

Holy Trinity Catholic

Early Childhood Center

Parents Handbook of Policies & Procedures



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Introduction

Goals & Curriculum

Holy Trinity Catholic Early Childhood Centers provide child care and educational programs that meet the individual and group needs of the children, based on Iowa Early Learning Standards, principles of child development and stages of growth.

The staff assists the children in developing their abilities through each stage of development. Planned daily activities present opportunities for children to explore, create, problem solve, interact with peers, and learn basic life skills, through first-hand experiences. A balanced schedule of activities provides small and large group interaction, individual learning time, child-centered and teacher-directed activities.

All programs include daily prayer and follow the moral teachings of the Catholic faith, by teaching faith in God, Jesus Christ, the Holy Spirit, and by following examples of Jesus, Blessed Mary and the Saints each day.

The Kindergarten program follows the Curriculum Guidelines of the Diocese of Davenport, and the Iowa Core Curriculum established by the Iowa Department of Education.

The preschool and prekindergarten programs follow the Creative Curriculum framework, a research-based curriculum recommended by the State of Iowa for Early Childhood programs. The teachers use observation, assessment, and children's work samples to plan individual and group goals, lessons and activities. A variety of instructional strategies and resources are used to accommodate the broad range of children's abilities, learning styles, and interests.

Specific goals

- Learn Christian morals and to value all of God's creation
- Participate in a friendly and safe environment
- Learn about themselves and the world around them
- Foster a positive self-image and independence
- Learn socially acceptable behavior & strong character traits
- Learn to express feelings and develop self control
- Learn self-help skills and a healthy life-style
- Build listening and comprehension skills
- Build vocabulary and language/communication skills.
- Develop memory skills, inquisitive minds & problem-solving skills
- Develop imagination and creative expression
- Develop gross and fine motor skills
- DISCOVER THAT LEARNING IS FUN!

1 - Purpose

Holy Trinity Catholic Early Childhood Centers provide quality childcare, based on age-appropriate practices and Christian values, in a safe and trustworthy educational environment.

The early childhood programs nurture and challenge the physical, cognitive, language, social-emotional, and creative development of young children.

2 - Philosophy

Holy Trinity Catholic Early Childhood Centers strive to meet the developmental needs of young children through best practices in childcare. We recognize parents as primary care givers and form a partnership with parents in the care and development of their children.

Programs are planned to meet the individual and group needs of the children, based on principles of child development and stages of growth.

The staff assists the child in growing to his or her fullest potential by fashioning a curriculum that will nurture growth through each stage of development. The adults serve as positive role models and provide care that is supportive, nurturing and responsive to each child's needs.

Positive discipline encourages self-regulation and appropriate behavior to help the children develop strong character traits, self esteem, and healthy life-styles.

Planned daily activities present opportunities for children to explore, create, problem solve, interact with peers, and learn basic life skills, through first-hand experiences, provides small and large group interaction, individual learning time, child-centered and teacher-directed activities.

The teachers use a variety of instructional models, strategies, and resources to accommodate the broad range of children's needs, learning styles, knowledge, experience and interests.

3 - Governing Board

The HTC Early Childhood Centers are governed by the HTC School Board and administered by the Early Childhood Director.

4 - Location

Holy Trinity Catholic School System operates Early Childhood Centers in Ft. Madison and St. Paul:

Ft. Madison Site:

2213 Avenue J
Fort Madison, IA 52627
Phone: 319-372-6428
Fax: 319-372-6443

St. Paul Site:

2040 Locust Street
St. Paul, IA 52657
Phone: 319-469-3881
Fax: 319-469-2070

5 - Enrollment

To provide a safe, nurturing environment for your child, adult-child ratios are maintained in compliance with Iowa DHS licensing policies.

Daycare: Children between 2 and 5 years of age may attend the Daycare program. Enrollment is limited to 20 fulltime status children.

Preschool: Children who are 3 or 4 years of age by September 15th of the year classes begin, may be enrolled in one of the Preschool programs. Child must have developed bladder and bowel control.

Prekindergarten: Children who are 5 years of age by March 31st of the subsequent year class begins, may enroll in the all-day program.

Kindergarten: Children who are 5 years of age by September 15th of the year class begins, may enroll in the all-day program, as required by the State of Iowa.

Before/After School Care: Children who are Prekindergarten age and older, may attend before and after school hours. Care is available from 7:30 a.m., with an optional breakfast, until the child's school day starts and following dismissal times until 6:00 p.m. Full day school-age care is available on some school holidays and for summer care.

6 - Registration

Families may register their children at any time. Formal pre-registration open houses are held in the spring for the upcoming school year. Class sizes are limited, so pre-registering is encouraged. Families who have pre-registered are contacted during the summer with final registration and tuition/fees information.

Pre-Registration - Round-Up

Kindergarten Round-up is held in February at the HT Early Childhood Center in Fort Madison and HTC Elementary in West Point.

Prekindergarten & Preschool:

Pre-registration for the coming school year begins after December 1st. Open House is held in February at the Early Childhood Centers in Ft. Madison and St. Paul. A non-refundable registration fee is required which may be used towards the child's tuition fees when they attend.

Daycare & Before/After School: Fort Madison: Families may register their children year round.

Required Records

Kindergarten: All students entering Kindergarten must submit a Birth Certificate, Immunization Record and a Dental Screening Form (required by the State of Iowa).

Prekindergarten/Preschool/Daycare: Registration Papers required for attendance: General Information & Health History, Immunization Record, Physical Examination including lead screening, Parents Emergency Medical Consent, Permission to Pick-Up, Field-trip Permission, Permission to Photograph, Emergency Information Card, Contract/Payment Agreement, Policy Agreement.

7 - Tuition & Fees

Tuition and fees are determined annually by the HTC School Board.

Daycare: Parents pay weekly rates for full-time care or daily rates for part-time care based on care given. An additional hourly fee will be charged for any hours over 45 per week.

Early Arrival: The daycare opens at 7:30 a.m. The staff arrives early to prepare for the day's activities. Doors will remain locked until opening time to allow the staff this preparation time. An additional fee of \$1/minute will be added to the bill for any child who is dropped off prior to opening without making previous arrangements.

Late pick-up: The daycare closes at 6:00 p.m. An additional fee of \$1/minute will be added to the bill for any child picked up after closing time when the parent has not notified the center.

Preschool: Parents pay a yearly fee, payable in monthly installments, based on the preschool session their child attends.

Discounts: Fort Madison site - Children attending fulltime daycare and preschool sessions receive a weekly daycare discount based on the preschool session they attend. Family rates are available when more than one child receives fulltime daycare. If a family receives the family discount rate, they will not qualify for an additional discount.

Kindergarten & Prekindergarten: A yearly tuition fee is payable monthly, semi-annually, or annually. Kindergarten & Prekindergarten children are included in the family tuition cap as established by the HTC School Board.

Out-of-Parish/Out of HTC School System Fee: HTC School System is supported by the Catholic parishes within Fort Madison, West Point, Houghton and Saint Paul. Families who are not contributing members of these Catholic parishes will be assessed an additional yearly fee per child for K-12 grades of \$600. Prekindergarten, Preschool and school-age children attending Before/After School Care will be assessed an additional \$200 yearly fee.

8 - Tuition Assistance

Kindergarten & PreK: Assistance may be available for families who qualify from different resources.

PreK and Kindergarten student tuitions are included in the family cap fees. Assistance is available for kindergarten and prekindergarten tuitions through tuition grants, scholarships and the Student Tuition Organization of Southeast Iowa. Families need to apply in the early spring for the coming school year. Information is available in the HTC Business Office or the Center's office.

Preschool & PreK: Assistance is available for families who qualify, through Community Action of Southeast Iowa. Information is available in the Center's office.

9 – Payment of Tuition & Fees

Kindergarten: Tuition payments are arranged through the HTC Business Office.

Prekindergarten: Tuition payments may be arranged through the HTC Business Office or the Center's office. Due by 10th of each month of attendance.

Preschool: Tuition payments may be arranged through the HTC Business Office or the Center's office. Due by 10th of each month of attendance.

Daycare: Care fees and payment are determined by the status of child's care schedule. Fulltime fees are due on Friday for each week of care. Part time children may pay daily rates at the end of each week or figured and billed monthly. Payment is due within one week after receipt of the statement.

Before/After School Care: Families are billed monthly. Payment is due one week after receipt of the statement, showing the hours of attendance and fees due.

Refunds: There are no refunds for missed days due to bad weather, illness or holidays.

Delinquent Payments: Families will be notified of overdue accounts. If not paid within one month of notice, an additional late payment fee will be added to the account. Failure to pay is cause for discharge. Unexpected circumstances may be brought to the Director's attention. Children may return to care/school when over due balances are paid in full, if spots are available.

Checks returned because of NSF must be paid in cash with additional processing fees if bank charges are assessed.

10 - Hours

Fort Madison Center Hours: 7:30 a.m. – 6:00 p.m. Doors will open at 7:15 a.m.

Daycare: Open year round: 7:30 a.m. to 6:00 p.m. Monday-Friday

Daycare Holidays: Daycare will be closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Friday after, and Christmas. When any of these holidays occur during the work week, a full week's tuition will be due. Daycare may be closed the week between Christmas and New Years and a week during the summer for extensive cleaning, with no tuition due. Parents will be notified of additional scheduled closure days in advance.

Preschool: Sessions begin the last week of August or first week of September and end the Friday before Memorial Day. Preschool follows the HTC School System calendar for holidays, vacations, teacher professional work/curriculum days with the exception of afternoon classes will be in session on early dismissal days. Preschool also follows the HTC School System schedule for inclement weather days.

Ft. Madison Preschool Class Hours:

4 year old: MWF AM 8:30-11:00 a.m. MWF PM 12:30-3:00 p.m.

3 year old: T-Th AM 9:00-11:00 a.m. W-F PM 12.30-3:00 p.m.

These times are strictly enforced to allow the staff planning and preparation time. Children who attend our daycare program fulltime and choose to attend our preschool classes will receive a discount on their daycare. Parents seeking part-time for their preschool children may use our daycare services at a daily rate as space allows. Priority is given to fulltime clients.

Prekindergarten: Doors open at 8:25 a.m. and dismissal is at 2:30 p.m. Children should be walked to their classroom.

Kindergarten: Doors open at 8:25 and dismissal is at 3:05 p.m.. Children should be walked to the classroom or school entrance.

Kdg. & PreK follow the HTC School System calendar for holidays, vacations, teacher professional work/curriculum days including early dismissal days. They also follow the HTC School System schedule for inclement weather days. Times are strictly enforced to allow for teachers' planning and preparation time. The Before/After program is available for parents seeking care prior to or after the school day schedule.

Before/After School-Age Care: School-age care is offered prior and after school sessions, early dismissals, some non-school days, and in summer. The program is located within Roling Hall (building just northeast of ECC).

St. Paul Center Hours: 8:30 a.m. – 11:30 a.m. Doors will open at 8:15 a.m.

St. Paul Preschool Class Hours:

4 year old: MWF AM 8:30 – 11:30 a.m.

3 year old: T-Th AM 8:30 – 10:30 a.m.

Preschool: Sessions begin in September, after Labor Day, and end the Friday before Memorial Day. Preschool follows the HTC School System calendar for holidays, vacations, teacher professional work/curriculum days. Preschool also follows the HTC School System schedule for inclement weather days.

11 - Security

Door bell systems alert staff when someone wishes to enter the building.

Fort Madison:

The doors of the center will be locked after 9:00 a.m. each day. Parents may park in the lot and use the North Entrance to escort their children to the rooms.

St. Paul:

The North Entrance will be locked at all times. Parents may park in the lot behind school and use the South Entrance to escort their children to preschool.

The back door will be locked after arrival time.

Parents may make arrangements with staff for early pick-up, when they bring their child to preschool, or call to inform staff if they need to pick up their child before dismissal time. If a safety concern arises, staff will follow written procedures of the Emergency Preparedness Plan, posted in each room of the center. (See Emergency Preparedness Plan)

Visitors, Volunteers, Substitutes:

Visitors must ring the doorbell, provide identification and their purpose for visiting.

12 - Authorization to Pick-Up – Safety Policy

Parents/Guardians must provide the name, relationship and phone number of persons authorized to pick-up their child. Staff must be notified if someone other than a parent will be picking up the child. Parents or persons authorized to pick up the child must check-in with the staff before taking the child from the Center. Persons unknown to the staff may be requested to show a form of identification.

A child will not be allowed to leave the Center with anyone, other than the parents, guardians or persons authorized to pick up the child, without written permission. For the child's safety, a phone request to release the child will be accepted only from parents. For validity, person calling may be asked to provide personal information.

13 - Discipline Policy

The children will be taught to show respect and care for each other, the staff, materials and the environment. Young children are often not capable of understanding the ramifications of many

of their behaviors. They are egocentric and are still learning to share and take turns. They need to be encouraged to make good choices and prevented from harming themselves and/or others. This is best accomplished through close supervision, gentle guidance, and redirection.

Young children feel most secure and confident when limits are well-defined, and consistent. Center rules are clearly stated. The children are encouraged to follow rules by showing them acceptable behavior and safe, alternative activities. Directions are stated in a positive manner, such as, "Walk in the hall," instead of, "Don't run".

The children are encouraged to be self-directed and to use self-control, which depend upon a positive self-image. Discipline that will humiliate a child will not be practiced. Children need to learn to identify and appropriately express their feelings. This often requires the caregiver to intervene to prevent injury, help the children verbalize feelings and model appropriate behavior.

When a child exhibits inappropriate behavior, the child will be approached, taken aside to have the rule stated, then allowed to correct behavior and continue playing. If misbehavior persists, the child will be excluded from the activity. A child may be discharged from the center if habitually noncompliant.

14 - Discharge Policy

Any child can be discharged from the Center at the discretion of the Director, if the child's behavior is disruptive, destructive or disrespectful on a continual basis, if the child poses a safety threat to others, or if the child does not adapt to the program. A Parent/Teacher consultation will precede any action.

A child can also be discharged due to unpaid fees, or if required records are not kept up to date. A written notice and Parent/Director conference will precede any action.

An appeal regarding discharge may be made to the Catholic School Board. We would appreciate a two week notice if you plan to remove your child from any program at the Center, to allow us time to fill the vacated spot from our waiting list.

15 - Closing Time/ Late Pick-up

Ft. Madison: Closes daily at 6:00 p.m.

Children must be picked up promptly at the end of their program. Any child not picked up on time (without notice) will be taken to the Daycare or After School Care Program. The Daycare fee of \$2.75/hour applies. Children will be well cared for in our child care areas, where they may play until someone arrives.

It is understood that families/friends may occasionally be late when picking up a child. If you will be unexpectedly late, please notify the Center. Knowing that he/she has not been forgotten will relieve undue distress for your child.

If the Center has not been notified, an attempt will be made to contact you. If attempts to reach you fail, after a reasonable time frame, your emergency contact persons will be notified.

St. Paul: Closes daily at 12:00 noon.

Children must be picked up promptly at the end of preschool. Any child not picked up on time must be cared for by staff. A childcare fee will be charged for this service.

It is understood that families/friends may occasionally be late when picking up a child. If you will be unexpectedly late, please notify the Center. Knowing that he/she has not been forgotten will relieve undue distress for your child.

If the Center has not been notified, an attempt will be made to contact you. If attempts to reach you fail, after a reasonable time frame, your emergency contact persons will be notified.

Late Pick-Up Fee:

If the center is not notified and/or the child is habitually picked-up late, families will be charged a late fee of \$1.00/minute for care given past closing time.

Your child will be released **only** to persons named on the “Authorization to Pick-up” sheet, unless the Center receives advance verbal or written notice from the parents/guardians to do so. Persons unfamiliar to Center staff will be asked for some form of identification.

16 - Daily Schedules

Daily Schedules for Daycare, Preschool, Prekindergarten and Kindergarten are posted outside each class room and available in the office. Please refer to monthly school calendars for dates that school is not in session or dismissed early.

17 – Calendars

Information is posted on the HTC School Systems web site: www.holytrinityschools.org Go to ECC Fort Madison or ECC St. Paul, click on Calendars, Announcements

Kindergarten and Prekindergarten: These classes follow the HTC School System Calendar for holidays and non-school days including early dismissal days. Teachers also prepare and send home monthly calendars with study themes, activities, field trips, etc. information.

Preschool: Preschool classes closely follow the HTC School System Calendar for holiday and non-school day closings with the exception of early dismissal days. Afternoon preschool classes are generally in session on scheduled early dismissal days unless otherwise notified. Monthly calendars are provided by the teacher with specific study themes, activities, field tips, etc. Most information is additionally posted on the HTC School Systems web site.

Daycare: Daycare posts weekly/monthly menus and project plans outside their door and in the parent sign-in area.

18 - Clothing

There is no required dress code for children at the Center. Most anything neat and clean is acceptable. For safety reasons, flip-flop shoes are prohibited. We hope parents will use good judgment in helping their child dress each morning. It can be an educational experience for your child. Listen or watch the weather forecast for the day. Talk about what is appropriate attire for that type of weather and help your child choose accordingly. Please remember that children will be taken outside for recess except during periods of extreme weather. Children should wear comfortable clothing for play and easy manageability in the bathroom. Play shoes, which children can run and climb in, should be worn. Flip-flops, open-toe sandals, jellies/crocs and dress shoes are not safe – they fall off, slip easily and cause injuries while playing outdoors.

Winter Wear: During cold winter weather, children must have jackets, mittens/gloves and caps/hats for outside recess. If there is snow on the ground, children must have snow pants & boots to play in the snow.

19 - Parental Participation

Parents are welcome to visit the Center and their child at any time. We encourage parents to share personal interests, hobbies, talents, family customs, etc., with their child's group. Parents can volunteer in the classroom, prepare classroom materials, make needed repairs, etc. In the interest of safety, all adult volunteers, who participate 4 or more times a year, are required to have a criminal background check, Protecting God's Children training, signed volunteer policy and diocesan policy statements on file.

Parents are encouraged to attend HTC School activities with their child, join the Teacher and Parent Support Association (TAPS), attend School Board meetings, help with school fund-raisers, etc.

When the Center and parents work together to provide a setting that best meets the child's needs, the child will surely benefit. **The following section will help parents to understand our expectations of them.**

- 1.) **Parent conferences.** Conferences will be requested with parents at least once a year or as needed. They will be information sharing sessions, describing the child's progress, allowing parents and teachers to note accomplishments, address concerns, and plan goals.
- 2.) **Lunch/Noon Recess Supervision:** Kindergarten and Prekindergarten parents will be assigned to help supervise lunch time and noon recess during the year from 11:30 AM to 12:30 PM. Parents unable to cover this duty may pay a volunteer substitute to take their place.
- 3.) **Home/School:** In an effort to give the children consistent care, the center and home environment should be continuous with each other. Parents and staff must openly communicate and share any pertinent information about the child on a daily basis, including signs of illness, change in sleeping/eating/toileting/behavior, that could affect the child's day or evening.
- 4.) **Center as a Resource:** Parents should feel comfortable using the Center as a resource. Staff members can provide families with valuable information about child development. Parenting information and brochures are available, free of charge, on a

variety of topics. Center staff can help parents locate community organizations and professional resources that may provide assistance and information.

- 5.) **Parents are Welcome:** Parents are welcome to come to the Center any time during program hours. Your involvement is valued and encouraged. Feel free to spend lunch or other time with your child. We encourage you to bring special items of interest or activities to the Center. Please consult the teacher or director, to allow time for planning, prior to doing so
- 6.) **Donations:** Donations to the Center are tax deductible. As your child develops mentally and physically, please consider donating books, toys or outgrown clothes that may be appropriate for our use.
- 7.) **Evaluations of the Program:** Written evaluations of the program will be requested of the parents to ensure satisfactory service to the families enrolled in the ECC program.

20 - Parental Concerns or Complaints

Whenever possible, share your concerns with the teacher or staff first, then if necessary, contact the persons below in the order listed:

Director: Ask to speak to the Director in the ECC Office to share your concerns or call the Office phone number: 319-372-6428

HTC Catholic Schools-Chief Administrator: 319-372-2486

HTC School Board Member: Names & phone numbers available at any school office

Lee County Department of Human Services: 319-372-3651

Iowa State Department of Human Services: The DHS Licensing Consultant for this facility is Steve Diaz: 641-684-3949 or 641-682-8793 ext. 249

Wapello Co. DHS Office, 120 East Main Street, P.O. Box 457, Ottumwa, IA 52501

21 - School Cancellations or Delays

School is sometimes delayed, cancelled, or dismissed early due to bad weather such as fog, icy roads, snow, and -5 ° temp's when children and busses cannot travel safely.

All delays or cancellations are announced on KBKB and KGRS Radio Stations and some local T.V. news. If weather conditions look threatening or there is bad weather in the forecast keep your radio turned to one of these radio stations. **Please avoid calling the Center;** if our phone lines are busy, the school bus personnel can not reach us to inform us of their plans. The Center follows the Fort Madison Community Schools & Holy Trinity Schools Systems schedule.

DAYCARE WILL BE OPEN, regular hours, even when school is delayed or cancelled, unless there is a city-wide emergency. If extremely dangerous weather conditions arrive during open hours, Daycare staff may contact parents to pick-up their children early.

22 - Preschool Cancellations or Delays

A.M. Preschool: If there is a one (1) hour delay, preschool will be in session, beginning at 9:30 a.m. If there is a two (2) hour delay, preschool is cancelled.

P.M. Preschool: If school is dismissed early or cancelled, p.m. preschool classes are cancelled.

23 - Field Trips

Parents must sign a field trip permission slip before their child can participate in a field trip. Parents will be given written notice of all trips. If parents prefer that their child not attend the field trip, they may make other arrangements for the child's care that day. A First Aid kit and list of emergency phone numbers for each child is taken on all field trips. Parents may make transportation arrangements for their child to join the activity away from the center, as long as the escort stays with the group and transports the child to and from the activity.

On vehicular field trips:

Preschool and Daycare staff shall not transport children.

All drivers for field trips must submit copies of a valid driver's license, vehicle liability insurance, Iowa criminal background check for felony or child abuse, Davenport Diocese policy statements, DHS volunteer/substitute statements, and ECC volunteer confidentiality statement .

Each child will be individually secured in federally approved child restraint system that is age and size appropriate.

No child will be seated in the front seat of a vehicle.

Each vehicle transporting children shall be SMOKE FREE, air-conditioned in temp's above 75 °, and heated in temp's below 50 °. Drivers shall be instructed and these instructions shall be posted in each vehicle.

24 - Transportation Policy

Center staff will not transport any child in a motor vehicle, without parental consent.

If a child requires emergency transportation for medical reasons, the child will be transported by ambulance, and parents will be immediately contacted.

Parents must pre-sign an emergency medical consent form, kept in the child's file, by each telephone and in field trip first aid kits.

A child attending a school away from the Center may be transported by school bus, from the Center to their school, provided the parent has made arrangements with the public school bussing system. Children may be transported home on a school bus or shuttle bus with parental consent.

Refer to: Health & Safety Policies – Transportation Safety

25 - Playground

The Center's enclosed playground area is reserved for the use of program children only. Children are monitored at all times while on the playground. The playground structures are designed for 2 to 6 year olds. Wood chip cushioning is placed under the equipment to help prevent serious fall injuries.

Equipment is inspected monthly. A record is kept of equipment inspection and repairs. Inside play is allowed in Roling Hall gymnasium when weather or ground conditions prohibit use of the Center's enclosed playground area.

On occasion, children will be permitted to play at a nearby public park, within walking distance, after staff has inspected its equipment and grounds for safety and cleanliness.

26 - Non-Center Activities

Parents who want their child to attend any activity not sponsored by the Center must sign a Non-Center Activity Permission Authorization slip prior to the activity. For ongoing activities, such as weekly lessons, the permission slip shall be signed annually and kept in the child's file. The Center and staff will not be responsible after the child leaves the Center. The Center will not transport or arrange transportation for a child to attend a non-center activity. The Early Childhood Center, its employees, the Catholic School System and Board of Education assume no liabilities for children outside the scheduled school hours and childcare hours, or for occupants in carpools or in cars on field trips.

27 - Nutrition Policy/Meals/Snacks

The USDA Child and Adult Care Food Program standards are followed for meals and snacks.

Breakfast: An optional, breakfast will be available in the Daycare/Before School Care programs daily.

Noon Meal: The Center will utilize the school lunch program for noon meals. Staff, parents and volunteers will supervise the meal. School lunch menus will be published monthly, posted within the Center and often published in local newspapers.

Daycare: Daycare children are served the meal prepared by the school lunch program. They are encouraged to eat from the variety of foods served. Daycare staff will supervise the meal and eat with the children. On occasion, when school lunch is not available, children may be asked to bring a packed lunch.

Kindergarten & Prekindergarten: Students have the option of ordering from the school lunch menu or bringing their own packed lunch. Lunch/milk tickets may be purchased from the school office. Milk may be purchased with their packed lunches or during afternoon snack time.

Snacks:

Daycare: Nutritional snacks from 2 food groups will be provided daily. On special occasions (birthdays, holidays) children may bring treats for snack time.

Preschool, Pre-K, & Kdg.: Parents will be asked to provide nutritious snacks, as assigned on the classroom calendar.

Birthdays: Parents may provide a special treat for all children in the room.

Food Allergies: Please alert teacher/staff to any known allergies your child/ren may have. Food allergies are posted for staff in the classrooms. The information is given to the School Lunch Coordinator and a substitute food is provided. A substitute snack/meal may be provided by the family of any child with food allergies or a medical condition requiring a special diet.

28 - Health Policies

(See: Health and Safety Policies – Daily Health Check, Exclusion of Ill Children)

Physical exam information and an immunization record must be provided to the Center for the child's file. Parents are responsible to regularly update these records. Health histories of children and staff will be maintained. Kindergarten students are also required to have a lead screening result and dental exam recorded.

Each child will have direct contact with a staff member upon arrival for early detection of illness, communicable disease or an unusual behavior or condition that could adversely affect the child/group. Each child will be required to wash their hands upon arrival at the Center.

The Center does not have a sickroom or extra staff to care for children who are ill. Children should remain home if the following symptoms appear: Fever, sore throat, nausea/diarrhea, rash, inflamed eyes, earache, frequent coughing/sneezing. If a child arrives at the Center with symptoms of a contagious disease, the parents will be asked to take the child home. Examples: Fever, chicken pox, pink eye, etc,

PLEASE NOTE: IF YOUR CHILD DEVELOPS A FEVER, RUNNY NOSE, COUGH, VOMITING, DIARRHEA – PLEASE KEEP HIM/HER HOME FOR AT LEAST 24 HOURS AFTER SYMPTOMS DISAPPEAR.

IF YOUR CHILD IS SICK AND NOT ABLE TO COME TO THE CENTER, PLEASE CALL THE CENTER 372-6428 WITH A REPORT OF SYMPTOMS. THANK YOU.

If a child becomes ill while at the Center, parents will be contacted to pick up their child. The child will lay quietly on a cot/mat in the room but separated from the other children until the parent arrives.

When children have been exposed to contagious diseases by other children who attend our programs, a notice will be posted outside the program classroom.

29 - Communicable Disease Notice

(See: Health and Safety Policies – Exclusion of Ill Children)

All families will be notified if a child in the Center has contracted a communicable disease, the symptoms and when the child is no longer contagious, (e.g. chicken pox).

A communicable disease chart of symptoms, durations of illness, etc. is posted at the Center.

30 - Head Lice:

Head Lice: Please notify the school so our nurse may check children in your child's room to control the spread of head lice. Head lice are common in schools, child care centers and youth groups. They are not a sign of uncleanliness. **Anyone can get head lice.** It is important that you tell the Center, so we can identify all carriers in the room, to eliminate the head lice completely or your child may get them again. If your child contracts head lice, please ask the staff for a brochure with instructions to shampoo your child's head daily and use hair conditioner and fine tooth comb to remove nits. Wash all bedding, blankets, and anything that may come in contact with your child's head. Hats and stuffed animals may be washed, placed in a plastic bag

for 14 days (until adult lice and hatched nits have died) or sprayed with a lice-killing spray and washed to remove the insecticide.

31 - Infectious Disease Control

(See: Health & Safety Policies)

All staff and children shall wash hands upon entering the center.

Staff will wash hands before preparing or serving food, after eating, using the restroom, helping children use the restroom, changing diapers, blowing noses, outdoor play and handling pets.

Children will wash their hands before/after eating, after using the restroom/diapering, blowing their nose, outdoor play and handling pets.

Tables, resting cots/mats, serving utensils, toys and school materials will be routinely sanitized and disinfected.

Sinks will be disinfected prior to hand washing for snacks/meals. The changing table and toilet training seats will be disinfected between uses.

Staff members are trained in the use of universal precautions for handling body fluids. They may wear disposable gloves to change diapers and handle body fluids. Soiled materials will be disposed of in a separate covered container. Soiled clothing will be placed in a plastic bag and sent home to be washed.

32 - Medication

(See: Health & Safety Policies- Administration of Medication)

The Center must have written permission from parents/guardians to administer all prescription and non-prescription medication (over-the-counter). All medication must be in the original container with written instructions for administering to your child.

Each prescription shall be clearly labeled with the child's name, physician, name of medication, dosage and time to be given. Medication will be kept in locked files. Asthma medication will be accessible for the child's use outdoors and in the room.

A written daily record will be kept of the time and dosage of medication administered to the child.

33 - First Aid

(See: Health & Safety Policies)

A labeled first aid kit is easily accessible in the Center. First aid supplies accompany all groups whenever they leave the Center. Injuries and incidents causing injury will be documented, with the exception of minor bumps and scrapes which occur during normal play.

34 - Accidents or Incidents

(See: Health & Safety Policies)

Incidents resulting in injury to a child or significant change in health status will be reported to a parent. A written incident report will be provided to the parent and a copy will be kept in the child's file.

Parents must submit an Emergency Medical Consent to the Center with emergency phone numbers, doctor and dentist phone number and address, and persons authorized to pick up your child if you can not be reached in an emergency.

In case of an emergency, injury or sudden illness requiring medical treatment for a child, every effort will be made to notify the parents/guardians immediately.

35 - Smoking/Drug Use

The HTC Early Childhood Center is a smoke free & drug free environment. Smoking and drug use is prohibited anywhere in the building or on the grounds and in vehicles transporting children for center activities away from school.

36 - Pets/Animals

(See: Health & Safety Policies)

Staff will check with parents concerning fears and allergies before introducing a pet or visiting animal to the classroom. With permission from the staff, arrangements may be made to bring a pet for Show & Tell. Owner of the animal must show documentation of full immunization. All animals must be secured (caged or leashed) and under control prior to entering HTC grounds.

37 - Toys from Home - Show & Tell

Toys: Daycare children may bring a soft toy or stuffed animal for rest time. These will be kept on their cots/mats or in lockers/cubbies until rest time each day. If a toy is brought from home, the child will be given a choice of sharing the toy during free play or putting it in his/her cubby.

The preschool, prekindergarten and kindergarten children should keep personal toys/games at home. Personal toys or games may become damaged or lost, and are often difficult for a large group of children to share. Teachers will allow students to bring toys for special occasions or projects, but the items will be contained in the child's locker until the scheduled project time.

Show & Tell: An item brought from home for Show & Tell will be kept in your child's locker/cubby until it is time for Show & Tell. Children are encouraged to bring items of interest other than toys for Show & Tell.

38 - Center Staff

The HTC-ECC staff includes but is not limited to:

Center Director

Day Care Supervisors, Day Care Associates

Before & After School Program Supervisor

Preschool Teacher

Prekindergarten Teacher

Kindergarten Teacher

Teaching Associates

Office Assistant

Lunch Servers, Maintenance & Cleaning Staff

Music/Art/P.E. Teachers

School Nurse

Student Helpers

Volunteers:

High School Students

Parents & Grandparents

Friends/Community Volunteers

39 - Personnel Policies

Personnel Policies & Behavior Policies of the Davenport Diocese and HTC School System will apply to all employees of the HTC Early Childhood Center. Copies are available at the High School and in the Center office.

40 - Staff Record Check/ Requirements/Orientation

All new employees will:

1. Submit to a criminal background check for felonies and child abuse.
2. Submit a physical examination, including a tuberculin test
3. Complete a new employee check list: submit all required identification and paperwork.
4. Complete center orientation at which the Center's philosophy, goals and policies will be presented, and job description explained.
5. Be informed of their responsibilities as mandatory reporters of child abuse.
6. Agree to follow the policies and procedures as stated in the ECC Handbook of Policies & Procedures, School & Diocesan Policies, and Personnel Policies.
7. Study the Emergency Procedures Guide & Exposure Control Plan

8. Attend “Protecting God’s Children” training through the Diocese of Davenport
9. Complete “Better Kid Care-New Staff Orientation” training.

41 - Staff Training

All employees in direct child care areas are required to be familiar with the ECC Handbook for Parents and Emergency Procedures.

During the first six months of employment, staff must receive training in:

1. Mandatory reporting of child abuse (2 hours).
2. Training in Universal Precautions and infectious disease control (1 hour).
3. First aid for infant, child and adult.
4. CPR for infant, child and adult.

During the first year of employment all staff will receive a minimum of 10 contact hours of training from one or more of the following areas: child development, guidance and discipline, developmental practices, nutrition, health and safety, communication skills, professionalism, business practices, or cross cultural competence, as offered through the Southeast Iowa Community Action Child Care Resource & Referral, community college, or Great Prairie AEA.

Following the first year of employment, all staff will:

1. Receive 1 hour of Universal Precautions training, annually.
2. Maintain certification for mandatory child abuse reporting (every 3 years).
3. Receive training in First Aid (every 3 years).
4. Receive CPR training (every 2 years or less).
5. Receive a minimum of 6 contact hours of training annually, in the areas listed above.

Center Director and Supervisors will receive a minimum of 8 hours of training annually.

42 - Teaching Staff Credentials

Our teachers of Kindergarten, Prekindergarten, and Preschool have Iowa State Teaching Certification in Early Childhood Education and/or Elementary Education. They must attend accredited Professional Development classes and in-service trainings to maintain certification. Recertification requires documentation of classes attended and a fee for processing. The Director has Iowa State Teaching Certification in Early Childhood Education and National Administrator Certification through the National Child Care Association.

43 - Continuing Education

Daycare Staff will attend child care workshops planned and presented by the Child Care Resource and Referral of Southeast Iowa, Iowa State Extension Service, Great Prairie AEA, in-service days at the Center and use self-study orientation videos with guides.

44 - Staff Health

Policy:

The center shall obtain health information on each staff member upon hire and annually.

Purpose:

To ensure that persons employed do not pose any threat to the health, safety, or wellbeing of the children

Special Instructions:

1. All paid and volunteer staff members of Holy Trinity Catholic-ECC, who work more than 40 hours per month, shall have a health appraisal performed within 6 months prior to beginning employment by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner and repeated at least every three years after initial employment.
2. Health appraisals for paid and volunteer staff members who work more than 40 hours per month shall include at a minimum:
 - a. Health history
 - b. Physical exam
 - c. Dental exam
 - d. Vision and hearing screening
 - e. The results and appropriate follow-up of a tuberculosis (TB) screening using Mantoux intradermal skin test, one-step procedure
 - f. A review of occupational health concerns based on the performance of the essential functions of the job
 - g. Assessment of risk from exposure to common childhood infections such as parovirus, CMV, and chickenpox
 - h. Assessment of orthopedic, psychological, neurological, or sensory limitations or communicable diseases that require accommodations or modifications for the person to perform tasks that typical adults can do
3. If a staff member is found unable to do his/her job due to health limitations the staff member's duties shall be limited until he/she can meet them, or the staff member's duties shall be modified.
4. All child care providers shall have:
 - a. Completed a primary series for tetanus and diphtheria, and shall receive boosters every 10 years.
 - b. Been immunized or certified immune by a health care provider against measles, mumps, rubella, poliomyelitis, varicella (chickenpox), and hepatitis B following guidelines of the Advisory Committee on Immunization Practices (ACIP).
 - c. Influenza immunization is recommended for people 50 years of age and older and pneumonia vaccine is recommended for people 65 years of age or older.

45 - Volunteers & Substitute Statements

Volunteers and substitutes, who help at the center **4 or more times during the school year**, are required to:

- 1) have an Iowa Criminal Background Check, signed Diocesan Behavior Policy, and ECC Volunteer Policy statements on file at the Center.
 - 2) attend Protecting God's Children training through the Diocese of Davenport
- Criminal record checks will be submitted every 2 years to the State of Iowa for criminal convictions and history of child abuse.

Volunteers/substitutes, who help at the center **less than 4 times a year**, will sign a statement indicating they do not have:

- 1.) A communicable disease or health concern that could pose a threat to the children.
- 2.) A conviction for any law in any state or a history of child abuse.

The Iowa Sex Offender Registry database is checked annually.

46 - Personnel Records

Policy:

The center shall maintain personnel information of each staff member

Purpose:

To ensure that persons employed in the center meet minimum staff and training requirements

Special Instructions:

1. Each Holy Trinity Catholic-ECC employee's file shall contain, at minimum, the following:
 - A. A statement signed by each individual indicating whether or not the individual has any conviction by any law of any state or if the individual has any record of founded child abuse or dependent adult abuse.
 - B. A signed copy of form 595-1396, DHS *Criminal History Record Check*, Form B. The form shall be completed by the center and forwarded to the Department prior to the start of employment.
 - C. A copy of form SS-1606-0, *Request for Child Abuse Information*.
 - D. Documentation showing the minimum staff training requirements as outlined at rule 441-109.7 (237A) are met, including current certifications in first aid and cardiopulmonary resuscitation (CPR) and Iowa's training for the mandatory reporting of child abuse.
 - E. A photocopy of a valid driver's license if the staff will be involved in the transportation of children.

47 - Health and Safety Policies

Handwashing
Medication
Administration of Medication
Medication Record Sheet

Daily Health Check
Exclusion of Ill Children
Inclusion of Children with Special Needs
Accidents/Incidents
Parental Emergency Consent
First Aid
Medical Emergency Procedures
Dental Emergency Procedures
Emergency Preparedness
Evacuation Shelter
Cleaning & Sanitation
Bloodborne Pathogens
Transportation Safety

(According to the National Health and Safety Performance
Standards
and the Iowa Department of Human Services Regulations)

48 - Handwashing

Policy:

All staff will follow correct handwashing procedures. Staff will assure that children follow the correct handwashing procedure. Compliance will be monitored by the center director.

Purpose:

Thorough handwashing with soap and warm running water prevents or minimizes transmission of illness or disease.

Special Instructions:

- 1.) All staff, volunteers and children will wash their hands at the following times, and whenever hands are contaminated with body fluids;
 - a.) Upon arrival at the center
 - b.) Immediately before food preparation, handling, or serving.
 - c.) After using the restroom, or diapering, after blowing nose
 - d.) Before and after eating meals or snacks
 - e.) Before and after shared water play
 - f.) After handling animals and cleaning cages
 - g.) Before and after administering non-emergency first aid to a child.
- 2.) Children and staff shall wash and scrub their hands for a least 20 seconds using soap, warm running water, and single-use or disposable towels paying close attention to fingernails, and between fingers.

49 - Administration of Medication

Policy:

All staff must have accurate and precise information regarding a child's need for medication before administrating any medication. The compliance to the policy for use of non-prescription or prescription medications shall be monitored by the center director.

Purpose:

To ensure that caregivers are involved in appropriate provisions of medication to children.

Special Instructions:**Training**

1. Any caregiver who administers medication shall be trained to:
 - a.) Check for the name of the child

- b.) Read the label/prescription directions in relation to the measured dose, frequency, and other circumstances relative to administration.
- c.) Document the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medicine or reason the medicine was not given.
- d.) Observe and report any side effects from medication.

Administration

- 1. The administration of medicines at the facility shall be limited to:
 - A. Those prescribed medications ordered by a health care provider
 - B. Written permission of parent or legal guardian for administration of all medications.
 - C. It is always the director’s option to refuse to administer any medication(s).**
- 2. A medication record will be maintained by designated staff on an ongoing basis that shall include:
 - a.) Specific, signed parent consent for the caregiver to administer medication.
 - b.) Prescription by a health care provider, if required.
 - c.) Administration log.
 - d.) Information on medication brought to the facility by the parents if available.

Labeling and Storage

All medication brought to the facility will be kept in a locked container or cabinet.

- 1. Any prescribed medication brought into the facility shall be dated, and kept in the original container labeled by a pharmacist with the child’s name, the date the prescription was filled; the name of the health care provider; the expiration date; and specific instructions for administration and storage.
- 2. Any over-the-counter medication brought into the facility shall be labeled with the date; child’s name; specific instructions for administration and storage.
- 3. All medications, refrigerated or un-refrigerated, shall have child protective caps, shall be kept in an orderly fashion, stored away from food at the proper temperature, and be inaccessible to children. Medication shall not be used beyond the expiration date.
- 4. In the case of medications that are administered on an ongoing, long term basis authorization shall be obtained for a period not to exceed the duration of the prescription or recommended dosage.
- 5. Class II medications such as Ritalin or other medication given for ADHD or any hyperactivity will be kept in a locked cabinet

50 - MEDICATION SHEET

Date: _____

Child’s Name _____ Physician’s Name _____

Name of Medication(s) _____ Expiration Date _____

Please give the above medication(s) as directed below:

Special Instructions:

1. All staff members will assess:
 - A. Changes in behavior or appearance from those observed during the previous day's attendance.
 - B. Skin rashes, itchy skin, or itchy scalp.
 - C. Increase in body temperature, confirmed by taking the child's temperature, if there is a change in the child's behavior or appearance.
 - D. Complaints of pain or of not feeling well.
2. Information to complete the assessment may be obtained by direct observation of the child, by asking the parent or legal guardian, and/or by conversation with the child.

52 - Exclusion of Ill Children

Policy:

Holy Trinity ECC shall exclude children from child care when communicable diseases exist.

Purpose:

To prevent the spread of communicable diseases in the child care facility

Special Instructions:

1. The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the facility.
2. A child being identified as requiring exclusion from child care shall be provided separate care apart from other children with special attention given to hygiene and sanitation until the parent arrives to remove the child.
3. The facility shall recommend that the parents consult with the child's health care provider.
4. The child care provider shall ask the parents to relay the advice received from the health care provider.
5. The advice of the child's health care provider shall be followed by the child care facility.
6. During the course of an identified outbreak of any communicable illness at the facility, a child shall be excluded if health care provider or local health official determines that the child is contributing to the transmission of the illness at the facility. The child shall be readmitted when the center director, local health official, and health care provider who made the initial determination decides that the risk of transmission is no longer present.
7. The center shall post notice at the main entrance where it is visible to parents and the public of possible exposure to a child who has been diagnosed with a communicable disease, the signs and symptoms, and the period of communicability.
8. If the center is located in a building used for other purposes and shares the main entrance and restroom, the notice shall be conspicuously posted in the center in an area that is frequented daily by parents or the public.

9. A facility shall not deny admission to or send a child home because of illness unless the following conditions exist:
- i. The illness prevents the child from participating comfortably in facility activities.
 - ii. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children.
 - iii. The child has any of the following conditions:
 1. **Fever**, lethargy, irritability, persistent crying, difficulty breathing, or other manifestations of possible severe illness.
 2. **Diarrhea**, or stools that contain blood.
 3. **Ecoli-0157:H7 or Shigella infection**, until diarrhea resolves and two stool cultures are negative for these organisms.
 4. **Vomiting**, two or more times in 24 hours, unless the vomiting is determined to be caused by a noncommunicable condition and the child is not in danger of dehydration.
 5. **Mouth sores** associated with drooling, unless the child's physician has determined that the illness is not a communicable disease.
 6. **Rash** with fever or behavioral change, until a physician has determined that the illness is not a communicable disease.
 7. **Purulent conjunctivitis (pink eye)** until examined by a physician and approved for readmission, with treatment.
 8. **Tuberculosis**, until the child's physician or local health department authority states that the child is noninfectious.
 9. **Impetigo**, until 24 hours after treatment has been given.
 10. **Scabies**, until after treatment has been given.
 11. **Varicella (chicken pox)**, until all lesions have dried and crusted (usually after 6 days)
 12. **Petussis (whooping cough)**, until 5 days of appropriate antibiotic therapy (which is to be given for a total of 14 days) have been completed.
 13. **Mumps**, until 9 days after onset of parotid gland swelling.
 14. **Hepatitis A Viral (HAV) Infection**, until 1 week after onset of illness or jaundice (if symptoms are mild).
 15. **Pediculosis (Head Lice)**, from the end of the day until after the first treatment.
 16. **Strep throat**, or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.

Reference: 2000 Red Book, 2002 National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs Second Edition.

53 - Inclusion of Children with Special Needs

Policy:

A facility shall include children with disabilities and other special needs (such as chronic illnesses) and children without disabilities in all activities possible.

Purpose:

To provide fully integrated care to the extent feasible given each child's limitations.

Special Instructions:

1. At Holy Trinity Catholic-ECC, reasonable accommodations, based on the special needs of the child, shall be made in providing care to a child with a disability. Accommodations can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers.
2. The accommodations shall be recorded in the child's file.
3. The parents of the child with special needs, the child's primary health care provider, any authorized service coordinator, and the child care staff shall discuss and determine the type and frequency of the services needed by the child to determine if HTC staff and facility can adequately accommodate the child's needs without compromising the needs and safety of the other children.
4. A written multidisciplinary evaluation for the child and family shall be conducted before the child begins attending the facility.
5. The *Individualized Family Service Plan (IFSP) or Individualized Education Program(IEP) and any other plans for special services shall be developed, for children identified as eligible, in collaboration with the family.
6. One person shall be designated in the child care setting who shall be responsible for coordinating care in the facility and with any caregiver or coordinators in other service settings in accordance with the IFSP.

*The IFSP, or Individualized Family Service Plan, outlines the services for a child and the family. Together, the family and the service providers (Early Access) will write this plan using the information from the child's evaluation and the family information shared.

Any child can be discharged from the Center at the discretion of the Director, if the child's behavior is disruptive, destructive or disrespectful on a continual basis, if the child poses a safety threat to others, or if the child does not adapt to the program. A Parent/Teacher consultation will precede any action.

54 - Accidents or Incidents:

Injuries and incidents causing an injury will be documented, with the exception of minor bumps and scrapes which occur during normal play.

Incidents resulting injury to a child or significant change in health status will be reported to a parent. A written incident report will be provided to the parent and a copy will be kept in the child's file.

55 - Parental Emergency Medical Consent

Parents must submit an Emergency Medical Consent to the center with emergency phone numbers, doctor and dentist phone number and address, and persons authorized to pick up your child if you can not be reached in an emergency.

In case of an emergency, injury or sudden illness requiring medical treatment for a child, every effort will be made to notify the parents/guardians immediately.

56 - First Aid Kit

A labeled first aid kit is easily accessible in the Center. A First Aid Pack accompanies all groups whenever outdoors or away from the Center.

It is inventoried and replenished monthly.

57 - Medical Emergency Procedures

If a medical emergency occurs, ECC staff will care for the child's injury as stated in standards and procedures manual, call the parents if condition warrants or is serious, and inform parent of minor injuries when child is picked up. Incident reports will be written for parents and child's file.

58 - Dental Emergency Procedures

If a dental emergency occurs, ECC staff will care for the child's injury as stated in standards and procedures manual, call parents if condition warrants or is serious, and inform parent of minor injuries when child is picked up. Incident reports will be written for parents and child's file.

59 - Emergency Preparedness Plan

Policy:

An organized, comprehensive approach to injury prevention and control is necessary to ensure that a safe environment is provided to children in child care.

Purpose:

Holy Trinity Catholic-ECC shall have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children or staff. These plans shall be posted in each room of the center.

Special Instructions:

1. Emergency instructions, telephone numbers, and diagrams for fire, tornado, and flood (if area is susceptible to floods) are posted by all

program and outdoor exits. Emergency plan procedures shall be practiced and documented at least once a month for fire and for tornado. Records on the practice of fire and tornado drills shall be maintained for the current and previous year.

2. HTC annual staff training and orientation provided to new employees, shall include these emergency plans and information on responding to fire, tornadoes, intruders, intoxicated parents and lost or abducted children.
3. The center shall conduct a daily check to ensure that all exits are unobstructed.

Tornado Watch

Monitor Emergency alert Stations (EAS) or Weather Stations Weather Service, Weather Channel

Bring all persons inside building(s).

Close windows and blinds

Review tornado drill procedures and location of safe areas at facility. Tornado safe areas are under tables, restrooms, and in hall ways away from windows and large rooms

Review “drop and tuck” procedures with children

Prepare disaster cribs and place strategically

Tornado Warning

Move children and staff to safe areas

Remind staff to take attendance list

Ensure that children are in “tuck” positions

Account for all children

Remain in safe areas until warning expires

Designated staff will take first aid kit, child release list, emergency numbers, cellular phone, and flash light to safe areas

Fire

Notify staff, children and other to evacuate building

Phone 911

Designated staff will check non-main rooms (closet, rest rooms, etc.)

Evacuate children and staff to a safe distance outside of building

Designated staff will take roster, first aid kit, emergency numbers, flashlight and cellular phone

Follow normal fire drill route as noted on map. Follow alternate route if normal route is too dangerous.

After consulting with the Emergency Responder, children may be moved to emergency shelter location if weather is inclement or building is damaged.

Staff must take attendance sheet.

Staff takes roll after being evacuated.

No one may re-enter building(s) until entire building(s) is declared safe by the Emergency Responder
Supervisor notifies children and staff of termination of emergency. Resume normal operations.
If building cannot be reentered, notify parents, move to alternate site

Chemical Spills _____

Incident occurred in child care facility

Call 911
Notify Director
Seal off area of leak/spill
Director notifies Chief Administrator
Take charge of area until fire personnel contain incident
Incident command will recommend shelter or evacuation actions.
Follow procedure for evacuation
The Supervisor will notify parents if children are evacuated.

Incident occurred near Child Care Facility

Facility personnel will be notified by emergency personnel via weather radio system or EAS announcement
Emergency Responder will recommend shelter or evacuation actions
Follow procedures for sheltering or evacuation
Parents will be notified by the media
Resume normal operations after consulting with Emergency Responder

Power Failure

Activate emergency lighting. Keep children calm.
Decide whether this event seriously affects the health and safety of the children
Move children to an area that is safe and keep warm, if necessary
If necessary, notify parents to come and pick up their child
Notify utility company of power failure

Blizzards

Director/Supervisor shall monitor weather radio or local media outlet to obtain current weather conditions
Verify that non-perishable food is available in case conditions prevent staff and child from leaving center
In event blizzard conditions force closing of center, notify parents to pick up child
If parents cannot pick up child, staff shall remain with child until parents pick up child

Floods

In the event a flood or flash flood warning has been issued for an area near or including facility:

Notify staff, children and others to evacuate building
Phone 911 and notify them that you are evacuating and to where
Evacuate children and staff to emergency shelter location

Designated staff will take roster, first aid kit, emergency numbers, flashlight and cellular phone

Staff must take attendance sheet

Staff takes roll after being evacuated

No one may re-enter building(s) until entire building is declared safe

Supervisor notifies children and staff of termination of emergency. Resume normal operations

If flood occurs, notify parents to pick up children

Earthquakes

Keep calm and stay where you are

If indoors, staff should direct children to take cover under a desk, table, or bench against an inside wall or heavy framed doorway and hold on.

Stay away from windows, outside doors or walls and anything that could fall and/or cause injuries such as light fixtures or furniture

If outdoors, stay there. Direct children to move away from buildings, streetlights and utility wires

After an earthquake and/or structural damage:

Check for injuries of students and staff

Follow normal fire procedures

Stay out of severely damaged buildings

Return to the facility only after authorities say it is safe to do so

Use flashlight and battery powered lanterns, **Do not** use candles, matches or open flames indoors after an earthquake because of possible gas leaks.

Visually inspect utility lines, chimneys, and appliances for damage

Open doors cautiously. Beware that objects may tumble off of shelves

Lost or Abducted Children

Search the center while another staff calls police immediately and apprise them of the situation

Call parents to notify them of the situation and collect pertinent information

Notify Director

If possible, have available personnel search immediate neighborhood area

Obtain description of child, clothing he/she was wearing at time of disappearance, and last observation of child

Intoxicated Parent

Attempt to talk with the parent or visitor calmly in the entryway or office away from the children

Suggest another way to transport the child or adult home

Offer to call someone on the emergency release form

If the parent or visitor takes the child (you cannot keep the child from the parent), call law enforcement authorities (local non-emergency phone number) unless it is deemed an emergency situation. In that case dial 911. Tell dispatcher that you are calling from a day care center

Notify Child Protective Services at the Department of Human Services (DHS) to report child abuse. (At point the child enters the car with the intoxicated parent behind the wheel, it is deemed a risk to that child).

Distract the parent or visitor as long as possible to allow someone else to notify the parent or authorities.

If possible, obtain description of vehicle and license plate number

Intruder

The following is a guide, however always use common sense and good practice measuring the volatility of the situation to best ensure the safety of all individuals.

Attempt to notify others in the building with a code or phrase.

Ask another staff person to accompany you before approaching intruder.

Remaining staff shall take children to a safe area.

Politely greet intruder and identify yourself

Ask intruder the purpose of his/her visit

Inform intruder: all visitors must produce identification and meet with the Director

If intruder refuses to leave:

Ask the intruder to leave or you will call police

Notify 911 if intruder refuses to leave. Give police full description of intruder

Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.). Maintain visual observation to see which way the intruder leaves.

Supervisor notifies Director/Administrator and may issue lock down procedures (below)

Lock-down procedures

Director/Supervisor: Issue lock-down procedures by sending a messenger to each room

Direct all children, staff and visitors into rooms

Lock room doors

Cover windows of rooms

Move all persons away from windows and doors.

Allow no one outside of rooms until Director or emergency personnel give all-clear signal

Bomb Threat

Ask where the bomb is located, when will bomb go off, what materials are in bomb, who is calling, why caller is doing this.

Listen closely to caller's voice and speech patterns and to noises in background

Call 911 and notify Director/Supervisor

Supervisor or law enforcement will order evacuation of all persons inside the building(s)

Take attendance sheet, cell phone, emergency numbers, and first aid kit

Once safety is assured Director will notify the Chief Administrator

Evacuation Plan

Director/Supervisor warns children and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.

Children and staff must be evacuated to a safe distance outside of the building(s).
Supervisor may move children to the emergency shelter facility if weather is inclement or building is damaged.
Staff takes roll after being evacuated
No one may re-enter the building(s) until entire building(s) is declared safe by emergency personnel or Director.
Director/Supervisor notifies children and staff of termination of emergency. Resume normal operations.

60 - Evacuation Shelters:

Ft. Madison:

Site #1 Roling Hall

All occupants of the center will move to Roling Hall. Parents and Emergency Personnel will be notified by staff of their location.

Site #2 Sacred Heart Church

Occupants of HTC-ECC and Roling Hall will move to Sacred Heart Church. Parents and Emergency Personnel will be notified by staff of their location.

Site #3 Holy Trinity Catholic High School

If conditions warrant, all occupants of the center will be bussed to Holy Trinity Catholic High School.
Parents and Emergency Personnel will be notified by staff of their location.

St. Paul:

Site #1 St. James Church

All occupants of the center will move to St. James Church. Parents and Emergency Personnel will be notified by staff of their location.

Site #2 Merschman Carpet Center

Occupants of St. Paul Preschool and St. James Church will move to Merschman Carpet Center. Parents and Emergency Personnel will be notified by staff of their location.

Site #3 HTC Elementary School, West Point

If conditions warrant, all occupants of the center will be bussed to Holy Trinity Catholic Elementary School in West Point.
Parents and Emergency Personnel will be notified by staff of their location.

61 - Cleaning and Sanitizing

Policy:

All staff will participate in routine cleaning and sanitizing in the facility.

Purpose:

To prevent the transmission of disease regular and thorough cleaning of rooms shall be completed.

Special Instructions:

Handwashing

Refer to Handwashing Policy

Diapering

1. The changing area shall never be located in food preparation areas and shall never be used for temporary placement or serving of food.
2. Changing tables shall have impervious, nonabsorbent surfaces. Tables shall be sturdy, shall be adult height, and be equipped with sides to prevent falls. Safety straps on changing tables shall not be used.
3. Changing tables shall be kept in good repair and shall be cleaned and disinfected after each use by wiping with an approved disinfectant solution and have nonabsorbent paper.
4. If disposable gloves are used, they must be discarded immediately and hands washed.
5. Handwashing sinks shall be provided adjacent to diaper-changing tables in centers. There shall be a minimum of one handwashing sink for every two changing tables.

Toilet, toilet training equipment and bathroom

1. Toilets shall be located in rooms separate from those used for cooking or eating. If toilets are not in child care area, an adult shall accompany children less than 5 years of age to and from the toilet area.
2. Toilet rooms, flush toilets, toilet training equipment, and fixtures shall be cleaned and sanitized at least daily and when obviously soiled, and shall be in good repair.
3. Utility gloves and equipment designated for cleaning and sanitizing toilet training equipment and flush toilets shall be used for each cleaning and shall not be used for other cleaning purposes.

Surfaces

1. Indoor environmental surfaces associated with children's activities, such as table tops, shall be cleaned and disinfected before and after each use.
2. Surfaces contaminated with blood or blood-containing body fluid shall be first cleaned and then disinfected as standard procedure.

Toy and Objects

1. Toys that are placed in children's mouths or are otherwise contaminated by body secretions or excretions shall be set aside to be cleaned with water and detergents, disinfected, and rinsed before handling by another child. Machine-washable cloth toys can be used and shall be machine-washed when contaminated.
2. Toys which older children use shall be cleaned at least weekly and when soiled.

Bedding

1. Each cot, and mat and all bedding shall be sanitized prior to assignment to another child.
2. All bedding shall be cleaned and sanitized when soiled or wet. All linens shall be cleaned and sanitized at least weekly.

3. Each item of sleep bedding shall be used only by that child, children shall not share bedding. Blankets may be provided to provide adequate warmth.
4. Bed linens used under children on cots, cribs shall be tight fitting.

Carpets, Rugs and Floors

1. Floors, except those that are carpeted, shall be vacuumed or swept and mopped with a sanitizing solution at least daily and when soiled.
2. Carpeting shall be free from visible soil, vacuumed daily and shampooed at least every 6 months to remain free from visible soil.

Pets

1. Any pet or animal, indoors or outdoors shall be in good health show no evidence of disease and be a friendly companion to children.
2. Animal cages shall be of an approved type with removable bottoms and shall be kept clean and sanitary.
3. Living quarters of animals shall be enclosed and kept clean of waste to reduce the risk of human contact with this waste.
4. Caregivers shall always be present when children are exposed to animals. No aggressive animals shall be allowed in the center.
5. Animals shall be prohibited from food preparation, food storage and eating areas.
6. Hands shall be washed after handling animals or animal waste.

62 - Bloodborne Pathogens

Policy:

All staff shall be educated before beginning to work in the facility and at least annually thereafter regarding routine precautions to prevent transmission of bloodborne pathogens. The staff training, Universal/Standard Precautions, shall comply with requirements of the Occupational Safety and Health Administration (OSHA), where applicable.

Purpose:

To provide guidelines, policies, and procedures designed to prevent or minimize the occupational exposures of employees to bloodborne pathogens or other potentially infectious materials.

Definition:

A bloodborne pathogen is defined as a pathogenic microorganism that is carried, replicated, or transmitted in blood or blood products and is capable of causing disease.

Special Instructions:

1. (Child Care Facility) maintains compliance with the OSHA Bloodborne Pathogens Standard by:
 - A. making exposure determinations and developing and maintaining a written exposure control plan
 - B. using engineering and work practice controls to prevent employee exposures.
 - C. developing and maintaining a system to evaluate exposure incidents
 - D. providing proper training to all employees who provide or assist in providing child care or who clean contaminated linen.

- a. Employees will receive training:
 1. prior to being placed at risk
 2. anytime a new risk is introduced
 3. every year
 - b. The training will include symptoms and epidemiology of HIV and HBV
2. (Child Care Facility) will comply with Bloodborne Pathogen Standard by:
 - A. determining exposure risks of personnel
 - B. implementing an infection control program
 - C. providing personal protective equipment as needed
 - D. providing Hepatitis-B vaccinations, titers, and post-exposure follow-up at no cost to personnel
 - E. providing extensive training to all personnel
 3. The Child Care Director will serve as the Safety Coordinator with overall responsibility for the program and will review and maintain the Program for this office.

Specific methods for compliance are described in the following:

The Program will inform employees of the contents of the OSHA standards as it applies to:

- A. Hepatitis and AIDS transmission
- B. The use of protective clothing
- C. Safe work practices
- D. Vaccination protocol
- E. Post-exposure procedures

Adherence to all policies is the responsibility of each individual and the Safety Coordinator. The Safety Coordinator shall monitor adherence by:

- F. visual observation
- G. exposure incident frequency and reporting
- H. employee reporting of non-adherence

63 - Transportation Safety

Policy:

All children transported in a motor vehicle subject to registration and weighing 10,000 pounds or less, except a school bus, must be individually secured by a seat belt, safety seat, or harness, in accordance with federal motor vehicle safety standards and the manufacturer's instructions.

Purpose:

To ensure children's safety, caregivers must comply with minimum requirements governing the transportation of children in their care.

Special Instructions:

1. Any HTC caregiver or volunteer who provides transportation for children or contracts to provide transportation shall license the vehicle according to the laws of the state.
2. Drivers of vehicles shall possess a valid driver's license and shall not have used alcohol/drugs within 12 hours prior to transporting children.
3. The criminal file in the state and the child abuse registry in the state shall be checked.
4. All drivers, passenger monitors and assistants shall be certified in pediatric first aid, including rescuer breathing and first aid for choking.
5. Drivers shall not operate a vehicle under the influence of illegal drugs, prescription/nonprescription drugs that could impair their ability to operate a vehicle.
6. Each vehicle shall always be available and dispatched in case of an emergency.
7. A backup vehicle shall always be available and dispatched in case of an emergency.
8. There shall be no smoking in the vehicles. A "NO SMOKING" sign shall be posted in each vehicle.
9. Vehicles shall be cleaned/maintained according to manufacturer's specifications.
10. Vehicles operated by the facility to transport children shall be air-conditioned whenever the temperature exceeds 75°F. The driver shall be so instructed and the requirement shall be posted in each vehicle.
11. When vehicles operated by the facility are transporting children, such vehicles shall be heated whenever the temperature drops below 50°F. Driver shall be so instructed, and these instructions shall be posted in such vehicle.
12. When children are driven in a motor vehicle other than a bus or school bus operated by a common carrier, the following seat restraints shall apply:
 - A. Children under the age of 3 shall be secured in a federally approved child restraint system.
 - B. Age and size appropriate vehicle child restraint system shall be used for children under 80 pounds and 4 feet 9 inches.
 - C. Vehicle child restraint systems shall be secured in back seats only.
 - D. Infants shall ride facing the back of the car until they have reached one year of age and weigh at least 20 pounds.
 - E. A booster child safety seat shall be used when the child has outgrown a convertible child safety seat but is too small to fit properly in a safety belt.
 - F. All children, who weigh at least 80 pounds and are at least 4 feet 9 inches in height, shall wear seat belts.
 - G. Children under the age of 12 shall not be located in the front seating of the vehicle.

13. Children shall never be left alone in a car for any period of time!