

# **ST. PAUL LUTHERAN CHURCH PRESCHOOL HANDBOOK 2026-2027**



2136 Brady Street / Davenport, Iowa 52803 / 563.326.3547

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**Acknowledgement of receipt**  
**St. Paul Lutheran Church Preschool handbook**

This is to acknowledge that I received a copy of the preschool handbook or viewed it online at [www.stpaulqcpreschool.org](http://www.stpaulqcpreschool.org) and understand that it contains important information on St. Paul Lutheran Church Preschool's general policies. I acknowledge that I am expected to read, understand and adhere to the policies and will familiarize myself with the material in the preschool handbook. I understand that the policies in this handbook are general guidelines, and that St. Paul Lutheran Church Preschool may change, rescind or add to any policies or practices described in this handbook, with or without prior notice. I understand St. Paul Lutheran Church Preschool will advise me of changes within a reasonable time.

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Parent signature

Date

Printed Name

Dear Parents,

Welcome to the beginning of a new year at St. Paul Preschool. We look forward to sharing this important year with you.

We are committed to providing a loving environment that will enhance your child's development. We offer a learning environment with age-appropriate experiences and activities in all areas of growth and development, including:

- Social development: Encouraging mutual respect, empathy, and cooperation to acquire skills in communication and problem solving.
- Emotional development: Nurturing trust and providing a secure and safe place to learn, with emotional support to develop self-worth and positive self-esteem.
- Physical development: Participating in a wide variety of experiences and activities, with equipment to promote large and small motor development.
- Intellectual development: Offering meaningful and appropriate experiences to encourage hands-on pursuits of information, exploration, investigation, curiosity, and creativity to expand thinking skills and capacities.
- Faith development: Learning with chapel talks, a Christian curriculum, guided conversations, and teachable moments. We reflect Christ as we live out our faith and strive to teach through example.

Thank you for your trust, and your support, as together we enjoy this wonderful year .

Sincerely,

Karen Strusz, Preschool Director

Kathy Becker, Assistant Preschool Director

# ***CALENDAR FOR SCHOOL YEAR 2026-2027***

|                     |                                                                                                                                            |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| September 1 & 2     | Student/Parent Orientation                                                                                                                 |
| September 8         | First day of school 8:45-10:45 a.m.                                                                                                        |
| September 8-11      | <b>Classes 8:45-10:45 a.m.</b>                                                                                                             |
| September 14        | <b>Regular class hours start 8:45-11:45 a.m.</b>                                                                                           |
| October 8           | Open House 5:00-6:00 p.m.                                                                                                                  |
| October 12-14       | School picture week (each class will be assigned a day/time)                                                                               |
| October 29          | Halloween Event 5:30 -6:30 pm                                                                                                              |
| October 30          | Teacher Inservice – <b>NO SCHOOL</b>                                                                                                       |
| November 9 & 10     | Conferences (all classes)                                                                                                                  |
| November 11         | Veterans Day <b>NO SCHOOL</b>                                                                                                              |
| November 25-27      | Thanksgiving Break/ <b>NO SCHOOL</b>                                                                                                       |
| December 16         | Cookies and Carols 10:45 a.m. Sanctuary/Library Commons                                                                                    |
| December 16         | Last Day 2026                                                                                                                              |
| December 16 - Jan 3 | Winter Break                                                                                                                               |
| January 4           | Classes resume                                                                                                                             |
| January 18          | Martin Luther King Day - <b>NO SCHOOL</b>                                                                                                  |
| February 3 & 4      | Preschool conferences (all classes)                                                                                                        |
| February 15         | President's Day - <b>NO SCHOOL</b>                                                                                                         |
| March 3             | Breakfast with a Buddy - Honeybees M/W, Caterpillars M/W/F, Butterflies                                                                    |
| March 4             | Breakfast with a Buddy - Honeybees T/Thur, Caterpillars T/Thur, Stars                                                                      |
| March 15-19         | Spring Break                                                                                                                               |
| March 25-29         | <b>NO SCHOOL EASTER BREAK</b>                                                                                                              |
| March 30            | Classes resume                                                                                                                             |
| May 17 & 18         | <b>Last Day for all classes</b>                                                                                                            |
| May 19              | End of year celebrations for: <div> <div>Honeybee M/W/F Class</div> <div>Caterpillar M/W/F Class</div> <div>Butterfly Class</div> </div>   |
| May 20              | End of year celebrations for <div> <div>Honeybee Tues/Thur Class</div> <div>Caterpillar Tues/Thur Class</div> <div>Star Class</div> </div> |

## **MISSION STATEMENT**

Working in partnership with each family in the community, St. Paul Lutheran is committed to providing a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to skill development. This setting allows children to feel safe, respected, and cared for. This program has adopted the Iowa Quality Preschool Program Standards (QPPS), administered by the Iowa Department of Education, and uses the Iowa Early Learning Standard which provides developmental expectations for preschool aged children.

## **PHILOSOPHY**

St. Paul believes that early childhood is an important time of learning and growth in a child's life. We will nurture and support each child in an environment that inspires a love of learning and readiness for school. We embrace children of all races, socio-economic levels, and support each child's religious background. Our staff will plan and implement developmentally and individually appropriate learning experiences.

## **PURPOSE**

Our purpose is to provide an environment that encourages growth in attitudes, through a variety of experiences in art, music, literature, science, and social relationships with peers. We help children understand their own feelings, needs and desires, as well as those of others.

## **CURRICULUM**

Curriculum supports our philosophy and belief that children learn by being actively engaged in play.

Our curriculum consists of many components, including Second Step and Creative Curriculum. Our goal is to engage children's minds by giving them plenty of opportunities to obtain a deeper understanding of the everyday world around them. Creative Curriculum and Second Step includes components to address social emotional, literacy, mathematics, science, social studies, and address language enrichment strategies.

While in-depth exploration allows children the opportunity to explore what is of interest to them, learning centers provide ample opportunity to create, make decisions, work with others, think and reason, problem solve, develop coordination, increase attention span, investigate, explore, and foster a love for discovery and learning. Each day the children have opportunities to work and play in a variety of interests and learning centers. Extended play allows children to truly become engaged in their work and investigations.

In addition to in-depth explorations and learning centers, we also use circle time to foster skills and build a classroom culture. During circle time, children have the opportunity to share important classroom information and happenings, to build a repertoire of common experiences, to solve problems together, to verbalize to the group and to enjoy doing things with others. A daily schedule offers opportunities throughout the day for varied large and small group activities, movement opportunities, outdoor time and a variety of child and teacher directed activities. Students will have many opportunities to interact with fiction and non-fiction literature throughout the daily schedule and be read to once to twice daily, depending on the length of the day.

We encourage you to be involved in your child's learning. You can do this by serving as a resource person, volunteering your time by becoming involved in the parent committee, cultivating outside resources for us, or helping teachers with projects like cutting or providing materials. Your involvement with your child's education fosters the partnership with the school that is so important to your child's growth and development.

**Outdoor Learning Environments**

Outdoor play areas, designed with equipment that is age and developmentally appropriate, are located in clearly defined spaces with semi-private areas where children can play alone or with a friend, accommodate a variety of motor experiences, activities such as dramatic play, block building, manipulative play, and art activities. The outdoor play area is maintained to prevent injury to children and is protected with a fence.

**Form Requirements**

Every child must have six forms in their file. The forms are found at the back of the handbook. All forms for the 2026-2027 school year are due back in the preschool office by **July 1, 2026**. If we do not receive your forms, we will assume your child will not be attending and placement will be given to someone on the waiting list. We appreciate your cooperation in completing all forms promptly. **Please use only the forms provided. No other medical or immunization forms/waivers will be accepted.**

Please see attached the forms at the back of this handbook.

**POLICIES AND PROCEDURES**

**Enrollment/Non-Discrimination Policy**

Enrollment begins in the January for the following fall on a first-come, first-serve basis. Children who are currently enrolled will have first priority, after which enrollment will be opened to the congregation and then the general public.

St. Paul Lutheran Church Preschool admits children of any gender, race, color, religion, national or ethnic origin to all the rights, privileges, progress, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in administration of educational policies, scholarships, and other school administered programs. This notice is included pursuant to the regulations of the Internal Revenue Service relating to tax-exempt entities.

**TUITION MONTHLY RATES FOR 2026-2027**

|                         |                                      |
|-------------------------|--------------------------------------|
| 2 day 2-year-olds       | \$155                                |
| 2 day 3-year-olds       | \$145                                |
| 3 day 3-year-olds       | \$175                                |
| 4 day 4-year-olds SWVPP | Tuition provided through State of IA |

Tuition is due on the first-class day of each month. A \$20 late fee will be added if tuition has not been received by the 7th day of each month.

On-line payments can be made via the QR code below or by utilizing the preschool website: <http://stpaulqcpreschool.org>. It is **strongly** recommended that you set up recurring payments so that your tuition is paid in a timely manner.



Families with more than 1 child participating in a tuition-based classroom will receive a 5% discount on the combined monthly tuition. Please see the preschool director for more information about this.

Timely payment of tuition is essential to maintain your child’s enrollment. Please be advised that continued failure to meet tuition obligations may result in suspension or dismissal from the program. We are committed to working with families and encourage you to contact us if hardships arise. Scholarships are available to families who need assistance in covering tuition costs. Please talk to the preschool director for information on how to apply for scholarships.

A \$125 non-refundable registration fee is required at the time of registration.

**Days and Hours of Operation:** 8:45 am - 11:45 am Monday through Friday

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Two-year-old options</b>        | Monday/Wednesday or Tuesday/Thursday |
| (maximum of 12 students per class) |                                      |

|                                    |                           |
|------------------------------------|---------------------------|
| <b>Three-year-old options</b>      | Monday, Wednesday, Friday |
| (maximum of 16 students per class) | Tuesday & Thursday        |

|                            |                         |
|----------------------------|-------------------------|
| <b>Four-year-old pre-k</b> | Monday through Thursday |
| (maximum of 18 students)   |                         |

**Admission Policies**

We only admit children upon written consent or application of a parent, guardian, or other person having legal custody. Families will be expected to complete all enrollment forms (including immunization/immunization waiver/physical forms) provided by the school prior to entry.

It is the policy of the St. Paul Lutheran Preschool not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

Teaching staff counter potential bias and discrimination by: A. treating all children with equal respect and consideration. B. initiating activities and discussions that build positive self-identity and teach the value of differences. C. intervening when children tease or reject others. D. providing models and visual images of adult roles, differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations. E. avoiding stereotypes in language references.

Facilities meet American with Disabilities Act (ADA) accessibility requirements. St. Paul Lutheran Preschool will make reasonable accommodations under the ADA, if requested. Accessibility includes access to buildings, toilets, sinks, drinking fountains, outdoor play space, and all classroom and preschool areas. Handicapped parking entrances with ramps are available at multiple entrances to the building. Elevators are also available in all areas used by children. Children with special needs will be assigned a staff person to help them in the event of emergency situations.

Requirements prior to admission are:

1. Enrollment information for parent emergency contact, medical and dental emergency, health and medical needs, pick-up authorization, activity authorization, physical and immunization or exemption form.
2. In case of personal contact being prohibited, please speak to the preschool director about the requirements for a court order.

## **Health Examinations/Immunizations**

**Immunization Requirements:** An Iowa Department of Health & Human Services Immunization Certificate or Immunization Exemption (Religious or Medical) must be provided. The immunization certificate must be signed by a licensed physician or designee. **A certificate of immunization or exemption form must be on file before attending.**

**Physical Examination:** The Iowa Department of Health & Human Services requires all preschool-age children five years of age or younger not enrolled in kindergarten, to have a physical examination report, **submitted within 30 days from the date of admission.** The report must be signed by a licensed medical doctor, doctor of osteopathy, physician's assistant, advanced registered nurse practitioner, or doctor of chiropractic. The date of the physical examination shall be no more than 12 months before the first day of attendance at the center. The written report shall include past health history, status of present health including allergies, medication, and acute or chronic conditions.

Annually thereafter, a statement of health condition, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant, advanced registered nurse practitioner, or doctor or chiropractic shall be submitted that includes any change in functioning, allergies, medications, or acute or chronic conditions.

Nothing in this rule shall be construed to require medical treatment or immunization for staff or the child of any person who is a member of a church or religious organization which has guidelines governing medical treatment for disease that are contrary to these rules. In these instances, an official waiver must be signed and placed in the child or staff file.

## Attendance Policy

When a child is enrolled in school, they are expected to be in regular attendance for the schedule agreed to by the parents and program director. In order for your child to get the full benefit of the programming we offer, your child should be in school at your program's designated start time. Regular attendance is important for the child's development. Enrolled children should attend unless they are ill or on vacation. If a child is to be absent, the parents **must** notify the school, otherwise the absence will be considered unexcused. **Please give at least two symptoms of illness when reporting an absence.**

**A student's enrollment status will be reviewed after 5 unexcused absences and may result in the student being dropped from services after 8 unexcused absences.**

## Discharge Policy

Discharge may be made for failure to meet health standards (current physical or immunization/exemption); chronic absences, tardies, failure to pay, or late pick-ups.

## Discipline/Guidance Policy

We positively guide children's behavior by creating a supportive environment that:

- Follows positive behavior interventions and supports program wide framework and strategies
- Focus on children's strengths
- Utilizes culturally relevant strategies
- Encourages adults to form positive, authentic relationships with children
- Makes a commitment to supporting children's play
- Offers ample opportunity for children to make meaningful choices
- Uses redirection as a guidance technique
- Monitors inappropriate behavior ensuring safety for all is observed. Interventions will be individualized based on function, frequency, duration, and intensity
- Has a consistent, yet flexible daily routine
- Provides for both active and quiet times
- Uses positive key phrases to guide children's behavior (Conscious Discipline)
- Offers respectful reminders
- Acknowledges each child's individual needs
- Adopts a problem-solving approach to conflict
- Facilitates age-appropriate expectations

The Second Step curriculum we use allows the teachers to help facilitate resolution of conflict by offering guidance that is solution focused. As the teacher facilitates resolution of conflict, children learn how to respect the needs of others while meeting their own needs. Children also begin to see that there is more than one way to solve a conflict, because the other child's feelings are important, and it is possible to solve conflicts so that both parties are satisfied.

Our teachers help children resolve conflict using the following strategies:

- Use empathy to explore the underlying issues and restate the problem. Empathy is essential; it teaches children to see the other's point of view.
- With the children, facilitate a collaborative solution to the problem and help the children follow through on their solution.

- Praise and encourage future abilities among the children to collaborate on a solution when conflicts arise.

Policy for disciplinary incidents which require the attention of the director or parents:

- Staff members shall consult with the director on the day of the incident.
- Following an incident, the director and staff member shall consult with the parent, or person authorized to pick up the child, to determine the action necessary for the best interest of the child.

### **Tobacco/Vape Policy**

As part of our commitment to a safe, healthy, and welcoming environment for all, St. Paul Lutheran Church & Preschool is a tobacco-and vape-free campus . This policy applies to all forms of tobacco and vapor products and is in effect for all people- staff, parents, volunteers, and visitors-while on church property, including during events, drop-off and pick-up, and outdoor activities. We kindly ask for your cooperation in maintaining our environment.

### **Firearm, Weapon-Free Workplace Policy**

St. Paul Lutheran Preschool is committed to maintaining a safe and secure environment for all who enter the St. Paul campus. In accordance with this commitment, it is the policy of St. Paul Lutheran Preschool to maintain a firearm-and weapon-free facility. The possession, use, or storage of firearms or other weapons is strictly prohibited on all premises, regardless of permit or license held by individuals. This policy applies to all individuals, including employees, visitors, and contractors, with the exception of certified law enforcement officials who are employed by or serving in an official capacity with St. Paul Lutheran Church. These individuals are part of our coordinated approach to ensuring a secure environment for our congregation and guests. Any violations may result in appropriate action, including notification of law enforcement.

### **Orientation/Conferences**

Orientations are scheduled prior to the start of the calendar year or upon enrollment of a new student. Parent/teacher conferences are scheduled two times during the school year. Progress reports are shared with you outlining your child's social/emotional well-being and their developmental skills. Teachers are happy to meet with parents/guardians anytime the need arises.

### **Accident/Incident Policy**

We strive for the safest physical and social environment for each child. Due to the nature of the preschool child's physical and social development, it is necessary for the school to have a policy concerning reporting of accidents/incidents.

As stated in the Iowa Department of Health & Human Services Child Day Care Centers and Preschool Licensing Standards and Procedures, 109.10 (10):

1. Incidents involving a child, including minor injuries, minor changes in health status, or behavioral concerns, shall be reported to the parent on the day of the incident.
2. Incidents resulting in an injury to a child shall be reported to the parent on the day of the incident.

3. Incidents resulting in serious injury to a child or significant change in health status shall be reported as soon as possible to parents.
4. If a parent, or person authorized to pick up the child, is on the premises, that person shall be informed immediately.
5. The staff member who observed the incident shall fill out and sign an incident report.
6. The above report shall be completed in duplicate and presented to the preschool director on the day of the incident.
7. The parent, or person authorized to pick up the child, shall sign the report on the day of the incident.
8. Copies: One copy is to be placed in the child's individual file and one copy is to be given to the parent, or person authorized to pick up the child.

## **Confidentiality**

Confidentiality is a top priority for the St. Paul Lutheran Preschool program. Personal information about families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only the first names will be used. In situations regarding Incident/Accident Reports, names of children involved will never be given to families.

Health information collected from families is maintained in one central location within the facility. The files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to:

- directors or teaching staff who have consent from a parent or legal guardian for access to records.
- the child's parents or legal guardian
- regulatory authorities, upon request

## **HEALTHY & SAFETY**

St. Paul Lutheran Church Preschool is a smoke-free environment. Smoking and the use of tobacco products shall be prohibited in the center, outdoor play area and in center-operated vehicles during the hours of operation of the center. No smoking signs are posted at the preschool entrance.

First Aid kits and biohazard kits are located on the main level of the preschool office. The contents are checked and replenished each month. They are taken outside for recess, and in the event of emergency evacuation.

Hand washing guidelines are posted in each classroom and all bathrooms.

Universal Precautions are used to help combat the spread of illness in preschool. All staff members take a required Universal Precautions one-hour training course annually. St. Paul Lutheran Church Preschool also follows the procedures for infectious disease control recommended by the Iowa Department of Health & Human Services:

- \*Biohazard kits are located in the main floor preschool closet.
- \*Single use disposable gloves are located in each classroom.
- \*Bags with infectious waste are double-bagged and tied.
- \*All nonporous surfaces are cleaned with an approved HHS cleaning product.

## Illness

St. Paul Lutheran Preschool provides programming for healthy children. **Children may NOT attend if they have had a fever, diarrhea, or vomiting within the last 24 hours and may NOT return until they are free of the above symptoms for 24 hours. If the fever, vomiting, or diarrhea occurs during the school day, they must be out the remainder of that day and the following day until the above criteria is met.** If your child becomes ill during the school day, you will be contacted and asked to pick up your child within 30 minutes.

Temporary exclusions are designed to prevent the spread of disease and enable children to obtain the care and attention they need. The guidelines define three conditions for exclusion:

- Inability of the child to participate in program activities.
- Caregiver inability to provide care for the child without compromise of care for other children in the group.
- Specific symptoms and diseases that warrant temporary exclusion from childcare.

We ask you to pick up your child **AND** that you keep your child at home if they exhibit any of the following symptoms:

- Fever-100 degrees or above. No rectal temps will be done.
- Vomiting
- Diarrhea- diarrhea is the sudden increase in the frequency and looseness of bowel movements (BMs). Watery, loose and unformed stools that cannot be contained in diapers or stools that prevent an older child from getting to the toilet in a timely manner present the possibility of a health risk to others in the program. For this reason, children with stools like those described above will be excluded from school.
- Red, inflamed or draining eyes or ears
- Evidence of scabies, ringworm, or other parasitic infections
- Redness of the throat
- Unidentified skin eruptions
- Difficult or rapid breathing, wheezing, or uncontrolled coughing
- Unusual tiredness, paleness, or irritability
- Evidence of a possible communicable disease
- A child's inability to comfortably participate in center activities
- Mouth sores with drooling, unless a health care provider has determined that the child is noninfectious, and we have documentation from the provider.

**Please report any contagious diseases immediately to the teacher or program directors. A written note from a doctor stating your child is free of disease must be obtained if your child has had a contagious disease.**

If a child in preschool has a contagious disease/illness, the director will post the Communicable Disease Notice and send a note home to all parents. The child should not return to school until a doctor's permission is given. School staff will notify you if a child is sick and needs to be sent home.

If a child becomes sick at school, the child will be removed from the classroom and may be asked to put on a mask and will be taken to room 103 which serves as an "isolation" area. The child's temperature will be taken

and the parent will be called and asked to come and pick up the child within 30 minutes. Supervision of the child will be done by the director or assistant director. Custodial staff will be informed to clean the classroom, and the teachers will clean all of the toys used by the symptomatic child. Siblings of the symptomatic child will also be assessed.

## **THE FOLLOWING GUIDELINES ARE ENFORCED FOR THESE CONTAGIOUS DISEASES:**

**Chicken Pox:** your child will be allowed to return to school after all Chicken Pox is crusted over (5 to 7 days)

**Conjunctivitis (pink eye):** Your child will be allowed to return unless recommended otherwise by a physician.

**German Measles (Rubella):** Your child may return to school seven days after the rash begins.

**Giardia, Salmonella, Shigella, and Campylobacter:** Your child will be allowed to return to school when there is documentation of two negative stool cultures after treatment.

**Hand Foot and Mouth:** Your child may return to school when they have been fever free for 24 hours, the blisters have all dried and no longer have excessive drooling.

**Hepatitis A:** Your child may return to school one week after the illness has started and they are fever free for 24 hours.

**Herpes Simplex Infections:** Your child may return to school with approval of child's doctor.

**Hib Disease (Haemophilus influenza):** Your child may return to school when they have completed a course of an antibiotic as directed by your doctor.

**Impetigo:** Your child may return 24 hours after an antibiotic has begun and lesions are covered.

**Measles (Rubella):** Your child may return to school 4 days after the appearance of the rash.

**Meningococcal Disease (Neisseria meningitidis):** Your child may return when they have completed a course of an antibiotic as directed by your doctor.

**MRSA:** Your child may return with a doctor's note when the wound is covered and no longer draining.

**Mumps:** Your child may return nine days after the swelling appears.

**Respiratory Illness (includes cough/cold symptoms and influenza/Covid-19):** Your child may return when they are fever free for 24 hours and are able to participate comfortably in program activities.

**RSV:** Also see respiratory illness above. Your child may return with a doctor's note.

**Pinworms:** Your child may return 24 hours after treatment begins as prescribed by your child's doctor.

**Ringworm:** Your child may return 24 hours after treatment begins as prescribed and lesions are covered.

**Roseola:** Your child may return when they are rash and fever free.

**Rotavirus:** All symptoms must be gone for 24 hours before your child may return to school.

**Scabies:** Your child may return 24 hours after treatment begins as prescribed by your child's doctor.

**Shingles:** Your child may return when all sores are crusted.

**Strep Throat/Scarlet Fever:** your child must be on an antibiotic 24 hours and be free of a fever for 24 hours without fever reducing medication before returning.

**Tuberculosis:** A child diagnosed with active TB must be excluded. Children with TB disease may return after they have begun treatment and their doctor states that they are no longer contagious.

Our policy is that if your child is well enough to attend school, your child is also well enough to play outside on the playground. Exceptions may be made when written instructions from a physician indicates otherwise.

## **Permission to Re-enter School After Illness:**

- After short absences and the child has been free of signs of illness for 24 hours, a verbal interview with the parent/guardian and a careful morning inspection will determine whether or not the child is well enough to return.
- A child who has had mumps can return to school when all swelling has subsided. If the swelling was only on one side, the child must wait an additional 24 hours to see if the other side will swell.

- A child may return to school after chicken pox when all blisters have developed scabs. Scabs need not all be gone.
- After an absence of two weeks or more due to illness of any kind, a physician's permission must be obtained before the child returns.
- If your child has had surgery, we require a written doctor's note stating that your child is ready to participate in our program before they can return.

## Medications

### Over the Counter Medications:

To administer over the counter medications, the child's record should include instructions from the licensed healthcare provider who has prescribed or recommended the medication for that child.

All medications must be in the original container labeled with the child's name. The expiration date must be checked and be current. **Children will not be allowed to transport medication, including over-the-counter medications.** The parent/guardian must hand deliver them to the teacher.

**An Over-the-Counter Product Authorization and Permission Form must be completed by the physician for the recommended product. This form must also be signed by the parent/guardian. This form can be obtained from the school. This form must be filled out completely, including the name of the medication, the dosage amount, the frequency, and duration for when the medication is to be given/used.**

### Prescription Medications:

All prescription medication must meet the following conditions:

- Medication must be prescribed by a physician and be in the original container from the pharmacy. It must have the original pharmacy label with the child's name, date the prescription was filled, the prescription number, the name of the medication and instructions for administration including the dosage, route, time, duration and frequency. All medications are stored in a locked cabinet out of the reach of children, along with the dispensing and authorization forms. When dispensed, staff will record the administration of the medication and the parent/guardian picking up the child will also be asked to sign the form on the day of dispensing.
- **The Emergency Action Plan form must be signed by the prescribing physician and the parent or guardian.**

If a doctor prescribes an antibiotic for anything other than Otitis Media (ear infection), we ask that you keep your child home for 24 hours before returning to school. This time period and medication will help to keep all of our children healthy. A child may only return to school when they have been fever-free for 24 hours.

**Parents are not allowed to come to school and administer any type of medication, prescribed or over the counter, without having medication administration paperwork on file.** We cannot be responsible in the event that your child might have an adverse reaction to a medication.

\*Due to HHS regulations, St Paul Lutheran Preschool does not have a stock EpiPen available. If your student requires an EpiPen, you must provide it to the school with the required paperwork.

## Special Dietary Requirements

If at any time your child requires a diet different from what we serve, we must have written documentation of this need from your child's physician. This requires the form entitled Diet Modification Request Form to be completed and returned to the school. The diet restriction must be due to a medical reason and not a family/personal preference. An exception will be made for families who wish to substitute water for 100% fruit juice. A form will be required for this exception as well.

## HYGIENE

### Hand Washing

Each morning upon arrival at school, please assist your child in washing their hands with warm water and soap. All children have their hands washed after each use of the bathroom. Their hands are also washed before and after each snack, before participating in a cooking activity, and before/after using a group material such as water table or play dough.

Adults also wash their hands:

- Before and after preparing and eating snacks
- Before and after administering medication
- After assisting a child with toileting
- After handling garbage or cleaning

Proper hand washing procedures are followed by adults and children. When handling blood or bodily fluids that might contain blood (when wearing gloves is required), wearing gloves is a supplement, but not a substitute for hand washing in any required hand washing situation listed above. Staff wear gloves when contamination with blood may occur.

Hand hygiene with an alcohol-based sanitizer with 60% to 95% alcohol is an alternative to traditional hand washing with soap and water when visible soiling is not present.

### Toileting & Diapering

Children are not required to be potty-trained in our 2-year-old classroom. All students in our 3-year-old classrooms must be fully potty-trained. The teachers are able to help children in the bathroom, but we do not have diaper changing facilities in our 3-year-old classroom. Children must wear underwear to school. **A child having accidents daily or wearing a pull-up would not be considered potty trained.** We know that children occasionally have "accidents" and in these instances, teachers will assist children.

Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility. Diapering stations or changing tables have a nonabsorbent surface that may be covered with a disposable paper sheet. The surface is cleaned after each use with a non-irritating disinfecting agent, and any paper covering is disposed of in the diaper receptacle. Diapering stations are never be used for food preparation areas or to hold food or food service items. All diaper changing materials are kept within arm's reach of the table so that staff never leave a child unattended. A lined and covered diaper receptacle with a foot pedal is kept beside the changing table so staff do not have to walk with a soiled diaper.

Wet or soiled clothing is changed immediately. Per Scott County Health Department regulations, we do not rinse or wash soiled clothing. Any formed fecal matter will be put into the toilet. Clothing soiled by feces or

urine will be tied in a plastic bag marked with your child's name and placed in a separate container and sent home at the end of the day.

Diapering procedures are posted and followed in all bathrooms. Containers that hold soiled diapers have a hands-free device and are kept closed and inaccessible to children.

**Please keep an extra set of clothing for your child in their backpack at all times. This should include socks and underclothing.**

### **Head Lice:**

Parents of affected children shall be notified and informed that their child must be treated properly before returning to school the following day.

Children and staff who have been in close contact with an affected child shall be examined and treated if infested. Infestation shall be identified by the presence of adult lice or nits(eggs) on a hair shaft 3 or 4 mm from the scalp.

## **UNIVERSAL PRECAUTIONS**

**All blood and body fluids are to be treated as potentially infectious.**

All staff must exercise good hygiene practices in the workplace. They serve as role models for children as they develop hygiene habits.

### **Clean up**

Disposable gloves should be worn anytime staff need to clean up a blood spill, vomit, or a child who has had a diarrhea-like accident. Paper towels should be used for cleanups. Changing soiled clothes should take place on a disposable surface or a nonporous surface which can be disinfected. Where a diaper changing area is available, always disinfect after each use with a HHS approved cleaning product. Clean up surfaces that have been contaminated with blood, mucus or any other body fluid. Mops should be cleaned and rinsed in a bleach solution.

Put soiled or wet diapers or other clothing in a plastic bag and tie securely. Label with the child's name and send it home with a parent or guardian.

### **Sharps**

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

- Use a broom or dustpan or tongs to pick up sharp objects like needles or broken glass.
- Dispose of sharp items in puncture resistant containers.

### **Bloody Materials**

Gauze sponges or towels that have been saturated with blood should be placed in leak proof plastic bags and tied off so they cannot be emptied and reused.

## **Employee/Enrollee health status**

- Employees with open lesions or broken skin should keep these areas covered.
- Children who have open sores should have these areas covered by a dressing to keep them from being contaminated, keep them from touching others who may have scratches, or accidentally be contaminated from oozing or bleeding. Please see the illness section regarding the proper procedures for open sores from a contagious disease or illness.

## **Food, Drink, and Cosmetics**

Eating, drinking, applying cosmetics, or handling contact lenses should not be done in areas where there is potential for exposure to bloodborne pathogens.

## **Personal Protective Equipment**

All personal protective equipment will be provided at no cost to staff. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable gloves, protective gloves, face masks and face shields for use when attending to any situation in which exposure to blood, potentially infectious material, non-intact skin and mucous membranes may occur. Gloves are available in the following locations: childcare classrooms, bathrooms, First Aid kits and Universal Precaution kits.

## **Biting policy**

Even in the best childcare centers, periodic incidents of biting occur among preschoolers. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reasons for biting is the first step to changing a child's behavior.

Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. If we label children as "biters," we will harm a child's self-perceptions and intensify biting behaviors.

Classroom teachers can often anticipate when a bite might occur. When observing signs that a child is on the verge of biting, the teacher will act immediately and prevent the biting by redirection, distraction, or close physical presence. If a biting incident does occur, appropriate teacher responses will include:

- Keeping their responses in check and not expressing frustration or anger towards the child
- Ensuring all children are safe
- In a firm, calm voice, address the child who bit in a short, simple and clear way
- Shifting their attention to the child who was bitten and showing concern and support for that child
- Returning to and talking with child who bit about what he or she can do next time, instead of biting
- Helping the children move on and continue playing

Children bite to fulfill a need or cope with a challenge. It will be our responsibility to observe the child and determine the child's needs through assessing the following:

- Quality of relationships between child and primary caregivers
- Environmental influences on the child's behavior

- Targeted social emotional supports

The purpose of assessing is to identify the potential external causes for biting, so that further incidents can be prevented. The teacher will seek to understand the meaning of the child's behavior and discover with the child appropriate ways to communicate his needs. Classroom teachers will observe and document all observations, including behaviors and context (where, when, how, who-adults and children) both before and after biting occurs. A signed permission slip form from each child's family will be requested for observations.

When a biting incident occurs, the child who was bitten will be cared for immediately and shown concern and support. The child with the challenging behavior will be taught in a caring and firm way that the behavior is not acceptable as well as alternative ways to express their needs.

Preschool will examine the needs of the child and changes to the environment and routine, to prevent future incidents.

When a biting incident occurs, confidential reports will be given to parents of the involved children. Classroom teachers will utilize the "incident report" form and parents will be given general information about biting.

A confidential copy of the incident report will be placed in the child's file, and a confidential behavior chart will be used if more than one biting incident occurs. Further analysis of the learning environment will be done if multiple children exhibit challenging behaviors.

When classroom teachers inform parents that their child has been bitten or bit another child, it will be done privately. It will at all times maintain the confidentiality of the other child.

The following first aid steps will be taken when a child is bit:

- Make sure the area is safe for the child and caregiver
- Protective gloves will be used when treating the wound
- Clean the wound with running water and soap
- Stop any bleeding with pressure
- Call the parent or guardian or healthcare provider or both
- If there is bruising or swelling, place an ice bag wrapped in a towel on the bite for up to 20 minutes
- Complete an incident report

These steps are found in the American Heart Association Pediatric First Aid Handbook. All of the St. Paul Preschool staff maintain current certification in pediatric First Aid.

The Center on the Social and Emotional Foundations for Early Learning has valuable resources on their website: [www.vanderbilt.edu/csefel](http://www.vanderbilt.edu/csefel) and [http://www.vanderbilt.edu/csefel/documents/biting-parenting\\_tool.pdf](http://www.vanderbilt.edu/csefel/documents/biting-parenting_tool.pdf)

A more comprehensive copy of "responding to biting policies" is located in the preschool office. If you would like a copy, please make the request to the preschool administrator.

## GENERAL POLICIES

### Parent Visitation/Unlimited Access

Parents are afforded unlimited access to their children and to the provider caring for their children during normal hours of operation, or whenever their children are in the care of the provider, unless parental contact is prohibited by court order. Parents need to remain observable while in the child's classroom and may not be alone with any child other than their own.

### Snacks

Our program takes steps to ensure food safety in its provision of snacks. All snacks shall follow CACFP (Child and Adult Care Food Program) guidelines. A copy of this document is posted outside each classroom. Food that comes from home for sharing among the children is either whole fruits or commercially prepared pre-packaged foods in factory sealed containers, in their original packaging, and must be nut-free and NOT made on a line that contains nuts or peanuts. Children enjoy a nutritious nut-free snack and 100 percent fruit juice each day. Exceptions are made for children with allergies, medical conditions, and religious restrictions. Please inform the classroom teacher of these special needs. Families may provide a sealed container full of snacks to be stored in the classroom in the event of allergies, medical conditions, or religious restrictions.

It is the responsibility of St. Paul Lutheran Church Preschool to supplement, if necessary, a snack provided by parents for children under age 5 to meet nutritional requirements. Snacks served are recorded and posted outside of the classroom each day. A list of snacks served for the week will also be posted on classroom Facebook pages at the end of the week. A refrigerator is available. Leftover snacks and juice are returned to the family who provided it at the end of the day. In the event that it is not, the snack and juice is labeled, dated and stored in a sealed container within the classroom or available refrigerator. **Please refer to the Child and Adult Care Food Program Handy Guide to Creditable Foods packet located outside each classroom.**

### Birthday Treats

Children look forward to celebrating their birthdays and we invite you to bring a nut-free birthday snack from the approved snack list and it must be pre-packaged. If you bring a "special" birthday treat, we do ask that you provide a second healthy component such as string cheese or fruit. Discuss these special arrangements with your child's teacher. We encourage you to keep it simple. We will not hand out birthday party invitations.

### Field Trips/Transportation Policy

St. Paul Preschool does not go on field trips or transport children. Visiting artists and special guests may be scheduled throughout the year.

### Toys

**NO** toys or personal items are to be brought from home due to health and safety reasons.

## Dress

Play is the child's work. Clothes that enable the child to play freely and enjoy the many experiences available to him/her are the most appropriate attire. A child learns self-respect through self-mastery.

- Dress your child in clothing that is easy to get into and out of independently for bathroom trips.
- Dress for the weather. Children enjoy outdoor play in temperatures that are safe for them. Please provide appropriate clothing so they can participate in all activities.
- **Tennis shoes are REQUIRED** for safe play, rather than flip-flops and sandals. Help us protect your child so he/she can freely play.
- Label all removable articles of clothing. Misplaced and unlabeled articles of clothing will be kept in the church lost and found.
- Per licensing guidelines, **no jewelry is allowed to be worn in order to prevent choking and strangulation risks.**

## Weather

If local schools are delayed or closed due to bad weather, St. Paul Lutheran Preschool will be closed. Please listen to KWQC or WQAD for information. You can also check their websites at [kwqc.com](http://kwqc.com) or [wqad.com](http://wqad.com). **All closings will also be posted on our St. Paul Lutheran Preschool Facebook Page.**

## Emergency Forms

Keep your family's emergency forms updated. Inform the director and your child's teacher of any changes as soon as possible. It is very frightening for a child and very frustrating for all concerned if we are unable to reach you in the event of an emergency. All parents must list a dental and medical health care provider and must provide written consent to obtain emergency care. On the green emergency consent form and the child health form, please make sure to list someone other than a parent as an emergency contact.

## Pick-up and Drop-off Procedures

Parents, guardians, or adults designated by parents must accompany the child inside. Holding a child's hand while entering, exiting and in the parking lot is necessary for the child's safety. Despite a child's desire to be independent, a child can never be left alone inside or outside of the building. **We are mandatory reporters and we will report to HHS when children under 12 years of age or under are in a car unattended.**

**Children will be released only to adults authorized by the parent/guardian.** If a child's legal guardian (name is listed on the child's birth certificate) may not pick up a child, we **must** have a copy of legal documents stating that information and signed by a judge. Should the person not authorized to pick up the child attempt to take the child, the police will be called. (Police cannot take action unless the legal documents are available.)

Families are responsible for providing the school with names, relationships, and telephone numbers of persons authorized to pick up. Please be certain the list is complete, up to date, and only list individuals who are at least 18 years of age. No one under the age of 18 will be allowed to pick up a student. Forms are in your registration packet. Please make sure that there are at least two people in addition to parents/guardians on the pick-up list. If we have not been introduced to the person authorized to pick up your child, if possible, please bring the adult with you in the morning so the teaching staff can meet them. If the teaching staff have not met them, the

persons authorized to pick up should be prepared to show picture identification before picking up a child. Notification is required anytime the pick-up person is not the person we are expecting to arrive. At any time throughout the school year, authorized persons may be added to the pick-up list. Please notify the teachers or directors with a written note, signed by you, naming the authorized person and their relationship to your child. Please review and update your forms in the preschool office when necessary.

Please bring your child to the classroom and come to the classroom to pick up your child. Never leave your child outside the classroom door. Walk your child into the building and take him or her directly to their classroom. Do not leave your child alone in the room if there is no one present. Wait until the teacher returns. We ask you to not bring your child any earlier than five minutes before class begins. Classroom doors open at 8:40 am. Please pick up your child from his or her classroom promptly at 11:45 a.m.

***If YOU have a communicable illness, we ask that you make arrangements for someone else to drop-off or pick-up your child.*** Please contact the preschool director if other arrangements need to be made for drop off and/or pick up.

If your child is not picked up by 11:55 a.m., a \$20 late fee will be charged. This practice is for your child's peace of mind as well as smooth operation of the school.

### **Cell Phones**

Children miss their parents when they are away. At the end of the day a child wants nothing more than to have the full attention of their parents. In addition, drop off/pick up is the best time of day for staff to communicate with parents. It is also a great opportunity to get to know the families of other children in the classroom while you are waiting. Therefore, **we ask that parents refrain from using their cell phones while in the school building.**

### **Absences**

It is important that you call the church office at 563-325-3547, to let us know each day that your child will not be in attendance. If the child is ill, please give **two symptoms** so that we can monitor patterns of illness. Please leave a message with the church receptionist or leave a voice message for the director to call you if you need to share more information. Messages can be left with the answering service any time the office is closed.

### **Communications/Calendar/Newsletter**

The program will promote communication between families and staff by using written notes, informal conversations, email and private social media groups. Families are encouraged to send notes and/or emails with important information for the teachers.

In addition, classroom teachers will provide a monthly newsletter and calendar of events for special events, snack providers, and classroom activities. Informational boards are located outside each classroom with sign-up sheets for special events, the calendar, newsletter, snack list, and any food allergies in that classroom. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs – email, in person, notes, or phone calls.

We encourage families to be involved with their child’s education. Teachers use a variety of formal and informal ways to get acquainted with children and their families such as surveys, one-on-one visits, private Facebook groups and enrollment paperwork.

Parent-Teacher Conferences are held twice a year as indicated on the school calendar. Parents will be asked to sign up for a specific time slot.

**Special Events/Family Involvement**

There are many opportunities for families and friends to come together during the school year. At least one family night is held during the school year. Families are encouraged to share any concerns, preferences or questions with the teacher or administrator at any time.

The following events occur:

|                          |                         |                        |
|--------------------------|-------------------------|------------------------|
| Parent/Child Orientation | Open House/Family Night | End of Year Event      |
| Halloween Parade         | Cookies & Carols        | Breakfast with a Buddy |

**Program of Activities**

Below is a **sample** schedule for a typical day of activities for all classes. Daily activities may change at the discretion of the teachers. **Each classroom has their individual schedule posted outside of their classroom and it is sent home to parents.**

|             |                                                    |
|-------------|----------------------------------------------------|
| 8:45-9:00   | Student arrival                                    |
| 9:05-9:30   | Art/Free play                                      |
| 9:00-9:15   | Guided learning                                    |
| 9:15-9:30   | Small group learning                               |
| 9:30-9:45   | Group lessons and calendar                         |
| 9:45-10:30  | Guided learning/art/math/science/center activities |
| 10:30-10:50 | Recess/gross motor activities                      |
| 10:50-11:05 | Snack                                              |
| 11:05-11:20 | Center activities/guided learning                  |
| 11:20-11:45 | Closing group lesson and departure                 |

**Parent/Child Orientation and Teacher In-Service**

A Parent-Child Orientation is held one week before school begins. During orientation, policies and procedures in the Parent Handbook will be discussed and parents will be offered a printed or electronic copy. The following topics will be discussed during orientation: introduction of staff, a tour of the classroom, goal setting

for the upcoming year, and a discussion of the strengths and weaknesses of the child as well as the rights and responsibilities of parents and staff. One or both parents are strongly encouraged to attend with their child.

One in-service day is scheduled each school year. Dates are announced in the preschool calendar and in the monthly newsletter. In-service days are used for professional development for teaching staff.

### **Pets**

Pets are not allowed in the building.

## **PRESCHOOL ROOMS**

### **Gross Motor Time**

The outdoor fenced playground will be utilized for gross motor play provided the weather is agreeable. Faith Trek, in the lower level of the preschool, is the location for our large motor playtime during inclement weather.

### **Outdoor Play Area**

The outdoor playground is the fenced-in area on the north side of the church. The children are closely supervised as they enjoy playtime outside. The playground is inspected each month and all staff review the Handbook for Public Playground Safety each year.

### **Library**

The church library is located on the main level and is available for all families to use. Parents may check out books for their child to take home. Please follow the library rules, treat the books with care, and return them on time.

## **STAFFING**

St. Paul Lutheran Church Preschool is a state-licensed preschool.

### **Paid Staff**

The Preschool Governing Board shall oversee selection of all paid personnel.

- The preschool director and assistant director shall conduct interviews and will present candidates to the preschool board.
- The Personnel Committee of St. Paul Lutheran Church shall be informed of the final selection after board vote and approval.
- A personnel policy handbook is given to each employee and can be obtained in the preschool office.

During the first three months of employment, all staff shall receive the following training:

- 2 hours of Iowa's training mandatory reporting of child abuse (renewed every 3 years).
- At least one hour of training regarding universal precautions and infectious disease control (renewed yearly).
- Certifications in infant, child, and adult CPR (renewed every 2 years) along with training in child and adult first aid (renewed every 2 years).
- 12 hours of Essentials Training which includes minimum health & safety training approved by HHS.

All teachers and subs working agree to attend 6 hours of in-service training each year. All staff are fingerprinted, and background checked by the State of Iowa. All staff members attend a staff orientation each year before preschool begins and are trained in emergency plan procedures and emergency medical and dental procedures. All staff members are trained in program policies, procedures, and licensing requirements. Written documentation of all training is kept in the licensing file in the preschool office.

During their 1st year of employment, the preschool director and all other staff must complete ten hours of professional training from the content areas provided by licensing. Following the 1st year of employment, the center director and assistant director will complete eight contact hours of training and all other staff will complete six hours of training.

All professional growth hours must be completed during the current school year unless a person entered mid-year. The training hours must be provided by an approved trainer such as: an accredited university or college, community college, Iowa State Extension, a childcare resource and referral agency, an area education agency, hospital, Red Cross, professional association, Iowa Department of Health & Human Services.

St. Paul Preschool is a licensed childcare facility. All staff members are mandatory child abuse reporters and must attend Mandatory Reporter Training. This training is to be renewed every three years.

St. Paul Lutheran Church is not responsible for damage or loss of any personal property of staff persons.

All staff are reviewed each year and issued new contracts at the evaluation meeting. New staff are reviewed after 90 days of employment and again at the end of the school year.

### **Substitute Staff**

All substitute staff attend an orientation and training session in August. All substitutes shall complete a physical, a criminal record check, fingerprinting, and sign an agreement indicating:

- Whether or not they have a conviction of any law in any state or any record of founded child abuse or dependent child abuse in any state.
- Whether they have a communicable disease or health concern that could pose a threat to the health, safety, or well-being of a child.

During the first 3 months of employment, all subs shall receive the following training:

- 2 hours of Iowa's training mandatory reporting of child abuse (renewed every 3 years).
- At least one hour of training regarding universal precautions and infectious disease control (renewed yearly).
- Certifications in infant, child, and adult CPR (renewed every 2 years) along with training in child and adult first aid (renewed every 2 years).
- 12 hours of Essentials Training which includes minimum health & safety training approved by HHS.

During their first year of employment, all substitutes must receive 10 hours of professional growth. Following the first year of employment, subs must receive 6 hours of professional growth training from an approved provider.

# **ST PAUL LUTHERAN PRESCHOOL EMERGENCY PLANS**

## **Emergency Medical Procedures**

In the event that a child requires emergency medical care, the staff member not remaining with the child needing care will immediately call 911 from their cell phone. If the director or assistant director is immediately available, they may make the call. When a life-threatening situation occurs, the call should be made regardless of the presence of the director or acting director.

After the emergency call has been made, the child's Emergency Consent form shall be retrieved and taken with the child.

The parents will be notified as soon as possible via a telephone call.

## **Fire Drills**

Evacuation routes are posted in each room. St. Paul has a fire alarm system installed in the building.

Staff will familiarize themselves with the exits and the routes to exits. Note an alternate route has been established. A fire extinguisher and carbon monoxide detector is located outside of the classroom.

Fire drills will be held monthly on different days and times. The drill will be recorded and filed in the licensing book.

The director and the church maintenance staff will be responsible for monitoring the frequency of the fire drills.

Staff will calmly instruct children as to where they are to go and will remain with the children.

Attendance records for the day will be taken along with to ensure that all children in attendance that day are present and accounted for. First Aid kits and emergency contact sheets for each child will also be taken during fire drills.

## **Tornado Drills**

Specific instructions are posted in each classroom and are included in this handbook. Staff will familiarize themselves with the instructions, the route, and the alternate route to Fellowship Hall in the lower level of the building.

Tornado drills will be held monthly. The drills will be recorded and filed in the licensing book.

The director and the church maintenance staff will be responsible for monitoring the frequency of the tornado drills. Staff will calmly instruct the children as to where to go and will remain with the children. Attendance records for the day will be taken along with to ensure that all children in attendance that day are present and accounted for. First Aid kits and emergency contact sheets for each child will also be taken during tornado drills. Any staff and children who are on the playground or on a walk will be contacted immediately via walkie-talkie or cell phone.

## **Earthquakes**

When shaking begins, shout, "Duck for cover!"

1. Children
  - a. Turn away from windows and drop to your knees.
  - b. Get under a desk or table if possible.
  - c. Clasp hand behind neck, bring arms against head (covering ears), close eyes, drop head to knees.
  - d. Remain silent and hold position for five minutes, or until shaking has stopped, whichever is longer.
  - e. If furniture moves, move your body with it, remaining undercover.
  - f. Alert children that a loud rumbling noise is an expected part of an earthquake.
2. Adults
  - a. If there is no room under furniture after the children have been positioned, stand in an interior door frame, feet slightly forward, knees slightly bent. Cover head as for “duck and cover” and bend head down slightly, keeping eyes closed. If glass is not shattering, open eyes to monitor children.
3. After the shaking stops, allow five minutes to evacuate the building before aftershocks occur. Calmly lead the children to a prearranged evacuation site in an outdoor area as far away from power line danger as possible. Account for all children. In the event of an evacuation, a First Aid kit, cell phone, and emergency forms will be taken.

### **Power Failure**

Since children in our preschool attend during morning hours only, most rooms will have adequate light to see. The exceptions may be the lower level of the church building which is equipped with flashlights.

1. Remain calm and comfort the children if needed.
2. If power failure is not weather related and it is safe, transfer activities outdoors to the fenced area (if rooms are too dark).
3. Whether inside or outside, choose familiar activities/games that will reassure the children that they are safe.

### **Blizzard or Other Emergency**

In the event a storm or other event confines the children and staff to the building for a lengthy period of time, certain measures will need to be taken. These conditions will be determined by relying on announcements and information from the National Weather Service, the Iowa State Patrol and local weather and safety authorities.

1. If communication lines are open, parents not in the building will be notified that their children will be cared for until conditions are safe for pick up.
2. Teachers should remain with their class and continue as normally as possible with scheduled activities. After hours, all efforts will be made to keep the children entertained and comforted. As long as conditions permit, the children will remain in their classrooms.
3. The director and/or assistant director will take inventory of food and beverages and determine what could be used for future snacks and meals. They will be responsible for preparing and serving available food.

4. Extra staff will gather materials for pillows and blankets to use for naps or sleeping during the night and take them to Fellowship Hall. (These may be quilts, tablecloths or sofas, pew or chair cushions, etc.)
5. Overnight sleeping will be in Fellowship Hall and all adults will gather there with the children, taking four hour shifts (at least two adults per shift) to remain awake and supervise the area.
6. We will monitor conditions and follow directions issued by local emergency agencies. When authorities assure us that all is clear, parents will be notified to pick up their children. Some staff will be asked to remain until all children are safely with their families.

## **Environment Emergencies**

In the event of conditions in the immediate area that would warrant evacuation from the building we will follow evacuation procedures set forth by city or county authorities.

1. Teachers should remain with their class and take them to designated locations (see below).
2. The director shall take all children's records and First Aid kits to the evacuation site.
3. The director shall post a sign on the church door indicating the location of the evacuation site.
4. Parents not in the building will be notified either before evacuation or after reaching a safe destination, as safety conditions and time permits.

Evacuation sites for emergencies that require an alternative location after evacuation from the church building shall be:

1. If conditions are safe in the area of the church:  
The house is on the southeast corner of Main and Lombard Streets (129 W. Lombard Street). This house can be reached easily from the west and north exits. If the south exit is used, guide the children around the building to the safety of the house.
2. If conditions dictate evacuation from the immediate area:  
Madison Elementary School, 116 East Locust Street, Davenport, Iowa. Parents, preschool staff and church staff will walk or transport the children in their cars. The twelve-passenger church van can also be used.
3. Classroom teachers will take emergency binders when evacuating the building. All parents will be notified by phone.
4. Any child requiring assistance will be carried by classroom staff.

## **Toxic or Hazardous Materials**

If there is a minor chemical spill of a non-hazardous substance, the infected area shall be blocked off and the spill cleaned up immediately.

In the event of a toxic spill near the preschool, and we are the first to witness it, staff will call 9-911 within the building or 911 from a cell phone. Staff and children will cooperate fully with official personnel.

All staff and children will be brought into the preschool, windows will be closed, and all will stay there until the "all clear" is given by officials. If officials determine that evacuation of the preschool must occur, staff will follow Fire Evacuation Procedures.

## **Lost or Abducted Child**

If a child is lost or abducted, call 911 within the building or 911 from a cell phone. Notify the preschool director immediately. A code 'Apple' alert will be activated via the walkie talkie & phone systems. Secure entire school grounds. No one leaves. Open child's file for police. Give pertinent information on the child including physical description, what the child was wearing, birth date, parents, and court papers.

If known, give pertinent information on suspected abductor (i.e. vehicle information, make, model, color, plate number, direction of travel, and description of abductor). Notify parents or guardians.

### **Intoxicated Parent**

In the event that a parent or other authorized person arrives at the center while intoxicated or in an impaired condition, staff will use their best judgement in determining if they are in a condition which may prevent them assuring the child's welfare.

Should it be determined that the person is in a condition that prevents them from assuring the child's welfare, staff will:

- Assist with alternative arrangements for the child to be picked up, including attempting to contact another person on the Authorized Child Pick-Up List
- Notify the police, including giving vehicle description and license plate number by call 9-911 within the building or 911 from a cell phone.

### **Water Emergency**

In the event of a water main or pipe break within the structure, remove the children from the flooded area. Notify the preschool director. If possible, shut off water to the building. Contact Iowa American Water for water shut-off. Contact parents to pick up their children.

### **Intruder (threatening person)**

As calmly as possible, move the children to a secure area away from the intruder. If escape is not possible, keep the children as calm and quiet as possible. If possible, call 911 from the building phone or 911 from a cell phone and report the intruder and contact the director or assistant director. Any staff member can make the call. Don't assume someone else has made the call. Even if you cannot talk, the line will remain open and law enforcement will investigate. Staff should cooperate with the intruder. Do not aggravate the intruder in any way. Try to talk to the intruder and demonstrate that you are not a threat to him/her. Let the situation play out.

### **Bomb Threat**

If possible, a designated person will leave the facility and contact 911 on a cell phone and the preschool director or assistant director. A copy of the bomb threat questions are included in the emergency procedure packets in each classroom and should be filled out by the staff member who called 911. Each threat is to be treated according to the circumstances of the situation. If an evacuation of the building is warranted, procedures for fire evacuation will be followed.

All staff are warned not to use light switches and not to use telephones within the building. Move away from the building to an area designated as a safe distance.

Follow directions of law enforcement personnel. Children and staff will re-enter the building only after law enforcement personnel have given the “all clear” message to staff.

If necessary, parents will be contacted to pick their children up. If necessary, children will be walked to Madison Elementary School.

### **Nuclear Evacuation**

If possible, all parents will be asked to pick up their children immediately. The preschool will follow the directions given by the Scott County Emergency Management Agency or the Iowa Emergency Management Division in Des Moines (515) 281-3231.

### **Unauthorized Access**

This policy has been written and is included in our parent handbook to ensure families that people entering church property do not have unauthorized access to children in our preschool. This policy is reviewed at our student/parent orientation and at our teacher in-service training each year. Any person in the center who is not a staff member, substitute, and who has not had a record check and approval to be involved with childcare shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian. Each year before school begins all staff members review the files of all children and have copies of legal parent/guardian/custodian information as well as pick-up authorization documents.

During preschool hours, any person entering the church building must enter through the church office entrance as all other doors are locked at all times. At that entrance they are monitored on camera and must check in with the receptionist at the front desk. The receptionist contacts the preschool director and informs her of the people in the building. Any visitor to the preschool is greeted by the director in the church office and given a written document of visiting guidelines. The education wing is located in the west wing of the building, separated from the greater church building. A system is in place that allows us to “lock-down” the preschool wing, if necessary, through the use of an emergency control panel located in the preschool office.

All preschool families enter through the West preschool entrance using the new intercom system. All entries can be viewed on the preschool office computer. Classrooms doors are kept locked at all times as an extra layer of security.

St. Paul Lutheran Church Preschool is dedicated to the safety and well-being of each child. Each classroom has two employed teachers who are directly responsible for childcare. Classroom teachers complete HHS criminal record checks and training on Mandatory Reporting of Child Abuse. All classroom teachers have been trained in diligent and proactive supervision of children as well as other people present in the facility.

No visitor or person on church property is ever given direct responsibility for childcare and they are never left alone with any child in our care. If a conflict of interest arises, the preschool director is contacted and asked to help resolve the conflict.

If at any time a classroom teacher observes a person on school property that they are unsure of, the preschool director or assistant director is contacted immediately by going to the office or is called by phone or walkie-talkie. Classroom teachers carry cell phones and know the location of all phones on all levels of the building.

When on the preschool playground, children stay within a fenced space with latched gates. Teachers walk continuously around the playground space observing activity at all times. If a concern arises, they call the preschool directors via walkie-talkie or cell phones. If the preschool director is unavailable the church receptionist is called. An all-page system is activated throughout the church in the event of an emergency and designated staff members go directly to where they are instructed.

**Due to unsafe conditions in the immediate area or church building,  
the preschool staff and children will be taken to our predetermined  
evacuation site:**

**Madison Elementary School**

**116 East Locust Street**

**Davenport, IA 52803**

**563-723-6750**

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## **Important Contact Information**

|                                    |              |
|------------------------------------|--------------|
| St. Paul Lutheran Preschool:       | 563-326-3547 |
| Karen Strusz (director):           | 563-459-5793 |
| Kathy Becker (assistant director): | 563-459-5801 |

Community Agencies:  
Mississippi Bend AEA (Developmental Assessments):  
563-359-1371

## **REQUIRED FORMS**

**PURPLE INFORMATIONAL SHEET** - Please answer all questions.

**GREEN EMERGENCY FORM** – Everyone must list a doctor and a dentist as well as the address and phone number. You must also list at least one emergency contact **other than a parent and list their complete address and phone number.** Please list the date of the last tetanus shot. Sign and date the bottom or the form is not valid for licensing.

**BLUE PICK-UP AUTHORIZATION** – List the complete name, relationship to child, and the phone number. Parent signature required.

**PINK MEDIA RELEASE & CLASSROOM OBSERVATION FORM** – Parent signature required.

**WHITE PHYSICAL FORM** – Please use **ONLY** this form, no other form will be accepted. It must be signed and dated by your physician. All physicals are good for one year after that date. Reminders will be sent to you during the preschool year if your child's physical is about to expire. If your child's physical is scheduled after July 1st, please return all other forms and bring the physical form to orientation.

**WHITE IMMUNIZATION FORM OR IMMUNIZATION EXEMPTION FORM**– No other forms are accepted. All information must be completed at the top of the form, including birth date. Immunization forms must be signed and dated by your physician. It must have the doctor name, clinic, source, and address listed by each immunization given.

**A current physical and immunization record or immunization exemption must be on file BEFORE your child can start preschool. This is a licensing requirement, and we are unable to make exceptions.**