

**ST. PAUL LUTHERAN CHURCH  
STATEWIDE VOLUNTARY  
PRESCHOOL HANDBOOK  
2021-2022**



2136 Brady Street / Davenport, Iowa 52803 / 563.326.3547

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**Acknowledgement of receipt  
St. Paul Lutheran Church Preschool handbook**

This is to acknowledge that I received a copy of the preschool handbook and understand that it contains important information on St. Paul Lutheran Church Preschool's general policies. I acknowledge that I am expected to read, understand and adhere to the policies and will familiarize myself with the material in the preschool handbook. I understand that the policies in this handbook are general guidelines and that St. Paul Lutheran Church Preschool may change, rescind or add to any policies or practices described in this handbook, with or without prior notice. I understand St. Paul Lutheran Church Preschool will advise me of changes within a reasonable time.

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Parent signature and date

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Parent name printed

Dear Parents,

Welcome to the beginning of a new year at St. Paul Preschool. We look forward to sharing this important year with you.

We are committed to providing a loving environment that will enhance your child's development. We offer a learning environment with age-appropriate experiences and activities in all areas of growth and development, including:

- Social development: Encouraging mutual respect, empathy, and cooperation to acquire skills in communication and problem solving.
- Emotional development: Nurturing trust and providing a secure and safe place to learn, with emotional support to develop self-worth and positive self-esteem.
- Physical development: Participating in a wide variety of experiences and activities, with equipment to promote large and small motor development.
- Intellectual development: Offering meaningful and appropriate experiences to encourage hands-on pursuits of information, exploration, investigation, curiosity, and creativity to expand thinking skills and capacities.
- Faith development: Learning with chapel talks, a Christian curriculum, guided conversations, and teachable moments. We reflect Christ as we live out our faith and strive to teach through example.

Thank you for your trust, and your support, as together we enjoy this wonderful year .

Sincerely,

Karen Strusz, Preschool Director

## **MISSION STATEMENT**

St. Paul Lutheran is committed to living the Gospel within a loving Christian environment. Working in partnership with each family in the community, St. Paul Lutheran Church Preschool is committed to providing a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to skill development. This setting allows children to feel safe, respected, and cared for. This program has adopted the Iowa Quality Preschool Program Standards (QPPS), administered by the Iowa Department of Education, and uses the Iowa Early Learning Standard which provides developmental expectations for preschool aged children.

## **PHILOSOPHY**

St. Paul believes that early childhood is an important time of learning and growth in a child's life. We will nurture and support each child in an environment that inspires a love of learning and readiness for school. We embrace children of all races, socio-economic levels, and support each child's religious background. Our staff will plan and implement developmentally and individually appropriate learning experiences.

## **PURPOSE**

Our purpose is to provide an environment that encourages growth in attitudes, through a variety of experiences in art, music, literature, science and social relationships with peers. We help children understand their own feelings, needs and desires, as well as those of others.

## **CURRICULUM**

Our preschool program uses Creative Curriculum as its framework. This curriculum is a research-based preschool curriculum that focuses on the four main developmental areas. The curriculum goals and objectives guide planning and instruction based on Teaching Strategies GOLD assessment tool and/or other research-based assessment.

## **Form Requirements**

Every child must have the following six forms in their file. All forms for the 2021-2022 school year are due back in the preschool office by **July 1, 2021**. If we do not receive your forms, we will assume your child will not be attending and placement will be given to someone on the waiting list. We appreciate your cooperation in completing all forms promptly. Please use only the forms provided. **No other medical or immunization forms will be accepted.**

***TAN INFORMATIONAL SHEET*** - Please answer all questions.

***GREEN EMERGENCY FORM*** – Everyone must list a doctor and a dentist as well as the address and phone number. You must also list at least one emergency contact **other than a parent and list their complete address and phone number.** Please list the date of the last tetanus shot. Sign and date the bottom or the form is not valid for licensing.

***BLUE PICK-UP AUTHORIZATION*** – List the complete name, relationship to child, and the phone number. Parent signature required.

***YELLOW MEDIA RELEASE & CLASSROOM OBSERVATION FORM*** – Parent signature required.

***PINK CHILD HEALTH FORM*** - Persons listed are authorized to pick up in an emergency must ALSO be on the green and blue sheets. **Persons must be someone other than a parent.**

***WHITE PHYSICAL FORM*** – Please use **ONLY this form, no other form will be accepted.** It must be signed and dated by your physician. All physicals are good for one year after that date. Reminders will be sent to you during the preschool year if your child's physical is about to expire. If your child's physical is scheduled after July 1st, please return all other forms and bring the physical form to orientation.

***WHITE IMMUNIZATION FORM*** – No other form is accepted. **Please only use this form.** All information must be completed at the top of the form, including birth date. It must be signed and dated by your physician. It must have the doctor name, clinic, source, and address listed by each immunization given.

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## TUITION RATES FOR 2021-2022

### Monthly Rates

_____ 2 day 2 year olds	\$145
2 day 3 year olds	\$135
3 day 3 year olds	\$160
4 day 4 year olds SWVPP	Tuition provided through State of IA
4 day 5 year olds	\$200

Tuition is due on the first class day of each month. A \$20 late fee will be added if tuition has not been received by the 7th day of each month.

Payment should be made to St. Paul Lutheran Church. Please place payments in the preschool tuition box outside of the preschool office or mail to the church at 2136 Brady Street, Davenport, IA 52803 ATTN: Preschool. **PLEASE DO NOT put payments in your child's backpack.**

Families with more than 1 child participating in a tuition-based classroom will receive a 5% discount on the combined monthly tuition.

Scholarships are available to families who need assistance in covering tuition costs. Please talk to the preschool director for information on how to apply for scholarships.

A \$100 non-refundable registration fee is required at the time of registration.

**ST. PAUL LUTHERAN CHURCH PRESCHOOL**  
**POLICIES AND PROCEDURES**

**Enrollment/Non-Discrimination Policy:**

Enrollment begins in the spring for the following fall on a first-come, first serve basis. Children who are currently enrolled will have first priority, after which enrollment will be opened to the congregation and then the general public.

St. Paul Lutheran Church Preschool admits children of any gender, race, color, religion, national or ethnic origin to all the rights, privileges, progress, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in administration of educational policies, scholarships, and other school administered programs. This notice is included pursuant to the regulations of the Internal Revenue Service relating to tax-exempt entities.

**Days and Hours of Operation: 8:45 am - 11:45 am Monday through Friday**

Two-year-old options	Monday/Wednesday Tuesday/Thursday
Three-year-old options	Monday, Wednesday, Friday Tuesday & Thursday
Four-year-old pre-k	Monday through Thursday
Five-year old	Monday through Thursday



## **Admission Policies**

Enrollment policies and procedures are established to protect each child and to comply with the state licensing standards.

Requirements prior to admission are:

1. An Iowa Department of Public Health Immunization Certificate signed by a licensed physician or designee, or certificate of immunization exemption.
2. The Iowa Department of Human Services requires all preschool-age children five years of age or younger not enrolled in kindergarten, to have a physical examination report. The report must be signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner.

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 health history, status of present health including allergies, medication, and acute or chronic conditions.

Annually thereafter, a statement of health condition, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner, shall be submitted that includes any change in functioning, allergies, medications, or acute or chronic conditions.

Nothing in this rule shall be construed to require medical treatment or immunization for staff or the child of any person who is a member of a church or religious organization which has guidelines governing medical treatment for disease that are contrary to these rules. In these instances, an official waiver must be signed and notarized and placed in the child or staff file.

3. Enrollment information for parent emergency contact, medical and dental emergency, health and medical needs, pick-up authorization and activity authorization.
4. In case of personal contact being prohibited, please speak to the preschool director about the requirements for a court order.

## **Attendance Policy**

Children in this program are expected to be in school regularly and are expected to be punctual. Irregular attendance can interfere with the progress of your child. Please make sure to call if your child is going to be absent for illness or vacation. The preschool director reserves the right to review attendance of students. In some cases, a student may be asked to release their spot so as to make the best use of limited enrollment and funding.

## **Discharge Policy**

If the child is not ready for the group experience, or if his or her needs are not being met in the group setting, we may ask for the removal of the child in a confidential conference with the parents or guardians. The family has an opportunity to appeal this decision. The preschool board will then review the case. Families may also be dismissed for violation of policies.

## **Discipline Policy**

We believe the best approach to discipline is a positive one, with emphasis on love and understanding. We believe it is important to be firm, consistent and always respectful of the child. Positive reinforcement and acknowledgment of good behavior builds self-confidence and reinforces desired behavior. We want to instill in children an understanding of right and wrong, redirect inappropriate behaviors, teach respect for the rights and feelings of others, and protect them from injury.

Policy for disciplinary incidents which require the attention of the director and parents:

1. Staff members shall consult with the director on the day of incident.
2. Following an incident, the director and staff member shall consult with the parent, or person authorized to pick up the child, to determine the action necessary for the best interest of the child.

## **Accident/Incident Policy**

We strive for the safest physical and social environment for each child. Due to the nature of the preschool child's physical and social development, it is necessary for the school to have a policy concerning reporting of accidents/incidents.

As stated in the Iowa Department of Human Services Child Day Care Centers and Preschool Licensing Standards and Procedures, 109.10 (10), revised 08/08:

1. Incidents involving a child, including minor injuries, minor changes in health status, or behavioral concerns, shall be reported to the parent on the day of the incident.
2. Incidents resulting in an injury to a child shall be reported to the parent on the day of the incident.
3. Incidents resulting in serious injury to a child or significant change in health status shall be reported as soon as possible to parents.
4. If a parent, or person authorized to pick up the child, is on the premises, that person shall be informed immediately.
5. The staff member who observed the incident shall fill out and sign an incident report.
6. The above report shall be completed in duplicate, and presented to the preschool director on the day of the incident.
7. The parent, or person authorized to pick up the child, shall sign the report on the day of the incident.
8. Copies: One copy is to be placed in the child's individual file and one copy is to be given to the parent, or person authorized to pick up the child.

## **Medications**

Due to the length of the preschool day, no medications will be administered. There are two exceptions: we will administer and appropriately document the use of inhalers and epi-pens on an as-needed basis. Dispensing authorization forms are available in the preschool administration office. It is the parent's responsibility to provide authorization and to update medication as needed. The classroom teacher is responsible for disbursement. Inhalers and epi-pens are kept in a cabinet out of the reach of children along with dispensing and authorization forms. If dispensed, the classroom teacher will fill out and sign the medication recording form as well as the parent, or person authorized to pick up the child on the day of dispensing.

## **Health and Safety**

*Parents will be asked to wear a face-covering when entering the building. We know that face coverings are an effective tool for preventing the spread of respiratory illnesses. By wearing a face covering, you help protect other children and families who may be immunocompromised or who are unvaccinated. Face coverings for students is up to the discretion of the parents. Please speak directly with your classroom teacher regarding your wishes regarding masking/not masking your child.*

St. Paul Lutheran Church Preschool is a smoke-free environment. Smoking and the use of tobacco products shall be prohibited in the center, outdoor play area and in center-operated vehicles during the hours of operation of the center. No smoking signs are posted at the preschool entrance.

St. Paul Lutheran Church Preschool will make reasonable accommodations under the Americans with Disabilities Act, if requested. Handicapped parking entrances with ramps are available at multiple entrances to the church. Elevators are also available in all areas used by the children. Children with special needs will be assigned a staff person to help them in the event of emergency situations.

First Aid kits and biohazard kits are located on each level of the preschool. The contents are checked and replenished each month. They are taken outside for recess, and in the event of emergency evacuation.

Hand washing guidelines are posted in each classroom, bathrooms, and in the preschool office.

Universal Precautions are used to help combat the spread of illness in the preschool. All staff members take a required Universal Precautions one-hour training course annually. St. Paul Lutheran Church Preschool also follows the procedures for infectious disease control recommended by the Iowa Department of Human Services:

- \*Biohazard kits are located in each classroom.
- \*Single use disposable gloves are located in each classroom.
- \*Bags with infectious waste are double-bagged and tied.
- \*All nonporous surfaces are cleaned with an approved DHS cleaning product.

If a child is going to be absent from preschool due to an illness, you must call the director at 563-326-3547 ext. 219 to let us know what the child's symptoms are so that we can monitor the other children in the classroom.

The parent/guardian must immediately notify the director if a child has a contagious disease such as: bacterial meningitis, chicken pox, diphtheria, head lice, hepatitis A, measles, mumps, whooping cough, COVID-19, pneumonia, rubella, scabies, strep throat, pink eye, diarrheal disease, and impetigo.

If a child in preschool has contagious disease/illness, the director will post the Communicable Disease Notice and send a note home to all parents. The child should not return to school until a doctor's permission is given. School staff will notify you if a child is sick and needs to be sent home.

If a child becomes sick at school, the child will be removed from the classroom and will be asked to put on a mask and will be taken to room 103 which serves as an "isolation" area. The child's temperature will be taken and the parent will be called and asked to come and pick up the child within 30 minutes. Supervision of the child will be done by the director or assistant director. Custodial staff will be informed to clean the classroom and the teachers will clean all of the toys used by the symptomatic child. Siblings of the symptomatic child will also be assessed.

### **Permission to Re-enter School After Illness**

1. After short absences and the child has been free of signs of illness for 24 hours, a verbal interview with the parent/guardian and a careful morning inspection will determine whether or not the child is well enough to return.
2. A child with COVID-19 may return to school 10 days after symptoms start and 24 hours with no fever and improved symptoms **OR** 10 days after positive test (if no symptoms).
3. After an absence of two weeks or more due to illness of any kind, a physician's permission must be obtained before the child returns.
4. A child may return to school after chicken pox when all blisters have developed scabs. Scabs need not all be gone.
5. A child who has had mumps can return to school when all swelling has subsided. If the swelling was only on one side, the child must wait an additional 24 hours to see if the other side will swell.

## **Parent Visitation/Unlimited Access**

Parents are afforded unlimited access to their children and to the provider caring for their children during normal hours of operation, or whenever their children are in the care of the provider, unless parental contact is prohibited by court order.

Due to COVID-19, parents will be asked to contact the preschool director or assistant director to make an appointment to enter the building outside of normal school hours. Parents can call the preschool directly at 563-326-3547 or enter through the main church office.

## **Snacks**

Children enjoy a nutritious nut-free snack and 100 percent fruit juice each day provided by the parents of the preschool. Snacks must be pre packaged and in the original package and must be nut-free and NOT made on a peanut line. The snack must be nutritionally balanced as outlined by the USDA Child and Adult Food Care Program and a copy of this document is posted outside the classroom. Parents are asked to provide a snack from a different food group than the drink. Exceptions are made for children with allergies, medical conditions, and religious restrictions. Please inform the classroom teacher of these special needs. Families may provide a sealed container full of snacks to be stored in the classroom in the event of allergies, medical conditions, or religious restrictions.

It is the responsibility of St. Paul Lutheran Church Preschool to supplement, if necessary, a snack provided by parents for children under age 5 to meet nutritional requirements. Snacks served are recorded and posted outside of the classroom each day. A list of snacks served is also sent home with the weekly note. A refrigerator is available. Leftover snacks and juice is returned to the family who provided it at the end of the day. In the event that it is not, the snack and juice is labeled, dated and stored in a sealed container within the classroom or available refrigerator.

**Please refer to the Child and Adult Care Food Program Handy Guide to Creditable Foods packet located in each classroom.**

## **Birthday Treats**

Children look forward to celebrating their birthdays and we invite you to bring a birthday snack from the approved snack list and it must be pre-packaged. If you bring a “special” birthday treat, we do ask that you provide a second healthy component such as string cheese or fruit. Discuss these special arrangements with your child’s teacher. We encourage you to keep it simple. We will not hand out birthday party invitations.

## **Field Trips/Transportation Policy**

St. Paul Preschool does not go on field trips or transport children. Visiting artists and special guests may be scheduled throughout the year.

## **Toys**

We ask that **NO** toys or personal items be brought from home.

## **Dress**

Play is the child's work. Clothes that enable the child to play freely and enjoy the many experiences available to him/her are the most appropriate attire. A child learns self-respect through self-mastery.

- Dress your child in clothing that is easy to get into and out of independently for bathroom trips.
- Dress for the weather. Children enjoy outdoor play in temperatures that are safe for them. Please provide appropriate clothing so they can participate in all activities.
- Close-toed shoes are preferred for safe play, rather than flip-flops and sandals. Help us protect your child so he/she can freely play.
- Label all removable articles of clothing. Misplaced and unlabeled articles of clothing will be kept in the church lost and found.
- Per licensing guidelines, no jewelry is allowed to be worn in order to prevent choking and strangulation risks.

## **Weather**

If local schools are delayed or closed due to bad weather, St. Paul Lutheran Preschool will be closed. Please listen to KWQC or WQAD for information . You can also check their websites at [kwqc.com](http://kwqc.com) or [wqad.com](http://wqad.com). **All closings will also be posted on our St. Paul Lutheran Preschool Facebook Page.**

## **Emergency Forms**

Keep your family's emergency forms updated. Inform the director and your child's teacher of any changes as soon as possible. It is very frightening for a child and very frustrating for all concerned if we are unable to reach you in the event of an emergency. All parents must list a dental and medical health care provider and must provide written consent to obtain emergency care. On the green emergency consent form and the child health form, please make sure to list someone other than a parent as an emergency contact.

## **Pick-up and Drop-off Procedures**

Please bring your child to the classroom and come to the classroom to pick up your child. Never leave your child at the outside door. Walk your child into the building and take him or her directly to their classroom. Do not leave your child alone in the room if there is no one present. Wait until the teacher returns. We ask you to not bring your child any earlier than five minutes before class begins. Classroom doors open at 8:40 am. Please pick up your child from his or her classroom promptly at 11:45 a.m.

*If you have been exposed or have symptoms of COVID-19 or any other communicable illness, we ask that you make arrangements for someone else to drop-off or pick-up your child.*

If your child is not picked up by 11:55 am, a \$10 late fee will be charged. This practice is for your child's peace of mind as well as smooth operation of the school.

**Do not leave siblings or children in your care unattended in your vehicle or in the building at any time.**

Children will be released only to adults authorized by parents. If we have not been introduced to the person authorized to pick up your child, please bring the adult with you in the morning so the teaching staff can meet him or her if possible. If a person's name is not on the authorized list, please send a written note, signed by you, naming the authorized person and relationship to the child being released. Identification will be required. We would appreciate notification anytime the pick-up person is not the person we are expecting to arrive.

It is the parent's responsibility to provide names, relationships, and phone numbers of the people authorized to pick up a child from our center. Forms are in your registration packet. Please review and update your forms in the preschool office when necessary.

## **Absences**

It is important that you call the church office at (563) 326-3547, ext. 219, to let us know each day your child will not be in attendance. If the child is ill, please give two symptoms so that we can monitor patterns of illness. Please leave a message with the church receptionist or leave a voice message for the director to call you if you need to share more information. Messages can be left with the answering service any time when the office is closed.

## **Biting policy**

Biting is a very common behavior among children birth to three years. It is important to think positively of children who bite.



Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. If we label children as "biters," we will harm a child's self-perceptions and intensify biting behaviors.

Classroom teachers can often anticipate when a bite might occur. When observing signs that a child is on the verge of biting, the teacher will act immediately and prevent the biting by redirection, distraction, or close physical presence. If a biting incident does occur, appropriate teacher responses will include:

- Keeping their responses in check and not expressing frustration or anger to the child
- Ensuring all children are safe
- In a firm, calm voice, addressing the child who bit in a short, simple and clear way
- Shifting their attention to the child who was bitten and showing concern and support for that child
- Returning to and talking with child who bit about what he or she can do next time, instead of biting
- Helping the children move on and continue play

Children bite to fulfill a need or cope with a challenge. It will be our responsibility to observe the child and determine the child's needs through assessing the following:

- Quality of relationships between child and primary caregivers
- Environmental influences on the child's behavior
- Targeted social emotional supports

The purpose of assessing is to identify the potential external causes for the biting, so that further incidents can be prevented. The teacher will seek to understand the meaning of the child's behavior and discover with the child appropriate ways to communicate his needs. Classroom teachers will observe and document all observations, including behaviors and context (where, when, how, who-adults and children) both before and after biting occurs. A signed permission slip form from each child's family will be requested for observations.

When a biting incident occurs, the child who was bitten will be cared for immediately and shown concern and support. The child with the challenging behavior will be taught in a caring and firm way that the behavior is not acceptable as well as alternative ways to express their needs.

The preschool will examine the needs of the child and changes to the environment and routine, to prevent future incidents.

When a biting incident occurs, confidential reports will be given to parents of the involved children. Classroom teachers will utilize the “incident report” forms and parents will be given general information about biting.

A confidential copy of the incident report will be placed in the child’s file, and a confidential behavior chart will be used if more than one biting incident occurs. Further analysis of the learning environment will be done if multiple children exhibit challenging behaviors.

When classroom teachers inform parents that their child has been bitten or bit another child, it will be done privately. It will at all times maintain the confidentiality of the other child.

The following first aid steps will be taken when a child is bit:

- Make sure the area is safe for the child and caregiver
- Protective gloves will be used when treating the wound
- Clean the wound with running water and soap
- Stop any bleeding with pressure
- Call the parent or guardian or healthcare provider or both
- If there is bruising or swelling, place an ice bag wrapped in a towel on the bite for up to 20 minutes
- Complete an incident report

These steps are found in the American Heart Association Pediatric First Aid Handbook. All of the St. Paul Preschool staff maintain current certification in pediatric First Aid.

The Center on the Social and Emotional Foundations for Early Learning has valuable resources on their website: [www.vanderbilt.edu/csefel](http://www.vanderbilt.edu/csefel) and [http://www.vanderbilt.edu/csefel/documents/biting-parenting\\_tool.pdf](http://www.vanderbilt.edu/csefel/documents/biting-parenting_tool.pdf)

A more comprehensive copy of “responding to biting policies” is located in the preschool office. If you would like a copy, please make the request to the preschool administrator.

## **Communications/Calendar/Newsletter**

The program will promote communication between families and staff by using written notes, informal conversations, email and private social media groups. Families are encouraged to send notes and/or emails with important information for the teachers.

In addition, classroom teachers will provide a monthly newsletter and calendar of events for special events, snack providers, and classroom activities. Informational boards are located outside each classroom with sign-up sheets for special events, the calendar, newsletter, snack list, and any food allergies in that classroom. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs – email, in person, notes, or phone calls.

We encourage families to be involved with their child's education. Teachers use a variety of formal and informal ways to get acquainted with children and their families such as surveys, one-on-one visits and enrollment paperwork.

Teacher conferences are held twice a year as indicated on the school calendar. Parents will be asked to sign up for a specific time slot.

## **Book Orders**

Families will have an opportunity to purchase books through Scholastic Books throughout the school year. Our preschool classrooms have become better stocked with books because families have participated in this great program and donated to the library.

## **Special Events/Family Involvement**

There are many opportunities for families and friends to come together during the school year. At least one family night is held during the school year. Families are encouraged to share any concerns, preferences or questions with the teacher or administrator at any time.

The following events may occur:

Parent/Child Orientation	*Parent Coffee	*Ice Cream Social
*Open House/Fall Fun Night	*Thanksgiving Brunch	*Cookies & Carols
*Breakfast with a Buddy	*Closing Chapel	*End of Year Picnic

*\*These events may have to be cancelled or rescheduled based on guidance from the CDC, IDPH and DHS to ensure the safety of everyone.*

## **Program of Activities**

Below is a **sample** schedule for a typical day of activities for all classes. Daily activities may change at the discretion of the teachers. Each classroom has their individual schedule posted outside of their classroom and it is sent home to parents.

8:45-9:00	Student arrival
9:05-9:30	Art/Free play
9:00-9:15	Guided learning
9:15-9:30	Small group learning
9:30-9:45	Group lessons and calendar
9:45-10:30	Guided learning/art/math/science/center activities
10:30-10:50	Recess/gross motor activities
10:50-11:05	Snack
11:05-11:20	Center activities/guided learning
11:20-11:45	Closing group lesson and departure

## **Parent/Child Orientation and Teacher In-Service**

A Parent-Child Orientation is held one week before school begins. This includes the introduction of staff, a tour of the classroom, a review of policies and procedures, goal setting for the upcoming year, and a discussion of the strengths and weaknesses of the child as well as the rights and responsibilities of parents and staff. One or both parents are strongly encouraged to attend with their child.

One in-service day is scheduled each school year. Dates are announced in the preschool calendar and in the monthly newsletter. In-service days are used for professional development for teaching staff.

## **Pets**

Pets are not allowed in the building.

## **PRESCHOOL ROOMS**

### **Gross Motor Time**

The outdoor fenced playground will be utilized for gross motor play provided the weather is agreeable. Faith Trek, in the lower level of the preschool, is the location for our large motor playtime during inclement weather.

### **Outdoor Play Area**

The outdoor playground is the fenced-in area on the north side of the church. The children are closely supervised as they enjoy playtime outside. The playground is inspected each month and all staff review the Handbook for Public Playground Safety each year. The playground will be cleaned and sanitized after use by each class.

### **Library**

The church library is located on the main level and is available for all families to use. Parents may check out books for their child to take home. Please follow the library rules, treat the books with care, and return them on time.

## **STAFFING**

St. Paul Lutheran Church Preschool is a state-licensed preschool.

### **Paid Staff**

The Preschool Governing Board shall oversee selection of all paid personnel.

- The preschool director and assistant director shall conduct interviews and will present candidates to the preschool board.
- The Personnel Committee of St. Paul Lutheran Church shall be informed of the final selection after board vote and approval.
- A personnel policy handbook is given to each employee and can be obtained in the preschool office.

During the first three months of employment, all staff shall receive the following training:

- 2 hours of Iowa's training mandatory reporting of child abuse (renewed every 3 years).
- At least one hour of training regarding universal precautions and infectious disease control (renewed yearly).
- Certifications in infant, child, and adult CPR (renewed every 2 years) along with training in child and adult first aid (renewed every 2 years).

- 12 hours of Essentials Training which includes minimum health & safety training approved by the Iowa Department of Human Services.

All teachers and subs working agree to attend 6 hours of in-service training each year. All staff are fingerprinted and background checked by the state of Iowa. All staff members attend a staff orientation each year before preschool begins and are trained in emergency plan procedures and emergency medical and dental procedures. All staff members are trained in program policies, procedures, and licensing requirements. Written documentation of all training is kept in the licensing file in the preschool office.

During their 1st year of employment, the preschool director and all other staff must complete ten hours of professional training from the content areas provided by licensing. Following the 1st year of employment, the center director and assistant director will complete eight contact hours of training and all other staff will complete six hours of training.

All professional growth hours must be completed during the current school year unless a person entered mid-year. The training hours completed before returning in the fall must be provided by an approved trainer such as: an accredited university or college, community college, Iowa State Extension, a child care resource and referral agency, an area education agency, hospital, Red Cross, professional association, Iowa Department of Health, Education or Human Services.

St. Paul Preschool is a licensed childcare facility. All staff members are mandatory child abuse reporters and must attend Mandatory Reporter Training. This training is to be renewed every three years.

St. Paul Lutheran Church is not responsible for damage or loss of any personal property of staff persons.

All staff are reviewed each year and issued new contracts at the evaluation meeting. New staff are reviewed after 90 days of employment and again at the end of the school year.

### **Substitute Staff**

All substitute staff attend an orientation and training session in August. All substitutes shall complete a physical, a criminal record check, fingerprinting, and sign an agreement indicating:

- Whether or not they have a conviction of any law in any state or any record of founded child abuse or dependent child abuse in any state.
- Whether they have a communicable disease or health concern that could pose a threat to the health, safety, or well-being of a child.

During the first 3 months of employment, all subs shall receive the following training:

- 2 hours of Iowa's training mandatory reporting of child abuse (renewed every 3 years).
- At least one hour of training regarding universal precautions and infectious disease control (renewed yearly).
- Certifications in infant, child, and adult CPR (renewed every 2 years) along with training in child and adult first aid (renewed every 2 years).
- 12 hours of Essentials Training which includes minimum health & safety training approved by the Iowa Department of Human Services.

During their first year of employment, all substitutes must receive 10 hours of professional growth. Following the first year of employment, subs must receive 6 hours of professional growth training from an approved provider.

## **UNIVERSAL PRECAUTIONS**

**ALL BLOOD AND BODY FLUIDS ARE TO BE TREATED AS POTENTIALLY INFECTIOUS.**

All staff and volunteers must always exercise good hygiene practices in the workplace. They serve as role models for children as they develop hygiene habits.

### **HANDWASHING**

The best possible means to prevent disease and control infection is good hand washing. This should be done upon:

1. Entering the classroom each morning
2. Helping children with toileting
3. After nose blowing (your own or assisting children)
4. Changing diapers or undergarments
5. Before and after applying dressings to wounds
6. After your own toilet use, combing hair, applying make-up, etc.
7. Before setting tables, working with foods or feeding children
8. After cleaning up spills, bodily fluids or other potentially dangerous materials
9. After outdoor activities
10. After removing gloves

Method for proper handwashing:

1. Wet hands with water and apply a heavy soap lather.
2. Wash hands under running water. (minimum 20 seconds)
3. Wash all areas of the hands – between fingers, around nail beds, under fingernails, and the back of hands.
4. Rinse well under running water holding hands so water flows from wrist to fingertips.
5. Dry with fresh disposable towels.
6. Use a towel to turn off the faucet and discard.
7. Use hand lotion after washing to prevent cracks in the skin which are openings for germs.

## **CLEAN UP**

Disposable gloves should be worn anytime staff or volunteers need to clean up a blood spill, vomit, or a child who has had a diarrhea-like accident. Paper towels should be used for cleanups. Changing soiled clothes should take place on a disposable surface or a nonporous surface which can be disinfected. Where a diaper changing area is available, always disinfect after each use with a DHS approved cleaning product. Clean up surfaces that have been contaminated with blood, mucus or any other body fluid. Mops should be cleaned and rinsed in the bleach solution.

Put cloth soiled or wet diapers or other clothing in a plastic bag and tie securely. Label with the child's name and send it home with a parent.

## **SHARPS**

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

1. Use a broom and dustpan or tongs to pick up sharp objects like needles or broken glass.
2. Dispose of sharp items in puncture resistant containers.

## **BLOODY MATERIALS**

Gauze sponges or towels that have been saturated with blood should be placed in leak proof plastic bags and tied off so they cannot be emptied and reused.



## **EMPLOYEE/ENROLLEE HEALTH STATUS**

1. Employees with open lesions or broken skin should keep these areas covered.
2. Children who have open sores should have these areas covered by a dressing to keep them from being contaminated, keep them from touching others who may have scratches, or accidentally be contaminated from oozing or bleeding.

## **FOOD, DRINK, AND COSMETICS**

Eating, drinking, applying cosmetics, or handling contact lenses should not be done in areas where there is a potential for exposure to bloodborne pathogens.

## **PERSONAL PROTECTIVE EQUIPMENT**

All personal protective equipment will be provided at no cost to employees. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable protective gloves, face masks and face shields for use when attending to any situation in which exposure to blood, potentially infectious material, non intact skin and mucous membranes may occur. Gloves are available in the following locations: Child care classrooms, bathrooms, First Aid kits and Universal Precaution kits.

# **ST. PAUL LUTHERAN PRESCHOOL EMERGENCY PLANS**

## **EMERGENCY MEDICAL PROCEDURES**

In the event that a child requires emergency medical care, the staff member not remaining with the child needing care will immediately go to the nearest available phone and call 911. If the director or assistant director is immediately available they may make the call. When a life-threatening situation occurs the call should be made regardless of the presence of the director or acting director.

After the emergency call has been made, the child's Emergency Consent form shall be retrieved and taken with the child.

The parents will be notified as soon as possible via a telephone call.

## **FIRE DRILLS**

Evacuation routes are posted in each room. St. Paul has a fire alarm system installed in the building.

Staff will familiarize themselves with the exits and the routes to exits. Note an alternate route has been established. A fire extinguisher and carbon monoxide detector is located inside or outside of the classroom.

Fire drills will be held monthly on different days and times. The drill will be recorded.

The director and the church maintenance staff will be responsible for monitoring the frequency of the fire drills.

Staff will calmly instruct children as to where they are to go and will remain with the children. Attendance records for the day will be taken along with to ensure that all children in attendance that day are present and accounted for. First Aid kits and emergency contact sheets for each child will also be taken during fire drills.

## **TORNADO DRILLS**

Specific instructions are posted in each classroom and are included in this handbook. Staff will familiarize themselves with the instructions, the route, and the alternate route to Fellowship Hall in the lower level of the building.

Tornado drills will be held monthly. The drills will be recorded.

The director and the church maintenance staff will be responsible for monitoring the frequency of the tornado drills. Staff will calmly instruct the children as to where to go and will remain with the children. Attendance records for the day will be taken along with to ensure that all children in attendance that day are present and accounted for. First Aid kits and emergency contact sheets for each child will also be taken during tornado drills. Any staff and children who are on the playground or on a walk will be contacted immediately via walkie-talkie or cell phone.

**EARTHQUAKES** – When shaking begins, shout, “Duck for cover!”

### 1. Children

- a. Turn away from windows and drop to your knees.
- b. Get under a desk or table if possible.
- c. Clasp hand behind neck, bring arms against head (covering ears), close eyes, drop head to knees.
- d. Remain silent and hold position for five minutes, or until shaking has stopped, whichever is longer.
- e. If furniture moves, move your body with it, remaining undercover.
- f. Alert children that a loud rumbling noise is an expected part of an earthquake.

## 2. Adults

- a. If there is no room under furniture after the children have been positioned, stand in an interior door frame, feet slightly forward, knees slightly bent. Cover head as for “duck and cover” and bend head down slightly, keeping eyes closed. If glass is not shattering, open eyes to monitor children.
3. After the shaking stops, allow five minutes to evacuate the building before aftershocks occur. Calmly lead the children to a prearranged evacuation site in an outdoor area as far away from power line danger as possible. Account for all children. In the event of an evacuation, a First Aid kit, cell phone, and emergency forms will be taken.

**POWER FAILURE** – Since children in our preschool attend during morning hours only, most rooms will have adequate light to see. The exceptions may be the lower level of the church building.

1. Remain calm and comfort the children if needed.
2. If power failure is not weather related and it is safe, transfer activities outdoors to the fenced area (if rooms are too dark).
3. Whether inside or outside, choose familiar activities/games that will reassure the children that they are safe.

**BLIZZARD OR OTHER EMERGENCY** – In the event a storm or other event confines the children and staff to the building for a lengthy period of time, certain measures will need to be taken. These conditions will be determined by relying on announcements and information from the National Weather Service, the Iowa State Patrol and local weather and safety authorities.

1. If communication lines are open, parents not in the building will be notified that their children will be cared for until conditions are safe for pick up.
2. Teachers should remain with their class and continue as normally as possible with scheduled activities. After hours, all efforts will be made to keep the children entertained and comforted. As long as conditions permit, the children will remain in their classrooms.
3. Staff not supervising children will take inventory of food and beverages and determine what could be used for future snacks and meals. They will be responsible for preparing and serving available food.
4. Extra staff will gather materials for pillows and blankets to use for naps or sleeping during the night and take them to Fellowship Hall. (These may be quilts, tablecloths or sofas, pew or chair cushions, etc.)
5. Overnight sleeping will be in Fellowship Hall and all adults will gather there with the children, taking four hour shifts (at least two adults per shift) to remain awake and supervise the area.

6. We will monitor conditions and follow directions issued by local emergency agencies. When authorities assure us that all is clear, parents will be notified to pick up their children. Some staff will be asked to remain until all children are safely with their families.

**ENVIRONMENTAL EMERGENCIES** – In the event of conditions in the immediate area that would warrant evacuation from the building we will follow evacuation procedures set forth by city or county authorities.

1. Teachers should remain with their class and take them to designated locations (see below).
2. The director shall take all children's records and First Aid kits to the evacuation site.
3. The director shall post a sign on the church door indicating the location of the evacuation site.
4. Parents not in the building will be notified either before evacuation or after reaching a safe destination, as safety conditions and time permits.

Evacuation sites for emergencies that require an alternative location after evacuation from the church building shall be:

1. If conditions are safe in the area of the church:  
The house is on the southeast corner of Main and Lombard Streets (129 W. Lombard Street). This house can be reached easily from the west and north exits. If the south exit is used, guide the children around the building to the safety of the house.
2. If conditions dictate evacuation from the immediate area:  
Madison Elementary School, 116 East Locust Street, Davenport, Iowa. Parents, preschool staff and church staff will walk or transport the children in their cars. The twelve-passenger church van can also be used.
3. Classroom teachers will take emergency binders when evacuating the building. All parents will be notified by phone.
4. Any child requiring assistance will be carried by classroom staff.

### **TOXIC OR HAZARDOUS MATERIALS**

If there is a minor chemical spill of a non hazardous substance, the infected area shall be blocked off and the spill cleaned up immediately.

In the event of a toxic spill near the preschool, and we are the first to witness it, staff will call 9-911 within the building or 911 from a cell phone. Staff and children will cooperate fully with official personnel.

All staff and children will be brought into the preschool, windows will be closed, and all will stay there until the “all clear” is given by officials. If officials determine that evacuation of the preschool must occur, staff will follow Fire Evacuation Procedures.

### **LOST or ABDUCTED CHILD**

If a child is lost or abducted, call 9-911 within the building or 911 from a cell phone. Notify school preschool director immediately. Secure entire school grounds. No one leaves. Open child’s file for police. Give pertinent information on the child including physical description, what the child was wearing, birth date, parents, and court papers. If known, give pertinent information on suspected abductor (i.e. vehicle information, make, model, color, plate number, direction of travel, and description of abductor). Notify parents or guardians.

### **INTOXICATED PARENT PROCEDURE**

If a parent/transporter appears to be intoxicated and/or staff suspects the person to be intoxicated, call 9-911 within the building or 911 from a cell phone immediately and request assistance. If more than one person is present, one person should deal with the parent while the other calls 911 and notifies the director or assistant director. Staff should delay the person from leaving. If possible, take the person to a private area. In discussion, use the safety of the child as your concerns. Tell the person the police are coming. Be careful of voice tone and language. Be non-threatening and extremely kind.

### **WATER EMERGENCY**

In the event of a water main or pipe break within the structure remove the children from the flooded area. Notify the preschool director. If possible, shut off water to the building. Contact Iowa American Water for water shut-off. Contact parents to pick up their children.

### **INTRUDER (THREATENING PERSON)**

As calmly as possible, move the children to a secure area away from the intruder. If escape is not possible, keep the children as calm and quiet as possible. If possible, call 9-911 from the building phone or 911 from a cell phone and report the intruder and contact the director or assistant director. Any staff member can make the call. Don’t assume someone else has made the call. Even if you cannot talk, the line will remain open and law enforcement will investigate. Staff should cooperate with the intruder. Do not aggravate the intruder in any way. Try to talk to the intruder and demonstrate that you are not a threat to him/her. Let the situation play out.

### **BOMB THREAT**

If possible, a designated person will leave the facility and contact 911 on a cell phone and the preschool director or assistant director. A copy of the bomb threat questions are included in the

emergency procedure packets in each classroom and should be filled out by the staff member who called 911. Each threat is to be treated according to the circumstances of the situation. If an evacuation of the building is warranted, procedures for fire evacuation will be followed. All staff are warned not to use light switches and not to use telephones within the building. Move away from the building to an area designated as a safe distance.

Follow directions of law enforcement personnel. Children and staff will re-enter the building only after law enforcement personnel have given the “all clear” message to staff. If necessary, parents will be contacted to pick their children up. If necessary, children will be walked to Madison Elementary School.

### **NUCLEAR EVACUATION**

If possible, all parents will be asked to pick up their children immediately. The preschool will follow the directions given by the Scott County Emergency Management Agency or the Iowa Emergency Management Division in Des Moines (515) 281-3231.

### **UNAUTHORIZED ACCESS**

This policy has been written and is included in our parent handbook to ensure families that people entering church property do not have unauthorized access to children in our preschool. This policy is reviewed at our student/parent orientation and at our teacher in-service training each year. Any person in the center who is not a staff member, substitute, and who has not had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian. Each year before school begins all staff members review the files of all children and have copies of legal parent/guardian/custodian information as well as pick-up authorization documents.

During preschool hours, any person entering the church building must enter through the church office entrance as all other doors are locked at all times. At that entrance they are monitored on camera and must check in with the receptionist at the front desk. The receptionist contacts the preschool director and informs her of people in the building. Any visitor to the preschool is greeted by the director in the church office and given a written document of visiting guidelines. The education wing is located in the west wing of the building, separated from the greater church building. A system is in place that allows us to “lock-down” the preschool wing if necessary through the use of an emergency control panel located in the preschool office. All preschool families enter through a private school entrance using a key fob. All entries can be viewed on the preschool office computer.

St. Paul Lutheran Church Preschool is dedicated to the safety and well-being of each child. Each classroom has two employed teachers who are directly responsible for childcare. Classroom teachers complete Iowa Department of Human Services criminal record checks and training on

Mandatory Reporting of Child Abuse. All classroom teachers have been trained in diligent and proactive supervision of children as well as other people present in the facility.

No visitor or person on church property is ever given direct responsibility for childcare and they are never left alone with any child in our care. If a conflict of interest arises, the preschool director is contacted and asked to help resolve the conflict. If at any time a classroom teacher observes a person on school property that they are unsure of, the preschool director or assistant director is contacted immediately by going to the office or is called by phone or walkie-talkie. Classroom teachers carry cell phones and know the location of all phones on all levels of the building.

When on the preschool playground, children stay within a fenced space with latched gates. Teachers walk continuously around the playground space observing activity at all times. If a concern arises, they call the preschool directors via walkie-talkie or cell phone. If the preschool director is unavailable the church receptionist is called. An all page system is activated throughout the church in the event of an emergency and designated staff members go directly to where they are instructed.

**Due to unsafe conditions in the immediate area or church building, the preschool staff and children will be taken to our predetermined evacuation site:**

**Madison Elementary School**

**116 East Locust Street**

**Davenport, IA 52803**

**563-723-6750**

## COVID-19 PRACTICES \*

**\*(subject to change based on guidance from the CDC, local health department and DHS)**

If there is a positive case, the preschool director or assistant director will coordinate with local health officials to determine the course of action. This will allow local health officials to help us determine appropriate next steps, including whether extended dismissal of all students and staff is needed to stop or slow further spread of COVID-19. These decisions will be on a case-by-case basis.

When a student or staff member tests positive for COVID-19, the preschool will immediately contact the Scott County Health Department and the Iowa Department of Human Services who will help guide our decision and conduct contact tracing as required. We will also be cognizant of student privacy under the Family Educational Rights and Privacy Act (FERPA).

Children and staff who have symptoms of infectious illness, such as [influenza](#) (flu) or [COVID-19](#), should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of our program and prevents spread to others.

The overlap between COVID-19 symptoms with other common illnesses means that some people with symptoms of COVID-19 could be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Although COVID-19, colds, and flu illnesses have similar symptoms, they are different diseases. Children who have symptoms of infectious illness or certain symptoms of COVID-19 should not attend preschool. Families are encouraged to be on the alert for [signs of illness](#) in their children and to keep them home when they are sick. Parents should pay particular attention to

- Fever (temperature 100.4 °F or higher)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough)
- Diarrhea, vomiting, or stomachache
- New onset of severe headache, especially with a fever

Children who have a fever of 100.4 °F (38.0 °C) or above or other signs of illness should not attend preschool.



The length of time the child should stay out of child care depends on whether the child has COVID-19 or another illness. In most instances, those who have COVID-19 [can be around others](#) after

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving

#### Close Contacts of Persons with COVID-19

Whether and for how long to stay home for people who have been exposed to a person with COVID-19 depends on vaccination status.

- Children and unvaccinated staff who had close contact with someone who has (suspected or confirmed) COVID-19 should stay home ([quarantine](#)) for 14 days after their last exposure to that person. [Close contact](#) is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Some localities might choose to use testing to [shorten quarantine](#)
- People who are fully vaccinated and do not have COVID-19 symptoms [do not need to quarantine or get tested](#) after an exposure to someone with COVID-19.

Children and staff ill with COVID-19 symptoms should be isolated in accordance with the CDC guidance below.

Persons with symptoms of COVID-19 should self-isolate (this includes persons who test positive, persons who are not tested, and symptomatic persons waiting for their test results) until after the following three things have happened:

- They have had no fever for at least 24 hours (without the use of fever reducing medicine) AND
- Symptoms have improved (for example, when cough or shortness of breath has improved) AND
- At least 10 days have passed since symptoms first appeared

Persons with symptoms of COVID-19 who are tested and test negative and who **are** a close contact of a person who tested positive for COVID-19 should continue to self-quarantine until 14 days after their last exposure to the confirmed case.

Persons with symptoms of COVID-19 who are tested and test negative and who **are not** a close contact of a person who tested positive for COVID-19 can go back to daily activities 24 hours after their fever and other symptoms resolve.

Persons who test positive for COVID-19 but do not experience symptoms should self-isolate until:

- At least 10 days have passed since the date of the first positive test AND
- They continue to have no symptoms (cough or shortness of breath) since the test.

Persons without any symptoms and who have not been identified as a close contact of a confirmed case, being tested for surveillance purposes only, are not required to be isolated while results are pending.

**Mitigation practices:**

- Each student and staff member will wash with soap and water for at least 20 seconds upon entering the building. Hand sanitizer will be used at drop off time until the child/staff member can use a sink in the classroom. The use of sanitizer will be supervised by a staff member.
- All plush toys will be removed from the classroom and children will not be allowed to bring toys from home.
- All preschool staff are required to wear a face covering in the building. Staff are trained on the proper use, removal and washing of face coverings.
- Signs are posted on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear face covering.
- Parents will be asked to wear a mask when they enter the building.
- A deep cleaning will be done daily at the end of the school day.
- Sick children or staff will not be admitted to the center if they are ill. Staff will stay home if someone in their home is ill. Children should also stay home if their parents are ill.
- Sick children will be separated from the rest of the class until they are able to go home. Staff who are ill will go home immediately.
- Social distancing will be maintained whenever possible.
- The preschool director and assistant director will monitor illnesses and report any cases of COVID-19 to the Iowa Department Of Human Services Licensing Consultant and the Scott County Health Department.

