

# Good Shepherd Preschool

## Parent Handbook

Program Policies and Procedures

1105 Washington Street

Eldora, Iowa 50627

(641) 858-5928

Church office 858-2464

Karen's Cell Phone 641-858-6757

## TUITION and FEES

### **PM Class**

Registration Fee is \$80. Tuition is \$210 each month. If your child is four, tuition and registration fee are paid by the Four Year Old Voluntary Preschool grant.

### **AM Classes**

The Registration Fee is \$55. Tuition is \$96 each month.

In case of Closing or restricted access due to COVID or for other reasons, tuition is still to be paid. Tele-learning will be provided.

Tuition is due at the beginning of each month and is not refundable. There will be a \$5 late fee if tuition is paid after the 10<sup>th</sup> of the month.

## Table of Contents

Tuition and Fees.....	1
Table of Contents.....	2-3
I. Welcome.....	4
II. Mission, Philosophy and Goals.....	4
Mission.....	4
Philosophy.....	4
Goals for Children and Families.....	5
III. Enrollment.....	5
Educational Equity Policy Statement.....	5
Americans with Disabilities Act.....	6
Eligibility.....	6
Registration Policy.....	6
Withdrawal of Students.....	6
Hours.....	7
General Information.....	7
Financial Policies.....	7
IV. A Child's Day.....	8
Sample Daily Schedule.....	8
Posted Daily Activities.....	8
Curriculum.....	8-9
Child Assessment.....	9-10
Program Assessment.....	10
Supervision Policy.....	11
Child Guidance and Discipline.....	11
Challenging Behavior/Biting.....	12
Permissible Methods of Discipline.....	12
Prohibited Disciplinary Procedures.....	13
Water Activities.....	13
Snacks/Foods and Nutrition.....	13-14
Special Occasions for Parties or Birthdays.....	14
Outside Play and Learning.....	14-15
Personal Belongings and Dress.....	15
Toilet Learning.....	16
Weapon Policy.....	16
Classroom Animals and Pets.....	17
V. Communication with Families.....	17
Open Door Policy.....	17

Drop-Off.....	18
Pick-Up.....	18
Transportation.....	18
Parking.....	19
Permission Slip.....	19
Attendance.....	19
Ethics and Confidentiality.....	19
Children's Records.....	20
Preschool Advisory Committee.....	20
Grievance Policy.....	20
VI. Family Involvement.....	21
Home Visits.....	21
Parent/Teacher Conferences.....	21
Family Night.....	21
Transitions.....	21
VII. Health and Safety.....	22
Medication and Illness.....	22
Physical and Imm. Card.....	22
Health Policy.....	23
Reporting Communicable Diseases.....	24
Cleaning and Sanitation.....	24
Hygiene.....	24
First Aid.....	24
Fire and Natural Disaster.....	25
Medical Emergencies.....	25
Notification of Accidents or Incidents.....	25
In Case of Bad Weather.....	26
Protection from Hazards .....	26
Environmental Health.....	26
Smoke Free Facility.....	26
Child Protection Policies.....	27
Parent Custody Rights.....	27
Intoxicated or Substance-Impaired	
Pick Up Person.....	27
Volunteers.....	28
VIII. Staff.....	28
Mandatory Reporters.....	28
Snack Suggestions.....	29-30

## I. WELCOME TO GOOD SHEPHERD PRESCHOOL (QPPS 10.1)

Good Shepherd Preschool is one of the ministries of St. Paul Lutheran Church. It is a way for us to share the love of Jesus Christ, our Good Shepherd, with growing boys and girls. Good Shepherd Preschool (GSP) is part of the 4-year old Voluntary Program and collaborates with Eldora-New Providence School District to provide a high quality preschool program meeting each child's needs. It is a setting where children feel safe, respected, and cared for. Children take part in planned, active learning experiences to build their readiness skills. Good Shepherd also offers morning classes for 3-5 year olds. GSP has adopted the Iowa Quality Preschool Program Standards.

We consider it an honor and privilege that you would enroll your child in our preschool. Our promise to you is that we will always try to do all we can to be worthy of your trust. This Handbook should answer many questions you have about our Preschool. If at any time you have other questions or concerns, please contact us and we will do what we can to help.

## II. MISSION, PHILOSOPHY, AND GOALS (QPPS 10.1)

### **Mission:**

Good Shepherd Preschool students will develop the skills and attitudes needed to become productive citizens and lifelong learners in the ever-changing world. Our students will have the opportunity to grow to know and love Jesus as their Savior and Friend."

### **Early Childhood Philosophy:**

We believe:

- Play is a child's work.
- Meaningful activities foster learning for life-long skills.
- Knowing the children and their interests guides the planning for each child and the group.
- Students learn best in a safe and caring environment.
- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society.
- Teaching the importance of good character benefits the school and the community.
- Positive guidance and discipline helps children develop self-control.
- Home, school, and community cooperation facilitates and reinforces learning.

**Goals for Children:**

- Children will show competence in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.
- Children will learn about the Triune God: God, the Father and Creator; Jesus, His Son, our Savior and Good Shepherd; and the Holy Spirit, the Comforter and Protector.
- Children will learn to pray, praise and give thanks to God.

**Goals for Family:**

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- Families will share successes and concerns for their children.

**III. ENROLLMENT****Educational Equity Policy Statement:**

It is also the policy of this school that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Tiles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e).

The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of pluralistic society. Inquiries or grievances related to this statement may be directed to the Director of GSP, (641) 858-5928. The Director has been designated to coordinate the efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

The Board of Education of St. Paul Lutheran Church is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, as required by the Iowa Code sections 216.9 and 256.10(2), Tiles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e). Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities including comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status or disability of the individual or individuals creates an intimidating, hostile or demeaning environment for education.

### **Americans with Disabilities Act (QPPS 9.10)**

The Eldora-New Providence School District follows the ADA accessibility requirements needed to meet the qualifications. Should a child with movement impairment wish to enroll in GSP, the staff will work closely with the parents to develop appropriate guidelines for movement, evacuation or other situations that may develop. For the PM class (voluntary preschool class), access may be at the ENP classroom, which is fully handicapped accessible.

### **Eligibility**

#### Three Year Old Preschool

GSP admits children who are three years old on or before Sept. 15 they may attend a morning class, if spots are available. Registration will begin in the spring of the year. All three year old children that attend the morning classes must be toilet-trained.

#### Four Year Old Preschool

To qualify for the 4-year old voluntary class, children must be four years on or before September 15 of the current school year. Five-year-olds may attend the PM class, but they will pay the tuition that is paid by the grant for 4 year olds. Registration will begin in the spring of the year. In the 4-year-old voluntary preschool class (PM Class), toilet training is not required but highly encouraged. If a child is in the process of toilet training, the child will be helped in the process.

### **Registration Policy**

St. Paul Board of Education has adopted the following registration policy:

1. Children of member families at St. Paul Lutheran Church will be given the first opportunity to register for the next year's classes in mid-January.
2. Following #1, registration will be open to current three year olds for the PM Class. Then it will open to the public on Feb. 1.

Registrations are taken in the order received for the AM classes. If the desired class is full, a child is placed on a waiting list to be called when a vacancy occurs. If there are more registrations than slots available in the PM class, then a lottery for slots would be done. Students may not repeat in the PM class unless there is an opening available.

## **Withdrawal of Students**

If circumstances require that a child discontinue attendance at GSP, parents are to notify GSP immediately so that another child from the waiting list can be enrolled. A two-week notice is requested.

## **Hours**

The four-year old program has classes that meet for four days a week. It will be referred to as the PM Class. Children attend on Monday, Tuesday, Thursday, and Friday. Students do not attend on Wednesdays. This allows for parent meetings, snow make-up days, home visits, cleaning of toys, planning time for the teaching staff, and collaboration with community agencies. The preschool follows the ENP school calendar as much as possible. The morning classes for the 3-5 year olds are two mornings a week. They are either the Monday/Thursday A.M. Class or the Tuesday/Friday A.M. Class.

MTHAM Class: 9:00 - 11:30 a.m. Mondays and Thursdays

TFAM Class: 9:00 - 11:30 a.m. Tuesdays and Fridays

PM Class: 12:30 - 3:30 p.m. Mondays, Tuesdays, Thursdays, and Fridays

## **General Information**

Enrollment forms include the following:

1. Enrollment Form
2. Pick-up Permission
3. Release Authorization
4. Physical Form and Permission Sheet
5. HIPPA Form
6. Dental Form
7. Developmental Level
8. Home Language Survey
9. Race and Ethnicity
10. Scholarship Form (if applicable)
11. Parental Emergency Medical and Allergy Consent
12. Current Physical and Up-to-date Immunization Records
13. ASQ3 (Ages and Stages Questionnaire)
14. Action Plan for extra health needs that require a regular medication or technology support (if applicable).
15. Copies of Birth Certificate and Social Security Card (PM Class)

Each class can have up to 20 students. A teaching staff-child ratio of at least 1:10 for the PM class and 1:7 for the AM classes will be maintained at all times to encourage adult-child interactions and promote activity among children. The director will maintain a current list of available substitutes for both the teacher and aides. Should one of the teaching staff need to temporarily leave the room, the teacher will call the office and will arrange for coverage of the classroom to maintain the staff-child ratio. **(QPPS 10.4)**

**Financial Policies:**

Families of AM Class students are responsible for the school registration fee set by the board yearly. This is paid at registration. Tuition is set by the Board of Education. The registration fee and tuition for four-year-olds in the PM Class is paid by the four-year-old voluntary grant. Tuition and registration fee for a five-year-old is paid by the parents. Tuition is due the first day of class of each month starting in September. In case of closure or limited classes, due to pandemic or for other reasons, tuition is expected to be paid. Virtual learning will be given if classes are limited or preschool is closed.

**IV. A CHILD'S DAY (QPPS 2.3)**

**Sample Daily Schedule**

**Morning Session:**

- 9:00 Arrival, Table Activities
- 9:15 Bible Time
- 9:25 Pledge/Calendar/Weather/Songs
- 9:30 Large Group
- 9:40 Snack
- 9:50 Free Choice
- 10:45 Clean-up/Pack up
- 11:00 Large Motor/Outside
- 11:20 Story Time
- 11:30 Dismissal

**Afternoon Session:**

- 12:30 Arrival, Table Activities
- 12:45 Bible Time(Optional)
- 1:00 Pledge/Calendar/Weather/Heggerty/Songs
- 1:15 Large Group
- 1:35 Snack
- 1:50 Free Choice
- 2:35 Clean-up/Pack up
- 2:50 Large Motor/Outside
- 3:10 Story Time
- 3:30 Dismissal

**Posted Daily Activities (QPPS 2.3)**

The needs of your child will be met by providing a consistent daily schedule, with established routines. However it is flexible enough to encourage spontaneity and take advantage of discoveries made by the children. Your child will have the opportunity for the following types of activities every day:

---

Learning Areas: Art, Blocks, Computer, Cooking, Sand and Water, Discovery, Dramatic Play, Library, Music and Movement, Outdoor, Toys and Games	Jesus Time  Self-directed Play  Large and Small Group Play	Individual Activities  Story Time
---	--	---

### **Curriculum (QPPS 2.1 - 2.3)**

We use the Creative Curriculum, which is researched-based and aligned with the Iowa Early Learning Standards. This curriculum provides for developmentally appropriate activities that will help children grow in literacy, math, science and technology, social studies, social skills, and the arts. Studies are an investigative in-depth exploration of a topic that can be implemented and driven by student curiosity. We also utilize a Christian curriculum for the Bible Stories used in Jesus Time.

GSP has the policy that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum fosters respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

We provide children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum.

### **Child Assessment (IQPPS Standard 4.1, 4.2)**

GSP wants to be sure your child is making progress in their growth and development. Research shows that children learn more when they are engaged in play! We don't leave learning to chance; therefore we will be keeping track of your child's skills during their play experiences. The teachers will gather this information and plan their classroom activities and environment according to the data collected. We would also like parent's input in gathering info about what their child is doing at home. The teachers will make sure the learning moves each child along in their individual development. Areas of study will coincide with the children's interests.

Children typically go through multiple steps when learning a skill. During each step, the teachers will observe each child's new skills and support them as they progress. To determine where your child is developmentally, we will be using the Creative Curriculum Gold Assessment System. Most of our documentation of your child's learning will come through observations, notes taken by the teachers, portfolio materials, and documenting pictures, recordings or video. Some formal testing and informal assessments may be done:

- Ages and Stages Questionnaire 3 for families. - August
- IGDI's (Individual Growth and Development Indicators) will be administered in the fall, winter and spring for the PM class
- Child Assessment in Gold records student progress in all developmental areas three times a year for all classes. - fall, winter, spring
- Observational data provides an ongoing, anecdotal record of each child's progress during daily activities.
- Early Literacy Individual Growth and Development Indicators (IGDIs) are given at the beginning, middle, and end of the year to monitor the growth of early literacy skills.
- Letter assessment (naming and sounds)- ongoing until mastery
- Number assessment (naming numbers 1-20) - ongoing
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and Development.
- Hearing and vision screening
- Height and weight recorded

IGDIs assessments administered in the school setting are done on a 1:1 basis and in a quiet setting for best results. Other assessments and checklists are done in the classroom setting in either individual, small group or large group settings. All assessments and data, as well as progress reports, are kept confidential and only shared with families as indicated by our school information systems. Additionally, digital results are password protected and paper results are secured in a locked file drawer.

If we see that your child may need additional assistance or at a parent's request, an Area Education Agency (AEA) representative may come to observe your child with your permission. The AEA staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist, or others. If the teachers and AEA representatives feel more formal diagnostic testing is needed you will be contacted.

We will report our assessments three times a year for all classes. For the PM class, this will occur at Parent-Teacher conferences in late October or early November and again in February. The third assessment will be a report sent home the last day of school. The AM classes will have a report sent home in early November, a Parent-Teacher conference in late January. There will be a final report sent home on the last day of school.

If applicable, progress on GEI or IEP goals will be shared at GEI/IEP meetings. Information will also be shared with families through notes, texts, emails, and/or phone calls. Besides the assessments the teachers will be doing in the classroom, we can't forget

the parent's component. Home visits, conferences, and parent communication will be a way to include the parent's input. It is important that we develop the whole child, both at home and at school. **(QPPS 7.3, 7.5)**

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom. **(QPPS 7.4, 7.6)**

### **Program Assessment (QPPS 10.15)**

GSP implements the Iowa Quality Preschool Program Standards. We received verification of meeting the requirements in February 2011. Yearly there is a Desk Audit of the 10 Standards to show evidence that we continue to meet the IQPPS. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

### **Supervision Policy (QPPS 9.2)**

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

- All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and are stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of the environment - spills, sand, etc. Other serious problems reported to the maintenance man.

When transitioning to a different area(playground, Chapel) of the preschool, checks to make sure all students are moving will be made before, during and after the transition.

- Upon arrival, each child will have a temperature check and be observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible for children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

### **Child Guidance and Discipline (QPPS 1.7 - 1.9)**

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involve children in problem solving to foster the child's own ability to become self disciplined. Discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

### **Challenging Behavior/Biting (QPPS 1.2, 1.8, 1.9, 3.5, 3.6)**

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors teachers promote pro-social behavior by:

- interacting in a respectful manner with all children by modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials.
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed.

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

## **Permissible Methods of Discipline: (QPPS 1.9)**

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

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

## **Prohibited Disciplinary Procedures**

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

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

## **Water Activities (QPPS 5.7, 9.14)**

During water play at the water table, children are involved in active experiences with science and math concepts. Children wash hands before and after water play. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to shallow tubs. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs and water tables. We supervise by Touch Supervision, being in arms reach at all times.

## **Snacks/Foods and Nutrition (QPPS 5.9-5.17)**

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own

culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Children attending the AM class will be served a snack at a regularly scheduled time. For the PM class, snacks are part of their choice time. Two food groups will be represented at each snack time as outlined in USDA guidelines. For the PM class, you may volunteer to provide snack. See page 24 for snack suggestions. A written snack calendar for each month will be given to families and will be posted in the classroom. Each child will have a day to celebrate his/her birthday. It will be the closest day to his/her actual birthday. Summer birthday students will celebrate their 1/2 birthday. Each month's calendar is kept on file for review by a program consultant. We encourage children to expand their tastes by at least trying a bite of the food offered.

Food brought from home must be either whole fruits or commercially prepared packaged foods. A list of the ingredients and a label must come with the food provided.

**No homemade foods are allowed.** They will be sent back home. Staff will supplement snacks, if they do not meet the CACFP guidelines. All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program with an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

For children younger than four years, these foods will be cut into bite sized pieces: hotdogs; whole grapes; nuts; hard pretzels; or chunks of raw carrots or meat larger than can be swallowed whole. They will not be served spoonfuls of peanut butter, popcorn or raw peas.

GSP does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

### **Special Occasions for Parties or Birthdays**

In addition to the nutritious snack, you could send store bought cake or cupcakes, cookies, ice cream, ice cream bars, pudding cups, popcorn(we can pop in the microwave), or frozen yogurt. Another option is a snack size candy bar or lollipop to send home.

### **Outside Play and Learning (QPPS 5.4, 9.5 - 9.8)**

We have daily opportunities for outdoor play as the weather permits and provided the weather, air quality, and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

In order to make sure that your child can play comfortably outside it is important to dress him according to the weather. When it is cold outside, he/she needs a warm coat, mittens or gloves, a hat (labeled with your child's name), and snow boots. For the warmer days dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea. There are areas on the playground for children to be in the shade and still be active. We encourage you to bring sunglasses, a hat or other clothing for your child to wear as another protection from the sun. Your sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with your written parental permission to do so). We will also use your insect repellent containing DEET(only with your written permission) no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

Program staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist on a weekly basis.

### **Personal Belongings and Dress:**

Children should not bring personal toys. Items brought to share with children on sharing days will be kept on the Discovery Table.

If your child is new to toilet training, send a change of clothing in his/her backpack Please clearly label the clothing with your child's name. Items should include: shirt, pants, underpants, and socks. During the winter months when your child wears boots to school, please make sure they have a pair of shoes in their backpack. Children should be dressed to play when attending preschool. The activities offered in preschool may involve some messiness, please don't send your child in any special outfit that might get ruined.

Dangerous and restrictive clothing should be avoided. (Especially for field trips, flip-flops, clogs, open-toed shoes/sandals, or long dresses should not be worn).

### **Toilet Learning: (QPPS 5.5)**

Toilet learning is an important time in a child's development. Children should attempt to wipe themselves and take care of pulling up their pants. We can help with hard snaps or buttons. If a child is still working on potty training, we will help them and give them prompts to use the bathroom. In case of an accident, the following procedures are in place:

1. Clean up will be done in the bathroom adjacent to the classroom. Food handling will not be permitted in the bathroom.
2. Staff will follow all guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5.5: Clothing that is soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

Gloving posters will be posted in the changing area showing procedures through the use of visuals and words.

3. If needed, we will use GSP clothing. Please launder and return next week.

### **Weapon Policy (QPPS 10.5)**

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items, knives, etc. Violation may result in a student suspension.

### **Classroom Animals and Pets: (QPPS 5.6)**

We have classroom fish. The children take turns feeding them. If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom, you are welcome to with proper documentation. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal should be in good health and

have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervises all interactions between children and animals and instructs children on safe behavior when in close proximity to animals.

**Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking requirements have been met.**

## V. COMMUNICATION WITH FAMILIES (QPPS 1.1, 1.4, 4.9, 7.1)

The program will promote communication between families and staff by using written notes as well as informal conversations, texts or email. Families are encouraged to send written notes with important information, so all the staff who work with the child can share the parent's communication. Teaching staff may write notes for families. Staff will use these notes to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, texts, in person, notes, or phone calls.

### **Open Door Policy**

Parents and legal guardians are always welcome to visit the preschool classroom. It is helpful to have prior notice of a visit. As a safety feature, all parents and visitors will check in with the teacher. Please wash hands upon arrival when visiting. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

### **Drop-Off (QPPS 10.9)**

Parents or an adult should accompany each child into the entry, wait while temperature is taken and then sign in. Do not drop off children prior to 8:55 a.m. for the AM Classes or 12:25 p.m. for the PM Class. Please contact GSP when your child will be absent or arriving at a different time.

It is also required that all changes of phone numbers, places of employment, residence changes, or changes in pick-up information be turned into the teacher. According to the licensing regulations, "each child shall have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group." After further observation, if any of

these things are determined, parents or emergency contact will be called to pick up the child.

**Pick-Up (QPPS 10.9)**

Please enter the North door, one at a time. Sign out your child or children and we will bring them up to you. Please wait outside until the previous person and child have left the building. An authorized adult must sign out all children. Anyone, including all parents, who are allowed to pick the child up, **MUST** be listed on the Pick-Up Permission Form filled out with your registration papers. In a custody situation, the parent signing the child into our class takes full responsibility to ensure this is in accordance with their specific court agreement. If a parent who is not listed contests this, they will not be allowed to pick the child up until the parent signing the child into our program gives approval. If the contesting parent can offer proof he/she is indeed the legal parent or guardian and has legal rights to pick the child up, we will allow that parent to offer his/her own Pick-Up Permission form and lawyers for both sides will be contacted. The classroom teachers reserve the right to not allow any individual onto our property for drop-off or pick-up if he/she has created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the teachers in writing, text or email, prior to that time. If the pick-up person is not on the list or the staff didn't receive written notice, the child will remain at school until a parent can be contacted. It is the parents' responsibility to notify the school and make changes on the pick-up permission form whenever necessary. If you need to pick up your child early, please push the button to the right of the door and tell who you are and that you are here for preschool. You will be buzzed into the entry.

**Transportation: (QPPS 10.9)**

Transportation is the responsibility of the parent. Transportation may be available in accordance with a student's individual educational plan (IEP). Transportation services needed by identified special needs children will be addressed on an individual basis.

**Parking: (QPPS 10.9)**

Parking for the GSP will be on the adjacent streets or next to the playground in the alley.

**Permission Slips:** Written parental permission is required for field trips. Permission sheets were filled out with your registration packet. Parents will be notified in advance of

any upcoming field trips or school outings. Currently, we will only be taking walking Field Trips.

**Attendance:**

Students are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the child's progress. Please call GSP, 858-5928 (remember to let the phone ring at least 10 times) with the reason for an absence no later than 8:45 a.m. for the morning session or 12:15 p.m. for the afternoon session. You may also call the director's cell phone, 641-858-6757. If we haven't heard from you, you will receive a call or text from GSP, to check on the child's absence.

**Ethics and Confidentiality (QPPS 4.1)**

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

All teaching staff will receive training on ethics and confidentiality on the National Association for the Education of Young Children's Code of Ethical Conduct as part of their orientation. Each staff person will sign a Statement of Commitment to document their willingness to hold close the values and moral obligations of the field of early childhood education.

**Children's Records (QPPS 10.8)**

The student records containing personal identification information, except for directory information, are confidential. Only authorized personnel will have access to the personal information. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents of the PM class may also file a complaint with the United States Department of Education if they feel their rights regarding their child's

records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the administration office.

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

### **Preschool Advisory Committee (QPPS 7.2, 10.15)**

GSP has a Board of Education with parents as members. We also have a Joint ENP/GSP Parent Advisory Committee who reviews our evaluations and helps with some decisions about the preschool program.

### **Grievance Policy (QPPS 7.5)**

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. For the PM Class, if additional help is needed, either party may ask for the assistance from the Program Administrator-the ENP Principal. If you have a concern regarding some aspect of the program or policy, please contact the GSP Director or ENP Principal. If you remain dissatisfied, you may contact the Superintendent of South Hardin Community Schools. For the AM Classes, if additional help is needed, either party may ask for the assistance from the Pastor or from the St. Paul Board of Education.

As part of our program assessment, at least once each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

## **VI. FAMILY INVOLVEMENT (QPPS 4.9 7.1 - 7.7)**

As your child's first and primary educator, we value your family's beliefs, customs, and traditions. We recognize this is an important resource to us as teachers. You are a vital asset in the collaboration between home and school. Your continuous family participation in your child's education will help foster your child's day-to-day learning.

### **Home Visits and Parent/Teacher Conferences (QPPS 7.3)**

The home visit for the PM class students will be planned for August or the first part of the school year. This is a requirement of the IQPPS and helps to open communication with families. It also helps us to get to know you better, find out the child's interests and gives

parents a chance to share their goals for their child for the year and any questions or concerns that they may have. To ensure that parents are involved with their child's progress, conferences will be scheduled during late October/early November and again in mid-February for the PM Class. The AM Classes will have conferences in January/February.

### **Family Night**

Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. Based on results from a family survey, the teaching staff will select a topic for the evening. With help from family volunteers, the night will be planned to meet the needs of the children and families in the classroom.

### **Transitions**

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit if possible.

## **VII. HEALTH AND SAFETY**

### **Medication and Illness (QPPS 5.8)**

In order to give medications, we MUST have a written doctor's approval and doctor's authorization on file at the school to give any type of medications. The note must include the dates to be given (3-7 days), dosage, how often the medication should be given, what type of medications, and the parents must inform the staff when medication was last given. All medication to be given to children MUST be in the original bottle with the instructions on it and a side-effects sheet given to the staff. All non-prescription medicine must have the child's name written on it or a permanent sticker with the child's name written on it. A medication form needs to be filled out prior to the administration of any medicine. No medications can be given if the medication is outdated or the prescription is written for another person.

A child who is ill (or has a temperature of 100 degrees or above) needs to be kept at home. All children shall have direct contact with a staff person upon arrival for temperature

check and early detection of apparent illness, communicable diseases, or unusual condition or behavior. If any of these things are determined, the child will be further observed. When we determine a child is sick or contagious at any time during the day, that child will not be permitted to attend school. A child shall be supervised in a secluded spot until someone arrives to pick them up. We will call and expect you or a backup caregiver to pick up your child as soon as possible. Please have a back up caregiver on call to keep your child, in case you are unable to miss work or class. In addition, if the parent is unreachable, we will call the emergency contacts listed on the Medical/Dental Emergency form. The school reserves the right to request the child see a physician or have a physician's note prior to returning.

For courtesy reasons, please try to give any antibiotics around school hours. Also by law, we **MUST** keep all medications locked. If your child carries medications in their school bag, please give the med(s) to the staff to lock up.

All the children will play outside unless the temperature is above 100 degrees or below 32 degrees.

### **Physical and Certificate of Immunization**

Physicals and immunization cards need to be presented on or before the first day the child attends class. These will be kept on file. A physical is good for one year. If your physical expires during the year, a note shall be sent home with the child. Physicals are due yearly and immunizations are according to their age and the state regulations.

### **Health Policy (QPPS 10.5)**

In order to protect your child and other children, we have established some illness guidelines. By following good health policies, you will protect your child and others in school.

A child may NOT attend the GSP with the following symptoms:

- Temperature over 100 degrees. Child may return to class after 24 hours of normal temperature (without medication). If a child's temperature is 99 degrees on waking he/she should not be brought into school. Temperatures rise as the day progresses. Do not give children medication in the morning and then bring them to school. Parents may not give their child medications to attend school. If given fever medication, they must go home.
- Diarrhea (watery or greenish stools that look different and are much more frequent than usual) or blood in stools. If more than 3 bouts of diarrhea within a two-hour period occur, you will be asked to pick up your child.
- Vomiting. (2 or more episodes in the previous 24 hours. Child may return after 24 hours with no vomiting) or persistent abdominal pain (more than two hours).

- Severe cold with fever, sneezing, and/or nose drainage.
- Mouth sores, with drooling.
- Severe coughing, difficulty breathing and/or wheezing.
- Yellowish skin or eyes.
- Conjunctivitis "pink eye" (eyes are red, thick, yellowish drainage). (prefer 3 doses of meds)
- Untreated impetigo of the skin. Starts as red pimples then become small vesicles surrounded by a reddened area, then blisters will break. Lesions occur in moist areas of the body.
- Scabies or unidentified rashes.
- Contagious infections (strep throat, chicken pox, mumps, etc.)
- If a child seems sick without obvious symptoms, such as looks and acts differently, unusual paleness, irritability, unusual tiredness or lack of interest.

A child may return when symptoms have disappeared or with physicians consent that he/she may return without danger to himself or other children and staff.

A child MAY be at school if he/she has: Slight fever (less than 100 degrees); Cold; Allergic rash(not contagious); Prickly heat; Loose stools caused by diet or medication; or has been treated for head lice. This may change and be updated for COVID.

### **Reporting Communicable Diseases (QPPS 10.5)**

Staff and teachers provide information to families verbally and in writing on the parent bulletin board at the entry, about any unusual level or type of communicable disease to which their child was exposed. Signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program may also be posted.

### **Cleaning and Sanitation (QPPS 5.18, 5.19, 10.5)**

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately. Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one-tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy, left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. A checklist will be completed as indicated in the table. Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label.

Non-Toxic substances will be used whenever possible. All cleaning materials in the classrooms will be locked in a cupboard and away from the children.

### **Hygiene (QPPS 5.6)**

In order to promote good hygiene habits, your child will wash hands when entering the classroom, before and after snack, after using the bathroom, after handling body fluids (sneeze, blowing nose, etc.) and other times (after painting, sand/water table, pets, etc.). Hand washing procedures will be posted by all sinks.

### **First Aid (QPPS 9.12)**

A first aid kit is located in each classroom. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site. The Preschool Program will follow the GSP Exposure Control plan if needed. The director will supply the proper materials for our classrooms.

At least one staff member that is certified in children's CPR will be in the area working with the students at all times. The ENP Elementary nurse will notify the teachers and paras of our preschools during the first week of January if their pediatric CPR certification expires in the next calendar year. The school nurse has a yearly reminder set on her Google calendar. She will include the administration in that yearly notice. The school nurse will train the staff as she is certified to train or will help staff find a trainer.

### **Fire and Natural Disaster (QPPS 10.10)**

Our school has established special procedures to deal with such emergencies as fire and natural disaster. The Fire Marshal inspects the school on a regular basis. Fire and tornado drills are held monthly and recorded on a log. During severe weather, a constant check is kept for emergency information through listening to the weather radio.

A fire extinguisher is installed inside the preschool classroom with a tag indicating its annual service date. There are three smoke detectors, and 2 carbon monoxide detectors that are tested monthly.

### **Medical Emergencies and Notification of Accidents or Incidents (QPPS 5.1, 5.3)**

GSP has in place a "Safety Procedures Booklet" that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures

- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations

This booklet will be posted in the preschool and included in the first aid kit. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the staff will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented on an "Injury and Illness" form and a copy will be given to the parent within 24 hours of the incident.

All staff will have phone access to summon help in an emergency. The telephone numbers of the Fire Department, Police Department, Ambulance, and Poison Control are posted by the phone. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

### **In Case of Bad Weather (QPPS 10.9)**

In case of bad weather, please listen to KDAO Eldora 99.5 FM. If ENP/SH classes are canceled, then the GSP is canceled. I will put an announcement that says that Good Shepherd Preschool is canceled. If there is a one-hour delay, we will run on time. If there is a two-hour delay, please listen, because we may cancel the morning class. If school is closed early, by 12:30 p.m. we will not have the afternoon session. If it is let out after 12:30, we will continue until 3:30 p.m., but feel free to come and get your child any time. I will email/text closures also.

### **Protection From Hazards and Environmental Health (QPPS 9.11, 9.15, 10.5, 10.10)**

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

The preschool classroom has been tested for radon, carbon monoxide, and other hazards that could impact children's health with documentation on file. Painted areas are well maintained so there is no danger of lead exposure. Staff maintains the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.

#### **Tobacco Free Facility (QPPS 9.15)**

In compliance with the Iowa Smoke-free Air Act of 2008, GSP is tobacco free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the preschool classroom building to inform people that they are entering a non-smoking place. No smoking is allowed within sight of any children.

#### **Child Protection Policies (QPPS 10.6)**

The health and well-being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has written policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and within six months of employment. GSP does not tolerate employees physically or sexually abusing or harassing students.

#### **Parent Custody Rights: (QPPS 10.8)**

If a parent or guardian has lost/limited child custody rights, we need to have a copy of the court order to place in the child's confidential file. This is for the child's protection. Without this official documentation, we cannot legally stop a parent from taking or visiting the child.

### **Intoxicated or Substance-Impaired Pick-Up Person (QPPS 10.6 & 10.9)**

Any individual arriving at GSP in an obviously intoxicated, substance-impaired, or incapacitated state will be asked not to leave the premises with the children. The staff will ask the individual if there is someone else that may be called to come and pick up the children. If the individual refuses to call another person to come and pick up the child and ultimately leaves the premises with the child, the staff will contact the local police. If the staff has reason to believe that the authorized adult was substance-impaired, the staff must act in their role as mandatory reporters and file a child abuse report.

### **Volunteers**

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Parent Volunteers now must also execute and submit an affidavit of clearance from any and all crimes against a child or families. If you would like to volunteer in the classroom contact the Director to fill out paperwork.

We are currently not having parent drivers for field trips. If QPPS requires further documentation that will also be done. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

### **VIII. Staff (QPPS 10.2,10.4, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6)**

Teachers in our program are licensed teachers with early childhood certification as set by the State of Iowa. The aides will have a high school diploma or GED and will be enrolled in a CDA (Child Development Associate Credential) program, have a paraeducator certificate, have a CDA certificate, or further education. The aides will carry out activities under the supervision of the teachers. All teachers/aides will be certified as Mandatory Reporters, in Universal Precautions, Child and Adult CPR, and First Aid. The Director will make sure that all staff are compliant with these requirements.

Program administrator for the PM class is the elementary principal. She/He supervises the 4-year-old voluntary preschool programs. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards (IQPPS). The administrator for the AM classes is the GSP Director.

### **Mandatory Reporters: (QPPS 10.6)**

All of the teachers, aides and substitutes are Mandatory Reporters of child abuse. The Preschool Licensing Standards and Procedures handbook states that in the course of working with a child if an employee has reason to believe that the child has suffered

sexual abuse, physical abuse, or neglect he/she must report immediately to the Department of Human Services. A copy of the *Licensing Standards and Procedures* handbook is available from the GSP Director, if you would like to review the guidelines.

Thank you so much for taking the time to carefully read this manual and for choosing the Good Shepherd Preschool. We are committed to providing quality education to the children and parents we serve. Please feel free to contact us at any time with your thoughts, questions, or concerns.

Karen Ritter, Director

### **Snack Suggestions**

Please provide a beverage and a food item from a different food group. All food must be prepackaged or whole and we can cut them into slices or chunks. For example, you may provide raisin bread that is pre-packaged and 1% milk; a chunk of Colby cheese (enough for the class) and 100% grape juice; skim milk and graham crackers.

Serving sizes should meet the CACFP (Child and Adult Care Food Program) requirements.

<b><u>Bread/Bread Alternative</u></b>	<b><u>Fruits/Vegetables</u></b>
Serving Size: $\frac{1}{2}$ Slice	Serving Size:
1/3 cup dry cereal (1/2 oz.)	4 ounces of juice, 100% only
$\frac{1}{4}$ cup cooked cereal, grain, pasta	Fresh, canned, or raw
$\frac{1}{2}$ muffin, roll, biscuit, etc.	
Enriched White Bread	Bananas/Tangerines
Whole-wheat Bread	Peach Slices
Carrot Bread/Corn Bread	Pineapple Chunks
Raisin Bread/Date Bread	$\frac{1}{2}$ Apple/1/2 Oranges
Zucchini Bread/ French Bread	Fruit Cups
Soft Pretzel	Pear Slices/Plums
Bread Sticks	Melon
Bagel/ English Muffin	Strawberries
Muffin (Any Variety)	Seedless grapes
Tortillas	Raisins
Waffle	Cucumbers
Rice	Carrots
Biscuit	Broccoli
Cinnamon Roll	Celery
	Cauliflower

Saltines/Oyster Crackers

Graham Crackers

Bread Sticks

Whole-Wheat Crackers

Dry Cereal (1/3 cup)

Cereal Mix/Trail Mix

**Milk/Milk Products**

Serving Size: 4 ounces

Soy, skim, or 1% milk

**Meat/Meat Alternative**

$\frac{1}{2}$  hard boiled egg

$\frac{1}{2}$  oz. cold cut/ham/turkey

1 oz. meatballs

1 oz. peanut butter

$\frac{1}{2}$  cup cottage cheese/pudding

$\frac{1}{2}$  cup yogurt/gogurt

cheese slices/cubes/sticks