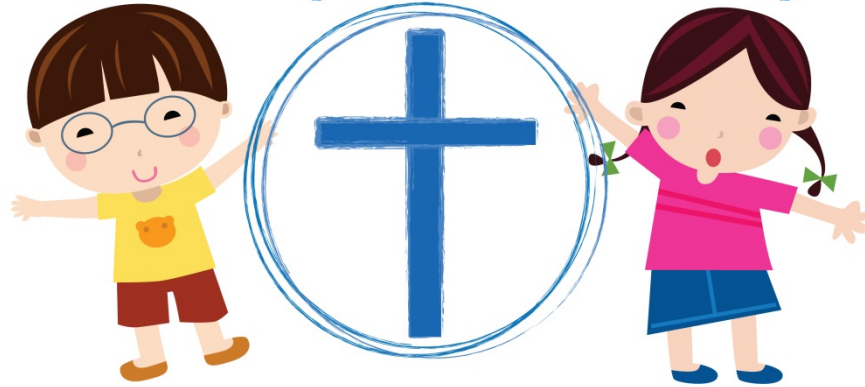


Holy Trinity



Early Childhood Center

www.holytrinityschools.org

Ft. Madison ECC
2213 Ave. J
Tel: 372-6428

St. Paul ECC
2040 Locust St.
Tel: 469-3881

ECC Director Stefanie Drollinger
ECC Assistant Director Jessica Peitz

Parent Handbook

Table of Contents:

1. Holy Trinity Schools, Inc.
2. Policy of Equal Opportunity
3. Goals and Curriculum
4. Purpose
5. Philosophy
6. Governing Board
7. ECC Staff
8. Enrollment
9. Registration
10. Tuition and Fees
11. Tuition Assistance
12. Payment of Tuition and Fees
13. Hours
14. Security
15. Authorization to Pick-Up
16. Discipline Policy
17. Discharge/Impaired Parent Policy
18. Biting Policy
19. Daily Schedules and Calendar Information
20. Clothing
21. Toys from Home/Show & Tell
22. Parental Participation
23. Supervision and Access Policy
24. Parental Concerns or Complaints
25. School Cancellations or Delays
26. Field Trips
27. Transportation Policy
28. Playground
29. Non-Center Activities
30. Nutrition Policy
31. Health Policies
32. Communicable Disease Notice
33. Head Lice
34. Infectious Disease Control
35. Medication
36. First Aid
37. Smoking/Drug Use
38. Pets/Animals
39. Emergency Evacuation

1-Holy Trinity Catholic Schools, Inc.

Mission: The faculty at Holy Trinity is eager to develop a learning program of academic excellence and to provide a Christian atmosphere to help students develop spiritually as well as physically, emotionally, and intellectually. We believe in the value of our Catholic school system. Consequently, we will strive to develop a curriculum based on Catholic Christian principles and to help the students at Holy Trinity develop a value system determined by these principles. Holy Trinity is a God-centered school, with Gospel values being central to our theme and purpose.

Catholic Identity: The Catholic School is an integral part of the church's mission to proclaim the Gospel, build faith communities, celebrate through worship and serve others. The commitment to academic excellence which fosters the intellectual development of faculty and students is an integral part of the mission of the Catholic school. The Catholic school is an evangelizing, educational community. The spiritual formation of the entire school community is an essential dimension of the Catholic school's mission. The Catholic school is a unique faith-centered community which integrates thinking and believing in ways that encourage intellectual growth, nurture faith and inspire action. The Catholic school is an experience of the church's belief, tradition and sacramental life. The Catholic school creates a supportive and challenging climate which affirms the dignity of all persons within the school community.

Vision: The Diocese of Davenport will continue to base expectations of student learning on rigorous standards of academic excellence which address each child's developmental needs and are rooted in Gospel values and Catholic Church teachings.

2-Policy of Equal Opportunity

The educational system of Holy Trinity Schools, Inc. is committed to equal opportunities and does not discriminate on the basis of race, color, national or ethnic origin, sex, or disability as defined in *Section 504 of the Rehabilitation Act of 1973* as it applies to Holy Trinity Schools and *Title 1 of the Americans with Disabilities Act* in the educational programs or activities which it operates.

The Educational System Policy is not to discriminate in educational programs and activities extends to the employment in, and admission to such programs, activities and services. It admits both employees and students of any race, color, national and ethnic origin, sex or disability, and extends to all the rights, privileges, employment opportunities, programs, activities and services generally accorded, or made available, in the programs/activities. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic or other school-administered programs.

3-Goals and 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 the examples of Jesus, Blessed Mary, and the Saints each day.

The preschool and pre-kindergarten 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.

The ECC is fully licensed by the Iowa Department of Human Services, has earned a Level 4**Iowa Quality Rating System, follows the Iowa Early Learning Standards, and the teaching staff are certified and experienced in Early Childhood Education.**

Goals for Children in the Early Childhood Center:

- 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 and 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 and problem-solving skills
- Develop imagination and creative expression
- Develop gross and fine motor skills
- Discover that LEARNING is FUN

4-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.

5-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/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.

6-Governing Board

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

7-ECC Staff

The Holy Trinity ECC staff includes but is not limited to:

- ECC Director
- Daycare Supervisors and Associates
- Before and After School Program Supervisor
- Preschool and Pre-Kindergarten Teachers (certified with the state of Iowa)
- Teaching Associates

- Office Manager
- Maintenance and Cleaning Staff
- School Nurse
- Student Helpers

Volunteers may include high school students, parents and grandparents, friends and community volunteers.

All ECC staff meets and/or exceeds the standards and requirements of the Department of Human Services, the Diocese of Davenport and the Holy Trinity School System. Copies of the Personnel Policies and Behavior Policies for the Diocese of Davenport are available at the HTC High School or in the ECC office. Requirements of DHS can be found at its website: www.dhs.state.ia.us.

8-Enrollment

To provide a safe, nurturing environment for your child, the 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 24 fulltime status children. Children must be enrolled a minimum of 3 days per week, if changes are needed to a daycare schedule a written request is required. A child under the age of two may be added to a daycare wait list. *However, the child may enroll in the ECC upon his/her 2nd birthday only if a daycare opening is available.*

Preschool: Children, who are three(3 year old preschool) or four (4 year old preschool) years of age by September 15th of the year classes begin, may be enrolled in one of the Preschool programs. Child must be completely potty trained.

Pre-Kindergarten: Children who are 5 years of age by April 30th of that school year, may enroll in this all-day (8:30-2:30), M-F program.

Before/After School Care: Children, who are Prekindergarten age up to 10 years, may attend before/after school hours. Care is available from 6:30 a.m., with an optional breakfast, until the child's school day starts and following dismissal time until 6:00 p.m. Full day school-age care is available on some school holidays and for summer care. Children must be enrolled a minimum of 3 hours per week. ****Summer* School Age Care is charged at a daily rate with a minimum of 3 days per week.***

9-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/fee information.

Pre-Registration/Round-Up

Pre-Kindergarten and Preschool: Pre-registration for the coming school year begins after December 1st. Open House is held in the spring 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 (Ft. Madison): Families may register their children year round, depending on availability.

Required Records

Pre-Kindergarten/Preschool/Daycare: Required registration papers include: General Information & Health History, Immunization Record, Physical Examination including lead screening, Parents Emergency Medical Consent, Pick-Up Authorization, Field-trip Permission, and Permission to Photograph, Emergency Information Card, and Contract/Payment Agreement Policy.

10-Tuition and Fees

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

Daycare: Weekly rates are billed for full-time care or daily rates for part-time care based on care given. *An additional fee equal to the current hourly rate will be charged for each hour over 45 per week.* If your child is in daycare and a preschool or pre-kindergarten program, payments must be made separately.

Preschool: A yearly tuition fee is payable annually, semi-annually or in monthly installments. The tuition is based upon the preschool session in which the child is registered. All Preschool tuition is done through the elementary office.

Pre-Kindergarten: A yearly tuition fee is payable annually, semi-annually or in monthly installments. Pre-Kindergarten children are included in the family tuition cap as established by the HTC School Board. All Pre-k tuition is done through the elementary office.

Early Arrival Fees: Doors will remain locked for each room until opening time to allow the staff preparation time. *An additional fee of \$1/minute will be charged for any child who is dropped off prior to opening or class time.*

Late Pick-Up Fees: *An additional fee of \$1/minute will be added to the bill for any child picked up after closing/school pick-up time.*

Discounts: At the Ft. Madison ECC, children attending full time daycare and preschool sessions receive a weekly daycare discount based on the preschool session in which the child is registered. 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.

Catholic Parish Discount: HTC School System is supported by the Catholic parishes within Fort Madison, West Point, Houghton, and St. Paul. Families who are registered, contributing members of these Catholic parishes will receive an annual discount of \$220.

11-Tuition Assistance

Pre-Kindergarten: The Pre-Kindergarten student tuition is included in the family cap fees. Assistance may be available through tuition grants and scholarships for families who qualify. Families may also apply for assistance through the Student Tuition Organization of Southeast Iowa if the child is 5 years of age by September 15th of that school year. The application process begins in the early spring for the coming school year. Additional information is available in the HTC Business Office, the ECC office, and the HTC website – www.holytrinityschools.org.

12-Payment of Tuition and Fees

Pre-Kindergarten and Preschool: Tuition payments are managed through the HTC Business Office in West Point. Monthly payments are due by the 10th of each month of attendance. Payments can be dropped off in the ECC office in the payment drop box. **These payments must be marked as tuition payments and will then be forwarded via inter-office mail to the HTC Business Office.**

Daycare: Fees are determined by the **child's care schedule not attendance** (3 days per week minimum). Childcare fees are due regardless of whether or not your child attends. You are paying for a daily position for your child, as well as a service. You must advise the ECC office and/or daycare staff (2 week notice) if you need to make a schedule change. If you make a schedule change without 2 week notice we will bill an additional day. If a staff paid holiday falls on a day your child is scheduled to be in attendance you will be billed for this holiday. Billing is completed weekly and weekly payments are preferred, but you may also make arrangements for bi-weekly payments. **Families must pay balance in full or pay in advance to run a credit.** Daycare billing does allow up to five free vacation days (from August 1 of the current year to July 31 of the following year) for those who pay for full time daycare, year round. The free vacation days must be used within the specified year. They will not roll-over to the next year. In order to use a free day *you must submit written notice at least two weeks in advance of your child being absent from daycare. If you make a schedule change without a request for a free day you will be charged for the scheduled days as well as any added days that your child attended.*

Before/After School Care: Hours are computed and billed monthly. Payment is due one month post billing. Families will be billed at least 1 hour per day, 3 days per week for each child, regardless of attendance. Billing hours are based upon the sign in/out sheet posted in the school age room. *If you fail to sign your child in/out on a regular basis you may be billed based upon opening/closing time of the ECC. *Summer School Age Care is charged at a daily rate with a minimum of 3 days per week. Typical DAYCARE fees and policies will apply during the summer for school age care.*

Refunds: There are no refunds for missed days due to bad weather, illness, or holidays. Two week notice is required for a childcare schedule change.

Delinquent Payments: Daycare and Before/After care accounts are to be paid in full. Families will be notified of overdue accounts in writing. Entire balance must be paid within two weeks of billing post-date or child care services will be discontinued and the open position will be filled. If payment policy is not followed we may find it necessary to begin a collection process. You will be held responsible for the childcare fees, any possible late fees, and collection cost fees.

Pre-K and Preschool tuition is due annually, semi-annually, or monthly. If tuition is not paid in full by the end of the month school attendance will be suspended beginning on the 1st. For the semi-annual option, the second installment is due on December 15th. If this payment is not made in full by the end of the month school attendance will be suspended beginning January 1st.

Unexpected circumstances may be brought to the Director’s attention. Children may return to childcare/school when overdue balances are paid in full, if an opening is available. Additional fees may apply for checks returned for insufficient funds.

13-Hours

Fort Madison Center Hours: 6:30 a.m. to 6:00 p.m. (Doors open at 6:30 a.m.) Daycare is available year round, Monday – Friday.

The ECC is closed on the following holidays:

• New Year’s Day	• Memorial Day
• Good Friday (not a paid holiday)	• Labor Day
• 4 th of July* week	• Christmas*
• Thanksgiving and Friday after Thanksgiving	

**Additional days of closure may be added during Christmas school break and the week of 4th of July. A sign-up system for childcare is implemented during the Thanksgiving and Christmas school breaks. Specific holiday schedules will be made available as the holiday approaches.*

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, and teacher in-service days. One exception to this is for afternoon preschool classes; the afternoon preschool classes will not observe early dismissal days that are part of the school calendar. Preschool also follows the HTC School System for schedule changes due to weather (delays, early dismissals, cancellations).

Ft. Madison Preschool Class Hours:

- 4 year old: M-W-F AM 8:15-11:15 a.m. M-W-F PM 12:15-3:15 p.m.
- 3 year old: T-Th AM 8:30-11:00 a.m. T-Th PM 12:30-3:00 p.m.

Preschool door opens five minutes prior to class start time. Children must be walked to their classroom.

St. Paul Preschool Class Hours:

- 4 year old: M-W-F AM 8:30 – 11:30 a.m.
- 3 year old: W-F AM 8:30 – 11:30 a.m.

Door will open at 8:15 a.m. Children must be walked to their classroom.

Pre-Kindergarten: The Pre-K class follows the HTC School System calendar for holidays, vacations, teacher in-service days including early dismissal days. They also follow HTC School System for schedule changes due to weather.

Ft. Madison Pre-Kindergarten Class Hours: *Pre-K door opens at 8:25 a.m. Children must be walked to their classroom.*

- 8:30 a.m. – 2:30 p.m.

Pick-up Policy for Preschool and Pre-K: Pick-up time is promptly at the end of the program. If you will be unexpectedly late please notify the ECC office. If the ECC has not been notified we will attempt to contact you. If we fail to reach you after a reasonable amount of time, we will begin to contact someone from your list of emergency contacts. Any child not picked up on time will be well cared for by our staff, therefore a charge of \$1 per minute may apply. Preschool children will be brought outside of the south doors for pick-up. Pre-K students will be brought outside of the north doors for pick-up.

Before/After School Age Care: School age care is offered at the Fort Madison ECC prior to and after school sessions, early dismissals, some non-school days, and during summer. School age children must be registered with the ECC to use this service.

14-Security

Fort Madison: The doors of the center will be locked at all times. Visitors must use the door buzzer for entrance. Use the north entrance to escort children to daycare/school.

St. Paul: The north entrance will be locked at all times. Parking is in the lot behind the school and use the south entrance to escort children to preschool. This door will be locked after arrival time.

If a safety concern arises, staff will follow written procedures of the *Emergency Preparedness Plan* (posted in each room of the ECC).

15-Authorization to Pick-Up – Safety Policy

Parents/Guardians must provide the name, relationship and phone number of persons authorized to pick-up the child (Pick-up Authorization form). Parents or persons authorized to pick up the child must check in with a staff member before taking the child from the ECC. Persons unknown to the staff may be requested to show a form of identification. For the child's safety, a phone request to release the child to another party will only be accepted from parents. The ECC staff member taking the call may ask for personal information to confirm identity.

16-Discipline Policy

The ECC staff members teach the children to show respect and care for each other, the staff, materials, and our environment. Children are encouraged to make good choices and prevented from harming themselves and/or others. This is best accomplished through close supervision, gentle guidance, and redirection.

Children feel most secure and confident when limits are well-defined and consistent. The children are encouraged to follow rules by modeling acceptable behavior and safe alternative activities. Directions are stated in a positive manner, such as "Use walking feet" instead of "Don't run". Children are encouraged to use critical thinking when we ask them, "Is that behavior a stop or a go?" This allows them to take responsibility for their choices and make independent decisions regarding their behavior.

The ECC staff encourages children to be self-directed and maintain self-control, which relies on 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 children verbalize feelings and model appropriate behavior. Recognizing and expressing feelings will be incorporated into the classroom lessons. These lessons implement solution cards which allow children to work together to solve disputes.

When a child exhibits inappropriate behavior, the child will be approached, taken aside to have the rule or behavior explained, then allowed to correct the behavior and continue playing. If misbehavior persists, the child may be removed from an activity. For example, if a child has been warned not to throw sand and continues, he/she may have to leave the sand table. Time-outs may be used as a form of discipline for aggressive or continued non-compliant behavior. The time-out will be limited to 1 minute per year of age.

17-Discharge Policy/Impaired Parent

If any child and/or adult's behavior is disruptive, destructive, disrespectful, and/or non-compliant with ECC policies the child and/or adult may be discharged from the ECC. This is at the discretion of the ECC Director and a parent/teacher consultation may precede any action. In the event that a parent or other adult picking up a child appears to be impaired and/or threatening, ECC staff has the right to contact law enforcement.

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. *If you wish to remove your child from any program at the ECC we request a two week notice.*

18-Biting Policy

The ECC Staff understands that biting is a normal stage of development for toddlers. Toddlers may bite for many reasons; to get what they want, teething, frustration, boredom, inadequate language skills, stress or change in environment, feeling threatened or to feel a sense of power. No matter what the cause, biting causes strong feelings for all involved.

When a child is bitten:

For the biter:

1. The biter is immediately removed from the victim and other children. The biter is told that "biting is not ok, it hurts people." Avoid any immediate response that reinforces the biting or calls attention to the biter.
2. If the biter broke the skin, his/her mouth will be rinsed with water.
3. The biter will be allowed to return to play after he/she is talked to on a level that the child can understand. Redirect the child to other play.
4. Write an incident report and notify parents.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child until feeling ready for normal activities.
3. Administer first aid.
4. Write an incident report and notify parents in writing.

Staff Expectations:

1. Document every biting occurrence or attempt with an incident report. Time, location, participants, behavior, staff present and circumstances should be documented.
2. The child who has a tendency to bite will be shadowed to stop biting before it occurs and to teach non-biting responses.
3. A child who has been consistently bitten will be shadowed to prevent the child from being bitten and to help the child with responses to biting.
4. Parents will be informed of each biting episode and will be involved in creating an action plan to prevent biting incidents, if necessary.
5. Prepare the parents of the biting child for the possibility that the child may have to be removed from the ECC.

19-Daily Schedules and Calendar Information

Daily schedules for daycare, preschool, and pre-kindergarten are posted outside of each classroom. Please refer to monthly school calendars for dates that school is not in session or dismissed early.

Preschool and Pre-K programs follow the HTC School System calendar. The calendar and additional announcements are posted on the HTC website: www.holytrinityschools.org, click on ECC Fort Madison or ECC St. Paul, click on Calendars/Announcements.

20-Clothing

The ECC does not have a specific dress code; however, appropriate and clean clothing is expected. Children will play outside for recess except during periods of extreme weather. Children should wear comfortable clothing for play and easy manageability in the bathroom. We also recommend appropriate play shoes – open-toe sandals, jellies/crocs, and dress shoes are not appropriate. **Flip-flop sandals are strictly prohibited.** Children’s clothing and outerwear should be properly labeled with child’s name. The ECC is not responsible for lost or stained clothing.

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

21-Toys from Home/Show & Tell

Daycare children may bring a soft toy or stuffed animal for rest time. These will be kept on their cots 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.

An item brought for Show & Tell (preschool) will be stored in a locker/cubby until Show & Tell time. Children are encouraged to bring items of interest other than toys for Show & Tell.

22-Parental Participation

Parents are welcome to visit the ECC 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 four 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.

- **HTC Involvement:** HTC encourages parents 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.
- **Parent Conferences:** Preschool and Pre-K parent/teacher conferences are held at least once a year or as needed. These are information sharing sessions, describing the child’s progress, allowing parents and teachers to note accomplishments, address concerns, and plan goals.
- **Home/School Communication:** Parents and staff will openly communicate and share any pertinent information about the child on a daily basis, including signs of illness, change in sleeping, eating, toileting, behaving, that could affect the child’s day or evening.
- **Parenting Resources:** ECC staff members can provide families with valuable information regarding child development and assist families with finding organizations and professional resources that may provide additional assistance and information. Parenting information and brochures are available on a variety of topics.
- **Donations:** Donations to the ECC are tax deductible. Please consider donating books, toys, or outgrown clothes that may be appropriate for our use.
- **Program Evaluations:** The ECC staff may request written evaluations of our programs and staff to ensure satisfactory service.

23-Supervision and Access Policy

One of our primary goals is to provide a safe and caring environment for all children in our care. The ECC only allows “unrestricted access” (meaning that a person has contact with a child alone or is directly responsible for child care) to those staff members who have had the appropriate DHS and Diocese of Davenport background checks. This includes staff members, substitutes, and/or ECC volunteers.

Staff members will limit, to the best of their knowledge and ability, the people allowed on ECC property when children are present. Authorized persons are limited to the ECC Director and Assistant Director, food service staff, teachers, teacher aides, custodial staff, childcare supervisors and associates, substitute staff, and parents/custodians of the children enrolled. Anyone else who is on ECC property will be closely supervised and monitored by one or more of the authorized persons depending on the reason for the person to be on ECC property. 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 ECC children.

A sex offender who is required to register with the Iowa sex offender registry (Iowa Code 692A) shall only have ECC access with written permission from the ECC Director. The registered offender shall not be on ECC property except for the time reasonably necessary to transport the offender’s own minor child to and from the ECC. The ECC Director is not obligated to provide written permission and must consult with the DHS licensing consultant prior to permission. If written permission is granted it shall include precise conditions as determined by the ECC Director and DHS.

24-Parental Concerns or Complaints

Should you have any concerns or complaints please share them first with a teacher or staff member. If necessary, you may also contact the ECC Director in our Ft. Madison office. If you need additional resources you may contact the following in the order listed:

- Holy Trinity Catholic Schools – Chief Administrator: 319-372-2486
- Holy Trinity Catholic School Board Member – Names and contact information available in the office
- Lee County Department of Human Services: 319-372-3651
- Iowa State Department of Human Services (DHS Licensing Consultant): Jill Seibert (641)684-3949
 - 120 East Main Street
 - Ottumwa, IA 52501

25-School Cancellations or Delays

Holy Trinity Catholic Schools and Ft. Madison Community School District may cancel, delay or dismiss early due to weather extremes. Announcements are available at www.holytrinityschools.org, KGRS radio, and some local TV stations.

- **Daycare:** Maintains regular hours even when school is delayed, cancelled, or has an early dismissal. If extremely dangerous weather conditions arrive during daycare hours, the ECC staff may contact parents to pick-up their children early.
- **AM Preschool:** Check website for updates.
- **PM Preschool:** Check website for updates.
- **Pre-Kindergarten:** Pre-K follows the HTC cancellation, delay, and early dismissal system.

26-Field Trips

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

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

Each child under the age of six will be individually secured in a 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 temperatures above 75 degrees and heated in temperatures below 50 degrees.

27-Transportation Policy

(See Health and Safety Policies – Transportation Safety)

Parental Consent is required on the **Travel and Activity Authorization** form for ECC staff (over the age of 25) to transport children during ECC activities. If a child requires emergency transportation for medical reasons, a member of the ECC staff will call 911 and an ambulance will transport the child. This is part of the procedure listed on the **Emergency Medical Consent** form that is required in each child's file.

During the school year, school age children may ride the school bus to/ from the ECC. **Parents must make school bus arrangements with the Fort Madison Community School District Transportation System.**

28-Playground

The ECC playground 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 years of age. Wood chip cushioning is placed under the equipment to help prevent serious injuries from falls. The equipment is inspected monthly, and a record of inspections and repairs is maintained. 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.

29-Non-Center Activities

HTC, the ECC and its staff will not be responsible for a child after he/she leaves the ECC. The ECC will not transport or arrange transportation for a child to attend a non-center activity. The ECC, its staff, 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.

30-Nutrition Policy

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

Breakfast: An optional breakfast is available (until 8:15 a.m.) in the Daycare and Before School Care programs daily.

Lunch:

- Daycare: During the school year children will be served lunch provided by the HTC school lunch program. They are encouraged to eat from a variety of foods served. Daycare staff will supervise the meal and eat with the children. On occasion during the school year and during the summer program, when school lunch is not available, children will need to bring a packed lunch from home.
- Pre-kindergarten: Students have the option of ordering from the school lunch menu or bringing their own packed lunch. Lunch and 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 two food groups will be provided daily.
- Preschool and Pre-kindergarten: The teachers will ask parents to take turns providing nutritional snacks. These will be designated on a classroom calendar.

- Birthdays: Parents may provide a special treat for all children in their child's room.

Food Allergies: Please alert teacher/staff to any known allergies your child 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.

31-Health Policies

(See Health and Safety Policies handbook for detailed information– available in the ECC office)

Physical exam information and an immunization record must be provided to the ECC for the child's file. Parents are responsible to regularly update these records. Health histories of children and staff will be maintained. Each child will have direct contact with staff for detection of illness, communicable disease or an unusual behavior or condition that could adversely affect the child/group. The ECC requires that each child wash his/her hands upon arrival.

The ECC does not have a sick child room or extra staff to care for children who are ill. The staff are familiar with the typical behavior of your child and will assess them each day when they arrive and periodically throughout the day. This assessment involves speaking with the parents, observing the child, and if applicable, talking with the child and/or taking the child's temperature. The staff will document and make note of:

- Any changes in behavior, excessive irritability or lethargy
- Skin rashes or itchy skin or scalp
- Signs of fever such as flushed appearance or shivering
- Complaints of pain or not feeling well
- Vomiting, diarrhea, or drainage from the eyes

It is important to share this information between families and caregivers. It will help everyone to be on the lookout for your child's wellbeing. Withholding health information from the ECC staff, particularly, if your child was ill overnight or during the weekend, is a cause for concern for the ECC and is considered an unacceptable practice.

Conditions requiring temporary exclusion:

- The child is not participating comfortably in ECC activities (including being able to play outside) and exhibits any of the aforementioned symptoms.
- The child's illness or symptoms result in a greater need for care than the ECC is able to provide. We cannot provide one on one care according to DHS ratio standards.
- The child has a fever of 100F or higher.
- Diarrhea that is outside of what is considered a normal bowel movement; loose, watery and/or frequent.
- Vomiting (Note: do not bring your child into the ECC if he or she vomited during the night)
- Complaints of abdominal pain lasting for more than 1 hour
- Mouth sores with drooling
- Unexplained rash, impetigo, ringworm
- Purulent conjunctivitis (pink eye) until examined by a physician and approved for readmission, with treatment
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
- Head lice, until treatment has begun
- Open wounds, unable to bandage
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing
- Excessively runny nose (other than clear) or other manifestations of possible illness such as influenza

If your child exhibits any of these symptoms, for the sake of your child, the other children in our care and our staff, please allow your child to recover fully in the comfort of his or her home. We understand that working parents typically have tremendous stress on them with limited days off, therefore the decision to exclude a child is well thought out and discussed. We ask that you respect our

decision to protect your child and others in the ECC. Parents of the sick child will be promptly notified and are expected to pick up the child within 30 minutes. If a parent cannot be reached, the person designated as the emergency contact will be notified.

A sick child will not be permitted to return to care or preschool for at least 24 hours and has recovered from the illness. For those children who had a fever, the child must be fever free for at least 24 hours *without* the aid of medication. If you aren't sure whether or not to bring your child to the ECC, please call us to discuss it. The ECC Director or supervising staff reserve the right to determine when a child can return for care when illness is a consideration. A physician's note with permission for the child to return may be requested.

The ECC office has on file a detailed outline of **Health and Safety Policies** (according to the National Health and Safety Performance Standards and the Iowa Department of Human Services Regulations) that includes information for the following:

- Hand washing
- Medication/Administration of Medication and 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 and Evacuation Shelter
- Cleaning and Sanitation
- Universal Precautions (Bloodborne Pathogens)
- Transportation Safety

32-Communicable Disease Notice

The ECC will notify families if a child in the ECC has contracted a communicable disease. This notice will also include a list of symptoms and a follow up notice will come when the child is no longer contagious, (e.g. chicken pox).

33-Head Lice

If you suspect or know that your child has head lice it is imperative to notify us, so a staff member can check children in the ECC to control the spread of lice. Head lice are common in schools, child care centers and youth groups. Lice are not a sign of uncleanliness or shame. The ECC can also provide information regarding treatment to eliminate lice.

34-Infectious Disease Control

(See Health and Safety Policies – available in the ECC office)

All staff and children shall wash hands upon entering the ECC. Staff will wash hands before preparing or serving food, after eating, using the restroom, helping children use the restroom, changing wet or soiled clothes, blowing noses, outdoor play and handling pets. Children will wash their hands before/after eating, after using the restroom, blowing their noses, outdoor play and handling pets.

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

Staff members are trained in the use of universal precautions for handling bodily fluids. Soiled clothing will be placed in a plastic bag and sent home to be washed.

35-Medication

(See Health and Safety Policies for additional information)

The ECC requires written permission from parents/guardians to administer all prescription and non-prescription medication. All medication must be in the original container with written instructions for administration.

36-First Aid

A labeled First Aid kit is easily accessible in the ECC. First Aid supplies accompany all groups whenever they leave the ECC. Incidents causing injuries will be documented and reported to a parent. A written report will be provided to the parent and a copy will be filed.

37-Smoking/Drug Use

The Holy Trinity ECC is a smoke free and drug free environment. Smoking and drug use is prohibited anywhere in the building or on the grounds and in vehicles transporting children for ECC activities.

38-Pets/Animals

Following DHS regulations, no pets are allowed in the ECC.

39-Emergency Evacuation and Relocation

In the event of an emergency evacuation the following guidelines and locations will be implemented for the Ft. Madison ECC:

- **The NEIGHBORHOOD emergency evacuation** (such as fire) location is ROLING HALL, across from the parking lot, part of the church property. Contact number: 319-372-2127.
- **The OUT-of-NEIGHBORHOOD emergency evacuation** (such as gas leak or hazardous material spill) location is HOLY TRINITY CATHOLIC HIGH SCHOOL, 2600 Avenue A, Ft. Madison, IA. Contact number: 319-372-2486.
- **The OUT-of-TOWN emergency evacuation** (such as a tornado or flash flooding) is the HOLY TRINITY CATHOLIC ELEMENTARY SCHOOL, 413 Avenue C, West Point, IA. Contact number: 319-837-3881.

