



2025-2026 Preschool and Childcare Handbook

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PHILOSOPHY

CONCEPT OF ST. JOHN PRESCHOOL AND CHILDCARE CENTER

The stated purpose of the St. John Preschool and Childcare Center is to nurture children in Christian growth believing that every child should have the opportunity to become a whole person as intended by God. St. John Preschool and Childcare Center was established as an early childhood learning center for preschool children, under the guidance of dedicated and committed Christian teachers, to assist parents in this responsibility.

Feed my lambs . . . John 21:15

OBJECTIVES

1. To expand the preschool child's perception of self, of God, of other people and of the environment in which God has placed us.
Self: Opportunities will be provided for the development of a positive self-image through intellectual growth, emotional maturity, and large and small muscle development.
God: An atmosphere for religious training and experience will be developed daily to reinforce that given in the home and in Sunday School.
Others: The setting will provide for the opportunity to grow socially through interaction with other children.
Environment: Each child will be encouraged to be open and "alive" to the total environment.
2. To help parents understand more about growth and development of preschool children through observation, evaluation, and parent-teacher conferences.

WAYS YOU CAN HELP YOUR CHILD FEEL SUCCESSFUL IN SCHOOL

- Exhibit a positive attitude toward school.
- Allow ample time so that your child will not be hurried.
- Bring your child to school on time. Entering a classroom already in progress is difficult for some children.
- Please be prompt for pick-up. Some children become upset and worry when the parent is late.
- Think of the teachers as friends who want to know about your child in an effort to provide him/her with a happy and successful preschool experience.
- Please let the staff know of any changes that might affect your child: i.e., allergies, medications, new baby, family circumstances, moving, disrupted schedule.
- If problems arise, please talk to the teacher(s) and/or Director.
- When looking at the project your child brings home, please remember that the **process** (thinking, doing, feeling, experimenting) is more important than the finished product.



POLICIES

Preschool Program Sessions Offered

- Monday - Friday morning class for four and five-year-olds
- Monday - Friday afternoon class for four and five-year-olds
- Monday/Wednesday/Friday morning class for three-year-olds
- Monday/Wednesday/Friday afternoon class for three and four-year-olds
- Tuesday/Thursday morning class for three-year-olds
- Tuesday/Thursday afternoon class for three-year-olds

ADMISSION

St. John Preschool and Childcare Center is licensed by the State of Iowa and admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

Children admitted into classes for 4- and 5-year-olds must turn 4 on or before September 15. Children admitted into classes for 3-year-olds must turn 3 on or before September 15.

POTTY TRAINING POLICY

St. John Preschool and Childcare Center requires that children be **fully potty-trained** to be in our program. Our staffing allowances and facilities are not set up to accommodate children that cannot manage toileting routines in an independent fashion. This includes the child being able to determine when he/she needs to use the toilet for either urination or bowel movements, can express this need as it arises to an adult, can dress and undress him/herself, and can handle all aspects of toileting with little or no help from adults, including wiping. This also includes being able to nap (if the child still requires an afternoon nap) without having an accident during sleep. We do not permit Pull-ups or other diaper-like undergarments.

Our program is designed for giving young children their first school experience, therefore, potty training is **not** part of our curriculum. We are not staffed for regularly handling these types of occurrences, so we will not be able to assist with frequent accidents. We do understand that sometimes a child needs time to adjust to a new setting and new routines with unfamiliar adults. Therefore, we will give a **three-week grace period** after a new child's initial start date to give them time to adjust to a new setting.

We define frequent accidents as having **3 or more accidents in a two-week period**. This level of frequency indicates to us that the child is still in process of being able to fully recognize when they need to go and would also be requiring more assistance than our staff would be able to reasonably provide. If we find that a child is having 3 or more accidents in a two-week period **after the initial three-week grace period** following a new child's initial start date, we will implement the following protocol:

- The parent(s) will be informed each time an accident occurs via Brightwheel.
- Upon the 3rd accident in a two-week period, parent(s) will be informed by the Director in an email that we are entering into a probationary period for the following two weeks.

Probationary Period

- The parent(s) will be informed that if the child has an additional 3 or more accidents during the probationary period in the following two weeks, the child will need to pause their enrollment in our program.
- The parent(s) will continue to be informed each time an accident occurs.
- If the child has no accidents during the two-week probationary period, the child can continue enrollment without disruption.
- If the child does have 3 or more accidents within the probationary period, the parent(s) will be given one week from the 3rd accident to find alternate care.

- The parent(s) will be charged a holding fee of 50% of preschool-only tuition to hold the child's spot in the program (both preschool and childcare as is applicable) and adjusted for the time period the child is absent from the program. This would be a significant reduction from the standard weekly fee charged for childcare with preschool.
- When the child has achieved a two-week period with no accidents outside of our program, then the child will be permitted to return to our program.

Children with special needs will be accepted in the program, which may include toileting issues related to a diagnosed medical condition, **as long as St. John PCC staff can accommodate these needs**. We will work with the parent(s) and other agencies in an attempt to help make it possible. Sometimes it may not be feasible to meet the needs of some children based on our staffing and resources. In the best interest of the child's needs, this could result in the child being denied admission to our program or exited from our program (if they are already enrolled) to seek a setting that is better suited to meet their needs. The Director should be consulted if there are questions about how St. John PCC can meet a child's needs.

Discharge of a student will happen after careful consideration of the situation during a confidential conference with the parent(s). Discharge may happen if, in the opinion of the staff, **a child is not ready** for the group experience or his/her needs are not best met in a group setting. *This can include a child who we conclude is not fully potty-trained after repeated accidents.* We will opt for the probationary plan first in an effort to keep the child in our program without interruption. If accidents continue as described above, we will pause enrollment until a two-week period of no accidents can be achieved. If this does not happen/occur in a reasonable amount of time, the parent(s) may opt to withdraw their child from St. John PCC to seek care where potty training is part of the program's curriculum and consider enrollment at St. John PCC for the following school year.

ENROLLMENT

Enrollment is limited and children will be accepted on a first-call basis. **A registration fee of \$75.00** must accompany the registration. This fee is a non-refundable fee. Documents for enrollment include:

- **Registration form** (digital form through Brightwheel, including field trip consent; picture release; sunscreen, lotion, and chapstick permission; and emergency contact inquiry)
- **Physical Examination form** (can be the one-page clinical summary from your child's most recent well child visit and must be current within 1 year)
- **Emergency Medical/Dental Consent information** (included in online Registration Form through Brightwheel)

- **Immunization Record** (must be printed on the Iowa Department of Public Health Certificate of Immunization and must be signed and dated by someone from the doctor's office OR exemption form must be provided that is signed and dated by someone from the doctor's office)
- **Permission to Pick-Up Information** (in Brightwheel online system).

Department of Health and Human Services licensing standards require that we must have all of these documents/this information on file **prior** to your child beginning in our program in either the preschool or childcare.

Parents are asked to keep teachers informed of any changes in their child's health. Teachers should note in their child's records any changes in health status and inform the Director of any updated physicals and immunizations. The Director or PCC Administrative Assistant will send a note reminding parents to update any changes in their child's health records prior to the physical exam expiring (at the one-year mark) as well as phone numbers and addresses as needed. Upon request of any updated information, including physical forms and immunizations records or immunization exemption form, a prompt response and submission of the updated information is expected and appreciated. ***Failure to provide updated records in a timely manner could result in a child's temporary dismissal from school until the updated records are submitted.***

CHILDREN WITH SPECIAL NEEDS

Children with special needs will be accepted in the program **as long as St. John PCC staff can accommodate these needs**. We will work with parents and other agencies in an attempt to help make it possible. Sometimes it may not be feasible to meet the needs of some children based on our staffing and resources. In the best interest of the child's needs, this could result in the child being exited from our program to seek a setting that is better suited to meet their needs. In extreme circumstances that jeopardize the safety of the child and/or others, discharge of a child could be immediate. The Director should be consulted if there are questions about how we can meet a child's needs.

RATIOS

St. John Preschool and Childcare Center is staffed by the Director, Lead Preschool Teachers, Preschool Associates, Lead Childcare Teachers, and Childcare Associates. Rooms are staffed according to a ratio required by Iowa Law: 3 years – 1 adult every 10 children; 4 years – 1 adult every 12 children; 5 years – 1 adult every 15 children. In accordance with HHS licensing standards, we will follow the ratio of the ages of the majority of children in attendance, most often with a ratio of 1 adult per 10-12 children depending upon the number of 3-year-olds in attendance. St. John Preschool and Childcare operates with a minimum of two adults per classroom present for the majority of the day.

TUITION AND FEES

Although this early childhood learning center is non-profit, the staff is salaried and other materials must be provided. Tuition is paid online using our online system known as Brightwheel. To use the online Brightwheel system, an account must be created through Brightwheel's website – www.mybrightwheel.com or through the Brightwheel app available for free download on your smartphone. Once the account is created, parents can add a credit or debit card or a bank account number for electronic payments. Parents may also opt to set up automated payments in the Brightwheel system. A 2.95% transaction fee will be added to weekly/monthly payments when using a credit or debit card. ACH transactions directly withdrawn from a checking or savings account will have no additional fees.

Preschool only

Tuition for children attending preschool only (without childcare) is due on or before the first of each month. No bills will be mailed. Statements will be sent via email monthly.

The monthly tuition (for preschool without childcare) of \$160.00 for 2 days, \$240.00 for 3 days, and \$320.00 for 5 days is due in advance of service provided, on the first of each month.

Preschool with childcare

There are three options available for families choosing to utilize our childcare services: full-time childcare with preschool, part-time childcare with preschool, and ¼-time childcare with preschool. Childcare with preschool tuition payments are made weekly.

| | | | |
|--|------------|---------------|------------|
| Preschool with Full-time Childcare Fees (7 or more units of care per week) | | | |
| 2-day classes | \$252/week | 3-day classes | \$252/week |
| | | 5-day classes | \$263/week |
| Preschool with Part-time Childcare Fees (4-6 units of care per week) | | | |
| 2-day classes | \$165/week | 3-day classes | \$165/week |
| | | 5-day classes | \$170/week |
| Preschool with ¼-time Childcare Fees (1-3 units of care per week) | | | |
| 2-day classes | \$129/week | 3-day classes | \$129/week |
| | | 5-day classes | \$134/week |

Childcare only

In addition to our preschool classes, we also offer a high-quality learning environment through our childcare services to families that are unable to secure a spot in one of our preschool classes as space allows in our childcare classes. This childcare-only option has the following rate structure:

| | |
|--------------------------|---|
| Full-time Childcare Only | \$232/week (7 or more units of care per week) |
| Part-time Childcare Only | \$155/week (4-6 units of care per week) |
| ¼-Time Childcare Only | \$124/week (1-3 units of care per week) |

Full-time, Part-time, or ¼-time

On preschool days, a unit of care is care before preschool OR care after preschool. A unit of care on non-preschool days or childcare only is defined as anytime between 6:30 AM – 12:45 PM OR 12:45 PM – 6:00 PM. If you use care in the mornings up until 12:45, each morning block is one unit of care. If you use care in the afternoons from 12:45 to the end of the day up until 6:00 PM, each afternoon block is one unit of care. Fees are on-going from week to week regardless of attendance because we reserve that spot for your child.

You may use up to 3 units or blocks consistently per week and be in the 1/4–time range or up to 6 units or blocks consistently per week and be in the part-time range. Anything more than 6 units per week consistently is full-time. Those who have chosen full-time care pay the full-time rate regardless of attendance for the week because we reserve that spot for your child. Part-time and ¼-time can occasionally bump up to the higher rate if you need additional care in a given week as long as we are given advance notice to plan for staffing and can accommodate the request. If this happens more than 4 times in a year, we would ask that you bump up to the higher rate permanently (either part-time or full-time depending on the amount of care needed) as we want to be fair to those who pay the higher rates on a regular basis. Units of care are non-transferrable from one week to the next. The allotted number of units per the rate

structure used by a family must be used **within** the week of service and cannot carry over to the following week.

Transportation fee

In addition to the registration fee and monthly/weekly tuition, a one-time fee will be collected to help cover the cost of busing for our field trips throughout the school year. The transportation fee will be calculated based on the number of times a child's class will ride a bus for a field trip and be charged \$10.00/trip for the entire year. We will also add any admission fees that a particular field trip location may charge.

PRESCHOOL & CHILDCARE LATE PICKUP FEE

A late fee of **\$1.00 per minute** will be charged for children left at preschool past 11:30 a.m. (for children attending a morning session) or 3:30 p.m. (for children attending an afternoon session). This also applies to children left in childcare past 6:00 p.m.

PAST DUE ACCOUNTS

Weekly reminders will be automatically sent to parents via Brightwheel regarding past due monthly or weekly tuition. If the monthly or weekly tuition falls more than 2 weeks behind, the Director will call or email the family to inquire about the circumstances of the situation and payment arrangements. A late fee may be charged.

If a tuition check is returned due to insufficient funds, you will be charged the fees charged to us by the bank. The check will be run through a second time and after that, we will be in contact with you.

Special circumstances will be carefully considered. *In the event that satisfactory payment arrangements between the PCC and the family cannot be worked out, a child will be dismissed.*

CLOSURE DATES

St. John Preschool and Childcare Center will have certain days that we will be **closed** either for holidays, professional development days, or work days between school year and summer sessions. We will always keep you informed of these dates well in advance so you can plan accordingly and they are listed on our calendar for the school year. *There are additional days when preschool will be closed but childcare is open*, and these dates are also noted on the school year calendar. Below is a list of the days we will be **closed** (both preschool and childcare) each year for the following holidays/events:

New Year's Day

Professional Development Day in February (aligned with PD for Cedar Falls Elementary Schools)

Memorial Day (plus 2 days in childcare following Memorial Day for summer program prep)

Independence Day

Six work days in August for deep cleaning, maintenance, and school year prep

Labor Day

Professional Development Day in October (aligned with PD for Cedar Falls Elementary Schools)

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve

Christmas Day

VACATION

St. John Childcare Center will allow one week of vacation at no charge for families that utilize regular childcare services during the academic year or for the full year. Vacation weeks are NOT granted to families that utilize childcare for summer only. Vacation time does not carry over from one year to the next. The vacation year runs from August 1-July 31 each year. The vacation must be taken as a full week. Parents/Guardians should notify the Director seven days in advance when taking a vacation week.

DISCHARGE OF STUDENTS

Discharge of a student will happen after careful consideration of the situation, and a confidential conference with the parent(s).

Discharge may happen if, in the opinion of the staff, **a child is not ready** for the group experience or his/her needs are not best met in a group setting. *This can include a child who we conclude is not fully potty-trained after repeated accidents.* (See POTTY TRAINING POLICY on pages 4-5 for more details)

Sometimes it may not be feasible to meet the needs of some children based on our staffing and resources. In the best interest of the child's needs, this could result in the child being exited from our program to seek a setting that is better suited to meet their needs. In extreme circumstances that jeopardize the safety of the child and/or others, discharge of a child could be immediate.

Discharge may happen, in extreme cases, because of a **past due account**. When satisfactory arrangements between the PCC and the family **cannot be worked out**, a child will be discharged from the school.

If, for one reason or another, **teachers feel a threat** to the children or teachers from either a parent or a family member, their child may be discharged.

We reserve the right to dismiss a child without warning or advance notice if we feel it is in the best interest of all parties involved.

WITHDRAWAL POLICY

Parents who wish to withdraw their child(ren) from either St. John Preschool or only from the services provided through St. John Childcare Center (remaining in the Preschool program) should contact the Director as soon as possible. A written notice is requested 14 days in advance of withdrawal when possible.

OPEN DOOR ACCESS POLICY

Parents are always welcome and may have access to their child's class at all times (unless parental contact is prohibited by court order). When you visit, the children enjoy having you interact and participate in the activities with them rather than observing from a distance. Please arrange this visit with the Director or your child's classroom teacher.

ACCESS POLICY

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

1. Any person in St. John Preschool and Childcare Center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - **“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**
 - **It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - **“Supervision” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.**
 - **“Monitoring” means to be in charge of ensuring proper conduct of others.**

Center staff will approach anyone who is on the property of St. John Preschool and Childcare Center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact the Center Director or another management staff to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “Intruder or Concern Identified in the Building” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by paid staff and will not be allowed to interact with the children.

3. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at St. John Preschool and Childcare Center.
 - b. Shall not be on the property of St. John Preschool and Childcare Center without the written permission of the Center Director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The Center Director is not obligated to provide written permission and must consult with their HHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the Center Director and sex offender and kept on file for review by the center licensing consultant.

ARRIVAL AND DISMISSAL: PRESCHOOL ONLY

Preschool Only

Preschool Arrival Time - Morning class: 8:50; Afternoon Class: 12:50

Please enter the parking lot off 8th Street and drive around the church to the preschool entrance. You may exit onto College Street past the building. **Watch for a teacher to appear at the door and then you may allow your child to come inside the building. If you wish to come in or talk to the teacher, please park your car in the lot.** This will allow families to drop children off in front of the door and get on to work or errands they may have. **Please do not allow children to come in without knowing there is a teacher inside and ready for them.** Parents always have the option to park in the upper level West parking lot and walk with their child through the church building down to preschool.

Late Arrival

Morning classes begin at 9:00 and afternoon classes begin at 1:00. Please make every effort to have your child at school when class starts. Children feel better if they can start the day with the rest of the class. There are some occasions where it is difficult to be on time. Please bring your child inside **(please do not drop your child off at the door)** to join the rest of the class. We want your child to be with us as much as possible. ***Please ensure there is an adult to adult exchange of the child so we know your child is here and you know we are aware of your child's arrival.***

Preschool Dismissal Times - Morning Class: 11:20; Afternoon Class 3:20

Enter the parking lot the same way to pick up your child. As we see your car, we will let your child out the door to go to your car. **If you wish to come in or talk to the teacher, please park your car in the lot.**

Late Pick Up

Morning classes are dismissed at 11:20 and the afternoon dismissal is at 3:20. We encourage you to be on time to pick up your child. If you find you may be a few minutes late, please send us a message on Brightwheel to let us know. Children feel much better knowing you have communicated and are on your way. There will be a charge for picking your child up later than 11:30 or 3:30 from preschool as well as past 6:00 p.m. from childcare. (SEE LATE FEES)

Who Will Be Picking Up Your Child?

If someone other than you (or your normal car pool) will be picking up your child, you must let the staff know in writing, providing the person's name and relationship to the child. This can be done through the Brightwheel app. If there are circumstances that require you to send someone to pick up your child and you were unaware of that at the time school started, please send us a message in Brightwheel as soon as possible, again providing the name of the person and their relationship to the child. This will ensure that all staff are aware of the change. ****If this person is unknown to our staff, we will ask to see identification prior to releasing the child.***

ARRIVAL AND DISMISSAL: CHILDCARE FAMILIES

Childcare Families

When dropping off your child for childcare, you must walk your child into the building to check your child in.

- The lower level doors are locked except at drop off and pick up times for preschool.
- Please use your assigned key fob to gain access.
- Key fobs are available through the church office.
- If you do not have a key fob, please press the buzzer at the lower level door and a staff person will come to let you in or enter through the West doors of the facility through the “Church Offices” door using your key fob and proceed down the staircase.

Ways to Check Your Child In / Out Using Brightwheel

All methods require your unique 4-digit PIN found in your child’s Brightwheel profile
(The Director also has access to all 4-digit codes for families.)

- Use the **kiosk tablet** located on the wall outside the preschool office, enter your 4-digit pin, check-in / check-out.
- **Scan the QR code on the exterior door** through the Brightwheel app, enter your 4-digit PIN, check-in / check-out.
- **CHECKING YOUR CHILD OUT AT THE END OF THE DAY IF CHILDREN ARE OUTSIDE:** Scan the QR code on the playground fence through the Brightwheel app, enter your 4-digit PIN, check-out.
(Please park in the parking lot so that it is easy for other parents to maneuver through the parking lot.)

Who Will Be Picking Up Your Child?

If someone other than you (or your normal car pool) will be picking up your child, you must let the staff know in writing, providing the person’s name and relationship to the child. This can be done through the Brightwheel app. If there are circumstances that require you to send someone to pick up your child and you were unaware of that at the time school started, please send us a message in Brightwheel as soon as possible, again providing the person’s name and relationship to the child. This will ensure that all staff are aware of the change. **If this person is unknown to our staff, we will ask to see identification prior to releasing the child.*

Late Pick Up

If you find you may be a few minutes late, please send us a message in Brightwheel as soon as possible to let us know. Children feel much better knowing you have communicated and are on your way. There will be a charge for picking up your child past 6:00 p.m. from childcare. (SEE LATE FEES)

CLOTHING AND PERSONAL POSSESSIONS

Children shall bring the following items to preschool and childcare with them:

- A regular sized backpack that the child can open and close on his/her own, labeled with name.
- Change of clothing packed inside a clear gallon-sized ziploc bag, including socks, pants, top and underwear, labeled with name.
- Clear pencil pouch attached to the outside of the child's backpack for notes.
- Water bottle

NOTE: Please send **only water** in your child's water bottle. Please do not send juice, milk, Gatorade, etc., as we do not want them to have something in their water bottle that can spoil or be sticky or stain if spilled. Also, please do not send Stanley cups as we have found these are very large, heavy for the child to handle, spill easily due to the straw on top with no way to close it, and do not fit well in the side pocket of their backpack. Please **DO** send a water bottle that seals on the top with a flip-top lid or spout, so if it is tipped over, it will not spill, and fits in the side pocket of your child's backpack.

Children **SHOULD NOT** have the following items in their possession at the center:

- Money.
- Toys from home.
- Large, bulky, or excessive jewelry as these items can be a distraction and often get lost.
- Candy or gum.
- Food of any kind as allergies are of a concern.
- Medication, hand lotion or hand sanitizer, lip balm, or cough drops of any kind. If this is needed, please see the child's teacher first.

NOTE: A Medication Authorization Form must be filled out in order for our staff to have permission to administer any medication. Topical creams or lotions (including sunscreen), lip balm, or baby powder can be given with signed permission in the "Permission for Sunscreen, Lotion, or Chapstick" section of the registration form, but must be kept out of reach of children. (See also MEDICATIONS on page 18 and SUNSCREEN, LOTION, AND CHAPSTICK for more information on page 19.)

Special arrangements may be made in the case of an item which benefits the curriculum of the Preschool or Childcare classroom, such as books or CDs or life science items. In such cases, the parent and classroom teacher will agree on the conditions under which an item may be brought in or used.

Parents are encouraged to dress their child(ren) in **"play clothes"** for preschool and childcare. This enables children to participate in painting, gluing, etc., without worrying about getting "dress-up" clothes soiled. Please **select clothing your child can manage** with little adult help, especially in the bathroom. Suspenders, belts, snaps, zippers, etc., are usually too difficult for young children to manage independently. One of our goals is to encourage self-help skills as it certainly makes children feel better about themselves.

- **Encourage your child to learn to put on coats and jackets independently.** This includes practicing buttons and zippers.
- Please **mark clothing** (especially coats, hats, mittens, sweatshirts) with your child's name so we will be able to identify who they belong to.
- Please be sure the **shoes** your child wears to preschool and childcare are safe for running, playing outside on the wood chips, and walking on stairs. **Tennis shoes with Velcro straps or slip-ons/step-ins that securely attach to your child's foot are by far the best for preschool activities. We ask that you DO NOT send your child to school in sandals, flip flops, dress shoes, or open-toed shoes.** Thank you for your cooperation.
- **If your child is a napper**, please avoid light-up shoes as these are very disruptive in a dark room during rest time.

In addition to the items your child needs for preschool, you will need to supply the following items for your child while he/she is in the Childcare Center:

Soft blanket & pillow (see Bedding below)

Sunscreen or lotion (if you want to have it used)

Any items not listed above will be provided by St. John Childcare Center.

BEDDING

For children who will be with us in the afternoon in St. John Childcare, a quiet rest time will be provided. Soft mats with a fitted sheet will be provided for children to rest on. To make their rest time even more comfortable, we encourage parents to provide a small soft blanket and small pillow that can be easily laundered. You may also opt to send one small stuffed toy for your child to have during rest time.

Please send bedding in a reusable grocery bag or tote bag. Make sure that the bedding and small stuffed toy sent to the Center will all fit in this bag so that bedding can be stored in such a manner that each child's bedding does not come into contact with other children's bedding. This helps reduce spread of disease or illness.

Bedding will be sent home at the end of each week to be laundered and we ask that you return the clean bedding on the next day your child will be in childcare.

COMMUNICATION

Parents may request a conference with staff members at any time – conferences are scheduled twice per year in the Preschool but are not regularly scheduled for the Childcare Center. Staff may also request a conference with parents when necessary.

Please inform staff of any unusual changes in your child's day or life such as lack of sleep, new sibling, divorce, moving, health change, etc. This information is helpful in better understanding your child.

NEWSLETTERS & NOTES

Weekly (from preschool) and monthly (from childcare) newsletters will be sent via Brightwheel. Look for them in your message thread in the Brightwheel app. These newsletters will highlight our books, activities, and important dates for the week/month. The newsletters will help to bridge the home/school connection. Use them as a tool when discussing preschool/childcare with your child.

In addition to the newsletters, you will receive additional information from the Director via Brightwheel and occasionally through email. This information will highlight special activities, important information, and upcoming events. Please refer to these messages often, so you are aware of what is happening with your child's preschool and childcare.

If you are not receiving communication from us, let your child's teacher know as soon as possible.

DISCIPLINE PROCEDURE

Desired behavior is encouraged with positive attention for the appropriate behaviors children exhibit. Modeling, discussion, and encouragement are primary ways we help children work through problems. The teacher will use positive guidance with children including conflict resolution strategies, setting well-defined limits, and using logical and natural consequences.

Conflict resolution includes helping the children talk through:

- * What happened to cause this inappropriate behavior
- * How the child feels
- * How the victim feels
- * What they can do to make the victim feel better (victim should be included in this conversation)
- * What behavior they will use the next time they feel that way

If a child is not able to be encouraged to use appropriate behavior, removing him/her from the situation to an area outside the circle of play is the next step. This is a place where a child can observe the appropriate behavior of other children in order to know how to conduct themselves. The child is allowed to come back to the group when they choose to change to a more acceptable behavior. If a child has hurt another child, they are told that the teacher cannot allow them to hurt anyone just like the teacher will not allow anyone to hurt them.

Discipline strategies that are **NOT** permitted in child care centers by Iowa licensing code include: corporal punishment, punishment that causes humiliation, fear, pain or discomfort, locking children in an area or using mechanical restraints, associating punishment with illness, toilet training, food or rest, or the use of verbal abuse, threats or derogatory remarks about a child's family.

Parents are encouraged to communicate frequently with staff about expectations for their child's behavior. Concerns about serious behavior problems will be documented by the staff on incident report forms and shared with parents. Persistent serious behavior problems that do not improve with appropriate guidance and discipline strategies such as those listed in the first 3 paragraphs of this section may result in a child being dismissed from our program either temporarily or permanently at the discretion of the Center Director in the event that these behaviors jeopardize the safety of the child and/or others.

BITING POLICY

Our Perspective:

Biting in young children is not unusual in early childhood development (birth to 3 years of age). Children enrolled in St. John Preschool and Childcare Center are at least 3 years old and therefore, it has been our experience that biting incidences are not very common. However, to ensure the safety and well-being of all our preschoolers, we feel it is important to be proactive in having a plan in place to deal with biting should it occur.

Preventative Steps:

1. Provide a low student to adult ratio to ensure adequate caregiver involvement.
2. Follow a predictable daily schedule so the preschoolers feel secure and not overwhelmed by their environment.
3. Redirect the preschooler if it appears that the child is on the verge of biting.
4. Teach the preschoolers alternative methods to express their emotions.

If Biting Occurs:

1. Quickly and calmly intervene to stop the biting with a firm statement such as, "No, biting is not okay . . . it hurts."
2. Focus attention on the bitten child, comfort him/her and separate the biter from the victim.
3. Assess the bitten area, clean with soap and water and bandage if the skin is broken. Apply an ice pack for 15 minutes; reassess the bite; repeat as needed for comfort.
4. If the skin on the victim is broken, have the biter rinse his/her mouth with water.
5. Talk to the biter on a level that the child can understand, for example, "I can see you want that toy, but I can't let you hurt him." "When you want something, say: 'Can I please have a turn?'"
6. Redirect the biter to other play.

Notification Process:

If a biting incident occurs, the preschool or childcare teacher will provide a confidential report using the accident/incident form to the parents of the children involved. For purposes of confidentiality, the name of the other child (either the biter or the one who was bitten) cannot be shared. A confidential copy of the incident report should be placed in the files of all children involved.

If Biting Continues:

1. The teacher will keep a confidential observation chart to determine the occurrence of the biting which may include the circumstances, location, participants, time, and any other observable contributing factors.
2. We will use the observation chart to work with both the parents of biters and frequent victims to keep all informed and to develop a strategy for change.
3. We will meet with the parents of the biter to develop a written plan of action and schedule follow-up meetings or phone conversations as needed.
4. In the event that intervention fails, the biting child will be asked to leave our program.

MINOR INJURY POLICY AND REPORTING

In an active group setting, accidents and minor injuries can occur. These can include, but are not limited to, falls, scrapes and cuts, minor abrasions, bumps, and bruises. All staff are trained in First Aid as required by the Department of Health and Human Services. When a minor accident/injury occurs, staff will administer first aid as needed.

When a child experiences a minor accident or injury, we will document this occurrence on the Incident Report Form. This form allows us to record information such as when the minor incident/accident occurred, what happened, if any equipment was involved (such as on the playground), any care/first aid that was given, who witnessed the occurrence, who was notified and when, and any steps to prevent recurrence of this minor incident/accident.

Staff who observed the minor incident/accident will complete and record all pertinent information on the Incident Report Form and make two copies of the form. The staff person will post a memo on Brightwheel to ensure the Incident Report Forms are signed at the child's pick up time in case the staff person who completed the form is not present at the child's pick up time. The staff person and parent/guardian sign both copies. One copy is then given to the parent/guardian and the other copy is kept for the child's file in the preschool/childcare.

In the event of a minor injury to the head, face, or mouth, in addition to completing the Incident Report Form, the staff person who witnessed this occurrence will call parents to notify them of this minor accident/injury and/or send an alert in Brightwheel.

SICK CHILD POLICIES

If a child's health is in doubt, he or she will not be admitted. Any of the following symptoms will result in the child being isolated and the parent notified to pick up the child **promptly within thirty minutes**:

- A fever of 100 degrees axillary or higher (parents or preschool staff may not administer fever reducer to lower a child's temperature with the purpose of keeping the child at the Center).
- Vomiting illness (one or more episodes in the previous 24 hours)
- Diarrhea (more than one episode in an hour). Children whose stools remain loose but otherwise seem well and whose stool cultures are negative, need not be excluded.
- Conjunctivitis (pink eye).
- Unexplained rash.
- Other communicable disease symptoms as defined by The National Health and Safety Performance Standards. See *Common Child Illnesses and Exclusion Criteria for Education and Child Care Settings* on pages 19-21 or at the following website:
<https://hhs.iowa.gov/media/2819/download?inline=>
- Behavior changes that result in the inability to participate in regular activities or that require one-on-one attention from adults. If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion as identified by the above symptoms, then the child is made comfortable in a quiet location where she or he is supervised by a familiar caregiver until the parent or guardian arrives.

If the child is suspected of having a contagious disease, **PROMPT** pick up by the family within one-half hour is necessary. We will make every effort to separate ill children from the rest of the group, in order to minimize exposure, while still being able to observe everyone.

The child may return to the preschool or childcare after he or she has been free of fever (without the use of fever-reducing medication), vomiting, or diarrhea for 24 hours or until he or she has been on medication, such as an antibiotic, for 24 hours. A certificate of health signed by a doctor may be required before a child may re-enter the preschool or childcare after any communicable disease or illness, and is always required if under 24 hours. Such a certificate should address the child's inability to infect other children as well as his or her capacity to tolerate the day's activities.

**Parents are asked to send a message on Brightwheel
if their child will not be in class for any reason.**

Exposure to Disease

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the preschool and childcare Director. Information of possible exposure to a communicable disease will be communicated via Brightwheel and signs will be posted at the entrance and above the sign-in kiosk. If a child will be absent from preschool or childcare because of illness, the preschool and/or childcare staff should be notified via Brightwheel.

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

If children have special considerations, health concerns or recognizable patterns of symptoms for nosebleeds, predisposition to retch, above-average body temperature, etc., parents should notify teachers and the Director and provide documentation from their physician.

MEDICATIONS

Medication may be administered to a child when provided and requested by a parent. A MONTHLY MEDICATION AUTHORIZATION form must accompany all medications that are to be administered, including the parent or guardian's signature, name of medication, dosage, time of day to be given, route of medication, required storage, and possible side effects. All medication, both prescription and non-prescription, must be in its original bottle with the label intact. Once the medication is administered, the time and date will be documented on the MONTHLY MEDICATION AUTHORIZATION form with the initials of the staff person administering the medication. All medications will be stored in a locked container in a cabinet that is secured with a child-proof latch or out of reach of the children. If a medication requires refrigeration, it will be kept in a locked box in a refrigerator. All medication will be labeled with the child's name. No medication will be allowed to be stored in the child's backpack or cubby. All medication will be administered by a preschool or childcare staff person. A new MONTHLY MEDICATION AUTHORIZATION form must be completed each month as needed.

In the case of severe allergies or diabetes, a medication pouch or backpack containing all necessary emergency medication will follow the child from room to room as needed throughout his/her day. These emergency medication bags/pouches/backpacks will be stored in each room in a safe location out of reach of the children.

SUNSCREEN, LOTION, AND CHAPSTICK

The Registration form completed at the time of enrolling your child contains a section where parents can digitally sign to give our staff permission throughout the school year to administer sunscreen, lotion, and/or chapstick. We will NOT administer any of these items UNLESS:

- The appropriate section of the registration form has been signed by a parent or guardian
- You provide the item needed for the child (sunscreen, lotion, and/or chapstick)

We will complete a SUNSCREEN, LOTION, AND CHAPSTICK RECORD form to track when any of the above items are administered by one of our staff. This form includes the name of sunscreen, lotion, or chapstick; time of day to be given; required storage; and possible side effects. Once the item is administered, the time and date will be documented on the SUNSCREEN, LOTION, AND CHAPSTICK RECORD form with the initials of the staff person applying the lotion, sunscreen, or chapstick. Staff applying lotions or sunscreens will wear disposable gloves to apply, will discard gloves, and put on new disposable gloves in between applications. All sunscreens, lotions, and chapsticks will be stored in separate sealed baggies or compartmentalized containers each labeled with the child's name in a labeled tub or container that is kept in a separate room away from the children. These items may not be stored or kept in the child's backpack or cubby.

Updating Child's Records

Parents are asked to keep teachers informed of any changes in their child's health. Teachers should note in the child's records any changes in health status and inform the Director or PCC Administrative Assistant of any updated physicals and immunizations. The Director or PCC Administrative Assistant will send a note reminding parents to update any changes in their child's health records prior to the physical exam expiring (at the one-year mark) as well as phone numbers and addresses as needed. ***Failure to provide updated records in a timely manner could result in a child's temporary dismissal from school until the updated records are submitted.***

Confidentiality

Any and all information received concerning your child or family will be held in the strictest of confidence. No information will be released without a written release from the parents or guardians.

CHILD ILLNESSES AND EXCLUSION CRITERIA FOR EDUCATION AND CHILD CARE SETTINGS

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

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
 - For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
 - For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
- Temperature readings do not require adjustment for the location where the temperature is taken.
- In education settings please refer to your district's policy regarding fever definition.

| ILLNESS | EXCLUDE | RETURN TO CHILD CARE/SCHOOL |
|------------------------------|--|--|
| Chicken Pox | Yes. | When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria. |
| Diarrhea (infectious) | Yes (there are special exclusion rules for Shiga-toxin producing <i>E.coli</i> (STEC), shigellosis and cryptosporidiosis). | When diarrhea stops and health care provider and public health official states the child may return. |
| Diarrhea (non-infectious) | Yes, if stool cannot be contained in the diaper, or if toilet child has 2 or more loose stools in 24 hours, or blood in stool. | When diarrhea stops and resolution of exclusion criteria. |
| Fifth Disease | No. Unless child meets other exclusion criteria. | If excluded due to presence of other exclusion criteria, resolution of exclusion criteria. |
| Hand, Foot and Mouth | No. Unless child meets other exclusion criteria. Or is excessively drooling with mouth sores. | If excluded due to presence of other exclusion criteria, resolution of exclusion criteria. |
| Head Lice (Pediculosis) | No. Unless child meets other exclusion criteria. | Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: https://www.cdc.gov/parasites/lice/head/treatment.html |
| Impetigo | Yes, exclude at the end of the day if blisters can be covered. | After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered. |
| Molluscum Contagiosum | No. Unless child meets other exclusion criteria. | Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene. |
| MRSA | No. Unless child meets other exclusion criteria. | Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene. |
| Otitis Media (ear infection) | No. Unless child meets other exclusion criteria. | If excluded due to presence of other exclusion criteria, resolution of exclusion criteria. |

| | | |
|--|--|---|
| Pertussis (Whooping Cough) | Yes. | Child may return after 5 days of antibiotics and resolution of exclusion criteria. |
| Pink Eye (Conjunctivitis) | No. Unless child meets other exclusion criteria. | Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria. |
| Respiratory illness (cough and cold symptoms) includes influenza, COVID-19, and RSV | Yes. | When child is fever free for 24 hours without use of a fever reducing medication AND respiratory symptoms are mild and improving. |
| Ringworm | No. Unless child meets other exclusion criteria. | Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items. |
| Strep Throat | Yes. | When resolution of exclusion criteria and after 24 hours of antibiotic. |
| Vomiting | Yes. | When vomiting has resolved and resolution of exclusion criteria. |

SNACK AND NUTRITION POLICY

Snacks in the preschool are provided by preschool parents. A snack calendar will be sent home at the beginning of each month. You will only receive a calendar if your child is assigned a snack day that month. You can expect to provide snack up to 10 times during the year depending on the class your child is attending. One of those days will be a birthday celebration. If you are unable to provide snacks on your assigned date, please notify the classroom teacher so they can assist you in rescheduling.

We follow State of Iowa guidelines recommended for children: **Snacks must include at least two healthy components.** Purchased items must come in unopened containers or packages. To keep children with allergies safe, we ask for a list of ingredients in the form of the package label be provided by the parent. If parents send snack or beverages that do not meet the above requirements, the preschool will supplement it with food on hand. Cookies, cupcakes, cakes, or other sweets will not be considered a legitimate snack, even for birthday celebrations. **Any sweet treats that come to school will be sent home for children to eat with their families.**

Snacks - A Time to Learn

Parents are encouraged to discuss with their child the choice of snack they will provide. These opportunities to bring snack provide the children with experience talking to the class, trying new foods, the feeling of pride while sharing food, and practicing table manners. Children will be encouraged to try all foods, "just to see if this is the day their taste buds have changed."

Food Allergies

Food allergies are a concern for any child in our program. We will alert you to any allergies that become known to us. We will then ask you not to include that in the snack you provide. To help us keep the children safe, we ask that any purchased food be sent in the original **unopened** package. If a snack is provided which includes an allergen, it will be returned with the child who brought it to use at home. The teacher(s) will substitute with snacks that are on hand at the preschool. ***Please alert the staff by adding information about any allergy concerns to your child's Brightwheel profile if your child has any known allergies or nutritional needs.**

As a general rule, St. John Preschool and Childcare Center operates as a **peanut-free and tree nut-free facility**, regardless of whether we have children with this allergy in our program. We feel it is better to be in the habit of avoiding these foods to prevent any possible exposure as these allergies can be very serious or even fatal. Please make sure to check labels when purchasing snacks to provide for your child's class. We thank you for your cooperation in this matter.

Birthdays/Half-Birthdays

Birthdays will be celebrated for each child. We will send a note so your child can provide snacks as part of the celebration on the day closest to your child's birthday. Please remember our policy of no cookies, cupcakes, or cakes; all snacks served at St. John Preschool need to follow our snack and nutrition policy.

If a parent wishes to provide something additional to make the birthday snack special, fancy paper cups and/or napkins may be provided. Children with summer birthdays will be assigned a date for a "half-birthday" celebration. We will write "birthday" or "half-birthday" on your snack note so you know that this is the day we will celebrate. Many parents ask about sending gift bags to go home with classmates. Please do not send food or candy. There are many great stickers, pencils, balls, or other "party favors" that work well.

PRESCHOOL Suggested Snack List *(These are suggestions so you are not limited to these items as long as chosen foods are of a similar health value.)*

***We operate peanut-free so please do not send any snacks that contain peanuts, nuts or peanut butter.**

***Please send at least 2 healthy components for snack, 1 of which is a fruit or vegetable. If two healthy food items are provided, the children can drink water but you may also send a ½ gallon of milk.**

Fruit:

Any fresh fruit (washed and prepared as much as possible)

Favorites include: bananas, grapes, apples, oranges, clementines, strawberries, melons, etc.

Raisins and other dried fruit

***Grapes should be sliced in half as they are easier for the children to eat and present less of a choking hazard** (according to the Essentials Child Care Preservice Training Series, 2017)

****No Fruit or Applesauce Cups****

****No Applesauce or Fruit Pouches****

Vegetables:

Any fresh vegetables (washed and prepared as much as possible)

Ranch or Dip/Hummus

Favorites include: carrot chips, celery, broccoli, etc.

***Carrot chips are preferred to baby carrots as they are easier for the children to eat and present less of a choking hazard.** (according to the Essentials Child Care Preservice Training Series, 2017).

Dairy:

Cheese, sliced or cubes

Yogurt (cups or large yogurt with bowls to serve) *****No Go-Gurt****

Cottage Cheese

****No Pudding Cups****

Meat:

Ham or Turkey slices

Lunch meat

Summer sausage

Beef sticks

Breads:

Mini bagels & cream cheese

Meat and cheese sandwiches

Muffins

Whole-grain crackers (Ritz, Club, Cheese-Its, Wheat Thins, etc.) *****No goldfish*****

Tortilla chips & salsa

Graham crackers (Teddy Grahams, Graham sticks, etc.)

Pretzels

Cereal – low sugar (with or without milk)

Granola – nut free

Cereal bars

Drinks:

Skim, 1%, 2% or Whole Milk (White) – ½ gallon

****No Chocolate Milk****

****No fruit juices or juice drinks****

Extras: We can always use the following items if you would like to donate with your snack as needed:

Plastic spoons or forks, small plastic or paper bowls or plates, Ziploc baggies

CHILDCARE MEALS and SNACKS

All meals and snacks served while your child is in childcare are provided by St. John Childcare at no extra charge. Child and Adult Care Food Program (CACFP) Standards are followed for planning meals and snacks. Exceptions are allowed for food allergies, dietary restrictions, and medical conditions. Parents must notify the Center in writing of any requested exceptions that are medically necessary for their child and provide documentation from your child's physician.

MEALS

St. John Childcare Center will provide food for breakfast, lunch, and 2 snacks. Times are:

| | |
|-----------|--|
| Breakfast | served from 7:00-7:45 a.m. |
| Lunch | 1 st group served from 11:25-11:50 a.m. 2 nd group served from 12:15-12:40 p.m. 3 rd group served from 12:25-12:50 p.m. |
| AM Snack | 1 st group served from 9:20-9:40 a.m. 2 nd and 3 rd groups served from 9:45-10:05 a.m. |
| PM Snack | 1 st group served from 2:30-2:50 p.m. 2 nd group served from 3:05-3:25 p.m. |

Healthy meals and snacks are provided for children while being cared for in the childcare center. **We ask that no food is brought from home except when medically necessary and with a physician's written instruction. If this is necessary, arrangements need to be made with the Director and Kitchen Coordinator prior to food being brought in.**

Field Trip and Transportation Policies

St. John Preschool and Childcare Center will take occasional field trips when the trip enhances the theme of study.

1. Parents will be notified in writing about the date and location of the trip a week to 10 days in advance.
2. A bus service will be used for field trips.
 - The cost of the bus and driver will be divided among each of the students and billed to families as a **Transportation Fee**. (See Transportation fee, page 6)
 - Parents will be needed to help with supervision of the children on the field trip.
 - The Director and/or Teacher will instruct parents in their role on the trip:
 - They are responsible to help the teacher with the children while on the field trip so the children will get the most out of the experience.
 - Parents will be responsible for helping children behave in a respectful and safe way during this trip.
 - Each parent volunteer will be responsible for an assigned small group of children during the field trip under the supervision of staff members. (See Access Policy, page 10)
 - Volunteers are not mandatory reporters of child abuse but are encouraged to report anything they observe about a child to a staff person that raises concerns.

Children's Church

Twice per month the children engage in worship with the pastor and ministry staff at the church. The children go to different areas in the church to worship. They are given a bulletin so they can follow along in the worship and parents can find the story in their own Bible at home to continue the discussion. This interactive worship includes prayer, Bible stories, and songs. There is always time for questions. This time allows us to teach the children about God's love. Parents are always welcome to join us for Children's Church.

Parent/Teacher Conferences

Conferences are held twice per year.

Class Pictures

McKenna/McNelly Photography will be at school for class and individual pictures. You are not obligated to purchase pictures. The school is doing this as a courtesy to you. Check the yearly calendar for the date of the pictures.

EMERGENCIES

INCLEMENT WEATHER

Under emergency conditions, we will operate in the following ways:

1. **Regarding St John Preschool:** St. John leaders will take into consideration whether Cedar Falls Schools and other organizations cancel, start late, or dismiss early due to the weather, forecasts, and road conditions and then determine action (if any) to be taken. Parents of children in St. John Preschool will receive an alert message via Brightwheel from the Director of the Preschool and Childcare Center informing them of changes.
2. **Regarding St John Childcare Center:** The Childcare Center will remain open, if possible, dependent upon weather, forecasts, and road conditions. Parents of children in the Childcare Center will receive an alert message via Brightwheel from the Director of the Preschool and Childcare Center informing them of changes.

If the weather becomes dangerous while your child is at school, please feel free to pick up your child. **There will be no make-up days or tuition refunded for days missed due to weather.**

We will NOT close due to high temperature. We will simply stay inside.

Communication Methods:

- An alert will be sent via Brightwheel, which will also send a mobile phone text message to families who have provided us with a mobile number.
- Closures or late starts will also be announced over KWWL TV or you may check their website at **kwwl.com**. Checking the website allows you to see weather closings within minutes of it being called in. We will be listed as **Cedar Falls- St. John Preschool and Childcare Center**.
- You may check our Facebook page at <https://www.facebook.com/stjohncfpcc> if you cannot find information on KWWL or in Brightwheel.

St. John Childcare Center is not automatically closed when the Preschool is closed.

St. John Childcare operates to meet the needs of working families and understands that parents still have to go to work even when the weather is bad. In rare cases, inclement winter weather may impact road conditions to the extent that travel is not advised or possible. In those instances, where it is potentially dangerous or impossible for staff to safely get to the Childcare Center, St. John Preschool and Childcare Center may open late (after road conditions improve) or may experience closure. Closures or late openings will be communicated via an alert in Brightwheel and announced over KWWL TV or you may check their website at **kwwl.com**. **Look specifically for St. John Preschool and Childcare Center to be listed.**

Lost or Missing Child

In the event that staff are unable to locate a child, or the child is thought to be abducted from the care of the Preschool or Childcare, the following procedures will be followed:

- 1) A cursory or initial search will be conducted.
- 2) The Cedar Falls Police will be notified.
- 3) The parents will be contacted.
- 4) A thorough search of the Preschool and Childcare Center and church grounds will be conducted.

Medical Emergency

Should a medical emergency occur, a staff member will assess the situation, administer first aid and call 911 for an ambulance, if needed. Other staff members will keep the rest of the class calm. Other church staff will be called if needed to aid in helping the injured child or to help in the classroom to maintain the correct teacher-child ratio. If a child needs to be transferred to an area hospital, St. John Preschool and Childcare Center will make every attempt to have the Director or the child's classroom teacher accompany the child with the emergency medical crew. Parents will be notified as soon as the child is in care of medical professionals or sooner if there is time.

First Aid Kits will be restocked after each use and an inventory of contents shall be completed monthly and documented as having been done.

Dental Emergency

Should a dental emergency occur, parents will be called immediately. If a parent cannot be reached, the family dentist will be called. Staff will follow the suggestions of the family dental professional.

Intoxicated Parent or Visitor Procedure

If an intoxicated parent attempts to pick up his/her child, the Center Director or on-site supervisor will contact an emergency contact and request that they pick up the child. The Center Director or on-site supervisor will then inform the intoxicated parent of the pick-up plan. If we are unable to reach an emergency contact, the child must not be allowed to leave with the parent. The Center Director or on-site supervisor will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the center immediately, and the parent of whom the visitor was here to see will be contacted.

Intruder or Concern Identified in the Building

A staff member will establish initial contact with the person to determine if any threat may exist. If a threat or concern is identified, all children will be taken away from danger and will attempt to exit the building if needed. The police will be immediately phoned. All external doors will be locked and all staff will be on alert. When the threat or concern has passed, children will return to their classrooms and parents will be contacted as appropriate.

Fire or Tornado

Emergency plans for fire and tornado are written and posted by each main classroom door and also written below. Emergency plan procedures are practiced at least once per month for fire and tornado. During these practice sessions, teachers follow the same procedure they would for an actual emergency including carrying first aid kits, emergency medical consent forms for children and the daily roster. For other emergencies, such as flood, earthquake, bomb threat, or power failure, the staff will inform parents as quickly as possible so that they can pick up their children from the St. John Preschool and Childcare Center site or evacuation site. Every attempt will be made to place a note on the door of the school as to where the children and staff have gone. Staff members will carry first aid kits and emergency contact information of all children being evacuated.

Fire

Staff will check the wall panel to determine where the fire is located. A decision about where to take the children will be made depending on where the problem is. Children will be evacuated from the building. All church staff will help with the evacuation. 911 will be called and parents will be notified.

Tornado

In case of a tornado, the children should be taken to the hall leading to the mechanical room. Children will sit on the floor beside the wall until it is safe. Medical consent forms, the first aid kit and flashlights will be taken along.

Earthquake or Other Structural Damage

Children will seek shelter under tables. When possible, we will evacuate, taking the emergency first aid kit, emergency class list and medical consents. If we need to evacuate the building to another location, one of the staff members will determine a safe place to evacuate the children (Sartori – MercyOne – Hospital). Parents will be notified when we arrive. Children and staff will not return to school until the building is declared safe.

Blizzard

Parents should feel free to pick up their child at any time if weather becomes a concern. If road conditions become such that driving is impossible, children, staff, and any parent or adult in the building will remain at school until roads are passable. All parents will be notified of the situation.

Power Failure

In case of power failure, flashlights are available for use. Classroom teachers will keep children calm and occupied with songs and finger plays. Cedar Falls Utilities will be called if possible to try to get an approximate time for power to return. If school gets too cold or too hot for the children, parents will be called to pick up their child.

Chemical Spill

If there is a minor chemical spill of a non-hazardous substance, the area will be blocked off and cleaned up immediately. If a serious or hazardous chemical spill should occur, the children will be evacuated and 911 will be called.

Nuclear Evacuation

If St. John Preschool and Childcare Center finds it necessary to evacuate due to a nuclear emergency, all church staff will assist with the procedure. Parents will be notified by phone after we vacate the premises. Announcements will also be made over the television.

Bomb Threat

In the event of a bomb threat we will immediately evacuate the children from the building in a quick and safe manner, taking emergency numbers, medical consent forms and first aid kits.

Plan of Transportation of Children from the Building

In case of an emergency where children need to leave the building, all church staff will help with the process. Staff will carry first aid kits, medical emergency consent forms and daily roster with list of children and adults present that day. Parents will be notified of the situation and where to pick up their child.

Notifying Parents

Parents will be notified by telephone (call and/or Brightwheel message/alert) once their children are out and safely away from danger. Parents will need to sign their child out, noting time taken, who took the child and a

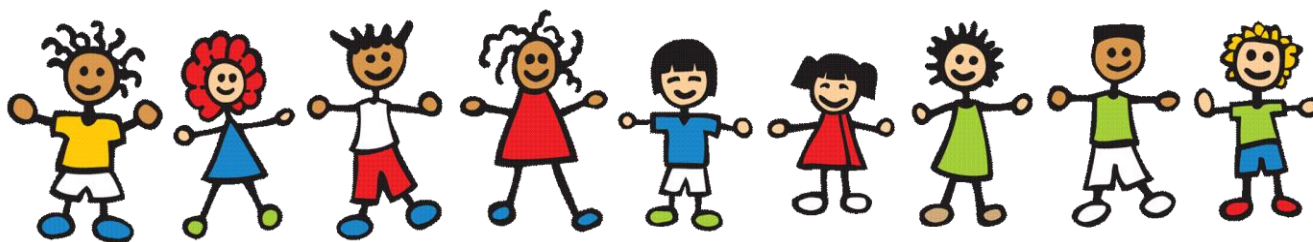
phone number where they can be reached. If someone other than the parent will be picking the child up, this must be communicated via Brightwheel or a phone call from the parent must be made.

Mandatory Reporter of Child Abuse or Neglect

All employees of St. John Preschool and Childcare Center are mandatory reporters of child abuse or neglect, as required by Iowa law. Procedures are posted in each classroom on the parent information area. Reporting procedures and licensing regulations are also available in the Director's office.

Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. Absolute confidentiality is required concerning any report of child abuse or neglect.

The Director of St. John Preschool and Childcare Center and/or Church Council may immediately suspend a staff person without pay or terminate any personnel at the Preschool and Childcare Center if the action is necessary to ensure safety, health and/or welfare of the children, parents and/or staff. An investigation will be done by the Director and the Church Council regarding the alleged or proven child abuse, neglect, and/or immoral behavior. Findings will be turned over to the authorities.



VOLUNTEER POLICY

As required by The Department of Health and Human Services, and for the safety of the children, any volunteer, including parents, will be required to fill out a "Volunteer Statement" before spending time with students. Volunteers are appreciated in the classroom and welcome at St. John Preschool and Childcare Center. Volunteers that do not have children enrolled in the preschool should check with the Director before coming to school.

Please note:

This handbook may be revised from time to time.
Parents will notified if it is updated.

Preschool Daily Class Schedules

T/TH Classes and MWF Classes

| | |
|----------------------------------|--|
| 8:50-9:05am/12:50-1:05pm | Arrival, “Sign in”, Bathroom break |
| 9:05-9:25am/1:05-1:25pm | Opening, Story, Large group, Prayer |
| 9:25-10:30am/1:25-2:30pm | Center time, Small group work, Projects, Clean up |
| 10:30-10:45am/2:30-2:45pm | Large group (Moving through Math, Handwriting without Tears, literacy, music, science, or games, etc.), Devotion |
| 10:45-11:00am/2:45-3:00pm | Prayer, Snack time |
| 11:00-11:15am/3:00-3:15pm | Outside time or gym |
| 11:15-11:20am/3:15-3:20pm | Prayers and goodbyes |
| 11:20-11:30am/3:20-3:30pm | Dismissal |

M-F Classes

| | |
|----------------------------------|--|
| 8:50-9:10am/12:50-1:10pm | Arrival, “Sign in” and table toys/table work (play dough, puzzles, journals, etc.), Clean up |
| 9:10-9:25am/1:10-1:25pm | Opening, Story, Large group, Prayer |
| 9:25-10:15am/1:25-2:15pm | Center time, Small group work, Projects, Clean up |
| 10:15-10:30am/2:15-2:30pm | Large group (Moving through Math, Handwriting without Tears, literacy, music, science, or games, etc.) |
| 10:30-10:50am/2:30-2:50pm | Outside time or gym, Hand washing |
| 10:50-11:00am/2:50-3:00pm | Prayer, Snack time |
| 11:00-11:15am/3:00-3:15pm | Devotion/worship |
| 11:15-11:20am/3:15-3:20pm | Prayers and goodbyes |
| 11:20-11:30am/3:20-3:30pm | Dismissal |

Childcare Daily Schedule

- 6:30 – 7:50 Free choice activities (puzzles, small manipulatives, etc.)
- 7:00 – 7:45 Breakfast served (Free choice activities continue in childcare area)
- 8:00 – 8:45 Clean up, bathroom break, outdoor/large motor play
- 8:50 – 8:55 Transition to preschool/Restroom for childcare

| Group 1 – 3s with Miss Kurth | Group 2 – 4/5s w/Ms. Valerie | Group 3 – 3/4s with Ms. Beckie |
|--|---|---|
| 8:50 – 9:10 Circle Time/Jesus Time | 8:55 – 9:35 Circle Time/Bible story/Center time | 8:55 – 9:15 Circle Time/Bible story |
| 9:10 – 9:20 Restroom/Wash hands | 9:35 – 9:45 Restroom/Wash hands | 9:15 – 9:35 Center time |
| 9:20 – 9:40 Snack | 9:45 – 10:10 Snack | 9:35 – 9:45 Restroom/Wash hands |
| 9:40 – 10:00 Outdoor/Large motor play | 10:15 – 10:35 Outdoor/Large motor play | 9:45 – 10:10 Snack |
| 10:00 – 10:10 Restroom/Wash hands | 10:40 – 11:35 Circle time/Center time (Art, science, block play, dramatic play, etc.) | 10:15 – 10:35 Outdoor/Large motor play |
| 10:10 – 10:30 Circle Time/Story Time #2 | 11:35 – 11:45 Clean up | 10:40 – 12:00 Circle time/Center time (Art, science, block play, dramatic play, etc.) |
| 10:30 – 11:15 Center time (Art, science, block play, dramatic play, etc.) | 11:45 – 12:05 Quiet time | 12:00 – 12:20 Clean up, Quiet time, Bathroom/wash hands |
| 11:15 – 11:25 Clean up time, Restroom/wash hands | 12:05 – 12:15 Bathroom/wash hands | 12:25 – 12:45 Lunch |
| 11:25 – 11:50 Lunch (Preschool children join) | 12:15 – 12:45 Lunch | 12:45 – 1:00 Transition to preschool/transition to rest time |
| 11:50 – 12:25 Outdoor/Large motor play | 12:45 – 1:00 Transition to preschool/transition to rest time | 1:00 – 1:30 Quiet time for non-nappers |
| 12:25 – 12:50 Restroom/Drinks, Quiet story time, Transition to preschool/transition to rest time | 1:00 – 1:30 Quiet time for non-nappers | 1:30 – 2:20 Art/Games/Table toys for non-nappers |
| 12:50 – 2:50 Rest time for nappers | 1:30 – 2:20 Art/Games/Table toys for non-nappers | 2:20 – 2:30 Restrooms as needed, Wash hands |
| 2:50 – 3:05 Put away mats/Clean up toys/Restrooms as needed/Wash hands | 2:20 – 2:30 Restrooms as needed, Wash hands | 2:30 – 2:50 Snack time/Wash hands |
| 3:05 – 3:25 Snack time | 2:30 – 2:50 Snack time/Wash hands | 2:50-3:05 Story time/Music and movement |
| | 2:50-3:05 Story time/Music and movement | |

- 3:05 – 4:00 Centers
- 4:00 – 5:00 Outdoor/Large motor play
- 5:00 – 6:00 Center time/art projects/free choice activities