

PROMISELAND PRESCHOOL

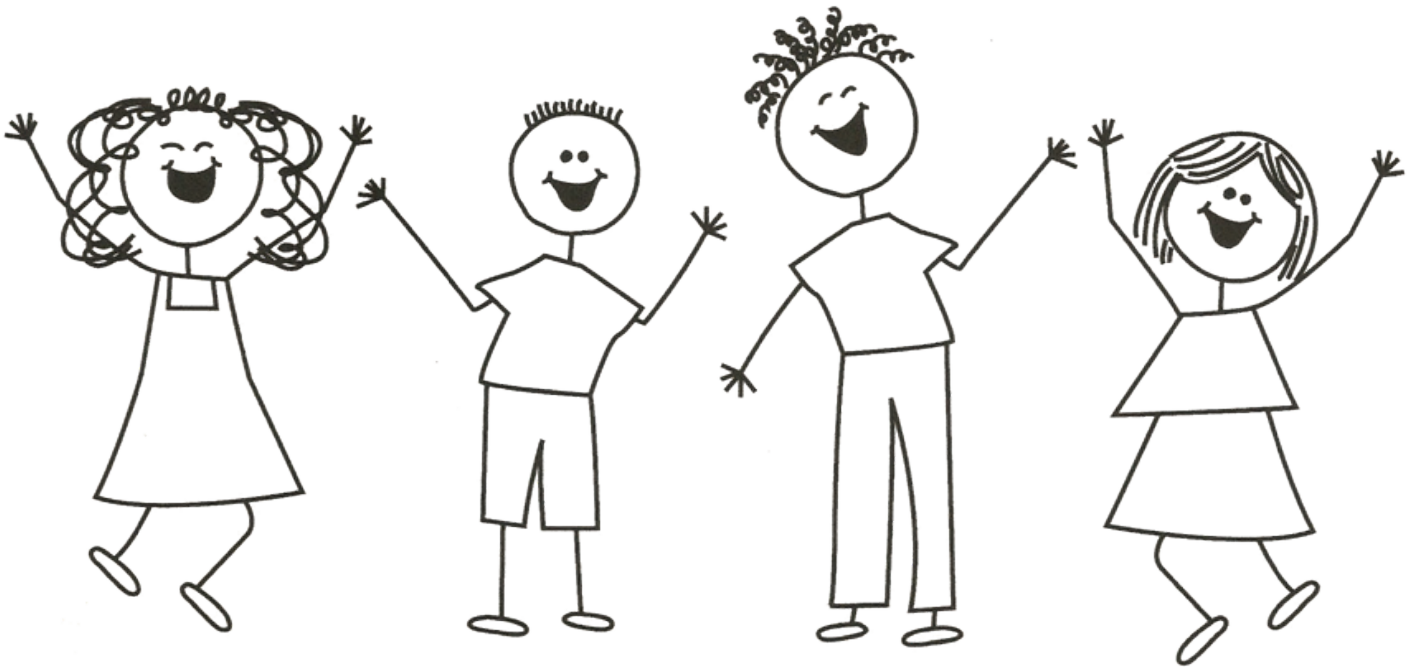
"...He has given us His very great and precious promises..." II Peter 1:4

A ministry of Central Baptist Church

4001 Indian Hills Dr

Sioux City, IA 51108

(712) 574-0737



2018-2019

Parent Handbook

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STATEMENT OF PURPOSE

The Administrator, Director and Staff at Promiseland Preschool along with Central's Council of Elders have as our goal to provide a Christ-centered atmosphere conducive to individual growth, creativity and learning of pre-academic readiness skills. We believe each child is deserving of respect as a person created by God in His image and it is our intent to nurture your child to reach his God-given potential. Last, but certainly not least, we will reflect the love of Jesus Christ so that your child will experience His love on a daily basis.

LETTER TO PARENTS

Dear Parents,

Welcome to the 2018-2019 year at Promiseland Preschool. We have a wonderful year planned for you and your child. Many activities are being planned which will train your child to reflect the character of Christ and prepare your child for his or her calling in God's Kingdom.

This booklet is provided for you to answer questions that might arise regarding policies and procedures. We suggest that you read it thorough at your earliest convenience and then retain it in a special place for reference during the year. If you have additional questions, please feel free to visit with any of the staff.

We are looking forward to working with your family in the year ahead.

The Preschool Staff

Brad Prothero
Family Ministries Pastor/Administrator

Shelly Schaeuble
Director/Head Teacher

Kristen Henry
Assistant Teacher

Emily Rohan
Assistant Teacher

PROMISELAND PHILOSOPHY

Promiseland Preschool is a ministry of Central Baptist church in an effort to minister to the needs of families and children in the Siouxland community. We purpose to complement family values by surrounding the children in a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at his/her own rate of speed toward enriched experiences, self-discipline and the ability to make choices.

With a carefully chosen staff and an atmosphere equipped for multiple learning experiences, our preschool provides the atmosphere conducive for wholesome and spiritual development.

ADMISSION REQUIREMENTS

Before your child will be allowed to attend, we will need a completed and signed **Iowa immunization form** indicating that he/she is current with all immunizations and a signed physical form.

Registration requirements in addition to the immunization card and physical form, are intake papers for our staff to familiarize us with your child and also to comply with the State of Iowa regulations. These papers should be filled out prior to Preschool Orientation and must be completed before Preschool begins. When your child's file is complete, the enrollment process is complete.

NONDISCRIMINATORY POLICY

Promiseland Preschool is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate unlawfully on the basis of race, color, national/ethnic origin, gender, age, individual handicap, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities.

WITHDRAWAL & TERMINATION

If it becomes necessary to withdraw your child from Preschool, a two-week notice is required. **You are obligated to pay for those two weeks**, if you haven't already.

We reserve the right to terminate a child's attendance at Promiseland Preschool if fees are not paid within 20 days of when the delinquent notice was sent, or if parents fail to cooperate with Preschool policy and program.

We also reserve the right to terminate a child's enrollment if we determine that our staff and facilities cannot meet the needs of your child. If after we have worked with you and your child for a reasonable amount of time and we determine that termination is necessary, you will be given a 10-day notice. Your fee will be non-refundable. Immediate discharge will be administered if the child is endangering himself, other children or a staff person.

CONFIDENTIALITY

The protection of privileged and confidential information is vital to the interests and success of Promiseland Preschool. Our staff abide by a strict confidentiality policy in which they may not disclose confidential information to anyone who is not employed by Promiseland Preschool/Central Baptist Church or other persons employed by Promiseland Preschool/Central Baptist Church who do not need to know such information.

NON-DISCRIMINATION POLICY

Promiseland Preschool is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate unlawfully on the basis of race, color, religion, national/ethnic origin, gender, age, or individual handicap in the recruitment and admission of students.

2018/2019 PROMISELAND CALENDAR

August 27	Parent Orientation
September 4 & 5	Classes Start
October 31	No Classes
November 22-23	Thanksgiving Break
November 27	Classes Resume
December 24 - January 2	Christmas Break
January 3 & 4	Classes Resume
February 18	President's Day
April 18 - 22	Easter Break
April 23	Classes Resume
May 16	3 Year Olds Last Day of Classes
May 17	4 & 5 Year Olds Last Day of Classes

Also be watching for special parent involvement days such as:

Field Trips
Christmas Program
Muffins for Moms
Doughnuts for Dads

DAILY SCHEDULE

AM	PM	
9:00	12:00	Bible/Memory Verse
9:15	12:15	Circle Time
9:25	12:25	Social Studies/Science/Language Arts
9:55	12:55	Snack/Bathroom
10:20	1:20	Recess
10:35	1:35	Phonics
10:50	1:50	Music/PE/Health & Safety/Arts & Crafts
11:10	2:10	Math
11:30	2:30	Dismiss

* Schedule is a general idea of daily activities and is subject to change.

WHAT TO BRING

Enrollment in preschool is an exciting event in the life of a child. It is mixed with emotions of joy, fear and laughter and sometimes tears. We ask you to allow the atmosphere of Promiseland Preschool to be an excitement in your child's life. **For this reason, please do not bring toys, blankets or personal items from home.** A child suffers disappointment should any item be broken or lost. Likewise, a child should not bring money, which could be lost or even worse, be placed in their mouth.

A **CANVAS TOTE BAG** is provided for each child. NO BACKPACKS PLEASE. Please put your child's name on the tote bag. The only supplies needed are two boxes of Kleenex.

Clearly mark all clothing items with their names in each garment (coats, jackets, caps, gloves, boots, etc.) This is for your protection and peace of mind.

SCHOOL VISITATIONS

After the first six weeks, parents are welcome to visit their child's room. We request that younger brothers and sisters do not accompany their parents when visiting school.

In the best interest of the children, we ask that you do not visit on days prior to vacation or special days and during the last month of school. The only exception would be in the case that a grandparent(s) would be visiting the Siouxland Area close to a holiday.

PROGRAMS & CURRICULUM

Promiseland Preschool is licensed with the appropriate regulatory agencies of the State of Iowa. Our daily schedule is organized to provide the security and comfort of familiarity, and still allow the children opportunity to make choices.

Our program introduces and expands upon the concepts of readiness, but each child develops and “readies” at different rates and in different ways. It is the staff’s desire to acquaint themselves with each child so that their unique qualities and interests are utilized, developed and encouraged.

At our preschool you will see:

- Scriptures being taught and applied
- Developmentally appropriate activities
- Materials for building and creating
- Centers for objects and ideas to talk about, relate to, try out, reinforce, invent, discover, and enjoy
- An atmosphere of respect for each other and God’s ways

We use Horizons Preschool Curriculum. It is based upon the most perfect source available, the Bible. Your “promise” will be studying the world around them from the viewpoint of the Creator.

Lessons begin with a Bible concept and flow into activities and academic subjects including social studies, language arts, math, phonics and science. Arts and crafts, music, story times, outdoor excursions and other exciting learning activities enhance the student lessons.

Great care is given to involve the child in a well-balanced educational program needed to develop him/her academically, physically, emotionally, and spiritually.

DISCIPLINE

Loving discipline is administered appropriately to the child’s level. The staff of Promiseland Preschool love the children too much to allow them to misbehave. Instructions and rules are laid out plainly and taught to the children on a regular basis. If a child chooses to disobey the rules and instructions, he or she will be warned. If he or she persists in disobedience, “time out” will be administered. (He or she will sit on a “time out” chair in a quiet area of the room for a short amount of time.) If this does not seem to alleviate the particular situation, the child will be removed from the classroom and you will be informed at the end of the day so you can work with your child before he or she returns the next day.

It is very important for you, the parent, to work together with your child’s teachers. Consistency is a major way for a child to learn obedience. If we work as a team, the child will learn that we have their best interests in mind and recognize our love and care for them.

See the next page for class rules.

Promiseland Preschool Rules

1. No talking when the teacher is talking!
2. Raise your hand and wait to be called on!
3. Don't be a bug or a pest!
4. If you run, you're done!
5. Zip (your mouth), Zap (Hands at your side), Zooey (quickly)!

HOLIDAYS & SPECIAL OCCASIONS

Promiseland Preschool holidays are Thanksgiving, Christmas, New Year's, President's Day, and Easter. Halloween will not be observed. (The school does not recognize Halloween as a Christian holiday.) We will provide alternative, fun activities.

Birthdays will be observed in the classroom. A child having a summer birthday will also be honored on a special day. If you would like to be involved with this celebration on your child's day, please contact the teacher in advance. You may provide a take-home item for your child's birthday. If you choose to do so, a non-food favor is encouraged rather than sweets or candy.

If you are having a party at home and want to invite some preschool children, please refrain from bringing those invitations to preschool. Instead please send them by mail, to avoid hurt feelings.

FIELD TRIPS

A \$20 annual field trip fee will be due on the first day of class. This covers all field trips for the year.

A very important part of the program and curriculum at Promiseland Preschool is field trips. Throughout the school year (the fall and spring primarily) the staff will arrange for various types of field trips.

These trips afford varied educational enrichment opportunities for each age group. The classes may visit a farm, a restaurant, a grocery store, a bakery, or other places which afford learning opportunities as well as pleasure.

All these activities are attended by the classroom teachers and the students will be transported in authorized vehicles. If you are available, you may be asked to assist the staff on these trips. So that you will be free to assist the teacher, we ask that siblings do not attend.

You will be notified in advance of these trips. In the event it is necessary for a child to bring anything from home for an excursion, the teacher will send a note home with the child.

SCHOOL PICTURES

School pictures are taken at Promiseland Preschool, usually in early Fall. In no way are you obligated to buy your child's picture packet, but we would like to have their picture taken whether you purchase the packet or not. Whether you order or not, we would like to make a class composite so it will be available for the other students as well.

SHOW & TELL

A “show and tell bag” will be sent home with your child on a regular schedule. When the bag comes to you please help your child carefully choose **ONE** item to bring for “show and tell.” You may want to check the calendar for the month’s activities and choose something along those lines. Examples: pictures, shells, book, etc.

If your child wants to bring a pet - a Pet Health Exam Form must be completed by your veterinarian and turned in before that pet can visit.

SNACKS

A snack will be served each session. A “snack bag” will be sent home with your child on a regular schedule. When the bag comes home, you are asked to fill it with enough approved snacks for the class for the next school day. You must bring from 2 food groups. You will find a list of approved snacks below.

*At Promiseland Preschool we do require the children to try one bite. They are not expected to eat the entire snack, they just have to try it. No other snack will be offered other than what has been provided.

*If your child has a food allergy please clearly mark that for us.

Dairy

Natural Cheese
(e.g. Colby, Cheddar, Swiss)
Cottage Cheese
Yogurt

Protein

Natural Ham
Natural Turkey
Hard Boiled Eggs
Nuts
Pizza

Fruits & Vegetables

Fresh Fruit
Dried Fruit
Applesauce
Fresh Vegetables
Salsa
Hummus

Grains

Animal Crackers	Bagels	Bread Sticks
English Muffins	Muffins	Pretzels
Granola	Croissants	Whole Grain Corn Chips

DROP OFF & PICK UP PROCEDURES

When you drop off your child for preschool, please bring your child in the west door and take him/her to the bathroom.

The classroom will be open at 8:55 a.m. and 11:55 a.m. for drop off. If you need to come early, please sit quietly with your child in the atrium until preschool time. Please do not allow your child to run around in the atrium or hallway. Thank you for cooperating with us on this matter.

Children will have their coats on and be waiting by the main doors at 11:30 a.m. and 2:30 p.m. Pull up in the circular drive in front of the main doors and come up to the doors to get your child. Please be on time to pick up your child so he/she and the teacher won't have to stand and wait.

If you know you are going to be detained, please call the preschool at: 574-0737 or e-mail promiseland@cbsiouxcity.org.

Please note that other ministry events, involving parents and children, may be going on while preschool is in session. Regardless of any other activity going on in the church, we will follow the above procedures, unless otherwise notified.

SAFETY REQUIREMENTS

Only those persons so authorized by you will be able to pick up your child from preschool. In the event that an alternate arrangement must be made, please send a signed note or call us in advance (712) 574-0737.

The safety of your child is a very vital trust you have placed with us and we will constantly protect your most valuable gift – your child.

ATTENDANCE

The attendance of each child is recorded daily. However, tuition payments are on a monthly basis and will remain the same even in the event that your child has to miss for 1, 2, or 3 days. Should an unexpected absence due to illness...(example: hospital stay or communicable disease) be necessary for more than three consecutive days, your particular situation will be reviewed by staff members and advisors and a particular arrangement will be arrived upon.

Reporting the absence of your child for whatever reason is of great necessity to the Preschool Staff. We especially request notification when a child is ill. (See Health Policy.) The well-being of your child is a daily concern to us and notification of absence helps in the relationship with your child. If you know your child will not be at preschool, please call/text the preschool at: (712) 574-0737 or e-mail promiseland@cbsiouxcity.org.

Plan to be at the preschool to pick up your child promptly at 11:30 a.m. or 2:30 p.m. Your child will be waiting at the main doors. We appreciate your cooperation on this.

PROMISELAND PRESCHOOL ACCESS POLICY

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
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.
3. Central Baptist Staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Preschool Director or another Pastor to get approval for the person to be on site. If it becomes a dangerous situation, staff will call 911. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense (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, act as a contractor or volunteer at Promiseland Preschool.
 - b. Shall not be on the property of Promiseland Preschool without the written permission of the Administrator and/or Director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The Administrator/Director is not obligated to provide written permission and must consult with their DHS 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 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 Administrator/ Director and sex offender and kept on file for review by the center licensing consultant.

¹ “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 “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.

GROOMING & DRESS

It is generally recognized that there is a strong correlation between the appearance of the children and the atmosphere and discipline of the school. Therefore, children are expected to be well-groomed and neat. We, of course, want them dressed appropriately for weather and for play and for sitting on the floor. Clean, comfortable, wash and wear clothing is recommended. Please remember when choosing shoes for your preschooler, the easier to get on and off, the better. Also, if girls wear fancy dress shoes, please send a pair of play shoes for them to change in to for recess. **No** shoes with high heels please!

Unacceptable attire will include jeans with holes, any oversized clothing and T-shirts with questionable wording. This is the time to teach our children proper dressing habits and choices. It is also difficult for children to play outside in their "Sunday best". **If the girls do wear dresses or skirts, please have them wear shorts underneath.**

Protective clothing for winter weather: Outside recess continues throughout the year, weather and temperature permitting, so warm caps, boots, and mittens are a **must**.

HEALTH POLICY

Prior to enrollment, proof of immunization and a signed physical form are required by the state. The State Department of Health requires that all children enrolled in a licensed childcare center or preschool be immunized against polio, diphtheria, tetanus, whooping cough, measles, rubella and chicken pox. Children must also have at least one Haemophjilus b (Hib) immunization to be enrolled. **A child will not be enrolled in the program unless they present a validated and signed Iowa immunization form OR an Iowa Department of Public Health Certificate of Immunization Exemption.** It is our policy that no contagiously ill child be permitted to attend. **Do not send your child if he/she is ill.**

Our first priority at Promiseland Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by staff); an illness results in a greater need for care than the staff reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 101 or greater, until 24 hours symptom free without fever reducing medication.
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- Diarrhea (not associated with diet changes or medications) until diarrhea stops for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools.
- Vomiting (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.

- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- Rash until a physician determines that these symptoms do not indicate a communicable disease.
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours.
- Head Lice, until free of all head lice and nits and a health care professional will need to verify that they are lice free before they are allowed to return to school. All parents of children that were exposed will be notified by an informative letter about lice sent home with their child that states they were exposed.
- Scabies, until after treatment has been completed.
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care.
- Impetigo, until 24 hours after treatment has been initiated.
- Hand Foot and Mouth sores have dried and crusted and no fever.
- Strep Throat, until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken pox, until all sores have dried and crusted (usually 6 days)
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed.
- Hepatitis A virus, until 1 week after onset of illness.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.
- Herpes simplex, with uncontrollable drooling.

A child who becomes ill while at Promiseland Preschool must be removed from the classroom in order to limit exposure of other children to communicable disease. We will call you or the person you stipulate to come and pick up your child (if you are planning to be gone during preschool time, please leave us a number where you can be reached, if possible). If you receive a call from your child's teacher requesting you to pick up your ill child, please make arrangements to do so immediately, both for the comfort and health of your child as well as the health and safety of the other children in his/her class.

Promiseland Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious. On behalf of the other children and your own, please make an honest evaluation of your own child's condition. Notify the school if your child is not coming.

We encourage you to keep your child home for a day of "physical refreshment" if he/she shows symptoms that would indicate your child may be ill.

If your child is in good health but may display any of the above symptoms for reasons other than illness (i.e. lack of sleep the night before, on a medication that causes loose stools, etc.), please discuss this with the teacher when dropping off your child.

Excessive lack of sleep may be cause to keep your child home for the day. Extremely tired children may not have a successful day and can cause disruption to the class. Please try to make sure your child has plenty of sleep the night before attending school.

If your child or another family member has a communicable disease, the preschool **must** be notified.

PAYMENT OF TUITION

Monthly tuition is due the 15th of each month for the upcoming month, and is considered late after the 1st of the month. After the 1st, a \$10.00 late fee will be charged.

Example: Tuition for October is Due September 15th and is late October 1st.

The first month's payment for preschool is due on August 1st. This both holds your child's position in the class and covers the first month's tuition. If payment is not received by August 1st, your child may lose their position to a child on the waiting list.

By the 15th of each month, please **mail in** or **bring in** your next month's payment (Please do not send it with your child). You can also stop in the main office and pay with a credit or debit card Monday–Wednesday 8:30-2:30, and Thursday–Friday 8:30-4:00. July is the only time a written tuition reminder will be sent prior to it being due, so please make a note to yourself for the following months.

A notice will be sent home after the 15th of each month if tuition is not paid for the following month. Tuition is considered "delinquent" after the 1st of that following month. All accounts must be kept current for students to remain in Preschool. If it is not paid by the 10th of that following month, your child will not be able to attend until your account is cleared up. If you are unable to pay on time, a letter **must be written** stating the situation and the date of intent to pay or talk with Pastor Brad Prothero to see if other arrangements can be made.

Tuition is:

3-year-old class	(9 payments)	\$85.00
4&5-year-old classes	(9 payments)	\$100.00

A charge of \$10.00 will be charged for a returned check. After the second occurrence, the tuition must be paid by cash or money order.

Those wishing to pay the entire year's tuition before September 1st, will receive a 5% discount. The discounted amount for one year is:

3-year-old class	\$726.75
4 & 5-year-old classes	\$855.00

If you are enrolling more than one child per family, a 5% discount will be given on each child's tuition, after the first (discounts given on the youngest child's tuition fees).

A \$20 annual field trip fee will be due on the first day of class. This covers all field trips for the year.

WITHDRAWAL

A two week notice will be required if a child is to be withdrawn from preschool. You will be obligated to pay for those two weeks, if you haven't already.

WEATHER RELATED CLOSINGS

Our weather information comes from several different sources, including the media. We listen to the information and make a decision so that we can insure the safety of the children.

If Sioux City Schools are delayed or cancelled, we will not have preschool class that day. You will receive a text message from the teacher letting you know that classes are cancelled. It will also be posted on Facebook. **Feel free to call Promiseland Preschool at (712) 547-0737 for information if the weather looks questionable, as classes may be cancelled.**

If the outside conditions appear questionable we will be monitoring radar, the weather service information, and information concerning other schools' actions.

In the event of an early dismissal, we will notify the proper media to have it posted and will notify each parent individually of the need to pick up their child, by calling first the home/cell and then the emergency numbers.

If the conditions are questionable as the students are being dropped off, the parents will be advised that they may be called to come for their child in the event of an early dismissal and if they wish, their children may leave with them instead of staying for class.

We will wait until we feel it is absolutely necessary before we put the above procedures into action. However, if you are concerned and want to pick up your child, please do so. Be sure to speak to a staff member upon your arrival to school.

If you feel it is not safe to drive to school on a particular morning, please call and let the teacher know. Many of our families and even our teacher come from small rural communities and it is impossible to know the road conditions in every area. Our first concern is for your family's safety, so please check the road conditions in your area before attempting to drive.

EXTREME TEMPERATURE

In the event that the wind chill factor is -20 degrees or lower, classes will not be held. (Young children exposed to such cold temperatures may develop frostbite after only one minute of being in those conditions.)

POWER FAILURE

In the event of a power failure we would first contact the staff or janitor to be informed of the problem and its seriousness.

The children would be kept calm and informed of what is happening. The parents would be notified individually of the situation, first by the home and then the emergency numbers.

In the event that the children would need to be moved, they would be evacuated properly to the north grass area at the side of the building.

BITING POLICY

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior.

Children bite for a variety of reasons:

teething	simple sensory exploration	cause and effect
imitation	crowding	seeking attention
frustration	stress	other

Childcare group situations can be difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. When biting takes place, we need to quickly and graciously deal with all parties involved, including parents.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken.

1. The teacher will separate the child from the situation and focus caring attention on the child who was bitten as needed.
2. The care giver should process with the child who bit and talk about different strategies that the child can use next time (give them appropriate words) instead of biting. This should be done in a short simple way.
3. Staff will encourage and help the biter to ask forgiveness of whom was bitten.

It is important to explore the reasons for biting when it occurs. Staff will also communicate with parents to gather information about the child's behavior and begin observations to determine the reasons for biting.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent(s) of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

BITING POLICY CONTINUED

When a biting incident does occur, parents of both children will be informed personally and privately the same day. All information is confidential and the names of the children involved in the incident are not shared between parents. In addition, biting is always documented on the Child Care Injury/Incident Report form which is completed and signed by a teacher and the Administrator is notified.

Copies will be given to the parents of each child for them to sign. A copy is given to each parent to keep and a signed copy from each parent is kept for Promiseland Preschool's records. If a child is involved in multiple incidents, staff will evaluate necessary steps to prevent biting from happening in the future, which may include meeting with the child's parents.

When biting occurs, here's what you can expect from us:

- We will put the children's safety first and provide any first aid that is needed as well as comfort support to those involved.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know, we are here to help you and your child on their journey to independence!

CELL PHONE POLICY

Cell phones are not permitted in the classroom or on field trips with the exception of lead teachers for documentation purposes and in case of an emergency.

Parents must turn off/silence their cell phones when volunteering in the classroom or on field trips.

PICTURE, VIDEO & SOCIAL MEDIA POLICY

1. Social media and blogging represent a growing form of communication for organizations, allowing them to engage with the wider community more than ever before.

However, it is also an area in which rules and boundaries are constantly being tested and we must be mindful of the effects of the use of social media on children and families within our preschool community, particularly in relation to privacy and confidentiality.

2. Promiseland Preschool is committed to:
 - Maintaining the privacy and confidentiality of children attending and families of children who attend.
 - Ensuring the online safety of children and families of children who attend.
3. Staff posting to social media (includes personal accounts):
 - Must ensure that children are not named in posts.
 - Must ensure that, where photos/video are taken with intention of use for social media posts, that families of the children have consented by signing the release sent out with admissions paperwork.
 - Should only make posts which are within the interests of Promiseland and which uphold the values of Promiseland and Central Baptist Church.
 - No pictures or videos should be posted directly on personal accounts. Promiseland Preschool and Central Baptist Church pictures/videos can be shared.
4. Parents/guardians, other family members of volunteers posting to social media must ensure that **ONLY** their child is included in any photos, videos, or posts, unless consent is explicitly given by parents/guardians of other children for their child's image to be posted on social media.
5. Social media linked to Promiseland and Central Baptist Church must not be used for promotion of personal financial interests, commercial ventures, personal campaigns or to promote other businesses; however it may be used to thank a local business for their support of Promiseland Preschool.
6. Users who are deemed to be using our page inappropriately, particularly in the above mentioned ways, will be blocked by administrators.
7. All reports of cyber bullying and other misuse of technology will be investigated fully and may result in a notification to Police or appropriate governing bodies where the preschool is obliged to do so. Users must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the preschool has no control. Any concerns or suspicions over the breach of this policy should be brought to the immediate attention of the Administrator and/or Director via email, telephone, or conversation in person and not be addressed on the website/social media page and will be dealt with at the discretion of the administration.
8. Promiseland is responsible for developing and reviewing this policy, authorizing any changes to this policy, ensuring this policy is implemented, and monitoring complaints and incidents regarding this policy.
9. The parents/guardians are responsible for adhering to the points contained within this policy, notifying Promiseland if there are concerns over the breach of this policy.

CHILDREN NEEDING SPECIAL ACCOMMODATIONS

“In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child’s disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.” (Americans with Disabilities Act, 1997)

This will be evaluated on a case by case basis.

MEDICATION POLICY

We **do not** administer any medications other than those that are deemed Life-Saving (i.e. EpiPen). Please notify Promiseland Preschool at the time of enrollment about any allergies that require the use of an EpiPen.

The following emergency plans are required to be in our handbooks by the State of Iowa. Central Baptist Church and Promiseland Preschool have never encountered the need for either plan and do not anticipate needing them in the future. However, to comply with state guidelines, they must be accounted for in our handbooks.

BOMB THREAT

In the event of a bomb threat to the building, we will either notify or be notified by the head secretary or staff to be informed about what is occurring.

Our first action will be to alert the proper authorities (i.e. the police and the bomb squad). As this is happening we will be immediately evacuating the children from the building to the far west side of the parking lot while we wait for the emergency personnel to arrive and secure the building. As we are waiting the parents of the children will be notified individually by trying first the cell numbers and then the emergency numbers.

In the event that it becomes necessary to remove the children from the premises, they will be transported with the administrator, the teachers, the secretaries, and the staff, with the parents being notified of this occurrence.

CHEMICAL SPILLS

While no hazardous chemicals are kept in the classroom, in the event of a chemical spill the staff or janitor will be notified or will notify us.

If the spill is non-threatening, the janitor will be in charge of clean-up. However, if necessary the proper authorities will be contacted and the children will be quickly evacuated a safe distance away to a well-ventilated area. At this time the parents would be notified individually, first by the cell numbers and then the emergency numbers.

PROMISELAND PRESCHOOL

A ministry of Central Baptist Church

4001 Indian Hills Dr

Sioux City, IA 51108

(712) 574-0737

We ask that you as parents have the habits of:

- Being on time.
- Bringing the Promiseland canvas tote bag everyday.
- Calling if your child will not be at school.
- Calling if your child will be late to school.
- Calling if you will be later than 11:20 or 2:35 to pick up your child.
- Reading the newsletter.
- Bringing, wearing, sending your child with any special things they need for the day.

All of these things are done to prepare you and your child for school. Your diligence will help your child grow to be well-adjusted and will reduce the stress on your child and your family.