

Sacred Heart Preschool and Childcare

Parent/Guardian Handbook

302 Eddy Place/806 Eddy Street
Maquoketa, IA 52060

(563) 652-3743



Philosophy and Mission Statements

Mission Statement of the Educational Apostolate-Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote life-long faith formation which challenges individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian Community life
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

Sacred Heart Childcare Philosophy Statement

Our mission is to provide the highest quality childcare in a God-centered, caring, and educational environment.

Admission Policies/Notice of Non-Discrimination

Admission

The Archdiocesan Educational System maintains a policy of open enrollment in all educational programs.

Parent Orientation

Families enrolling at Sacred Heart Preschool and Childcare will be given a tour of the facility prior to or at the time of enrollment. During this time families will learn about the early childhood program, family expectations, and policies and procedures. Parents are given the opportunity to ask questions about aspects of the early childhood program at this time.

Equal Opportunity/Multicultural Assurances

Sacred Heart Preschool and Childcare are equal opportunity educational institutions; they do not discriminate based on race, color, ethnic origin, or religion except as a bona fide reason. No person at Sacred Heart, on the grounds of race, color, age, gender, national origin or disability, shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this early childhood program.

Non-Discrimination Statement

In accordance with Federal law and the US Department of Agriculture policy, this institution is prohibited from discriminating based on race, creed, color, national origin, sex, sexual orientation, gender identity, religion, socioeconomic status, marital status, age, or disability. To file a complaint of discrimination, write to the USDA, Office of Civil Rights, 1400 Independence Ave SW, Washington DC 20250-9410, or call (800)795- 3272.

Program Description

Curriculum

The Creative Curriculum is used in our preschool programs.

The Creative Curriculum for Preschool translates new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.

The organizational structure of The Creative Curriculum for Preschool includes five components:

- how children develop and learn
- the learning environment
- what children learn
- the teacher's role
- the family's role

These components rest on a solid foundation of research.

Delightful, high-quality literature and child-centered themes are the core of the pre-K curriculum. The flexible lesson structure specifically develops critical early learning skills, oral language, listening comprehension, vocabulary, phonological awareness, print awareness, and alphabet knowledge as well as teaches early mathematics skills daily.

Group activities and learning centers complete the program's comprehensive approach, addressing social and emotional development, motor skills, science, social studies, music, and art.

Business Information

Calendar

All Sacred Heart Childcare sites will be closed on the following days every year: Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day. Sacred Heart Preschool follows the Maquoketa Community School District calendar.

Hours of Service

Sacred Heart Childcare is open to serving families from 6:30 a.m. to 6:00 p.m.

Access of Information

If a family is unable to access information provided to them, Sacred Heart School will provide the information verbally or have the information translated into a document that can be read. The family must notify the center if this service is required.

Brightwheel

Sacred Heart Preschool and Childcare uses the Brightwheel Application as a communication device with families. You will be asked to download this application on your cell phone. Families will use it, or the tablets provided, to check their child in and out of childcare. Staff and families can also use the Brightwheel application to send messages to each other. If your child is ill, we ask that you use this application to let our staff know that they will not be attending childcare. You will also need to notify your child's classroom teacher of their absence.

Child/Staff Ratios

Child/staff ratios are maintained in accordance with policies established by the Department of Human Services.

- Three-years-old: 1 caregiver to 10 children
- Four-years-old: 1 caregiver to 12 children
- Five-through twelve-years-old: 1 caregiver to 15 children

- Sacred Heart's Early Childhood center is licensed for the following:
 - One three-year old room (capacity of 21)
 - One four-year old room (capacity of 17)
 - One over-flow room (capacity of 7)

Sacred Heart's Before and After School Care is licensed for the following:

- Cafeteria (capacity of 35)
- Gymnasium (capacity of 70)

Program of Activities

Our program provides children with a variety of developmentally appropriate activities. Children are involved in art, music, language, science, math and movement activities appropriate for their age. We provide children with the opportunity to interact in multi-age and similar-age groupings. The Sacred Heart Early Childhood program provides a unique opportunity to enhance the development of the whole child in a setting that models Christian values and beliefs. Activities are based on weekly themes. The lesson plans and schedule for the day are posted in each classroom.

Special Services

Students enrolled in the preschool and childcare have access to a variety of special services should the need arise. The guidance counselor may consult with the director, staff and/or parents on a variety of educational and behavioral issues related to the child(ren). Additionally, each center has access to the AEA9 Mississippi Bend Early Childhood Educational Consultant Services, which is available for services including speech, audiology and cognitive development.

Staff

Staff includes the director, on-site supervisor, lead teacher and teacher associates. All staff members are required to receive the following:

- First Aid (18 years and older), CPR (18 years and older), Mandatory Child Abuse, Universal Precautions, Childcare Essentials training, and Virtus training.
- In-service training hours each year according to DHS regulations.
- Orientation during the first week of employment to explain all policies and procedures.

All volunteers must have approval from the director before participating in the program. All staff will be trained at orientation on emergency procedures and annually thereafter.

Contact Information

Andrea Kuhlman– Director, Sacred Heart Preschool and Childcare (563-652-3743) or
andrea.kuhlman@sacredheartmaq.org

Enrollment

Dual Parent Reporting

According to Archdiocesan Board of Education policy 5124, in the case of a child whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any child will be made available to both parents. This also is true for parental contact. Unless court ordered, both parents will have access to their child.

Enrollment Guidelines

To enroll a child, the following must be completed one week prior to admission:

1. A *Physical Form*, including a certificate of immunization, must be completed and signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner. The physical will need to be repeated a year after the date it was signed.
2. An *Enrollment Form* must be completed and signed by the parent/guardian. This form must be filled out annually.
3. A non-refundable registration fee of \$25 is required.
4. A *Master Schedule Form* must be completed. If schedules change each week, a parent/guardian must turn in the weekly schedule by the close of business on Tuesday of each week.
5. A *Sunscreen Permission Form* must be completed and signed by the parent/guardian.
6. A *Food Program Application* will be provided to each family. If your family qualifies for free or reduced meals, this application must be returned before that can go into effect. A CACFP enrollment form will also be included with the application.
7. A *Medical Condition Form* must be completed for all children with allergies or specific medical conditions.

Change of Information

It is the parent's responsibility to notify the center in writing immediately of a change in enrollment information. Information must be kept up-to-date, particularly in the case of an emergency.

Fees

Daycare, Before and After School Care, Summer Care, and/or Non-School Daycare Fee: \$3 per hour per child. There will be a minimum charge of \$3.00 per day.

Registration Fee: New families are required to pay a \$25.00 non-refundable registration fee which is due when registration paperwork is submitted.

Summer Activity Fee: Families whose child(ren) will be attending the summer program will be required to pay a \$25.00 fee per child. This will cover the cost of supplies that your child will be using throughout the summer.

Late Pickup Fee: Our hours of operation are 6:30 a.m. - 6:00 p.m. If you pick up your child after 6:00 p.m., a charge of \$1.00 per minute per child will be added to your bill.

Preschool Tuition Fee: \$1421 per year for the three-year-old program. For those who qualify, tuition assistance is available through Clinton and Jackson County Early Childhood Iowa.

4-year-old Preschool Fee: Free for children who are 4 by September 15 under the guidelines set by the Statewide Voluntary Preschool Program (SWVPP), and \$1600 per year for children who do not meet those guidelines. For those who do not qualify for the SWVPP, tuition assistance is also available through Clinton and Jackson County Early Childhood Iowa.

FEE POLICY AND FINANCIAL AGREEMENTS:

Sacred Heart Preschool & Childcare is on contracted hours. Contracts help us to ensure adequate staffing for the center.

Written schedules (contracts) must be handed in **through a message on the Brightwheel Application** by Tuesday of the previous week, for the **following** week. This helps us schedule the required number of staff needed. Changes made after Tuesday may result in the denial of childcare for your requested dates based on staffing availability. For scheduling purposes, we will need the times that your children will be at our center for the entire week. If this message is not sent, Andrea will assume the schedule you had the previous week will be the same, and you will be billed for those hours. Please let Andrea know if your schedule will be the same every week. If you would like to send a monthly schedule, please feel free to do so.

The times that you send for your schedule will be the hours that you will be charged, regardless of the unfortunate chance that your child is sick or needs to leave early. This is necessary since Sacred Heart is unable to fill the spot of a sick child, and staffing schedules have already been completed.

Switching days is equivalent to canceling one day and signing up for another. If you need to sign up for an additional day that is not in your contract, and we have openings, you may do so at the regular rate.

If your child needs to stay later (over a half hour) than the scheduled time, please inform a staff member.

- Invoices will be calculated for your child's attendance from Monday - Friday of that week. Payments will be due the following Friday. If you prefer another payment schedule, please discuss it with Andrea.
- Preschool bills are issued on the 15th of every month. Families are encouraged to utilize the automatic debit system established by the school system.

Waiting Lists

Families currently enrolled in the childcare programs of Sacred Heart School will be the first to be offered the opportunity to sign up another child for any new childcare/preschool openings.

Absences and Arrivals/Departures

Attendance and Absences for Preschool/ Childcare

If your child will not be attending preschool/childcare for any reason, we ask that you notify the center by 7:30 a.m.

Arrival

Upon arrival, parents are responsible for bringing their children into the center. Likewise, at the end of the day, parents should personally inform the staff when taking a child home. This enhances communication between the center and the family.

Checking In/Checking Out

Parents are required to use the Brightwheel application, or the tablet provided, to sign their child in/out of childcare.

Departure/Pick-Up

Beginning at 5:00 p.m., children from the early childhood center will engage in activities at the school building. Therefore, after 5:00 p.m., we ask that ALL children be picked up at the school building. Children must be picked up by 6:00 p.m. Families will be charged \$1.00 per minute per child for those staying beyond 6:00 p.m.

Only persons listed on the *Enrollment Form Pick-up Permission* section in the registration packet will be allowed to take a child from the center. Any additions or deletions must be made in writing. If the authorized pick-up person appears to be intoxicated, the parent will be contacted immediately while the child remains on the premises.

Policies and Procedures

Access Policy

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

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - * **“Unrestricted access” means that a person has contact with a child alone or is directly responsible for childcare.**
 - * **It is imperative that centers not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of supervising and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - * **“Supervising” means to oversee an individual engaged with children in an activity or task and ensure that they perform it correctly.**
 - * **“Monitoring” means ensuring proper conduct of others.**
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact their site director or another management staff member to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) and who is required to register with the Iowa sex offender registry:
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.
 - b. Shall not be on the property of the childcare center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted, it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. A description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.

5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center's licensing consultant.
5. Parents and legal guardians will have unlimited access to their children unless there is a court order prohibiting contact.

Biting

Our program recognizes that biting is unfortunately not unexpected when children are in a group setting. It is always upsetting if a child is bitten, and we recognize how upsetting it is for parents. There are many reasons children may bite. Sometimes the biting is related to teething. Sometimes children bite to express feelings that they cannot express with words yet. We have seen children bite when they are frustrated, and we have seen them bite in the excitement of a happy moment. No one can predict which child will bite, but we are ready to help children who do bite learn appropriate behavior.

There are three main responses when biting occurs:

1. Care and help for the child who was bitten.
2. Help for the child who bit so that he or she learns appropriate behavior.
3. Examination of the program to eliminate the biting.

When biting occurs, staff will document: the time, activities going on, and what staff and children were doing at the time of the incident. We will use this information to see if we can make changes to our program to prevent this behavior. The constant goal is to keep children from biting and learn different and more appropriate behavior.

The staff gives immediate attention and, if necessary, first aid to children who are bitten. A cold pack is put on the bite if the child is willing. If the skin is broken, the wound is cleaned with soap and water.

When children are bitten, parents of the children involved are informed with an incident report the same day. Parents will be asked to sign the report and are given a copy. The name of the child who bit is kept confidential. If the victim seeks medical attention and requests confidential information, it will require a written consent before any information is released. In other words, the advocates of the victim may not have medical information on the "biter." It may be that the victim may have to undergo whatever medical booster is recommended.

Biting procedures are reviewed annually, and resources are always available to staff. It is impossible to guarantee that biting will never happen in our program, but parents can be assured that the situations will be dealt with appropriately and that biting will end as quickly as possible. The child will be supported whether they bite or are bitten.

Conferences and Assessments

Parent-teacher conferences are scheduled twice a year (fall and spring) for all children enrolled in preschool. Although not mandatory, we encourage you to take advantage of these opportunities to discuss your child's development and progress with the teacher.

Parents of all children in our programs may schedule a conference to discuss their child's growth and any concerns that they may have at any time.

Discharge Policy

Situations may occur that could result in the discharge of a child from our preschool/childcare environment.

Examples include:

- Failure to meet center policies
- Failure to pay fees
- Inability of child to adjust to a group setting
- A child's needs cannot be met within our ratio
- A child is a threat to other children, staff, or self

A conference will be scheduled with the child's teacher and the director to discuss and identify the problem and work at resolving it. **If the issues cannot be resolved, the child and/or family will be asked to leave the program. Each situation will be dealt with individually, and a time frame will be set to meet the situation.**

Discipline

It is important to treat each child as an individual in a manner which is appropriate to the child's development, activity, and general well-being. Consistency, positive reinforcement, natural consequences, and positive redirection are used at the center to shape appropriate behavior in children. If a child is exhibiting a consistent behavioral problem, the parent will be contacted to discuss the situation. Please discuss with the staff any changes, observation, questions, or suggestions you might have in working with your child(ren). No discipline will be used in connection to rest, food, or toileting.

Dress (Clothing and Shoes)

Every child should be dressed in comfortable clothing so that he or she will feel free to participate in all activities from easel painting to water play. The children play outside as often as the weather permits. Please send your child in a coat, hat, mittens, snowpants and boots when necessary. Please also make sure that your child has comfortable shoes to wear. To ensure safety, sandals must have backs to enable the children to participate in all activities and to prevent unnecessary slips and falls. Children who wear earrings should only wear stud earrings. No jewelry will be allowed when playing on climbing equipment.

For our youngest children, please make sure that your child has at least one extra set of clothing at the center. The articles of clothing must be marked with your child's name. The center cannot be responsible for unmarked clothing.

Emergency Closing

In the event of school closings due to inclement weather, it is the intent that Sacred Heart Childcare will remain open. Please notify the director or lead teacher in advance if you will take advantage of this service. In extreme weather conditions, it may be necessary for all sites to be closed. A special announcement will be made if the childcare centers will be closed. Please listen to KMAQ for announcements. All families are encouraged to sign up for text or voice message alerts.

Preschool follows the school calendar and, as a result, follows the emergency closing procedures established by Sacred Heart School and the Maquoketa Community Schools.

Morning Classes: When school is delayed because of inclement weather, morning preschool classes will not meet. The afternoon classes will meet as usual.

Afternoon Classes: When school is dismissed early because of inclement weather, the afternoon class will not meet.

Field Trips and Transportation

Whenever a field trip is taken, you will be notified in writing prior to the event.

- Permission slips will be sent out in advance and will include the following information:
 - The means of transportation
 - The time and date
 - The items a child may need to bring
 - The cost
- A child will NOT be able to go without a signed permission slip.
- The director or lead teacher may cancel a field trip at any time.
- Siblings may not attend the field trip with a parent that volunteers.
- If we cannot walk, transportation will be provided by a public school bus.
- The following safety precautions will apply to all field trips:
 - A first aid kit will be available.
 - Extra staff or parent volunteers will attend.
 - Emergency information for each student and staff member will be available.
 - Staff cell phone and contact information will be available.
 - All volunteers will have a criminal record check completed prior to the field trip.
 - 911 will be called in case of a medical emergency.
 - The leader of the field trip will take a count before, during, and after the trip.
 - The leader of the field trip will verify that all children have exited the vehicle.
- Iowa Code Section 321.446 will be followed:
 - All children transported in a motor vehicle are subject to registration, except in a bus, and will be individually secured by a safety belt, safety seat, or harness in accordance with federal motor vehicle safety standards and the manufacturer's instructions.
 - Children under the age of six shall be secured during transit in a federally approved child restraint system.
 - Children under the age of 12 shall not be located in the front seating section of the vehicle.
 - Drivers of vehicles shall possess a valid driver's license and shall not operate while under the influence of alcohol, illegal drugs, prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.

Health Policies

Incident Reports

Parents shall be notified on the day of an incident involving a child that includes:

- Minor injuries, including medical and dental
- Minor changes in health status
- Minor behavioral concerns
- Incidents resulting in injury to a child

Parents shall be verbally notified immediately when there is:

- A serious injury to a child
- An incident resulting in significant change in health status
- An incident includes child being involved in inappropriate, sexually acting out behavior.

A WRITTEN report, fully documenting every incident, shall be provided to the parent or authorized person. This will be completed by staff that witnessed the incident and will be retained in the child's file. Serious injuries and deaths will be reported to the Department of Human Services within 24 hours.

Daily Contact

A staff person will welcome you to the center each day. This is a great time to talk to staff about any concerns that you have. A staff member will look for any sign of illness, communicable disease or unusual conditions or behavior that may adversely affect the child or the group.

First Aid Kits

The center shall ensure that a clearly labeled first aid kit is always available and easily accessible to staff when children are present. Signs will be posted in rooms identifying where first aid kits are located. The kit shall be sufficient to address first aid related to minor injury or trauma and will be stored in an area that is inaccessible to children.

Hand Washing

Hand washing will be done regularly and especially at the following times:

- upon arrival at the center
- immediately before eating or participating in any food service activity
- after water play
- after returning from playing outside
- before leaving the restroom
- after handling animals and cleaning cages
- before and after administering non-emergency first aid and/or medication

Hearing Screening

The Mississippi Bend Area Education Agency (MBAEA) screens all students in preschool. Students with a history of known hearing loss will also be tested. Follow-up testing will occur approximately two weeks following the screening if hearing test results were not within normal limits.

Parents/guardians not wishing their child's hearing to be tested should notify the school office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact their doctor or our childcare nurse consultant, Chris McClimon.

Illness

Each child's health and safety are important to us. Should a child become ill while at the center, the parent will be notified and the child will be isolated from the group. In the best interest of the child, the parent will be expected to remove the child from the center as soon as possible. If your child has any of the following illnesses, we ask that they do not attend preschool or childcare. Please keep the staff informed of any changes in your child's health status and/or eating habits (i.e., a child who develops an allergy). The following are illnesses that most commonly occur in our center:

- **Diarrhea** – If the child has any diarrhea, he/she will be sent home. The child may return to the childcare center when his/her stools have returned to normal. If the diarrhea lasts several days, a physician should be notified.
- **Eye Infection** – If a child has eyes that are mattering or draining, the child should not be brought to the center. A child with mattering or draining eyes will be sent home from the childcare center. The child may return when a physician gives permission for him/her to return.
- **Fever** – A child with a temperature of 101°F will be sent home immediately. The child may return when fever free without medication.
- **Lice/Pediculosis** – When pediculosis is suspected in a child, the parent will be notified and informed that their child must be treated before returning to the childcare facility. Items such as headgear, blankets, and towels that have come into contact with the affected child in the forty-eight hours prior to treatment will be laundered in hot water. A checklist will be sent home of procedures that need to be completed before the child is allowed to come back to the center/preschool.

- **Strep Throat** – A child with strep throat will be restricted from the center. The child shall be re-admitted 24 hours after antibiotics are started and no fever is present.
- **Vomiting** – If your child vomits while at the childcare center, a parent or guardian will be called to pick him/her up as soon as possible, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated. Your child may return when he/she has gone 24 hours without vomiting.
- **Covid 19** - If your child has a diagnosis of Covid-19, your child may return after day 5 and must wear a mask for an additional 5 days if symptom free for 24 hours. If your child is running a temperature of 100.4, we will notify you to pick up your child. If your child has 2 or more Covid-19 symptoms, your child will be sent home. We ask that they be tested and may return with a negative test.

Quiet Area for Ill Children

A supervised quiet area will be provided for any child who appears to be sick or injured. The parent or emergency contacts shall be notified of the child's status and will be asked to pick up the child within the hour.

Posting of Illness and Disease

Staff will post a notice in the center any time your child is exposed to an illness or communicable disease.

Medication Policy

The following medications will be administered by the staff:

- Cough syrups
- Oral prescription drugs
- Lip balm
- Salves (including ointments and sunscreen)
- Acetaminophen

All medications require a permission slip signed and dated by the parent before medications can be administered to the child. This permission slip is only good for a total of 30 days. After 30 days a new permission slip must be signed even if giving the same medication. The permission slip must give specific instructions on the time and dose to be given. A parent cannot instruct a staff member to give medication "as needed."

Each medication must be in the original container. Each center will have a designated medication administrator. If special training needs to be given for us to give a certain medication, the parents must provide and set up that training for our staff.

Since the administration of acetaminophen, etc. may disguise the symptoms of what could be a contagious disease, the staff will administer acetaminophen for analgesic discomforts only.

Centers may not store any medication unless there is a signed permission slip directing staff to do so.

Infectious Disease Control

All blood and bodily fluids and discharges (including breast milk and blood) are treated as if they are known to be infected with HIV, Hepatitis B, or other blood-borne pathogens. All staff members will use universal precautions and are required to wear gloves during an injury situation and any infectious materials will be placed in a bag in the garage. Soiled clothing will be sealed in a bag and sent home with the parent. Illness is spread in a variety of ways, such as coughing, sneezing, skin-to-skin contact, or touching contaminated surface. The staff at Sacred Heart will discourage the transmission of illness as much as possible by routinely sanitizing surfaces, toys, etc. with a sanitizing solution.

The center will ensure that staff assists children in personal hygiene sufficient to prevent or minimize the transmission of illness and disease.

Staff members and children will wash hands at the following times:

- Immediately before eating and participating in any food service activity
- After using the restroom
- After handling animals
- Other situations where hand washing is necessary

Physical Exam Reports and Immunization Certificates

Preschool Age Children – For each child five years and younger not enrolled in kindergarten, the childcare center requires an admission physical examination report, submitted prior to admission, signed by a licensed medical doctor.

The date of the physical examination shall be no more than 12 months before the first day of attendance at the center. The written report shall include past medical history, status of present health including allergies, medications and acute or chronic conditions, and recommendations for continued care when necessary.

School Age Children – For each child five years of age and older and enrolled in school, the childcare center will require a statement of health status signed by the parent or legal guardian that certifies that the child is free of communicable disease and that specifies any allergies, medications, or acute or chronic conditions. The statement from the parent shall be submitted annually thereafter.

Immunization certificates must be updated any time your child receives a vaccine.

Lost and Found

The lost and found box is located near the main entryway. Articles that can be easily lost should be marked with the child's whole name rather than using initials or first name. Periodically, lost and found items are donated to a charitable organization.

Meals and Snacks

Breakfast and lunch are available through the school lunch program when school is in session. Menus are posted at the center and on the Sacred Heart School website. Breakfast is served at the school at 7:30 a.m., and lunch is served at the childcare center at 11:30 a.m. Your child may also choose to bring his/her own lunch from home. To meet the guidelines of child nutrition programs, their meals must include:

- $\frac{3}{4}$ cup of milk
- 2 servings of $\frac{1}{2}$ cup 100% juice, fruits and/or vegetables
- 1 serving of bread, grains, or noodles
- 1 meat or meat alternative

Sacred Heart Childcare is required to supplement, if needed, snacks and meals provided by parents for children under age 5 to meet nutritional expectations. Cold lunches that do not include these requirements will be supplemented with additional items from the center and charged \$1.00 per item up to \$2.65, which is the cost of a meal through our school hot lunch program.

Families are encouraged to utilize the school lunch program. The school office must be contacted to create a school lunch account. Each child will have an assigned meal account that will be charged each time the child eats breakfast and lunch from the school hot lunch program. All families are eligible to apply for free/reduced lunch. If your family qualifies for this government program, your meals will be free or at a reduced cost of \$.30 for breakfast and \$.40 for lunch. The regular cost of a breakfast is \$1.45 and the cost of lunch is \$2.65. A carton of milk is \$.45.

Per the requirements of the federally-funded School Nutrition Program, a meal-charging policy has been developed and sets -\$25 as the limit before an alternate meal is provided to your child. A copy of this policy can be found on the school's website.

Preschool families are expected to provide a nutritious snack on a rotating schedule. On non-school days, Sacred Heart Childcare will provide daily snacks mid-morning and in the afternoon.

Parents must provide proper documentation for any allergies, medical conditions, and/or religious exemptions signed by a physician or clergy. The center will work closely with the parents to make accommodations.

Nap Time

Our schedule provides for a quiet time after lunch, giving both children and staff a chance to "rest and regroup." Children will lie down on individual cots. Toddler and preschool children will rest quietly on their cot for a minimum of 60 minutes. If you do not wish for your child to be a part of quiet/nap time, please pick them up before their scheduled quiet time.

Children who fall asleep during that time will be allowed to sleep during the remainder of the scheduled quiet/nap time. When a child falls asleep during quiet/nap time, it is because his or her body is tired and needs a nap. Children who do not fall asleep will be allowed to get off their cot after the hour and enjoy some quiet activities.

If a parent is concerned that their child is sleeping too much, we will help the child wake up gently but only after 60 minutes of sleep and only if the child awakens to a gentle approach of awakening by the staff. Staff will not forcibly awaken a child.

Nutrition

- Sacred Heart School, Preschool & Childcare follow the guidelines of CACFP (Child/Adult Care Food Program).
- Parents may request a copy of the menu.
- Parents must provide proper documentation for any allergies, medical conditions, and/or religious exemptions signed by a physician or clergy. The director will provide an Allergy/Food exception statement. Food service staff will then work with the family to make sure proper nutritional needs are met.
- The center will evaluate each medical or religious case and will work closely with the parents to make accommodations based on a staff to child ratio.
- The CACFP has specific requirements for children's meals and/or snacks. When packing your child's lunch, please remember that the four nutritional food groups must be represented in the lunch. If not, we are required to supplement any lunch that does not meet the requirements, and you will then be charged for a child's meal. Please ask your site director or lead teacher for guidelines of creditable foods and portions required in a lunch.
- Menus are kept on file for a minimum of two years. Any changes will be noted on the menu.
- Children bringing food from home need to provide proper storage.

Parental Participation

All parents are encouraged to be involved in their child's early childhood education. Please let the staff know if you would like to share your time and talent.

Visiting: Parents/Guardians are welcome and encouraged to visit and observe at any time. Parent visits are especially helpful after a child has had the opportunity to adjust to their new center. When you visit, you will probably be asked, either by the children or the teacher, to read a story, build with blocks, or get involved in some way. Parents may come at any time to visit or pick up their child, except if prohibited by a court order. As a parent, you will have unlimited access to your child.

Participation: Websites, newsletters, informal chats with the teacher, and the things your child tells you about his/her preschool/childcare experience are no substitute for actually “being there.” Parents are an important part of our program, and we offer many ways for parents to participate in their child’s experiences. These might include sharing special talents with the children, helping at parties, or taping a story for use in the listening center.

Meetings: Events may be scheduled throughout the year for parents, offering chances to become better informed about issues relating to child development, parenting, and childcare. In addition, social events will be planned to provide opportunities for families to get to know each other.

Safety Policies/Compliance Issues

Asbestos

Federal regulations and Archdiocesan Board of Education policy 7113 require us to inform you that there is asbestos in the building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated.

Bomb Threat

If Sacred Heart School, Preschool or Childcare should receive a bomb threat, the school will follow standard fire drill procedures, and will evacuate at a safe distance from the buildings. Sacred Heart staff will conduct a head count both during and after the evacuation, and no one will return to the buildings until the entire area is declared safe by fire or police personnel. The principal will notify the teachers and staff members when the emergency is over, and normal operations will be resumed.

Blizzards & Poor Road Conditions

If road conditions are such that driving is difficult or impossible, children, staff and any parents present will remain in the building until roads are passable. All parents will be notified of the situation and appropriate arrangements will be made.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools/early childhood centers in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with them are to be trained in the safe handling of the chemicals. The school/early childhood center is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the director or the early childhood coordinator.

Chemical Spill

If there is a minor chemical spill of a non-hazardous substance, the children will be removed from the building, and 911 will be called.

Earthquake

In the unlikely event of a earthquake, the children and staff in the preschool classroom will first move away from the windows and other potential hazards. They will then get under a desk or table against an inside wall, assume the drop position until the emergency is over, and/or until further instructions are given, and conduct a head count. After the quake has subsided, the teachers will evacuate the classroom and will conduct another head count. Administration will then contact the parents as soon as possible.

Evacuation

In the case of an emergency evacuation, preschool and childcare staff members will use the most practical means to ensure the safety of the children and will assist any immobile children, if necessary. Staff members will take emergency contact information, emergency medications, and the first-aid kit with them.

Fire/Tornado Drills

Emergency plans for a fire and a tornado are posted in every room and near every exit. Fire and tornado drills are practiced monthly so that the children become familiar with the procedure and are not frightened by the loud noises.

Intruders

In the event that an intruder would enter the center, they would be asked to leave immediately, and the police would be notified.

Lead in the Drinking Water

All early childhood centers of the Archdiocese have been tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health, no additional testing for lead needs to be done at this time.

Lead Poisoning and Lead Testing

Flaking or deteriorating lead paint on interior or exterior surfaces will be removed or abated according to health regulations.

Lock Down

Upon direction from the police department, it may be necessary to lock down the center for the safety of the children. Upon receiving this direction from the police department, children and adults will not be allowed entry or be released from the center under any circumstances until the "all clear" is directed by the police department.

Lost or Abducted Children

In the event that a child would become lost or abducted, the parents or guardian would be notified immediately, and the police would be called. The director will be stipulated as the search person. Steps are outlined in the emergency response plan.

Mandatory Reporting

As outlined in the Iowa code and the Archdiocese of Dubuque, all providers of early childhood services are mandated by law to report any suspected cases of sexual abuse, physical abuse, or neglect. Iowa law states that the preschool and the childcare personnel may take, at public expense, photographs of the injured area. Any person participating in the making of, or in the investigation of, a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed.

In compliance with School Laws of Iowa and Archdiocesan Board of Education Policy 4116.30c, any employee of Sacred Heart Preschool and Childcare, who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within 24 hours and follow the verbal report with a written report on appropriate forms. The contact number for the area Department of Human Services is 563-242-0573.

This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102, and Archdiocesan Board of Education Policy 4116.30c. The *Policy for the Protection of Minors, Archdiocese of Dubuque* can be referenced at www.dbqarch.org/?s=protection+of+children.

Parents Under the Influence

Should a parent or an authorized pick-up person arrive at the center to pick up a child(ren) and appears to be in a state of suspected intoxication or severely influenced by other drugs, the following steps will be taken:

1. Center staff will notify the director or the on-site supervisor.
2. The director or on-site supervisor will try to contact another authorized person to pick up the child.
3. If this attempt fails, the pick-up person is a parent or legal guardian, and the person insists on taking the child(ren), the director or on-site supervisor will notify the pick-up person that the police will be contacted when he/she leaves the building. In all other instances, the child will not be allowed to leave the building.

Power Failure

In case of power failure, flashlights are available. Children will be kept calm and occupied with songs and games. The electric company will be called if needed. If it gets too hot or too cold for the children, parents will be notified to pick up their children early.

Radon Testing

Radon concentration inside a building used for childcare should be less than 4 picocuries per liter of air. In accordance with DHS regulations, Sacred Heart Preschool and Childcare buildings are tested every two years for radon.

Security Cameras

Sacred Heart Preschool and Childcare are equipped with security cameras for the safety of all families served. Cameras record the activities of children in these areas.

Smoking/Smoke-Free Grounds

The Iowa Smoke-Free Air Act applies to the Archdiocese and Sacred Heart Schools. This policy applies equally to all employees, volunteers, students, and/or other visitors to any Sacred Heart site. Smoking and any tobacco use is prohibited on all Sacred Heart School properties and at all Sacred Heart School events.

Structural Damage

In case of structural damage, the child will be taken out of the building immediately. We would proceed to call 911. We will not return to the center until the building is declared safe.

Student Privacy Act

In conformity with the Student Privacy Act and Archdiocesan Board of Education policy 5125, Sacred Heart Preschool and Childcare do not send out child/student/graduate information to any outside organizations without written authorization of the parent/guardian.

Weapons and Dangerous Instruments

It is the policy of the Sacred Heart Board of Education that weapons and other dangerous objects will be taken from individuals who bring them on school and childhood center property or from individuals participating in any school or childhood center activity off-site. Parents/guardians of students or children found in possession of a weapon or dangerous object will be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials, and the student/child will be subject to disciplinary actions.

Schedule of the Day

Each classroom has a daily schedule and lesson plan posted.

Supplies

Preschool children will receive a supply list upon enrollment and at the beginning of each school year.

Toilet Training

It is recommended that children participating in preschool programs and/or stay for childcare be fully toilet trained (no diapers or pull ups) and responsible for their own toileting needs.

Toys

If your child brings something from home to show the other children or a blanket or stuffed animal to nap with, please have him/her place it in his/her backpack and the teacher will allow him/her to take it out at the appropriate time. We cannot be responsible for lost or broken toys.

The center always appreciates any donated toys, children's furniture, books and children's dress-up clothing. Check with the director for center needs.

Sacred Heart Childcare Rates:

\$3.00 per hour

3-year old preschool

Monday, Tuesday, Thursday, Friday from 8:15 a.m. – 11:15 a.m.

\$1421 per year

4-year old preschool – All registrations must go through Maquoketa Community School's Central Office.

Monday, Tuesday, Thursday, Friday AM (8:15-11:15) or PM (12:15-3:15)

Free to all Iowa 4-year-olds (must be 4 by Sept. 15th)

Other children attending 4-year-old preschool will be charged a fee of \$1600/year.