



INDIANHILLS
COMMUNITY COLLEGE

Life. Changing.



PRESCHOOL PARENT HANDBOOK

CHILD DEVELOPMENT CENTER
613 Indian Hills Drive, Building 16
Ottumwa, IA 52501
(641) 683-5192

indianhills.edu





WELCOME



Welcome to the Indian Hills Child Development Center. We are pleased that you have enrolled your child with us and look forward to becoming better acquainted. We will work very hard to earn the trust you have placed in us.

As a member of the Child Development Center, you may have questions about our Center. This handbook poses the questions most often asked by parents and our responses follow. The handbook will provide you with important information about the Center and the policies and procedures that will affect you and your child.

If you have other questions or concerns, please talk with your child's teacher or Dr. Jennifer Wilson.



Dr. Jennifer Wilson

Vice President, Business Solutions
Indian Hills Community College

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Our Mission

The mission of the Indian Hills Child Development Center is to provide a safe, nurturing early childhood education for children that fosters growth and reflects best practice in all areas of development.

Our Philosophy

The Indian Hills Child Development Center believes that a quality early childhood program provides for the unique development of each child in a positive environment. A major determinant of program quality is the extent to which knowledge of child development is applied to program practices which are both age appropriate and individually appropriate.

In a developmental program, children's interests and skills guide curriculum planning. A child's primary mode of learning should be through play, therefore we believe that the process of learning is more important than the content of learning.

Consistent, understandable limits for children, as well as teachers who respond to inappropriate behavior with insight, sensitivity, and skill are the foundation of our guidance and discipline philosophy. This allows children to become increasingly responsible for themselves and to understand inappropriate behavior and how to modify it.

We believe parents are the most significant adults in a child's life and therefore do everything possible to insure parents' involvement with our program. Developing strategies for keeping communication flowing freely is part of each staff member's responsibility.

About the Center

Indian Hills Child Development Center is a community partner to OCSD and is accredited by the Department of Education. This accreditation assures that the Center meets all appropriate health and safety standards as well as ensures quality and equitable learning experiences for students and families.

The Center's staff is composed of a Center Supervisor, Early Childhood Teacher, and Teacher Assistant. Weekly lesson plans are posted and a calendar of activities are sent home monthly. Staff/child ratios are mandated by the Department of Education and we strive to maintain these ratios at all times. The assistant teacher for your student is responsible for the same group of children to provide consistency in the classroom.

All staff are required to maintain certification in First Aid, CPR, Universal Precautions, and Mandatory Reporting of Child Abuse. All preschool staff must complete childcare related training annually and participate in ongoing, in-service education.

Staff Directory

Center Director: Dr. Jennifer Wilson
Preschool Teacher: Connie Lind
Preschool Assistant: Denise Riley

Center Hours

The Center is open Monday - Thursday from 7:00AM - 5:15PM; there is no school on Fridays.

Holiday Closure: December 22, 2023 - January 7, 2024

Spring Break Closure: April 1 - 4, 2024

Last day of classes: May 17, 2024

Additional Holiday Closures:

- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day + Friday following

See the Class Cancellations section for information on weather-related closures.



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General Policies and Procedures

Non-Discrimination Policy

It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus and Learning Services, (641) 683-5174, learningservicesequity@indianhills.edu (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, ocr.chicago@ed.gov.

Anti-Bullying/Anti-Harassment

The IHCC Child Development Center is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment, including acts of harassment based on student's race, color, or national origin, by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Zero Tolerance for Violence

The IHCC Child Development Center follows a Zero Tolerance for Violence Policy. Zero Tolerance means absolutely none of the following are allowed on IHCC Child Development Center property including: classrooms, playgrounds, buses, or IHCC Child Development Center sanctioned events. This policy applies to all staff and parents.

The following are what Pickwick Early Childhood Center defines as:

Foul Or Obscene Language:

- Swearing
- Cursing
- Sexual/racial slurs or innuendoes
- Inappropriate name calling

Verbal Abuse:

- Yelling/screaming
- Belittling or threatening
- Inappropriate name calling

Physical Abuse:

- Hitting/pinching
- Kicking
- Pushing
- Grabbing or touching another person inappropriately without their consent

Violent/Verbal/Physical Threats:

- Threatening physical harm, hurt or kill someone
- Threatening to use weapons
- Threatening to use physical force as means of controlling the situation

All staff and parents are to remember that personal and adult matters are not to be discussed in front of the children. If a staff or parent needs to discuss a personal or adult matter, they need to ask a IHCC Child Development Center staff person to find them a private area to discuss these issues.

Staff and parents unwilling to cooperate with this Policy will be asked to leave the classroom, playground or event and return when they are able to discuss or handle things in a calm manner. If the violence continues after being asked to leave, the proper authorities will be called.

Grievance Policy

It is the policy of Indian Hills Community College to address any complaints made by students, employees or community members. The institution utilizes an electronic reporting process as the official means of receiving and documenting complaints. Once received the institution identifies the appropriate administrator to investigate and address the complaint. Indian Hills will make every reasonable effort to process a complaint to conclusion as expeditiously as possible or in compliance with specified complaint policies and procedures.

For more information or to file a complaint, please visit <https://www.indianhills.edu/about/policies/grievance-processes.php>

Data Privacy

The only persons permitted to see your child's records will be you, the Center staff and the Ottumwa Community School District. Information will not be given to others without written consent. We will not verify your child's enrollment to anyone via the telephone, or in person without your consent. Information with regard to family issues and personal lives will be handled confidentially.

Mandatory Reporters

Parents are reminded that all IHCC Child Development Center Staff are Mandatory Child Abuse Reporters. Any threats, verbal, physical abuse, or foul or obscene language aimed at your own child or any other child will not be tolerated and will be reported to the proper authorities. Suspected cases of child abuse and neglect are reported to the Child Abuse/Dependent Adult Abuse Hotline at 1-800-362-2178.

Civility Expectations

The Early Childhood staff will treat parents and other members of the public with respect and expect the same in return. The school must keep classrooms and the administrative office free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, these practices promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communications and discourage volatile, hostile, or aggressive actions. The school seeks public cooperation with this endeavor.

Disruptive Individual Must Leave School Grounds—Any individual who disrupts or threatens school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.

Directions to Staff in Dealing with Abusive Individuals—If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the IHCC employee will verbally notify the abusive individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on IHCC premises, the employee shall direct the abusive individual to leave promptly.

Provide Policy and Report Incident—When a staff member determines that a member of the public is in the process of violating the provisions of these expectations, the staff member will then immediately notify his or her supervisor and provide a written report of the incident.

Multicultural Policy

Our program is committed to multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff, and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive child care by affirming human differences and the right of people to make choices about their own lifestyle. We seek to recognize, appreciate, and respect the uniqueness of each child.

Tobacco-Free Environment

IHCC is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco use is prohibited on all College campuses and property including in its buildings, College owned vehicles, outdoor areas, or any vehicle located on College grounds. This policy is consistent with the Iowa Smoke Free Air Act. For the purpose of this policy, “tobacco” is defined as all tobacco-derived or containing products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, hookah, all forms of smokeless tobacco (chew, snuff), and any nicotine delivery device including e-cigarettes.

Parents and Guardians

Communication (Procare)

Students are more successful in school when the important adults in their lives are working together to support the efforts of the child. A concerted effort is made by the early childhood staff to keep parents informed of the skills, topics and activities being pursued and the success each child has achieved. Procare is used as our two way communication with parents. You can count on those communications containing a listing of upcoming events and notifications of changes in schedules.

Parents are recognized as the primary teachers of their children and very important in our program. The IHCC Child Development Center provides many opportunities for parents to be engaged and to assist. We encourage parents to share their families culture and customs in an effort to embrace the diversity we share as a community. Please contact your child's teacher if you would like to support our school.

Daily Center Arrival

When you arrive, we ask that you sign your child in and out at the computer/time clock with your assigned ID number. Accompany your child to the classroom. Your child should never be dropped off at the front door. A classroom teacher will greet your child and will help him/her make the transition from home to school. He will be assigned a "cubbie" where he/she can store his/her belongings. Artwork, projects, soiled clothing, and notes from the teacher will also be placed in the cubbie to be picked up daily.

Access and Custody Orders

Parental access is unlimited unless parental contact is prohibited by a court order. If there is a custody order, a copy must be in the child's file. Please see the staff at your center for more information.

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason given or feels unsafe, they will contact their Site Manager or another management staff to get approval for the person to be on site. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without the written permission from the center director, except for the time reasonably necessary to transport the offender's own minor child to and from the center.
 1. The center director is not obligated to provide written permission and must consult with the Ottumwa Community School District first.

2. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - a. The precise location in the center where the sex offender may be present.
 - b. The reason for the sex offender's presence at the facility.
 - c. The duration of the sex offender's presence.
 - d. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - e. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Parent/Teacher Conferences and Home Visits

Preschool staff will complete at least 2 Home Visits throughout the year. During Home Visits staff will share information, complete necessary paperwork, develop and/or review family goals, and provide other support families may need.

The Preschool Teacher will hold 2 Parent/Teacher conferences and one family night during the school year. This is a time to meet with your child's teacher to discuss your child's progress in the classroom and plan educational goals.

Information Changes

Please keep your contact information up to date throughout the school year, including phone number, address, and emergency contacts. You may update this in Procure or by contacting your child's teacher.

Bill Pay

Invoices will be emailed to you each week for services from the previous week. Payment is expected in full within 7 calendar days.

Non-payment may result in your child no longer being permitted to attend the Center. You may pay your bill at the IHCC business office or online at <https://www.indianhills.edu/cdc>. There is a \$25.00 charge for each check returned for insufficient funds.

The Indian Hills Business Office can be contacted at 641-683-5310 to discuss any payment concerns.

Withdrawal

We reserve the right to ask a parent to withdraw a child from the Center on a temporary or permanent basis after other avenues of reconciliation of difficulties have been exhausted. These circumstances will include, but are not limited to, the following:

1. Consistently picking up a child after closing.
2. Failure to make timely payment of fees.
3. Excessive, unsafe, disruptive or anti-social behavior by the child or parent.
4. Failure to adhere to any of the policies and procedures as set out in this handbook.

School Guidelines

Enrollment

Children who are eligible must be four years old by the 15th of September of each school year. We provide care for children of IHCC staff and students, as well as families from Ottumwa and surrounding areas. No child shall, on the basis of race, color, religious belief, national origin, or gender, be excluded from participation, be denied the benefits of, or be subjected to discrimination while participating in any Center program or activity.

Children with special needs will be considered on an individual basis and the Center will accept children as long as we are assured that we can fully meet the child's needs and the needs of other children in the group with reasonable accommodation. In all cases, the child must be able to participate and substantially benefit from our program without risk to him/herself or to other children.

If the Center has no immediate vacancies, a waiting list is maintained for future enrollment. Waiting time will vary from a few months to a year or more, depending on the age of your child, with the placement of infants most in demand. Vacancies are filled on a first come, first serve basis with consideration given for group composition.

If you have been notified that there is an opening for your child at the Center, we will ask you to complete a number of forms. All of these are required by the state licensing agency. Prior to your child's first day at the Center, the following paperwork must be completed and submitted to the director:

- Physical Exam Form—completed and signed by physician; must be updated annually
- Certificate of Immunization—completed by parent and signed by health official. This can be a copy or computer-generated document
- Emergency Release —completed by parent; must be updated annually
- Pick up Permission —completed by parent; must be updated annually
- Enrollment Form—completed by parent
- Childcare Agreement—completed by parent; updated as schedules and childcare needs change

If any of the following information you have provided us should change at any time, it is extremely important that you notify us so we can change your records:

1. Phone numbers where you can be reached during the day.
2. Addresses at home and at work.
3. Names of authorized persons who may be contacted in case of your child's injury or illness and you cannot be reached.
4. Names of persons authorized to pick up your child.

Your child is ready to attend class when:

1. All necessary paperwork is complete.
2. Immunization card, provisional, or exemption is on file at the center (for more information, see the Health Section).
3. Physical Exam is required on file at the center within 30 days of attending class.
4. Dental exam completed or appointment scheduled prior to attending class.

Drop-Off/Pick-up

Children will not be released to anyone other than the "guardian" or "emergency contact" listed in Procure.

This also includes any non-custodial parents if an active court order is in place. It is the parent/legal guardian's responsibility to provide staff a copy of any court order. Should an individual attempt to remove a child, the local authorities will be contacted.

Children should be dropped off and picked up at their scheduled time. If not, then staff will make every effort to contact guardians and/or emergency contacts. If no contact is made, please understand the situation may result in a report to local law enforcement or Health and Human Services (HHS).

Intoxicated/Under the Influence of Drugs

No child will be released to a parent, or other adult, who appears intoxicated and/or under the influence of drugs. If assistance is needed, the police or sheriff will be contacted. The staff will try to contact other individuals indicated on the "Pick-Up Permission" form. In extreme cases, the Health and Human Services will be contacted to provide care. The police may also be contacted for the safety of others.

Attendance

All excused absences must have documentation.

Examples:

- Medical documented illness (from a Doctor or School nurse)
- Medical documented appointments (from a Physician, Dentist, etc.)
- A funeral notice
- Court documented appointments (from Juvenile Court, DHS, Counselor, etc)
- School sponsored activities
- Extenuating circumstances approved by the building principal

If your child is going to be absent or tardy from school, please call and/or email the teacher through Procure by 8:30AM.

If your child has been diagnosed as having a contagious disease, inform the CDC Staff so proper health measures and reporting procedures can be fulfilled.

If your child is going to miss over three days due to illness, a doctor's note is required in the school office. If you know of the absence in advance, please contact the CDC Staff. A note from your doctor stating the reason for his/her absence is required when he/she returns to school concerning the absence.

Tardiness

It is important that students arrive at school on time and stay for the entire school day to ensure access to the full academic day.

Class Cancellations/Weather-Related Closings

Class may be canceled due to weather, facilities, or staffing ratios. In the event school is canceled or dismissed early due to inclement weather, mechanical failure, etc., notice will be placed on Procure. Media will be notified immediately after a decision has been made and will broadcast the information as soon as they are contacted.

If IHCC cancels classes for the day, the Child Development Center will be closed.

If IHCC has a late start, the Child Development Center will open at the announced time.

If IHCC closes with an early dismissal, the Child Development Center will close at the announced time of dismissal.

The quickest way to be notified, is through the Indian Hills Alert System. Sign up at: <https://ihccalert.bbcportal.com/>

Conflict Resolution

Anytime a parent has a program concern, take the following steps:

1. Talk with your child's classroom teacher to see if a resolution can be accomplished. If the parent is unable to resolve the concern, the parent may move to step 2.
2. Talk with the Program Supervisor to see if a resolution can be accomplished. If the parent is unable to resolve the concern, the parent may move to step 3.
3. Talk with the President of Indian Hills Community College to see if a resolution can be accomplished. Their decision is final.

Staff will attempt to make immediate responses to all concerns made by parents and resolve any disputes, however, some concerns may require further inquiry and/or information. Allow up to 7 days for each step for concerns to be addressed and resolved.

Education and Program Information

Curriculum and Assessment

Indian Hills Community College's preschool program uses Teaching Strategy GOLD as well as home visit. The GOLD assessment tool is completed on each child three times per year and the home visit assessment is done in the Fall. These assessment tools are used to collect information that is then used to make data informed decisions for future lessons, determine disabilities requiring interventions, and establish learning baselines and achievements. The results are shared with parents during conferences twice per year. Additionally, staff are regularly trained in assessment practices to ensure reliability of the data collected.

The curriculum at the Child Development Center is designed by the lead teacher to meet the needs, interests, and abilities of each child, and is based on developmentally appropriate practices. Diverse activity choices are offered within the framework of a predictable daily schedule while remaining flexible. The schedule is balanced to provide for alternating blocks of vigorous and quiet activity.

The Child Development Center offers classroom environments that stimulate your child's development through learning centers. Our classroom learning centers include block building, dramatic play, manipulatives, sensory activities, music, art, and literature. A gym time and outdoor play are also offered each day. The curriculum offers activities in each of the learning centers so that children have science, math, language, fine and large motor activities that prepare them for future success in school. Our pre-kindergartners also have computers available in their classroom. Children are encouraged to participate in the activities, but are not required to take part.

Literature is an important part of our curriculum for all ages, and children are read to often, both at planned group story times, and on an individual basis when desired by the child. Classroom books are available for use by the children at all times.

The Child Development Center has partnered with the Ottumwa School District as part of the Statewide Voluntary Preschool Program to provide eligible children with preschool education. Children who are eligible must be four years old by the 15th of September of each school year. Preschool is offered 4 days per week. The preschool follows the Creative Curriculum and uses the Creative Curriculum Assessment to assist in preparing the children for kindergarten.

Guidance and Discipline

Our program promotes a positive approach to managing the behavior of all children. We strive to develop a positive relationship between the teacher and the child as an individual. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. Discipline at the Center has two (2) primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals, we use the following techniques in our classrooms.

It is not permissible under any circumstances for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.

Prevention—A well-designed and well-equipped classroom tailored to the developmental level of the children prevents frustration, interruption, and hazards. It offers independence and easy adult supervision. A consistent daily routine provides enough time for play, a sense of security, little waiting, and few transitions.

Positive Redirection—The basic procedure used in all classrooms is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise for appropriate behavior and successes.

Modeling—Teacher-modeled appropriate behavior and communication, as well as positive peer models, are provided to help children learn responsibility for their actions.

Limit Setting—We have a few, clear, simple rules that vary according to the development level of the children. In establishing rules, the teachers tell children what they are to do in a positive tone, explain rules and apply them consistently, and post rules throughout the classroom for parents and staff to read.

Problem Solving—We appeal to the preschooler’s growing intellectual and moral reasoning by using natural and logical consequences and facilitating discussion to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives, and choices.

Managing Behavior—Time out or solution spots are used only when a child is unable to regain his or her self-control. This is not a punishment, but a time for the child to regain composure and insures the safety of other children and staff. Teachers emphasize that as soon as a child is ready, they will work together to solve the problem. The time out will not exceed the number of minutes corresponding with the age of the child.

Area Education Agency (AEA)

One of the resources available is the Great Prairie Area Education Agency (GPAEA) personnel that come into our classrooms. The purpose is to provide our teaching staff with a variety of learning activities, behavior interventions and general classroom observation. This will enable the teachers to use some new strategies they may not have been aware of to keep the class day flowing smoothly for all the children.

No individual work with any child will be done without parent/legal guardian’s knowledge or written permission.

Please talk with your teacher if you have any questions about this resource.

Daily Activities

Your child will have the opportunity to participate in many developmentally appropriate activities on a daily basis that will help them grow academically, socially, and emotionally. Each classroom will follow a schedule that is designed for student growth and success in a manner that we believe provides ample opportunities for engaged learning.

Rest Time

Preschool children will be provided a rest time.

Use of “Holiday Themes” in the Classroom

Holidays will be celebrated in respectful and developmentally appropriate ways, exposing children to differing customs. At IHCC Child Development Center we meet the curriculum objectives and individual child goals by allowing children to individually express themselves in ways of their own choosing.

If you have any concerns about classroom celebrations or activities please contact your child’s teacher.

Clothing and Personal Items

Busy, creative, learning play can be messy play regardless of the age of the child. We use smocks or shirts to cover

clothing during art projects, but we cannot guarantee that spills and stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of ruining an outfit.

The IHCC Child Development Center encourages each child to have a change of clothing at school. This would include; a shirt, a pair of pants, socks, and a pair of underpants. Please mark all garments with your child's name.

Logos and sayings on shirts must be appropriate. Tube tops, skin tight clothing, see through clothing, swimwear, and skirts or dresses that are short enough to see the upper portion of the thigh are not appropriate.

Licensing law states shoes must be worn at all times while at the center or on a bus.

These policies apply to children, adults, and staff.

We do ask that children leave toys, food, gum, and money at home. The Center classrooms are adequately equipped with toys, games, and materials of special interest to young children. It is difficult for teachers to be responsible for personal play items as they can easily be damaged, misplaced, or lost at school.

Children enjoy bringing items to share that are related to themes and we appreciate your participation in this way to make the experiences we plan for the children richer. Please make sure the items brought to share are non-violent.

Outdoor Weather

Children and staff need to be dressed for the weather and be prepared to go outside as each classroom is required to take the children outside on a daily basis, including the winter months.

Field Trips

The IHCC Child Development Center enjoys giving children the opportunity to learn about our community by providing occasional recreational and educational field trips. Trips planned for the children in the 3-5 year old classrooms will be noted on the classroom calendar provided to you each month. Reminders will also be posted in each classroom.

Field trips are designed to enhance the educational experience outside the classroom and within the community. The IHCC Child Development Center may offer field trips throughout the school year where children can be supervised safely. Examples of possible field trips include elementary schools, museums, fire/police stations, libraries, etc. Parental permission for the current school year to attend field trips is completed at the time of registration. The teacher will provide families with information regarding the details of any upcoming field trip.

Transportation will be provided by one of the following:

1. IHCC – Warrior Bus
2. City Bus

A trip waiver is used to indicate permission for children to participate in field trips. This waiver is very specific for trips and will be provided to you prior to any planned field trips. Permission for trips is also located in the Enrollment Form and must be signed for your child to participate in walks on campus.

Toileting

For children who are unable to use the toilet consistently, parents will need to provide disposable diapers for staff. Clothes that are wet or soiled, will be bagged (without rinsing or avoidable handling) and sent home at the end of the day.

In the changing areas, staff will: post and follow changing procedures, keep changing areas free of other objects, and especially food or objects involved in feeding.

Children who can use the toilet consistently, will be given access to the toilet, as often as needed. An adult will supervise and provide any support that may be needed, to ensure that the child is properly cleaned up. Children and staff will then wash their hands with soap and water, before returning leaving the designated area.

Cleaning and Sanitation

There is routine frequency of cleaning and sanitizing all surfaces in the facility.

Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets.

Procedures for standard precautions are used and include the following:

- 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 mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitize 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 dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

Visitation

You are welcome to visit your child at the Center at any time. Persons not on the pick-up permission form will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as in picking up your child. You may also call to see how your child's day is going. The best time to call and speak to your child's teacher is during naptime (1:00-3:00). If you chose to eat lunch with your child at the center you will need to notify your child's teacher and order a meal from the Director at least 1 day in advance. The meal charge will be added to your bill.

Meal time is from 12:00-12:20pm. If you want to have a longer lunch with your child; we ask that you use our staff room to do so or take the child out for lunch. This procedure assists all of the children in the room to remain on their typical schedule.

Biting

Biting causes more upset feelings than any other behavior in programs. It is important for the adult present to address this behavior when it occurs. Children may bite for many different reasons therefore a child that has shown the desire to bite will be watched carefully to try and determine any "triggers". Anger and frustration

which precipitate biting can be minimized by trying to eliminate as much as possible those circumstances that cause those emotions in children.

When a child bites (or intends to bite) another child the teachers will quickly but calmly intervene. The teacher will briefly talk to the offending child about how biting is not acceptable.

The parents of both the bitten child and the child who bit will be called and notified. The teachers will tell what happened but will not name or label the child who bit.

The teacher will then point out how the biter's behavior affected the other child. "You hurt him and he's crying." The bitten child will be encouraged to tell the biter how he/she feels and will be comforted. If the skin is broken, the wound will be washed with mild soap and water, bandaged and then an ice pack will be applied to prevent swelling. The biter will be encouraged to help the other child by getting the ice pack, etc.

A plan of action will be made with the parents of the child that bit on how to prevent and handle future biting. If biting continues a meeting with the parents of the child who is biting will be made to plan a more concentrated plan of action. The child who bit will be closely "shadowed" and will be removed from the area or activity where the biting took place and the child will be redirected to another activity.

If a child still continues to bite or does not seem to mind the consequences, the parent will be recommended of the possibility that the child may need an environment with fewer children or one with more one-on-one adult attention elsewhere.

Emergency Drills

Fire, tornado, and intruder emergency drills are practiced at the center monthly. Everyone in the center at the time must participate. Procedures and escape routes are posted in the room. Parents are encouraged to develop and practice emergency preparedness at home, also.

Abducted or Lost Children

In the event a child is lost or abducted, parents and the police will be immediately notified. The Central Office will then be notified. Staff will follow any instructions given by the police.

Health and Nutrition

Illness

The Child Development Center is unable to care for children who are ill. If your child has a fever over 100 degrees orally and/or one or more of the symptoms listed, he/she should remain at home. If the fever or symptoms occur after you leave your child at the Center, you or the person you have designated will be called to pick up your child. Your child must be symptom free without medication for 24 hours before returning to our care.

Symptoms:

- Two (2) or more bowel movements that are atypical for the child
- Repeated vomiting
- Listless, lethargic behavior: lack of appetite, refusal to eat or drink, or clearly unusual behavior for the child
- Unexplained and/or undiagnosed skin rashes
- Redness of the eyes, discharge from the eyes, or crusted eyelids
- Head lice—children must be treated and be nit-free before returning to the Center

For the following symptoms, you will not be required to take the child home immediately unless he cannot participate in the activities and play outside.

- An oral temperature of less than 100 with no other symptoms
- Runny nose—teachers will provide lots of tissue and remind older children to wash their hands after blowing their noses
- Mild coughs without other symptoms

In addition, when contagious illnesses are identified among children who attend the Center, a notice will be posted indicating the illness, symptoms to look for, and other information that may be of interest to parents, such as the incubation period for various diseases. Names of ill children are not made public. Only the type of disease and related information is shared.

Injuries

If a child is injured at school, a trained staff person will treat the injury according to First Aid procedures. The parents will be notified of the incident and will be given a copy of the Incident/Accident Report according to the nature of the injury.

If a child is seriously injured and needs to go to the hospital, the child will be taken to the nearest hospital by ambulance; a IHCC Child Development Center staff member will stay with the child until the parent arrives at the hospital.

Head Lice

Parents will be contacted to pick their child up from school if there are signs and symptoms of head lice.

For more detailed information, please talk with our building nursing staff or visit <https://idph.iowa.gov/CADE/Disease-Information/HeadLice>.

Immunizations

State law requires that students must be properly immunized against diphtheria, tetanus, whooping cough,

polio, measles, mumps, rubella, chicken pox, hepatitis B and pneumonia before entering school. Only students who are medically exempt or have a religious exemption will be allowed to enter school without the required immunizations.

Screenings

Speech, hearing, vision, behavior, and developmental screenings may be completed as recommended by your child's teacher. Great Prairie Area Education Agency partners with the IHCC Child Development Center to provide some of these screenings.

If any concerns are found, assistance is available to make referrals for specific services to meet the needs of your family. Parents/Guardians will be informed of any necessary further evaluation that may need to be completed.

Health Care Plans

Students with special health care needs are required to have an individualized care plan. This care plan will be written by the student's parents, medical physician, and teacher.

If your student has a special health care need, please contact your student's teacher at your earliest convenience.

Hygiene

In order to reduce the spread of infectious diseases, children wash their hands when arriving at the Center, before all snacks and meals, before engaging in any food preparation activities, after toileting or being diapered, after wiping their noses, and upon returning to the building from playing outdoors. Children who are too young to wash their own hands will have the assistance of a teacher.

Medication

According to our licensing agency, we are not permitted to administer any type of prescribed medication unless it is in the original medicine bottle with the child's name, doctor's name, medicine name, date issued, time and amount to be given clearly written on the label. All non-prescription medication must have the child's name written on it. All medication must be kept in a locked container, out of reach of the children, with the exception of emergency use medications.

A release form must be completed and signed each time any medication, prescription or non-prescription, is to be administered at the Center. Forms are available from your child's teacher.

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 six right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. (6) The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider. d. Medications are labeled with the child's first and last names, the date that either the

Medication that is to be given for indefinite periods requires a new form to be filled out each month.

You might mention to your pediatrician or family physician that your child is in center-based childcare. Often medication can be administered before you bring your child to the Center, and again in the evening, avoiding administering medication at the Center entirely. If this is not possible, you may wish to ask your pharmacist to

provide you with two (2) bottles for the medication so that one can be at the Center and the other at home.

Please be prudent in asking our teachers to administer medication to your child “as necessary”, or filling out the medication forms to indicate such.

Communication

Children in our preschool rooms will receive a calendar each month that includes the themes being explored and some of the activities being planned. This monthly calendar can act as a springboard for discussion with your child. Talking with your child each day about his/her feelings and experiences will bridge your child’s day between the Center and home.

Postings and emails will alert you of center changes and concerns. Also they will be communicated on the front doors, by the time clock or on our Facebook page.

When you have questions or concerns, please speak with your child’s teacher or Program Supervisor. Open lines of communication will enable us to provide you with the service you expect and value. Be assured that no matter what your concerns are, our staff considers your feedback extremely important and would never let it reflect on the type of care that your child receives. We know that the communication between us is the only way we can be sure we are meeting your needs.

Nutrition

All meals and snacks are carefully planned and balanced so as to meet the required standards. Breakfast, lunch, and two (2) snacks are provided, with lunch being prepared by the IHCC Food Service and delivered to the Child Development Center daily.

Meals are served family style with a teacher eating at each table of children. Children serve themselves as they are able and are encouraged, but not forced, to try all foods served. Older children are responsible for clearing their own area after meals and snacks.

Food preparation is an integral part of the curriculum at the Child Development Center. Children and teachers frequently prepare snacks that integrate with the classroom themes and are appropriate to the age of the children.

If your child has food allergies or special dietary needs, please notify staff in writing on appropriate allergy action plan. If your child has dietary limitations based on medical needs (lactose intolerance, for example) a form must be completed and signed by your physician for us to place in your child’s file. In the case of food allergies, please list all symptoms, complications, and the procedure to follow in the event of an allergic reaction. Please share this information with your child’s teachers. This allows them to post the information and keep your child safe from exposure.

Parents may choose to bring special treats for a child’s birthday. Please keep your child’s age in mind when bringing treats and notify your child’s teacher when doing so. Although we do not prohibit “festive” treats, we encourage creative, nutritious treats.

The IHCC Child Development Center is peanut/tree nut aware. These products are not used in any district food items served in our school district.