individual children and are trained to follow through on specific intervention plans.

IV. A CHILD'S DAY

Staff

QPPS 10.2, 6.3, 6.4, 10.10

Program Administrator: The elementary principal, Christopher Schulz, is designated as the program administrator supervising the early childhood program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

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

Teacher Assistant: A full-time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have specialized training in early childhood education.

School Health Assistant: The preschools will have the assistance of the school health assistant and office staff. The nurse and office staff maintain student health records by updating them quarterly, and attends to health needs of the students while they are at school. The school nurse, Jody Assman, will be available for parent consultation when needed.

Support Staff: Northwest AEA support staff provide resources and assistance to the teacher upon request to help all children be successful in the early childhood setting. Such support staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

Daily Schedule of Activities:

A daily schedule of activity times will be posted on or near the Parent Information Board. Although a schedule helps children develop a sense of the routine they will experience in the Denison Community Preschools, our goal is to be flexible enough to take advantage of spontaneous learning opportunities! Children will have an opportunity for the following types of activities every day:

Large and Small Group Activities	Learning Center Activities	Snacks
Individualized Activities	Large Motor Activities	Self-directed Play
Story Time	Hands-on Activities	Outdoor Activities

Lesson plans for each week are posted in the classroom to inform parents how these learning activities are incorporated into the daily schedule. Weekly notes & newsletters will be sent home to families in children’s backpacks.

The early childhood program does ask that parents make sure that students are attending preschool on a regular basis and on time.

Busing is provided for Denison Elementary Preschool, and parents need to be responsible for having their child(ren) on / off the bus on time. If parents will be late, they are asked to call the Denison Elementary School at 263-3104.

Curriculum

QPPS 2.1-2.3, 1.7

Curriculum is a framework for learning opportunities

The preschool program uses Creative Curriculum, a research and evidence based comprehensive curriculum designed for 3-5 year old children. It is a content-rich, developmentally appropriate program that supports active learning and promotes children’s progress in all developmental areas. Our curriculum is designed to provide children the opportunity to learn in a variety of ways through play, problem solving, movement, art, music, writing, listening, and storytelling.

The teaching staff counters potential bias and discrimination by treating all children with equal respect and consideration, initiating activities and discussions that build positive self-identity, and teaching the understanding of differences. Staff members provide models and visual images of adult roles, differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations.

Child Assessment

QPPS 4.1-4.2

Guiding Principles:

The Denison Early Childhood Programs believe that assessment of young children should be purposeful, developmentally appropriate, and take place in a natural setting by familiar adults. All results shall be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

- *The Creative Curriculum*® *GOLD Assessment, Birth Through Kindergarten*, goals and objectives are fully aligned with Iowa Early Learning Standards. It records a student's progress in all developmental areas in the beginning, middle, and end of the year.
- *Observation data* provides an ongoing anecdotal record of each child's progress during daily activities.
- IGDI (Individual Growth & Development Indicators) and Boehm assessments are used in preschool district-wide.
- *Child portfolios* are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.
- *Families* are asked to contribute information about their child's progress. 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.

This information will be used in the following way:

- Provide information about children's needs, interests, and abilities;
- Plan developmentally appropriate experiences for them;
- Provide information to parents about their child's developmental milestones;
- Indicate possible areas that require additional assessments;
- Plan program improvements;
- Arrange for developmental screening and referral for diagnostic assessment when indicated.

Parent-Teacher Conferences

QPPS 7.3, 7.4, 7.5

Parent-Teacher Conferences will be scheduled in the fall and spring of the school year. The assessment information will be shared formally with families at this time. Weekly newsletters regarding children's activities and developmental milestones will be sent home throughout the year. Informal conferences are always welcome and can be requested at any time by contacting the teacher.

When program staff suspects that a child has a developmental delay or other special needs, this possibility is communicated to families during a conference by sharing documentation of the concern. Suggestions for follow-up steps may include the following with the knowledge and consent of the parents:

- The teacher requests assistance from the Student Assistance Team as an early intervention process.
- A request made to Northwest Area Education Association for support and additional ideas or more formalized testing.

The preschool teacher will assist in arranging for developmental screening and referral for diagnostic assessment.

Program Assessment

The Denison Early Childhood Programs implement the Iowa Quality Preschool Program Standards. The preschools are scheduled to receive a verification in the 2013-2014 school year to confirm compliance with the standards. Administrators, families, staff and other routinely participating adults will be involved annually in an evaluation process. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy

QPPS 9.2

Before children arrive at school, the preschool teacher and associate will complete a daily safety checklist. The primary purpose for “supervision” is to keep all children safe. The indoor environment is designed so staff can supervise children by sight and sound at all times without relying on artificial monitoring devices. Semi-private areas are designed for both children and adults to be observed by an adult from outside the area.

Behavior Management and Discipline

QPPS 1.11

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. Staff will encourage appropriate behavior through the use of consistent, clear rules and involve children in problem solving to foster the child’s own ability to become self-disciplined. The teaching staff will help children manage their behavior by guiding and supporting children to stay in control when frustrated, play cooperatively with other children, use language to communicate needs, and learn to take turns and share.

Challenging Behaviors

QPPS 1.2, 1.8, 1.9, 1.10

The teaching staff evaluates and changes their responses based on individual needs. When children have challenging behaviors, teachers promote pro-social behavior by:

- Modeling turn-taking and sharing as well as caring behaviors;
- Engaging children in the care of the classroom and ensuring that each child has an opportunity to contribute to the group; and,
- Encouraging children to listen to one another and help them provide comfort when others are sad or distressed.

For children with persistent, serious, challenging behavior, we will involve the efforts of our teachers, families, and other professionals. Together, we will work as a team to develop and implement an individualized plan that supports the child’s inclusion and success.

If a child has a difficult time following directions or treating others or equipment with respect, the staff will use developmentally appropriate behavioral guidance techniques. These techniques include:

- Positive Reinforcement: The child will be encouraged and praised when he/she is demonstrating acceptable behavior.
- Redirection: The child will be redirected to another activity and given an opportunity to try again at another time.
- “When... Then” Statements: A statement in which the child is encouraged to accomplish something before going on to something else. For example: “When you finish picking up the blocks, then you can go outside!”
- “If....Then” Statements: A statement in which the child is encouraged to make a positive choice. For example: “IF you pick up the blocks first, THEN you can go to another area to play!”
- Time Out, also known as a “Cooling off” Period: The child is separated from the group for a child-regulated amount of time. The technique is used if the child is demonstrating a temper tantrum type of behavior or hurting him or herself, others or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to rejoin the group.

Prohibited Practices

Denison preschool staff do not, and shall not, employ harsh or abusive words and tone of voice with the children. They will not use physical punishment, including spanking, hitting, shaking, or grabbing or use any punishment that would humiliate, frighten, or subject a child to neglect. Food will not be withheld nor threaten to be withheld as a form of discipline.

Water Activities

QPPS 5.9, 9.15

Water play delights the senses and is far more than simply pleasurable for young children. This type of sensory play is important for the development of the young child. Precautions are taken to ensure that communal water play does not spread infectious disease. Children must wash their hands before participation in water play. Children are not allowed to drink the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh water is used, and the water is changed before a new group of children come to participate in the water play activity. Outdoor water play is limited to tubs and buckets or containers as well as the water table. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Food and Nutrition

QPPS 5.12-5.21

Children attending preschool are served a snack at a regularly scheduled time. All snacks will meet the requirements of USDA guidelines. A written snack menu is posted in the classroom and will be sent home with each student.

It is our goal to not just provide a nutritious snack, but also to use snack time as a learning opportunity to teach manners, portion control, counting, measuring, and much more! All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discard 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.

If you want to send birthday treats with your child, please choose an item such as a pencil or small treat that can be sent home with the students. If the item is edible, it needs to be prepackaged and bought from a store-
-no homemade food items.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the school health assistant an individualized care plan prepared in consultation with family member and the specialist involved in the child's care. Children with food allergies shall be protected from contact with problem food. With family consent, the program posts information about the respective 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 disability has special feeding needs and provide parents with that information.

Outside Play and Learning

QPPS 5.5, 5.6, 9.5 -9.7

Children have daily opportunities for outdoor play (when weather, air quality, or environmental safety conditions do not pose a health risk). The time spent outside accommodates motor experiences such as running, climbing, balancing, riding, jumping, crawling, scooting, and swinging. Also it is a time when exploration of the natural environment takes place.

When outdoor opportunities for large-motor activities are not possible because of various conditions, the program will provide similar activities inside.

To protect against cold, heat, sun injury, and insect borne disease, Denison Early Childhood Programs ensure that:

1. Children wear clothing that is dry and layered for warmth in cold weather
2. Children have the opportunity to play in the shade
3. When in the sun, children wear sun-protection clothing, applied skin protection or both. (With written parental consent.)

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used. (Staff apply insect repellent no more than once a day and only with written parental consent.)

A Playground Safety General Maintenance Checklist will be completed by staff weekly.

Clothing

In order for children to enjoy their time at preschool, parents/guardians are advised to dress them in play clothes suitable for the weather. Appropriate clothing shall include gloves or mittens, hats or hoods (with elastic), and snow boots for winter weather. So children will be comfortable, parents should have their children dress in layers for those in-between days. Due to the indoor (paint and markers) and outdoor (grass and dirt) activities, parents should consider how their child's clothing could be affected by the daily activities. 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.

Toilet Training

QPPS 5.7

It is understood that children of preschool age (and even older) can become so involved in their play that they forget to go to the toilet in time. It is recommended that an extra set of clothes be sent to preschool with each child so the staff can assist them with changing should such toileting accidents occur. Parents are asked to clearly label the clothing with their child's name.

When accidents do happen: Clothing that is soiled by urine or feces shall be immediately placed in plastic bags (without rinsing or avoidable handling) and sent home that day for laundering. The parent-provided, clean set of clothing shall be used to replace the soiled clothing, and a replacement set of extra clothing should be sent with your child to school the following school day.

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

1. Diapering will only be done in the designated diaper areas, i.e., the boys restroom and the resource room at the end of the East hallway. Food handling will not be permitted in the diapering/changing areas.
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 checks 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.
 - Caregivers have a hand on the child at all times if being changed on an elevated surface.
 - Surfaces used for changing and where 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 visuals and words. These procedures are used by the program to evaluate teaching staff that change diapers.

3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. 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.
5. All families with students who need to have Pull-Ups/diapers at school due to special health needs of their child will provide Pull-Ups/diapers and wipes for their child. When the supply is getting low, the teacher will contact the family to ask that more Pull-Ups/diapers and/or wipes be brought to the school for their child’s use.

Toys and Other Items from Home

Please do not allow a child to bring toys, lotions, chapstick, or costume jewelry from home. Favorite toys can become broken, misplaced or cause disagreements between the child who owns the toy and those who would like to own the toy.

Weapon(s) Policy

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real or look-alike weapons on any school premises, vehicle, or at/during any school sponsored event. “Look-alike weapons” mean any item that resembles or appears to be a weapon. If a student brings a weapon or look-alike toy weapon, the principal will handle with the appropriate discipline according to our district policies.

Classroom Animals or Pets

QPPS 5.26

Pets or other animals are not allowed in the preschool rooms without prior notice and teacher permission. Pets or visiting animals shall be in good health and have documentation from a veterinarian or an animal shelter to verify that the animals are fully immunized (if the animal should be so protected). Teaching staff shall supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Reptiles shall not be allowed as pets or visiting animals because of the risk for salmonella infection. Any child allergic to such pet or animal shall not be exposed to the pet or animal.

Birthdays

Birthdays are an important and significant event in the life of a child. Birthdays give children the opportunity to have special recognition. Children who wish to bring treats for the class on their birthday may do so, as long as the snacks are pre-packaged and bought from a store, not homemade. Those with summer birthdays are welcome to choose a day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

V. COMMUNICATION WITH FAMILIES

QPPS 1.1, 7.5

Denison Early Childhood Programs will promote regular, on-going, two-way communication between families and staff by using written notes as well as informal conversation or e-mail. When needed, notes and other forms of communication will be translated in Spanish. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent’s communication. Teaching staff will write notes for families in the form of weekly newsletters. Parents are encouraged to maintain regular communication with the teaching staff in a manner that best meets their needs.

Parent Participation-Open Door Policy

Parents are always welcome at the Denison Early Childhood Programs! Parents are a very important part of our program. Those who plan to volunteer at the preschool, for any reason, should meet with the teacher before volunteering for a brief “orientation” of responsibilities and rights. A volunteer form is to be completed in the office at each site.

Arrival and Departure of Children

QPPS 10.11

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians are required by Iowa Law to include the use of age-appropriate and size-appropriate restraints.

When bringing a child to school, parents are asked to park their car in the school/church parking lot and turn off the engine before entering the building. Parents are asked to hold their child’s hand as they enter the building to eliminate the possibility of an accident. Parents or legal guardians shall accompany children into the classroom at the beginning of the day or leave their child in the care of one of the teaching staff. No child shall be permitted to leave the building without an adult. All students dropped off or picked up will be signed in/out in their classroom by a parent or guardian.

The parking lot East of the Denison Elementary School Annex Building will be for staff parking only. This will NOT be available for parents dropping off or picking up students.

Other than parents or legal guardians, only persons with prior written authorization shall be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, shall be asked to present photo identification before a child is released to them.

If a child rides the school bus to school, teaching staff shall go to each bus as it arrives to greet and assist the student off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus. Children walking to the 20th Street Elementary School shall enter through the front (West) doors of the main building and wait with the designated preschool staff to be escorted to the correct preschool classroom.

Changes to a student’s normal dismissal plan must be communicated through the elementary school office at least 30 minutes before the day’s dismissal time. If an afternoon session student is to be picked up instead of riding a bus after school, pick up is available in the small cafeteria of the main building at 3:15 on regular dismissal days and 2:15 on early-out Wednesdays. Variations to the mid-day busing route will not be accommodated due to the complexity of the route. If a student needs to go to a different location mid-day, they must be picked up by a parent/guardian.

Transportation

Denison Elementary Preschools will provide school bus transportation to the morning preschool session and from the afternoon preschool session to locations on the school designated bus routes. Parents or legal guardians may request this service at the time of enrollment, indicating the pick up or drop off address, the name of the responsible person at the address, and emergency contact information for all parties involved. For the St. Rose and Zion preschools, transportation will be provided by the parents/ guardians.

In-town, mid-day transportation (from the morning session and to the afternoon session) will be provided to accessible locations. Routes will be set at the beginning of the school year and cannot be varied. If a student’s residence or sitter location changes during the school year, we cannot guarantee transportation to the new location can be accommodated. An adult must accompany the student from the home to the bus and from the bus to the home. If an adult is not present when a student is to be dropped off, the student will be taken back to the school for pick-up by the parent in the school office.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant to and reinforces what has been taught in the classroom. Parents will be informed of each field trip through a newsletter and signs posted in the classroom in advance. A parent or legal guardian shall sign an informed consent form for trips for each child before each trip. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult /child ratios. A notice posting the dates, time of departure, time of return, and the destination location will be posted prominently at least 48 hours before the field trip. Each child will be assigned to an adult for every part of the trip.

During the field trip, all children shall wear identifying information that gives the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group shall be taken on all trips. Children will be counted every 15 minutes while on a field trip. Children shall only use a public restroom if they are accompanied by a staff member. Children shall never be left alone in a vehicle or unsupervised by an adult.

Attendance/Tardiness

Students who are enrolled for classes in the Denison Early Childhood Programs are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are expected to not be absent any more than is necessary for health reasons or appointments. A student will be considered tardy if they arrive after the day's start time. Irregular attendance interferes with the progress of a child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Parents and guardians are asked to call the school office with the reason for a child's absence no later than 8:30 A.M. for the morning session and no later than 12:30 P.M. for the afternoon session. If a student is absent without notification, the school staff will attempt to contact the family to verify the child's absence from school.

Each absence and tardy is recorded. After the 10th absence and 5th tardy, a letter of concern is sent to parents. After the 15th absence and 15th tardy, a meeting is convened to determine the cause of the attendance issue and discuss future actions. If attendance does not dramatically improve, your child may be dismissed from the preschool in order to provide another family and student the opportunity of attending preschool.

The Denison Elementary Annex Building doors are locked during preschool sessions. If a student arrives after the session's start time, the parent and student must go to the school office in the main building to report the arrival. The office staff will contact the student's teacher to allow the parent and student access to the annex.

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. The staff continually strives to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

Children's Records

QPPS 4.1

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

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

Preschool Advisory Committee

QPPS 7.2

The Denison Early Childhood Programs have a Preschool Advisory Committee composed of parents, school staff, and other community members interested in the preschool program. This group meets throughout the year to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Parents are asked to inform the preschool teacher if they are interested in being part of the Preschool Advisory Committee.

Grievance Policy

QPPS 7.6

Open and honest communication between families and the preschool program is an essential component of a high-quality early childhood program. The preschool staff wants parents to be confident that their child is being well cared for and is having a quality experience. If there is ever a time parents have a concern regarding their child, parents are encouraged to address their concern with the child's teacher. If additional help is needed, either party may ask for assistance from the preschool principal.

If parents have a concern regarding some aspect of the program or policy, they are asked to contact the Denison Elementary Principal, Christopher Schulz, who is the program administrator for the preschool.

In the spring of each year as part of the preschool program assessment, the staff will provide parents with a family questionnaire to evaluate our program. This information helps the staff to assess how the program is meeting the needs of families and children as well as to identify strengths and weaknesses.

VI. FAMILY INVOLVEMENT

QPPS 7.1, 7.2

Family members are always welcome at the Denison Early Childhood Programs! Parents and family are a very important part of our program. Parents who plan to volunteer at the preschool, for any reason, should meet with the teacher ahead of volunteering for a brief "orientation" of responsibilities and rights. Also, the Volunteer Form must be completed before volunteering in the classrooms.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure; their preferred way of child-rearing; and information that families wish to share about their socioeconomic, linguistic, racial, religious, and cultural backgrounds. Program staff communicate with families on at least a weekly basis regarding child's activities and developmental milestones, share care-giving issues, and other information that affects the well-being of their children. Parent-Teacher conferences are held in both the fall and spring semesters as well as by special request. At least one "Family Night" is held during the school year.

Denison Early Childhood Programs invite family members to become involved in one or all of the following ways:

1. Parent's support of a child's daily transition to school by sharing information about a child's interests and abilities.
2. Keeping the teacher informed of changes and events that might affect their child.
3. Attend family nights.
4. Attend Parent-Teacher conferences in the fall and spring semesters.
5. Participate in field trip activities.
6. Share family cultural traditions, celebrations, or customs.
7. Come and spend time in the classroom with their child.
8. Help with special events.
9. Serving on the Preschool Advisory Committee.

Home Visits

Teachers make home visits in order to better meet the needs of the child and family. This is a great time for parents/guardians to share what makes their family unique, how they prefer to communicate with the teacher, and share their knowledge about their child's interests, approaches to learning, and developmental needs. Parents/guardians can help the teacher understand what their goals are for their child and whether they have any concerns they would like addressed. Parents are encouraged to share these preferences, concerns, and inquiries at any time with either the classroom teacher or administrator. Home visits will be made prior to the first day of classes.

Parent-Teacher Conferences

QPPS 7.3, 7.4

The preschool program shall have formal Parent-Teacher conferences in fall and spring. During the conferences, the teacher will share results of classroom assessments and samples of the child's work. Together parents/guardians and staff can make a plan to continue to encourage their child's growth and development. Together, the teacher and parents will celebrate each student's successes and also address any concerns related to a child's suspected delay or special needs.

Family Night

QPPS 8.5

Family Nights are opportunities for families to come to school to participate in fun as well as educational activities. With help from family volunteers, the nights will be planned to meet the needs of the children and families.

Transitions

QPPS 7.9, 7.10

The Denison Community Preschool staff will help families prepare for and manage their children's transitions between programs, including special education programs. Staff will provide information to families that can assist them in communication with other programs. To help families with their transitions to other programs or schools, staff provide basic general information on enrollment procedures and practices, visiting opportunities, and/or program options.

VII. HEALTH AND SAFETY

To help insure the health and safety of all children, the preschool staff will encourage and promote the following health and safety practices:

Common Child Care Illnesses and Exclusion Criteria

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

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.
- Fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) in infants older than 2 months of age.
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- Any infant younger than 2 months with an unexplained fever should get medical attention within an hour.

A fever is defined as:

- For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
- For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
- Temperature readings do not require adjustment for the location where the temperature is taken.

ILLNESS	EXCLUDE*	RETURN TO CHILD CARE
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
Diarrhea (infectious)	Yes (there are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis).	When diarrhea stops and health care provider or public health official states the child may return.
Diarrhea (non-infectious)	Yes, if stool can not be contained in the diaper, or if toileted child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops and resolution of exclusion criteria.
Fifth Disease	No. Unless child meets other exclusion criteria.*	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand Foot and Mouth Disease	No. Unless child meets other exclusion criteria.* Or is excessively drooling with mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.

Head Lice (Pediculosis)	No. Unless child meets other exclusion criteria.*	*A child with live lice will be sent home for treatment, and may return once treatment is complete. If only eggs are present, the child may be at school.
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria.*	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria.*	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless child meets other exclusion criteria.*	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	No. Unless child meets other exclusion criteria.*	Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria.*	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.

Please refer to [Caring for Our Children: National Health and Safety Performance Standards \(third edition\)](#) or the [Iowa Department of Public Health EPI Manual](#) for guidance on specific diseases not included in this list. Contact your local [Child Care Nurse Consultant](#) for additional information.

References:

American Academy Of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. *Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition.* Elk Grove Village, IL: American Academy of Pediatrics; Washington, DC: American Public Health Association. Also available at <http://nrckids.org>.

Center for Acute Disease Epidemiology. Guide to Surveillance, Investigation, and Reporting. Iowa Department of Public Health, January, 2014

Iowa Department of Public Health Head Lice brochure, updated 09062016

http://www.idph.iowa.gov/Portals/1/userfiles/128/UPDATED_LiceBrochure_962016%20english.pdf

Health and Immunization Certificates

QPPS 5.1

By the first day of preschool, 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 Iowa Department of Health.

When a child is overdue for any routine health services, it will be required of the parents, legal guardians, or both to provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and Safety records

QPPS 10.10

Health and safety information collected from families shall be maintained in school files for each child. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to school administrators or teaching staff who have the need for access to records. The child's parent or guardian and regulatory authorities shall have access as permitted by law.

Child Health and Safety Records will include:

QPPS 5.1

1. Current information about any health insurance coverage required for treatment in an emergency.
2. Results of a health examination showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results.
3. Current emergency contact information for each child that is kept up-to-date by a specified method during the year.
4. Names of individuals authorized by the family to have access to health information about the child.
5. Instructions for any of the child's special health needs such as allergies or chronic illness.
6. Supporting evidence for cases in which a child is under-immunized because of medical condition or the family's beliefs. Staff shall implement a plan to exclude a child if a vaccine-preventable disease to which children are susceptible occurs in the preschool program.

General Health and Safety Guidelines

QPPS 5.4

All staff and teachers will 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.

- Accidents and Injuries: Basic First Aid will be administered to a child needing care for an injury. Depending on the severity, accidents may be recorded on a report for the parent/guardian to sign. The original report will then be kept in the child's file and the authorized individual who picks up the child will be given a copy to give to the parent/guardian.
- Fire and Tornado Drills: Drills will be conducted at least once each month, with evacuation plans posted on the wall next to the exits.
- Hand Washing: The children's hands will be washed before and after snack, after restroom use, nose blowing or wiping, after handling pets, after special projects or sand play, before and after water play, and after outside time. A staff person's hands will also be washed at these times and after assisting with toileting or helping a sick child.
- Mandatory Reporting of Child Abuse: Iowa Law states that child care providers and preschool staff are required to report immediately to the Department of Human Services any suspected child abuse, neglect, or exploitation. Staff members are not obligated to inform the parent/guardian of this report.
- Toys and Equipment: Toys and equipment will be cleaned and sanitized weekly or as needed after use.
- Training: The preschool staff shall maintain current training in CPR, First Aid, Universal Precautions for Infectious Disease Control, and as Mandatory Reporters of Child Abuse.

Illness Policy and Exclusion of Sick Children

QPPS 5.3

Daily Screening: Children shall be visually “screened” as they arrive for Preschool. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. The school nurse will be used to help determine if a student needs to be sent home due to illness. In the event a child becomes ill at preschool and needs to be picked up, the child will be separated from the rest of the children as much as possible until the parent/guardian arrives.

Symptoms for Exclusion:

- Fever of 100 F degrees or higher
- Diarrhea (three or more watery stools within 24 hours)
- Vomiting two or more times during the previous 24 hours
- A draining or weepy rash

Non-Admittance: A Preschool child shall not be allowed to attend Preschool, unless they meet return policy requirements:

- Fever free for 24 hours
- Chicken Pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode

Reporting Communicable Disease

QPPS 5.4

Staff and teachers shall 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.

Medical Emergencies

In the event of a medical emergency, it is the policy of the Denison Early Childhood Programs to have the staff administer first aid. Every possible effort will be made to contact the parent/guardian to determine his/her wishes for treating the medical emergency. In the event of a life-threatening emergency, transportation to the closest hospital will be arranged first, and then the parent will be contacted. The Denison Early Childhood Programs assume no financial obligation for transport or treatment of a child unless it is a procedure required under the District’s Exposure Control Plan. The booklet will be easily accessible to all staff members and available to parents upon request.

Medical Facility Used

Every reasonable effort will be made to utilize the parent/guardian’s designated medical and/or dental facilities. If the preschool staff cannot reach the designated medical treatment facility, the closest facility shall be used in the event of a life-threatening emergency. The closest medical facility shall be the following:

Crawford County Memorial Hospital
100 Medical Parkway
Denison, IA 51442
Telephone: (712) 265-2500

Safeguards are used with all medications for children:

1. Staff administer both prescription and/or over-the counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.
2. The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child; alternatively, the licensed health provider's office may give instructions by telephone to the program staff.
3. Any administrator or teaching staff who administers medication has (a) specific training and (b) a written performance evaluation, updated annually, by a health professional on the practice of the five right practices of medication administration.
4. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
5. All medications shall be kept in a locked container. If there are any exceptions to this policy, communication will be made between the parents, teachers, and health assistant.

Cleaning and Sanitization**QPPS 9.11, 5.24**

The preschool 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.

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. Staff will follow all cleaning and sanitation guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 23:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized;
- Staff use barriers and techniques that minimize contact of mucus membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious diseases;
- When spills of body fluids occur, staff cleans them up immediately with detergent followed by water rinsing;
- After cleaning, staff sanitizes nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table;
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning;
- Staff disposes of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion shall be (a) washed by hand, using water and detergent; then rinsed, sanitized and air dried or (b) washed and dried in a mechanical dishwasher before it can be used by another child.

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

Hand Washing Practices

QPPS 5.8

1. 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 will reduce 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; and
- ◆ Children wash either independently or with staff assistance.

2. Children and adults wash their hands:

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

3. Adults also wash their hands:

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

4. 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, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

5. 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 required hand-washing situation listed above.

- ◆ Staff must wear gloves when contamination with blood may occur;
- ◆ Staff members do not use hand-washing sinks for bathing children or for removing smeared fecal material;
- ◆ In situations where sinks are used for food preparation and other purposes, staff shall clean and sanitize the sinks before using them to prepare food.

First Aid Kit

QPPS 9.13

Fully equipped first-aid kits shall be readily available and maintained for each group of children. A first-aid kit is located in the preschool classroom. Following each use of the first-aid kit, the contents will be inspected. Missing or used items shall be replaced immediately. The first-aid kit shall be inspected monthly. The first-aid kit shall be taken to the outdoor play areas as well as on field trips and outings away from the classroom.

The Denison Early Childhood Programs have in place an Emergency Response Procedures/Crisis Plan booklet that describes the following situation and procedures to follow:

- ★ Emergency phone numbers
- ★ Fire procedures
- ★ Utility Failures
- ★ 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 building

In the event your child receives a minor, non-life threatening injury while 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 incident or injuries will be documented on a District Accident form.

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 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.

Public 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.

Inclement Weather

In case of bad weather, unsafe road conditions, or other reasons requiring a cancellation, early dismissal, or a late start, the school will contact the emergency communication services provided by the district's AlertNow communication system that will automatically call all family contacts with a voice message regarding the updated school information. The district office will relay the cancellation notification to area TV and radio stations. These cancellation broadcasts are to be aired between 6:00 a.m. and 8:00 a.m. on the morning of any cancellation or delay and, when possible, at 10:00 p.m. the night before. When a two-hour delay occurs, the preschool will not hold the morning preschool sessions but start with the regularly scheduled afternoon preschool sessions. In cases of a two-hour early dismissal we will not hold an afternoon preschool session for that day.

Use of EMERGENCY BUS ROUTES will be announced by TV, radio, internet and the AlertNow communication system. If we start the day with emergency bus routes, will also end the day with emergency bus routes. Snow emergency bus routes may require parents/guardians to bring their children to pre-determined roads and bus stops for each bus route or to the school. Parents are required to pick their children up from the same location.

Protection from Hazards and Environmental Health**QPPS 9.16. 9.17**

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

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

Smoke Free Facility**QPPS 9.19**

Denison Early Childhood Programs are in compliance with the Iowa Smoke Free Air Act of 2008. The building and grounds are smoke free. No smoking is permitted in the presence of children.

Child Protection Policies**QPPS 10.8, 10.16. 10.19**

The health and well-being of every child in our care is of the utmost importance and the protection of children is our responsibility. Hiring procedures ensure that all employees who come in contact with children in the program or who have responsibility for children have passed a criminal-record check, are free from any history of substantiated child abuse or neglect, and are at least 18 years old. In addition, no person with substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has a written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, and other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and within six months of employment.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Denison Community Schools. At no time will children be released to a person under the influence of alcohol or drugs.

Volunteers**QPPS 10.15, 10.17**

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher, the elementary principal, or our office secretaries if you would like to be a volunteer. We have a volunteer form that defines the role and responsibilities of a volunteer.

VIII. STAFF**QPPS 10.15 - 10.20****General Information**

The Denison Early Childhood Programs have written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluations. Policies detail job descriptions for each position including reporting relationships, salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. The policies are provided to each employee upon hiring.

Health Assessment

The preschool program maintains current health information from documented health assessments for all paid staff.

Orientation

QPPS 6.2

New staff members are given an initial orientation that introduces them to fundamental aspects of program operation including:

- ◆ Program philosophy, values, and goals
- ◆ Expectations for ethical conduct
- ◆ Individual needs of children they will be teaching or caring for
- ◆ Accepted guidance and classroom management techniques
- ◆ Daily activities and routines of the program
- ◆ Program curriculum
- ◆ Child abuse and neglect reporting procedures
- ◆ Program policies and procedures
- ◆ Iowa Quality Preschool Program Standards and Criteria
- ◆ Regulatory requirements
- ◆ Follow-up training that expands on the initial orientations.

Staff Development Activities

QPPS 6.6, 10.15

All staff members focus on strengthening their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community or region, and beyond. Teaching staff participate in informal or formal ways in local, state, or regional public-awareness activities related to early care by joining groups, attending meetings, or sharing information with others both at and outside the program.

Teaching staff will be informed of professional development activities provided by Child Care Resource and Referral, the Local Empowerment Areas, and the Area Education Agency. Staff members are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Evaluation and Professional Growth Plan

QPPS 6.5, 6.6

All teaching staff members are evaluated for the purpose of improving their professional performance based on ongoing reflection and feedback from supervisors, peers, and families. They develop an annual individual career development plan with their supervisor and use it to inform their continuous professional development.

IX. COMMENTS OR CONCERNS

Parents are important to us! Denison Early Childhood Programs welcome the opportunity to discuss any concerns and/or comments and ask that parents talk to their child's teacher immediately when a concern arises. The Parent Information Board lists names and phone numbers of the preschool administrator and on-site directors. They can also mail or email their comments to the following addresses:

Designated Program Administrator:

Principal Christopher Schulz
Denison Elementary School
38 North 20th Street
Denison, IA 51442
712-263-3104
cschulz@denisoncsd.org

On-Site Directors:

Lyndi Steger, Principal, St. Rose of Lima Preschool
lsteeger@strose.k12.ia.us
712-263-5408

Preschool Teachers:

Sheri Danner, Denison Elementary Preschool sdanner@denisoncsd.org
Vicki Laughlin, Denison Elementary Preschool vlaughlin@denisoncsd.org
Melissa Pietig, Denison Elementary Preschool mpietig@denisoncsd.org
McKenzie Poday, Denison Elementary Preschool mpoday@denisoncsd.org
Wendie Cadwell, St. Rose of Lima Preschool wcadwell@stroseoflimaschools.org

Availability of Handbook

Handbooks are included in registration packets given to families at registration and upon request. They are also available in all the preschool rooms and the Denison Elementary School office.

Non-discrimination Statement

It is the policy of the Denison Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, disability, religion, age, political affiliation, socioeconomic status, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688) Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Denison Community School District, please contact the Superintendent at Denison CSD, 819 North 16th Street, Denison, Iowa 51442, telephone 712-263-2176, or the Director of the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.