



Perry Child Development Center

920 – 18th Street
Perry, Iowa 50220

Phone: (515) 465-2522



PARENT HANDBOOK

Revised Edition V ☆

REGISTRATION

REGISTRATION FEE The PCDC charges a registration fee of \$25 for one child or \$40 for a family. The registration fee is non-refundable and must be paid before receiving Enrollment Packets. Registration fees can hold openings for up to two weeks.

ENROLLMENT PACKET & UPDATES State regulations require that **ALL FORMS** contained in the enrollment packet must be completed in full. Completed enrollment packets must be returned to the PCDC office for review **one day before** attendance may begin. Families are responsible for informing the center as soon as possible when any contact information changes. Updated enrollment information will be required annually. Families will be notified in writing when the annual enrollment updates are due. Failure to return enrollment update forms by the requested date could result in a temporary suspension from the program.

HEALTH INSURANCE CARD Current information regarding the child's health insurance coverage is required. Parents are responsible for updating information when changes occur.

PHYSICAL EXAM Parents/Guardians of children 2 to 5 years of age have 30 days to provide the PCDC with a Physical Examination signed by a Health Care Provider, documenting the date of service and that the child is current for routine screening tests and immunizations (see ** below). Physical Updates are required annually until the child enters school. Once a child enters school, a School-Age Physical Assessment/Health Statement will be completed annually by parents/guardians. Families will be notified in writing when updates are due. Failure to return updated medical information by the requested date could result in a temporary suspension (see * below)

IMMUNIZATION RECORDS Upon enrollment, Parents/Guardians must provide the PCDC with a completed Iowa Department of Public Health Certificate of Immunization. This certificate must be signed and dated by a medical professional. Medical exemptions must be signed by a physician; religious exemptions must be notarized before they can be accepted by the Iowa Department of Public Health. When a child is under-immunized because of a medical condition or religious beliefs, they will be excluded from the PCDC if a vaccine-preventable disease to which children are susceptible occurs in the program. (see ** below)

* *When a child is overdue for any routine health services, Parents/Guardians must provide evidence of a scheduled appointment as a condition to continue receiving services at the PCDC.*

** *Routine screening tests and immunizations are based on the recommendations of the Centers for Disease Control of the United States Public Health Service, the American Academy of Pediatrics, and the Academy of Family Practice.*

PAYMENT POLICIES Please see the "PCDC Rate Schedule."

1. Preschool tuition payments are to be made the first week of each month. Preschool tuition is not charged to families who also use child care services.
2. Child care accounts are to be paid-in-full each Friday. The PCDC reserves the right to deny services to any family falling more than two weeks behind in payments. Services may resume when the account is cleared. Accounts left unpaid upon withdrawal will be handled through small claims proceedings with parents/guardians held responsible for all expenses associated with the process.
3. The PCDC accepts cash or checks only. The PCDC will charge a **\$ 20.00 (cash) fee for all returned checks**. Families will also pay all bank fees resulting from returned checks.
4. The weekly child care rate is billed each Friday, even when children are absent from the program. The PCDC also bills for eight days of holiday closures. Families may choose to have up to five days per year (vacation / sick days) taken off the weekly bill for days when a child is not in attendance. Please let the office know when you would like to use vacation / sick days for an absence.
5. The PCDC may offer special programs. Any extra fees will be added to the bill at the end of the week to cover the cost of the activity and/or busing when applicable.
6. The PCDC reserves the right to increase service rates as necessary to cover expenses. The PCDC will notify families in writing 30 days before a rate increase is scheduled to begin.

PERSONAL SUPPLIES

We suggest labeling all personal belongings. The PCDC cannot be responsible for lost or stolen items.

BACKPACK OR BAG

Every child enrolled for programs at the PCDC will need a backpack or secure bag to keep in their cubby for extra clothes, diapers / pull-ups, and a blanket (only full-time 2-5 year old children have a daily nap time.) Parents/Guardians will be expected to check their child's bag daily and replace items as necessary.

EXTRA CLOTHING AND APPROPRIATE DRESS

Parents/Guardians will provide their child/children with at least one COMPLETE change of clothes regardless of the age of the child. Children who are in diapers or are being "potty trained" will need several changes of clothes. Parents/Guardians will be called at work to bring extra clothes if their child spills or has an accident and does not have clean clothes to wear. The PCDC does not supply extra clothes for children.

We encourage parents/guardians to dress their child in casual clothing. Clothing may become soiled or stained during outside play, meals, or craft activities. Paint shirts are provided during particularly messy activities. All children will need appropriate winter wear including snow pants and boots. All classrooms go outside to the playground during the winter months.

DIAPERS OR PULL-UPS

Parents/Guardians are responsible for providing disposable diapers or pull-ups as needed.

BLANKETS, TOYS, AND ELECTRONICS

Parents/Guardians are responsible for providing a small blanket for nap/rest time. Cubby space is limited; blankets should fit easily into each child's backpack or bag. Please launder blankets weekly. The PCDC will furnish a nap mat and mat cover for each child to use during nap time.

The PCDC classrooms are full of many creative and interesting toys; children should **NOT bring toys and/or electronics from home**. This prevents a broken heart if a favorite toy were to be lost, broken, or stolen.

LANGUAGE DIVERSITY

The PCDC strives to provide information in both Spanish and English. There may be times when written Spanish translations are unavailable, for those occasions the PCDC has Spanish speaking teachers available to translate information verbally. Parents/Guardians should let their child's teacher know if they will need an interpreter for parent-teacher conferences and one will be provided. PCDC sponsored events such as orientations, parent advisory committee meetings, and open houses will always have Spanish interpreters available. The PCDC will attempt to assist in other languages when possible, talk to your child's teacher.

PROGRAM PHILOSOPHY

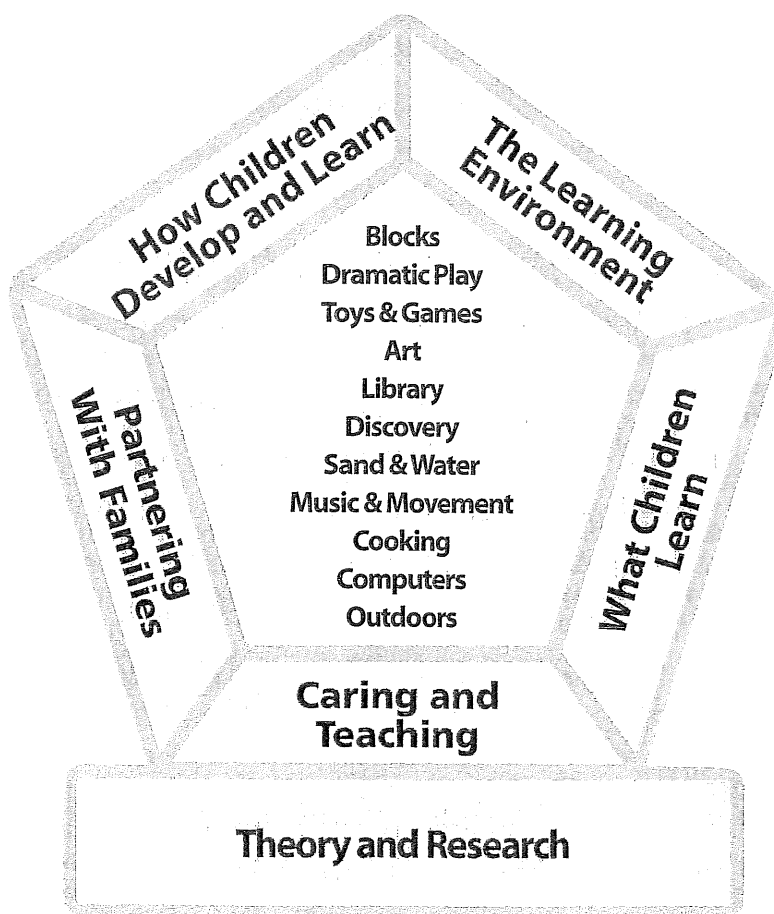
The PCDC program philosophy begins with bringing families together into an educational community. Teachers, parents, and outside resources come together to provide a rich environment where children can develop healthy physical, emotional, and intellectual capacities. We believe, in order for children to grow in these areas they must be in a safe, secure, and friendly environment where relationships are formed with other children and a network of caring adults. Within this caring environment, children must be engaged in developmentally appropriate, inquiry-based, learning opportunities that gradually expand their understanding of themselves and their worlds.

Our goal is to help children become enthusiastic, independent, self-confident, inquisitive learners by teaching them *how* to learn, not just for preschool, but for the rest of their lives. We plan to achieve this goal by promoting success for everyone, adapting to individual needs, and allowing children to learn at their own pace in ways that are best for them. We believe encouraging children to be active and creative explorers develops a positive sense of self and a lifelong love for learning. The PCDC utilizes the Creative Curriculum®, developed by Teaching Strategies, as the framework to achieve program goals.

CREATIVE CURRICULUM ®

The Creative Curriculum is a research-based system that combines curriculum, assessment, professional development, and family connections to support early childhood programs. The foundation of the curriculum addresses the five central components of teaching preschool children effectively: 1) how children develop and learn; 2) how to set up and maintain the classroom environment and daily schedule; 3) the essential skills and concepts that preschool children should learn in the areas of literacy, mathematics, science, social studies, the arts, and technology; 4) a variety of intentional instructional strategies for teachers to use to teach all children effectively; and 5) how to build partnerships with families. The figure below shows how these five components form a framework that is applied in each of the classroom interest areas and outdoors. Literacy and mathematics experiences are incorporated into each interest area and into daily routines throughout the day.

The Creative Curriculum also includes various Projects of Study. Teachers introduce specific topics that are meaningful to children's daily experiences. Each study provides hands-on opportunities throughout the day for children to question, explore, investigate, and discover a deeper understanding of the topic. Examples of a few study topics include trees, buildings, clothes, balls, and recycling.



The Creative Curriculum objectives for development and learning help teachers plan for, guide, and assess individual and group learning. Thirty-six objectives are organized into the following nine areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and the Arts. A tenth area, English Language Acquisition, follows a child's progress in learning to understand and speak in the English language. The Creative Curriculum classroom is a high-quality, developmentally appropriate environment where all children can develop the skills they need to succeed as learners.

DEVELOPMENTAL ASSESSMENTS AND SCREENINGS

PCDC preschool teachers will use following assessment and screening tools. Families receive comprehensive reports and interpretations of assessments and screenings during parent-teacher conferences. Families may request information from the office about staff training and the instruments used for assessments and screenings. PCDC teachers have completed the GOLD Interrater Reliability Certification.

TEACHING STRATEGIES GOLD™

The PCDC utilizes the Teaching Strategies GOLD assessment system for all preschool children 2 through 5 years of age. The GOLD assessment system blends ongoing, authentic, observational assessment for all areas of development and learning (see Creative Curriculum above for list of objectives) with intentional, focused, performance-assessment tasks for selected predictors of school success. This assessment system is designed to be used as part of meaningful everyday experiences in the classroom setting. It is inclusive of children with disabilities, English-language/dual-language learners, and children that demonstrate competencies beyond typical developmental expectations. Although this assessment is ongoing and teachers use what they learn each day, teachers also pause three times a year to review and summarize each child's skills and behaviors at those points in time.

The GOLD assessment is not designed as a screening or diagnostic tool, a readiness or achievement test, or a teacher/program evaluation tool. The GOLD assessment system helps teachers to: observe and document children's development and learning over time; support, guide, and inform planning and instruction; identify children who might benefit from special help, screenings, or further evaluation; report and communicate with family members and others; and guide program planning and professional development opportunities.

AGES AND STAGES QUESTIONNAIRE (ASQ)

All parents/guardians of preschool children, 2 through 5 years of age, are encouraged to complete an Ages & Stages Questionnaire (ASQ) once each year to monitor development and guide classroom planning. Classroom teachers will provide families with questionnaires specifically designed for the age of each child.

The ASQ relies on parents to observe their child and complete a simple questionnaire about their child's abilities. Having parents complete this developmental questionnaire enhances the accuracy of the screening by tapping into parents' in-depth knowledge about their children. The ASQ is versatile, flexible, culturally sensitive, and designed to be administered at home. The ASQ addresses the following developmental areas: communication, large motor, fine motor, problem solving, and personal-social. Parents learn about general developmental milestones as well as their own child's strengths. Scores provide guidance in recognizing children who may benefit from additional testing and/or need additional skill building activities.

DENVER DEVELOPMENTAL SCREENING TEST

PCDC teachers administer the Denver Developmental and use the results in conjunction with the ASQ to monitor development and identify children who may need further evaluation. The Denver Developmental test screens children's development in the following four areas: fine motor, large motor, personal-social, and language skills. All children in the PCDC preschool programs, ages 2-5, will receive a Denver Developmental screen within 3 months of enrollment. Children receive two Denver Developmental screens per year to monitor development and guide classroom planning. This screening test is not used by the Perry School District's (PCSD) 4-Year-Old Universal Preschool Program.

COMMUNICATION WITH FAMILIES

Communication about all aspects of your child's progress is a priority at the PCDC. Formal parent-teacher conferences with assessment results are held for preschool children 2-5 years of age each fall and spring. Monthly Newsletters provide all families with information about classroom and educational goals; curriculum objectives; upcoming classroom and family events; parenting news; classroom and family requests; and building wide events. Parents of 2-year-old children will receive a Toddler Daily Note about their child each day. Parents of preschool children 3-5 years of age will receive a Weekly Update about their child each week. Families may request additional reports when necessary.

Someone from your child's teaching team will be available to speak with you daily upon arrival and again when leaving for the day. Your child's primary teacher is also available by e-mail or by phone when needed. Additional conferences with your child's primary teacher are also available by request.

CHILDREN'S FILES / CONFIDENTIALITY

Listed parents/guardians may have access to their child's records upon request. Access will be provided to any member of the PCDC staff assigned responsibility for the care and education of the child. Our State Licensing Agency and NAEYC assessors are allowed access to children's records for licensing and accreditation purposes only. All Immunization records are filed together, separate from health information and assessment records. The Public Health Nurse will have annual access to immunization records for auditing purposes only. Information kept in a child's records is considered confidential and will not be released to any other individual unless otherwise authorized by a parent. Children's files and Immunization Records are kept secure and confidential in the PCDC office. Educational assessments and evaluations are kept confidential in each child's preschool classroom.

The PCDC maintains confidentiality and respects each family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, if the PCDC has reason to believe that a child's welfare is at risk, confidential information must be shared with the proper agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

MANDATORY REPORTERS OF CHILD ABUSE & NEGLECT

PCDC personnel are trained mandatory reporters of child abuse. By law, PCDC personnel are required to report all suspected incidents of child abuse and/or neglect by families, staff, volunteers, or others to the Iowa Department of Human Services.

To report a case of child abuse in Iowa, please call 1-800-362-2178.

In accordance with Iowa State Licensing Standards, the center does a SING record check on all employees before hiring and every two years thereafter. A National Criminal History Record Check must be sent to the Division of Criminal Investigation prior to a new employee's start date and every four years thereafter.

In the unlikely event that a PCDC employee is accused of child abuse or neglect, the Department of Human Services (DHS) would contact the PCDC and investigate the allegations. The staff member would be informed of the accusation and the PCDC would follow DHS recommendations while waiting for the results of the investigation. Unfounded case documents would be filed in the employee's personnel file. For the protection of the employee and the center, the matter would remain confidential.

In the event that a PCDC employee were to have a founded case of abusing or neglecting a child in the program, a notice would be placed in the PCDC parent information center and letters would be sent home reporting that there was a founded case of child abuse or neglect by an employee. Families would also receive a notice from the center's licensing consultant. According to state licensing the notification will state the following, the staff member has a right to appeal the decision; DHS will evaluate the staff member for continued employment; and families would be informed of any applicable corrective action. To protect both the rights of the staff person and the children in the program, notices will not identify the name of the perpetrator, the child, or the specific circumstances of the abuse.

PARENT PARTICIPATION

Studies show that children whose parents become actively involved in their education do better in school. Parents are encouraged to participate in building wide fundraisers; parent advisory committees; open houses; play date groups; food drives; and take on leadership roles in program activities. Please take advantage of these opportunities to meet other parents and work together to support each other and the PCDC.

PARENT VISITORS

Parents/Guardians are always welcome to visit their children. The PCDC will provide parents with UNLIMITED ACCESS to their children and to those providing care for their children during the center's hours of operation or whenever their children are in the care of the center, unless parental contact is prohibited by a court order. Court orders restricting access must be on file in the PCDC office. Preschool time and lunch time are both wonderful times to visit. Please let us know before 9:00 AM if you would like to join your child for lunch. We will add the lunch fee to your weekly bill when applicable.

PARENT VOLUNTEERS

All Parents/Guardians are welcome to volunteer in their child's classroom. Please consider sharing your interesting hobbies; cultural heritage and traditions; cooking expertise; musical abilities; skills in your favorite sport; or even volunteer to read a story. Behind the scenes ways to volunteer could include making Play-dough; collecting items for sensory tables; or helping with a classroom display. Talk to your child's teacher so they can match your interests with ongoing program planning.

ARRIVAL AND DISMISSAL PROCEDURES

ENTRANCE / EXIT AND BUILDING SECURITY

The main entrance/exit is located on the east side of the building by the parking lot. The door located on the south side of the building may not be used as an exit or an entrance.

The main entrance is monitored by office personnel. The parking lot, playground, classrooms, doors, and hallways, are also monitored by security cameras at all times. The PCDC building has security lighting for all doors and the parking lot.

ARRIVALS

Iowa licensing regulations require that the parent/guardian or other responsible person **WALK THE CHILDREN INTO THE BUILDING AND ESCORT THEM TO THEIR TEACHER.** Parents/Guardians are responsible for signing their child/children in on the attendance form located at the Parent Information Center near the main entrance. If your child is unable to attend on a normally scheduled day, please call us at 515-465-2522 before 9:00AM.

DISMISSALS

The parent/guardian or designated person who arrives to pick-up a child **MUST INFORM THE TEACHER IN CHARGE OF THEIR INTENTIONS TO TAKE THE CHILD.** Parents/Guardians are responsible for signing their child/children out on the attendance form located at the Parent Information Center near the main entrance.

Children attending the PCDC will be allowed to leave the facility ONLY with persons designated by the child's parents/guardians as having permission to pick-up the child. Parents/Guardians may give permission to designated individuals by completing the authorization section of the enrollment forms. An individual authorized by a parent to pick-up a child may not be a registered sex offender. Written notes giving authorization to an individual who is not listed in the enrollment packet can only be accepted if the child's parent/guardian personally gives the note to the director, associate director, or the child's teacher.

PCDC personnel are responsible for knowing who is authorized to pick-up the children in their care. If they should question an individual's authorization to take a child, a driver's license or other form of picture identification will be required. In the event an unauthorized individual attempts to pick-up a child, the child will remain at the center until a parent/guardian can be reached. No child shall leave the PCDC without a parent/guardian or other authorized person.

INTOXICATED PARENTS/GUARDIANS OR OTHER AUTHORIZED PEOPLE

A child will not be allowed to leave the facility if PCDC personnel believe the parent/guardian or person designated by the family to pick-up a child is under the influence of alcohol or drugs and cannot safely transport the child home. The Perry Police Department will be notified if the parent/guardian or designated person refuses to arrange for other transportation.

LATE CHARGES

The Perry Child Development Center closes at 5:30 PM. **THERE WILL BE A \$2.00 PER CHILD CHARGE FOR EACH MINUTE OF OVERTIME.** A ten-minute grace period will be allowed if the center is notified prior to closing. Families who are habitually late will lose the privilege of the ten-minute grace period.

HEALTH AND MEDICATION

SICK CHILD POLICY

Please do not bring your child if he/she is sick. We will not administer acetaminophen or ibuprofen to a child in order to reduce a fever of 100.4° or more so that they can remain at the center. If any child attending the PCDC becomes ill, vomits, has diarrhea, or has a fever of 100.4° or more, the parent/guardian will be called to pick-up the child. Children need to be picked-up promptly if they become ill. To reduce the spread of infection, sick children will be isolated from their group (under adult supervision) until a parent/guardian or other authorized individual arrives. Children must be fever-free for 24 hours without the use of fever reducing medication before returning to the PCDC. Some illnesses may require a healthcare provider release prior to return (see below). Parent/Guardian compliance is necessary to reduce the spread of infection to our staff members and other children. Children must be able to fully participate in all center activities when they return after an illness or other absence. This includes going outside to the playground twice per day for children attending full-time programs.

SYMPTOMS OF EXCLUSION and RETURN TIMETABLE

- | | |
|--------------------------------|---|
| 1. Fever of 100.4° or above - | (May return as mentioned above) |
| 2. Vomiting - | (May return when symptom free for 24 hours if not contagious and not in danger of dehydration) |
| 3. Diarrhea (Non Infectious) - | Two or more watery stools within 24 hours. (May return when symptom free for 24 hours. Infectious Diarrhea requires a health care provider and public health official release) |
| 4. COVID Symptoms - | Uncontrolled coughing, shortness of breath, runny nose, fever above 100.4° (May return with a negative COVID test <u>and</u> fever free for 24 hours without fever reducing medication) |
| 5. COVID-19 - | (May return 10 days after symptoms start <u>and</u> 24 hours fever free without fever reducing medication <u>and</u> improved symptoms OR 10 days after a positive test if no symptoms) |
| 6. Undiagnosed Rash - | Not including diaper rash or eczema (May return when gone or with health care provider release) |
| 7. Chicken Pox - | (May return when all blisters are crusted and no oozing - usually 6 days) |
| 8. Strep Throat - | (May return after receiving antibiotics for 24 hours, and fever free for 24 hours. Health care provider release may be requested) |
| 9. Fifth's Disease - | Fever, headache, muscle aches and is followed by a rash. (No need to exclude once the rash appears and resolution of other exclusion criteria) |
| 10. Impetigo - | (May return after seen by a doctor, and after 24 hours of antibiotics - blisters will be covered) |
| 11. Scabies - | (May return 24 hours after documented treatment by health care provider begins) |
| 12. Pink Eye - | (May return 24 hours after documented treatment by health care provider begins) |
| 13. Yeast Infections - | Thrush or Candid Diaper Rash (May return 3 days after medication started with a health care provider release) |
| 14. RSV - | Respiratory Syncytial Virus, respiratory infection, bronchiolitis and pneumonia - has a 3 day incubation period. (May return with a health care provider release) |

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(Symptoms of Exclusion and Return Timetable continued from page 9)

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|---------------------------------------|---|
| 15. Head Lice - | (May return after treatment and removal of all nits) |
| 16. Ringworm - | (May return after documented treatment is initiated by health care provider, exposed lesions must be covered until fully healed) |
| 17. TB - | (Must remain out until non-infectious and cleared by a health department official in writing) |
| 18. Coxsackie Virus - | Hand Foot and Mouth disease. (May return when able to fully participate in activities with a health care provider release) |
| 19. Roseola - | Seek medical advice. (May return with a health care provider release) |
| 20. Mild Cold Symptoms - | Stuffy nose with clear drainage, sneezing, mild cough. (May attend if able to fully participate in activities) |
| 21. Upper Respiratory Complications - | Large amount of yellow-green nasal discharge, extreme sleepiness, ear pain fever (Seek medical advice, need a health care provider release to return) |
| 22. Vaccine Preventable Diseases - | (Must remain out until judged not infectious by a health care provider; need a health care provider release to return) |
| 23. Pertussis - | Whooping Cough (May return after 5 days of antibiotics and resolution of other exclusion criteria) |

COMMUNICABLE DISEASES

Parents / Guardians are expected to report any instance of a communicable disease or contagious situation that their child has been diagnosed with to the PCDC immediately. Families will find information regarding current diagnosed communicable diseases and/or other conditions that may affect families, posted near the main entrance, under the HEALTH INFORMATION sign. Parents/guardians of children who ride the school bus or the HIRTA van to and from the center will receive health notices in their child's book bag.

MEDICATIONS

The PCDC will administer medications **ONLY** when it is absolutely necessary. Medications with one, two and three times a day dosages should be given at home.

All medications, prescription and non-prescription, must be in their original containers with an expiration date. The PCDC will not administer medication after the expiration date. **All medications must have a Medication Release Form completed and signed by the parent / guardian. All medications must be given to a staff member for proper locked storage. DO NOT LEAVE MEDICATIONS OF ANY KIND IN BACK PACKS AND/OR CUBBIES.** Cough drops, diaper creams, hand lotion, and etc., will be stored in a locked cabinet or drawer in the child's classroom.

Prescription and OTC medications will be stored in a locked cabinet in the kitchen or a lock box in the refrigerator. Emergency inhalers and epi-pens will be stored in the classroom first aid backpack, out of the reach of children. Medications will be stored for up to 2 weeks, with the exception of maintenance medications. Other medications remaining after 2 weeks will be discarded. Only staff trained to administer medication will give medications to children.

Prescription Medications must have a pharmacy label with the following information included: child's name, current date, prescription name and strength, dosage, times to be given, proper storage, and the physician's name. Written directions from the prescribing physician will be accepted for prescriptions samples if they are written on a prescription blank, signed, and have included all of the above information and mixing instructions if necessary. Written directions from the prescribing physician will be accepted for prescription medication from a previous condition if they are written on a prescription blank with a current date, signed, and have included all of the above information.

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(Medications continued from page 10)

Non-Prescription, Over the Counter (OTC) Medications must have signed written instructions on a prescription blank, from the physician who has prescribed or recommended the medication for the child. Written instructions will include the child's name, current date, medication name, dosage, times to be given, and duration. OTC medications must be labeled with the child's name. Exceptions that do not require physician's written instructions, but do require a parental signed consent include: sunscreen, insect repellent, and diaper cream.

Special Medical Procedures can only be performed at the PCDC if our staff have demonstrated to a health care professional that they are competent in the procedure and guided (in writing) on how to perform the procedure by the prescribing physician.

INJURIES / ACCIDENTS

First-aid is administered by CPR and Pediatric First-Aid trained staff. A CPR and Pediatric first-aid trained staff member will be located in each occupied classroom at all times.

All injuries will be documented and parents/guardians will be required to sign the PCDC Incident/Accident Report Form indicating that they were informed and understand the incident. Parents/guardians may request a copy of the Incident/Accident Report, otherwise the report is filed with the child's records located in the office.

If a child is injured beyond what might be treated with basic first-aid, but is not an emergency, (such as a cut that may or may not require stitches,) a parent/guardian will be notified so they can decide for themselves if further treatment should be pursued.

If a child has a serious accident/injury/allergic reaction, every effort will be made to contact the parent/guardian immediately and emergency medical attention will be sought. If a parent/guardian cannot be reached, attempts to make contact will continue after the child has been transported by ambulance to the Dallas County Hospital. A staff member will remain with the child until a family member or designated representative arrives.

HYGIENE

The PCDC promotes healthy hygiene habits including proper hand washing for children and teachers. Children will receive instruction in proper hand washing skills to help minimize the spread of germs. The PCDC supports dental hygiene by providing all preschool children 2-5 years of age (when in attendance for two or more meals) with a daily opportunity for tooth brushing and gum cleaning to remove plaque.

INCLUSIVE ENVIRONMENT AND REFERRALS

The Perry Child Development Center is an inclusive environment where classrooms are divided by chronological age only. The PCDC believes that involving special needs children in our programs creates positive attitudes and increased acceptance between children. Learning to develop friendships is an important skill for all children. PCDC teachers nurture relationships between children by openly discussing individual differences.

The PCDC provides an inclusive setting for learning and participation. Our facility is all on one floor and handicap accessible to children with physical challenges. The facility has two handicap accessible restrooms and the playground and climbing equipment are handicap accessible as well.

If program staff suspects that a child has a developmental delay or other special need, this possibility is communicated to families in a sensitive, supportive, and confidential manner. We may provide documentation and explanations for the concern along with suggested next steps and information about resources for assessment. The Area Education Association (AEA) is available to help develop Individual Education Plans, Individual Family Service Plans and follow up as necessary. Space is available at the PCDC for children to receive counseling services, occupational therapy, and/or speech therapy services as necessary. Parents, teachers, and other professionals work collaboratively to help special needs children learn and successfully participate in our programs. Parents with concerns about their child should talk to their child's teacher.

NAP/REST/QUIET TIME

State licensing requires that adequate rest time is provided. Children 2-5 years of age will have a scheduled "naptime". Children must be quiet and use the time to rest and re-energize. Children are not required to sleep. School-age children will have a scheduled time for quiet activities when participating in our full-day program during school breaks, holidays, and closings.

PHYSICAL ACTIVITY

All children have opportunities for self-directed physical activity for one hour each day (30 minutes for half-day programs.) The PCDC will provide large motor time outside on the playground whenever possible. Teaching staff will provide large motor activities in the classrooms or main hallway when weather or environmental conditions are unsafe or pose a health risk.

MEALS

The PCDC participates in the Child and Adult Care Food Program, and free or reduced price meals are available for families who qualify (see enrollment packet). Both the Perry Community School's Dietitian and the PCDC Associate Director plans menus using guidelines set forth by the USDA. The Perry High School kitchen staff prepares and delivers our lunch daily. The PCDC staff prepares breakfast and a minimum of one snack daily. Menus are posted at the Parent Information Center near the main entrance and on the classroom bulletin boards.

FARM TO SCHOOL AND EARLY CARE PROGRAM

The PCDC participates in the Farm to School and Early Care Program to provide hands-on learning related to food, health, agriculture, and nutrition. All children have an opportunity to help with the PCDC garden. Foods harvested from the PCDC garden and locally grown produce are served during snack time to provide opportunities for children to taste and experience a variety of healthy food options.

FOOD BROUGHT FROM HOME

The PCDC is responsible for keeping children with food allergies safe from foods that may cause an allergic reaction. The PCDC is unable to allow any type of treats from home to share.

The PCDC provides nutritionally balanced meals and snacks. Children not yet enrolled in school are prohibited from bringing meals and/or food from home. In most cases, when a child has food allergies the PCDC can provide nutritionally equivalent food substitutions. Some situations may require that a health care provider complete a "Diet Modification Request Form." There may be certain dietary requirements/restrictions that the PCDC is unable to accommodate; parents may be required to provide meals for their child in those cases.

HOLIDAY CELEBRATIONS

Out of respect for varying cultures, the PCDC does not celebrate traditional Christian holidays within our classrooms. We will leave each family to share holiday celebrations and traditions with their children at home. Some teachers may choose to explore traditional celebrations of American history such as Thanksgiving or Independence Day.

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

EMERGENCY PLANS

According to state licensing regulations, the Perry Child Development Center has written procedures for staff to follow in the event of a natural disaster or other emergency situation. Fire drills and tornado drills are performed monthly. Other emergency drills are completed annually. Any parent/guardian wishing to view these policies may do so by contacting the PCDC director or associate director.

EMERGENCY EVACUATION SITE

In the event the PCDC would need to be evacuated, the Elks Club located at 2823 Willis Avenue, is the designated evacuation site.

ECO-HEALTHY PRACTICES

The Perry Child Development Center chooses furnishings, materials, supplies, and procedures that eliminate or reduce exposure to environmental health hazards such as unhealthy air, heavy metals, and chemicals. We encourage families to do the same in your homes.

Some examples of eco-healthy practices we follow at the center include washing fresh fruits and vegetables before eating; purchasing non-toxic toys and art supplies; using least toxic and fragrance-free cleaning products; and we refrain from using chemical air fresheners. Also, as part of our preschool curriculum, our classrooms have a Project of Study on Recycling.

IDLING CARS

In an effort to reduce exposure to unhealthy air, the Perry Child Development Center has adopted a policy discouraging idling vehicles (buses, family cars, etc.) in our parking lot. Exceptions can be made if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures. This policy is also recommended by the National Association for the Education of Young Children.

GUIDANCE AND DISCIPLINE

The Perry Child Development Center believes the purpose of guidance and discipline is to help children develop self-control and to become responsible for their own behavior. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings, and to negotiate their own conflicts. PCDC personnel will never use physical punishment and will not engage in psychological abuse or coercion. Teaching staff will not use threats, derogatory remarks, or withhold/threaten to withhold food or physical activity as form of discipline. Appropriate use of restraint for safety reasons is permissible. Basic classroom rules will be consistent and consequences will be appropriate for the behavior and age of the child. Guidance and discipline will be achieved through various methods including, but not limited to:

- Providing a consistent, balanced daily schedule for each classroom
- Providing appropriate and safe environments with a wide variety of materials available
- Modeling appropriate behaviors
- Helping children to problem solve
- Reinforcing positive behaviors
- Redirection
- Gentle reminders
- Motivational strategies
- Natural consequences
- If a child intentionally hurts him/herself, hurts others, or destroys property, the teacher may use a time out / time away consequence for one minute per year of age.
- If a child's behavior becomes detrimental to the child or the classroom environment, the teacher may take the child out of the classroom to a supervised quiet area or the office until the child is able to rejoin their class in an appropriate manner. Parents will be informed if their child was unable to remain with their group due to harmful or destructive behavior.

PCDC personnel are qualified to address the occasional challenging behaviors of children with the above mentioned guidance methods. "Challenging behavior is any behavior that (1) interferes with children's learning, development, and success at play, (2) is harmful to the child, other children, or adults, or (3) puts a child at high risk for later social problems or school failure." (*Kaiser & Rasminsky, Challenging Behavior in Young Children (2nd Ed.), Pearson Education Inc., 2007, p.8*). Examples of challenging behaviors include: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ("you can't play with us"), verbal bullying, tantrums, whining, testing limits, and refusal to follow directions or observe classroom rules.

PCDC personnel will address concerns regarding challenging behaviors in children by working closely with parents/guardians to identify possible causes and strategies to address the behaviors. Collaboration between families, PCDC personnel, and the Area Education Agency (or other qualified professionals) could become necessary if a child is unresponsive to PCDC guidance methods. Mutually agreed upon individualized plans to address the child's behavior may be developed using additional positive behavior support strategies. Expected responsibilities for parents/guardians, child, and the child care center may be defined and a date for follow-up meetings may be set.

DENIAL OF SERVICES POLICY

The goal of the PCDC is to limit or eliminate the use of suspension and/or discharge from PCDC programs. The PCDC complies with federal and state civil rights laws.

After admission, if a child poses a direct threat to the health and safety of others or themselves, or creates an undue burden on the child care center, or has persistent serious challenging behaviors that are unresponsive to the guidance procedures utilized by the PCDC, actions may be taken.

The PCDC may request a conference to make parents/guardians aware of the serious nature of the identified situation. Documentation may be presented. Professional recommendations to support the inclusion and success of the child may be presented. Professional recommendations may be considered if mutually agreed upon by the parent/guardian and the PCDC. If agreed upon, guidance strategies for the center, behavior goals for the child, and expected responsibilities of the parents/guardians will be defined. Dates for follow-up conferences may be set.

- If parents/guardians do not comply with expected responsibilities as defined, the child care center reserves the right to refuse service.
- In the best interest of the child as well as the center, if all other interventions have been exhausted and the child continues to pose a direct threat to the health and safety of themselves or others, or creates an undue burden on the child care center, action to dismiss will be taken. The PCDC will offer assistance to the family in accessing services and alternative placement when possible.

The Perry Child Development Center reserves the right to refuse service to any child whose needs may be better met in a different setting.

The PCDC provides programs and services to serve children in a group setting. In order to keep a balanced budget and meet financial obligations, each classroom follows minimum staff-to-child ratios in compliance with state licensing and NAEYC Accreditation standards. The PCDC is financially unable to employ additional staff to provide one-on-one services. A para educator employed by the school district will be provided for children with IEP's requiring one-on-one services during the Perry Community School District 4-Year-Old Universal Preschool Program on site at PCDC.

UNAUTHORIZED ACCESS TO CHILDREN

People hired to perform services for the PCDC and other visitors are permitted on the PCDC property when children are present. These people who have not been cleared for involvement with child care through the formal record check process are monitored and supervised by PCDC personnel at all times. Parents may request to view the "Unauthorized Access to Children Policy" in its entirety at any time.

PCDC SMOKING POLICY

Smoking and the use of tobacco products is NOT ALLOWED in/on any portion of the PCDC property, including: the driveway, parking lot, building, playground, garage and the grassy area comprising the remainder of the campus. Parents/guardians, volunteers, visitors, and PCDC staff members may not smoke or use tobacco products in the presence of children during off grounds PCDC activities.

ENVIRONMENTAL PROTECTION

Cold Weather: Children should be dressed in dry, layered clothing and have a winter coat, snow pants, mittens/gloves, and boots for outside play from November through March.

Hot Weather: The PCDC playground provides shade. Children should be dressed in light colored, lightweight cotton clothing and have a light weight sweater or long sleeve shirt, if needed, while in the air-conditioned building. Children should wear sun protective clothing while outside.

Sunscreen: The PCDC will provide sunscreen for all children to wear while outside between the hours of 10:00 am to 4:00 pm during the months of May through September. Sunscreen will be applied according to directions printed on the product label. Parents/Guardians must complete the "Authorization to Apply Sunscreen" form.

Insect repellants will only be applied when public health authorities recommend its use due to a high risk of insect-borne disease. Parents can provide insect repellant with deet and complete a "Permission to Apply Insect Repellant" form.

FIELD TRIPS AND OTHER OUT-OF-CENTER ACTIVITIES

Any time a group of children is off the PCDC property, the following safeguards will be in place:

- A minimum of one additional staff member will be accompanying the group while away from the facility.
- At least one cell phone will be available to call for help if necessary.
- A first aid kit will be available at all times.
- An alternate plan will be in place in the event of vehicle failure.
- All children will be accounted for before departure, several times during, and upon return to the facility.

OUT-OF-TOWN FIELD TRIPS

Parents/Guardians will be informed of any out-of-town field trips in the Monthly Newsletter. Parents/Guardians will be required to sign a trip specific permission form before the event.

SCHEDULED IN-TOWN FIELD TRIPS AND OUT-OF-CENTER ACTIVITIES

Parents/Guardians will be informed of all scheduled in-town field trips and out-of-center activities in the Monthly Newsletter. The field trip permission form included in the enrollment packet must be signed by a parent/guardian. No additional permission is required for a child to participate.

SPONTANEOUS IN-TOWN OUT-OF-CENTER ACTIVITIES

Spontaneous in-town out-of-center activities may include: a walk around the block or walking to one of the near-by senior citizen complexes to deliver little gifts. These types of activities will be posted on the white board before the group leaves. The field trip permission form included in the enrollment packet must be signed by a parent/guardian. No additional permission is required for a child to participate.

TRANSPORTATION POLICIES

PERRY SCHOOL BUS

Parents of children involved in the Perry Community School District (PCSD) 4-Year-Old Universal Preschool Program can arrange for their child to be transported to and/or from the PCDC on a Perry school bus. Arrangements for busing can be made by contacting the PCDC office. All preschool children transported by bus will be accounted for upon arrival at the PCDC and before being dismissed. Families should contact the PCDC and the school transportation department if their child will not be riding the bus on a regularly scheduled day.

School-age children attending the PCDC before and/or after school will be transported by a Perry school bus. All children transported by bus will be accounted for before being dismissed to the bus and upon arrival at the PCDC. Families should contact the PCDC if their school-age child will not be riding the bus on a regularly scheduled day.

All rules for safety and behavior as a rider/pedestrian will be observed. Accommodations can be made for children with disabilities. The school bus driver is trained in specific safety procedures for children with disabilities. In the event that a child loses the privilege to ride the Perry school bus, the families will be responsible for arranging their own transportation.

The PCDC may hire a Perry School bus and driver for scheduled activities requiring transportation. Children 4 years of age and above may be transported on a Perry School bus driven by a licensed school bus driver. All state safety regulations apply.

FIREARMS AND WEAPONS

The PCDC strongly prohibits firearms and/or weapons of any kind on any portion of PCDC property, including: the driveway, parking lot, building, playground, garage and the grassy area comprising the remainder of the campus. The police will be contacted by management if a firearm or weapon is found anywhere on the property. Parents/Guardians and staff members are prohibited from having firearms and/or weapons in vehicles that enter the PCDC campus. If firearms and/or weapons are observed in a parent/guardian or staff member vehicle, the police department will be notified immediately.

Children are not allowed to bring toy firearms and/or toy weapons of any kind into the PCDC facility. Parents/guardians will be notified if their child brings toy firearms and/or toy weapons to the PCDC. Parents/Guardians may choose to come remove the toy from the property immediately or the toy will be disposed of.

FAMILY SURVEYS

The Perry Child Development Center offers families an opportunity to participate in (at least one) family survey each year. Completed surveys are returned anonymously to a box near the main entrance. Family surveys are available in both Spanish and English. Valuable information is received from family surveys to help guide program improvement efforts as well as improve operations and policies. Copies of family survey results (in both Spanish and English) are provided for families near the main entrance when available.

PCDC ANNUAL PROGRAM EVALUATION

The annual evaluation process involves gathering evidence and reporting on all aspects of the program from the previous year. The evaluation contains information on strategic plan outcomes, program policies and procedures, program quality (including family and teacher survey statistics,) children's progress and learning, family involvement, and community awareness. The program evaluation results guide future program improvement efforts, program operations and policies, and professional development. PCDC Annual Program Evaluations are made available to all families, PCDC employees, and the PACDC Board of Directors during the month of April. Copies of the PCDC Annual Evaluation are provided for families near the main entrance when available.

PERRY AREA CHILD DEVELOPMENT CENTER (PACDC) CORPORATION

The Perry Area Child Development Center (PACDC) formed as a corporation in 2004 through a 28E agreement with the Dallas County Hospital, Perry Schools, and the City of Perry. The PACDC Board of Directors consists of one representative from each of the three supporting entities and two at-large positions. Board meetings are held monthly.

Each of the three supporting organizations provides a secretary on a rotating basis to take minutes during the PACDC monthly Board of Directors meetings. The Dallas County Hospital supports the PCDC through child scholarships, TB testing for our staff members, and by providing the equipment and a maintenance person to mow and keep our lawn clean. The Perry Community School dietician plans our lunch menus and the school kitchen staff prepares and delivers our lunch each day. District school buses arrive and depart daily from our curbside; servicing both school-age and 4-Year-Old Universal Preschool children.

QUESTIONS / CONCERNS AND CONFLICT RESOLUTION

If your family has a question/concern about PCDC activities or policies, please talk with your child's primary teacher, the director, or the associate director. Your child's primary teacher is available in-person, by private e-mail or by phone during their regular working hours. The director and/or the associate director are available in-person or by phone during their regular working hours.

The Perry Child Development Center must adhere to many standards and regulations. The following manuals are available in the office or can be downloaded for parents/guardians to review upon request.

- Perry Child Development Center Policy Manual
- Department of Human Services Child Care and Preschool Licensing Standards and Procedures Manual
- Child and Adult Care Food Program Administrative Manual
- National Association for the Education of Young Children (NAEYC) Early Learning Program Accreditation Standards.

The PCDC wants all families to know that your input is valued. We encourage collaboration to find mutually satisfying solutions to difficulties and differences that may arise. Issues will always be addressed in a straightforward manner. Sometimes further investigation may be required; we will do our best to respond to you in a timely manner. The PCDC will provide families with interpreters upon request when available. Conflict resolution procedures may include:

(Continued on the next page)

(Questions / Concerns and Conflict Resolution continued from page 16)

1. Families informing the lead teacher, director, or associate director of the situation and working together to find a solution. A follow-up meeting may be scheduled if further investigation is required.
2. Families may request a group conference with relevant program staff and administration (director and/or associate director) to address unresolved issues and identify mutually satisfying solutions.
3. If families are unsatisfied with the results of previously mentioned collaborations, concerns may be submitted to the (PACDC) Board of Directors. After the board reviews the case, it will be added to the agenda of the next scheduled meeting.

Families have the right to appeal any decision made by the Perry Child Development Center with the PACDC Board of Directors.

USDA Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov .

This institution is an equal opportunity provider.

08/11/21

IOWA Nondiscrimination Notice:

"It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

08/11/21

PERRY EARLY LEARNING CENTER

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515-465-8235

Attendance Line 465-8352 Nurse's Office 465-8354 Information Line 465-8507 Bus Garage 465-5513

District Mission:

To develop knowledgeable,
skilled, and productive citizens of character.

The Perry Community School District does not discriminate based on gender, race, color, sex, gender identity, religion, national origin, creed, age, marital status, sexual orientation, socioeconomic status or disability. Inquiries and grievances may be directed to Angelica Cardenas, Educational Equity Coordinator, 1200 18th Street, Perry, IA 50220-1650, (515)465-3503, or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, IL. Questions about ADA (American Disabilities Act) compliance may be directed to Kelly Schloss, ADA Coordinator, (515) 465-5656. The Perry Community School District is an EEO/AA employer.

PERRY COMMUNITY VOLUNTARY 4-YEAR-OLD PRESCHOOL VISION:

We believe that all four-year-old children in the Perry Community School District should have access to a high quality preschool experience that enables children to enter Kindergarten ready to learn, assists parents in helping their children to embrace learning, utilizes an approved standardized curriculum among the multiple local preschools, and regularly uses data to make decisions regarding the operation and improvement to the program.

ADMISSIONS POLICY:

Perry Community Voluntary Four-Year-Old Preschool Program admits children who are 4 years old on or before September 15 without regard to race, culture, sex, religion, national origin, ancestry, or disability. If a student is 5 years old on or before September 15th, then they will not be enrolled into preschool at the Perry Early Learning Center.

ENROLLMENT:

Registration forms must be completed and submitted to the Perry Elementary School office. Once placement is determined, completion of additional forms will be required and mailed to parents from the assigned center. Completed forms are required prior to the first day of preschool include but are not limited to the following:

- 1) **Child Health Assessment** – signed by the child's physician or certified registered nurse practitioner.
- 2) **Transportation (Perry Community School Bus) Request Form** – completed by a parent or legal guardian if school bus transportation is needed.
- 3) **Permission/Release of Information Form** – completed by a parent or legal guardian.
- 4) **Department of Education Information Form** – completed by a parent or legal guardian.
- 5) **Release of Health Information Form** – completed by a parent or legal guardian.

The information in these forms will remain confidential and will be shared with other center staff only as required to meet the needs of the child:

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance. If upon review of a child's health record it is determined that a significant health service (e.g., vision, hearing, or immunization) has not been done, the attending center will notify the parent or legal guardian. All paperwork will be checked for completion at the initial home visit prior to the start of school.

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family, compiled by the child's instructor, will be accessible only to the parent or legal guardian, program administrator, classroom instructor, classroom associate, center health staff, and child care nurse consultant. Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent or legal guardian.

****The Perry Community 4-Year Old Preschool will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, or marital status.****

Immunizations

A signed official immunization record is **REQUIRED** before a child enters the pre-school classroom. The following exceptions are allowed: 1) The child may temporarily enroll in an Iowa school if they have begun the required immunizations and continue to receive them as quickly as medically possible, or 2) A statement signed by a licensed doctor saying that the immunization required would be harmful to the health and well-being of the child or any other member of the child's family or household, or 3) A statement signed by the parent or guardian and witnessed by a notary public saying that the immunization conflicts with the personal and sincerely followed religious beliefs of the child and/or family.

Health Consultation

The Child Care Health Consultant will provide ongoing consultation to the preschool and will help develop written policies relating to health and safety. The health consultant will visit the facility to review and give advice on the health component.

The health consultant will provide advice about accommodations required for children with specific health problems, design and review surveillance systems for injury and illness, assist with staff and family education, and be a source of contacts within the health care community.

Injuries or Illnesses Requiring Medical or Dental Care

- 1) The classroom staff member who is with the child and who has had pediatric first aid training will provide first aid.
- 2) A classroom staff member will notify the school nurse or building health staff when immediate medical help is required. The school nurse/classroom instructor will contact a parent or legal guardian or, if the parent or legal guardian cannot be reached, the alternate emergency contact person. The emergency facility used by the program is Dallas County Hospital. Prior to a specific medical emergency the school nurse/classroom staff will contact the emergency facility to find out what procedures are followed for emergency treatment of children not accompanied by a parent or legal guardian. If needed, emergency transport is provided by Dallas County Emergency Medical Service.
- 3) A staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child. Child: staff ratios will be maintained at all times for the children remaining in the preschool center.
- 4) A classroom staff member will complete an injury report form as soon after the incident as possible. The form will be signed by the parent or legal guardian. Copies will be distributed to the parent or legal guardian, the child's record at the facility, and the preschool Injury Log.
- 5) Dental Emergencies: Finn Family Dentistry is the licensed providers who have agreed to accept emergency dental referrals of children and to give advice regarding a dental emergency unless otherwise indicated by the parent or legal guardian. Dental injuries will be given first aid as in 1) above. If emergency dental care is required, a staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child. If needed, students may also be transported by Dallas County Emergency Medical Service. Parent/Guardians are responsible for payment of all medical expenses.

Medication

The administration policy for dispensing medication must be followed. A parent request and authorization for the administration of medication form must be completed and signed by the parent or guardian. Forms can be obtained from the school website, www.perry.k12.ia.us, as well as the school nurse's office at the Perry Elementary School or from the classroom instructor. All medications must be taken to the nurse or classroom instructor and it must be in the original container.

Head Lice

If a student is found to have head lice at school, the school nurse/classroom instructor will call the parent/legal guardian. Contact with parent/legal guardian will be made:

1. School nurse/classroom instructor instructs parent/legal guardian of proper head lice removal
2. Parent/legal guardian treats the child
3. Child returns to school
4. School nurse checks the child and any siblings

If contact with parent/legal guardian is **not** made:

1. Child is allowed to return with a treatment letter and head lice information
2. Teacher monitors student's interaction with other students – limits contact with students during small group time, head phones are not used, and hats and/or caps are kept in the student's coat or in a separate area.

If the head lice problem persists, a home visit by the nurse and other school staff member may be conducted.

Insurance

The school **does not** provide medical insurance for your child and is **not** responsible for medical costs resulting from accidents or injuries at school. A low cost policy is available. Forms are available in the office. The premium for this insurance is for the school time student insurance and/or for full-time student accident insurance (24 hours per day - 12 months). Please return your envelope with application and proper premium enclosed to their office at 1106 Willis, Perry, Iowa.

Hawkeye I Insurance is available for families who qualify. Applications are available in the school office. You may phone the school nurse/ classroom teacher with any questions you may have about the Hawkeye I program.

Daily Record Keeping/ Daily Health Checks

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Services to report suspected abuse or neglect. Instructional staff will follow the direction of the Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, instructional staff will follow the guidance of the child protective agency regarding notification of the parent or legal guardian. Reporters of suspected child abuse will not be discharged for making the report unless it is proven that a false report was knowingly made. Staff who is accused of child abuse may be suspended or given leave of responsibilities pending investigation of the accusation. Such staff members may also be removed from the classroom and given a job that does not require interaction with children. Parents or legal guardians of suspected abused children will be notified. Parents or legal guardians of other children in the program will be contacted by the Director of Special Programs if a staff member is suspected of abuse so they may share any concerns they have. However, no accusation or affirmation of guilt will be made until the investigation is complete. Staff members found guilty of child abuse will be summarily dismissed.

EDUCATIONAL OBJECTIVES:

The objectives for preschool are to provide children with a learning environment and varied experiences which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence and kindergarten readiness. The educational program also provides experiences that are designed to meet the individual differences and needs of children with disabilities whether this be physical, communication, hearing, vision, or developmental delays.

CHILD OUTCOMES (As developed by the Preschool Advisory Team)

Creative Arts – Art, Music, Dramatic Play

- Explore art and given opportunity to participate in arts with others through variety of media – draw, clay, wood, etc.
- Express themselves in artwork and tell you about it – what they drew and why
- Begin to experience tone, tempo – music
- Creativity and imagination – interact with peers
- Begin to experience a sense of personality – what they like, who they are, and how they can express it
- With art there is no right or wrong way – being creative is the important part
- Don't be destructive – be respectful in dramatic play. Share and compromise in play
- Opportunity to experience "real" art and plays
 - Books of real artwork, serious arts
 - Get excited about time, colors, etc. – that it's real and also serious
- Enjoy singing and playing music
- Exposed to fun, silly, educational songs – able to sing songs learned at school and enjoy it!
- Transition well from one activity to another without little resistance
- Begin to recognize – exposure (arts) to multiple things – paints, sculpting, play-doh, leaves, cotton balls
- Express emotions as well as actions in play
- Be able to hold crayon, markers, scissors – to know what the tools do and are used for
- Opportunity to go behind the box to express self with little boundaries
- To begin to recognize that the art are more than just fun, but can be serious
- On task
- Skip – hop - jump
- Sing-along and follow leader/teacher
- Able to pretend – keep it flowing with classmates
- Able to pretend at home too with siblings or parents
- Explore, Express, Appreciate, Enjoy

Math and Science

- Understand numbers, counting (at least to 20 – prefer higher), patterns, shapes and special relationships
- Identify numbers – start to understand (3 means 3 objects, etc.)
- One-to-one correspondence
- Concept of a calendar
- Progression in numbers
- Early understanding of addition and subtracting – patterns
- Opportunity for books in math and science areas in order to gain interest
- Relationships – top & bottom, front & back, opposites
- Reasoning, describe & predict

PERRY EARLY LEARNING CENTER

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- Know how to hold writing instrument
- Read – enjoy reading – can listen and talk about it
- Concept of a book: how to hold, how to turn pages, listen, repeat, put in order, change ending
- Being able to tell a short story – picture, painting
- Gain meaning – stories can take meaning
- Name recognition and recognizing other children have names and recognize their names
- School tools and how to use them – hold a pencil, write, cut, draw, color, etc.
- Learning phone number, address
- Putting words and sounds together – realize purpose
- Write first and last name

Curriculum

Curriculum is a written plan that includes:

- Goals for children's development and learning
- Experiences through which they will achieve these goals
- What staff and parents do to help children achieve these goals

We use the Creative Curriculum for Preschool 5th Edition, which is a blueprint for planning and implementing a developmentally appropriate program. Its effectiveness in helping children acquire social competence and the skills they need to succeed as learners. The Creative Curriculum framework is divided into five parts.

1. How Children Develop and Learn – learning how preschool children develop their social/emotional, physical, cognitive, language development, characteristics, and experiences.
2. The Learning Environment – the structure of the classroom that makes it possible for teachers to teach and children to learn.
3. What Children Learn – the body of knowledge included in national and state standards and research reports for six content areas and the process skills children use to learn that content.
4. The Teachers Role – how careful observations of children lead to a variety of instructional strategies to guide children's learning. We use a systematic approach to assessment that enables teachers to learn about and plan for each child and the group.
5. The Family's Role – the benefits of developing a partnership with every family and working together to support children's optimal development and learning. We get to know the families, welcome them, and communicate with them regularly.

The Iowa Early Learning Standards (IELS) are addressed through integration into Creative Curriculum. IELS identify the knowledge, skills, motivation, and attitudes developed by four-year-olds that lead to success as students in school and as adult citizens in a democracy.

	SOCIAL STUDIES 29. Demonstrates knowledge about self 30. Shows basic understanding of people and how they live 31. Explores change related to familiar people or places. 32. Demonstrates simple geographic knowledge.
MATHEMATICS 20. Uses number concepts and operations a. Counts b. Quantifies c. Connects numeral with their quantities 21. Explores and describes spatial relationships and shapes a. Understands spatial relationships b. Understands shapes 22. Compares and measures 23. Demonstrates knowledge of patter	THE ARTS 33. Explores the visual arts 34. Explores musical concepts and expression 35. Explores dance and movement concepts 36. Explores drama through actions and language ENGLISH LANGUAGE ACQUISITION 37. Demonstrates progress in listening to and understanding English 38. Demonstrates progress in speaking English

Assessment & Evaluation

Early childhood assessments are an important part of the early childhood learning environment. Assessments will be used to benefit young children's growth and development. To ensure sound assessment practices and to obtain accurate data, all programs will maintain at least one individual that has completed the appropriate training procedures.

Assessments used to inform curriculum and instruction are considered to be ongoing, particularly when using observational methodologies. It is expected that assessments of children will continue throughout the program year to best meet the needs of the children. Continuous, ongoing assessments of children provide the early childhood educator with an indication of children's strengths and areas for growth. This information assists educators when planning daily lessons and learning experiences.

- Various methods, techniques, and tools are used to **assess** and **evaluate** student progress in school.
- **Assessment** is continuous and ongoing. Information may be gathered from students' daily work and assignments, observation, student projects and presentations, portfolios, and tests.
- **Evaluation** is the decision made regarding the information gathered through assessment. This may take the form of marks, or comments which give a "snapshot" of how well students are doing at certain times during the school year.
- **Communicating** with parents about student progress is continuous and may occur formally (e.g., reporting periods, portfolios) and informally (e.g., telephone calls, home visits).
- Parents and teachers meet to discuss student progress, areas of strengths, areas for improvement, as well as any other concerns.
- Parents are encouraged to call or visit the teacher during the school year with questions about their child's progress or the learning program.

All individual assessment data will be kept confidential between the parent, classroom instructional staff and school administration. Assessment data (hard copies) will be kept in secured files and on secured district data base files. Group assessment data (no individual names reported) may and will be used for program reporting and program improvement planning.

PROGRESS REPORTS

Student progress is formally reported to parents/guardians three times each year. Progress reports will be issued during the following times:

- **Conferences** – Parent - Teacher Conferences are scheduled twice a year.

Parents/Guardians or teachers may request conferences at any time between grading periods.

DIVERSE LEARNERS

Perry Community Preschools and the Area Education Agency (AEA) work closely together in providing special services to families. A child with a disability can often learn more readily in a group with other children than in a separate group for disabled children. Services for children with special needs in the areas of: vision, hearing, speech, cognitive skills, health, behavior and motor skills are provided in a positive, friendly environment. If any special accommodations are stated in the child's IEP, the modifications to the classroom will be made.

SNACKS:**NUTRITION AND FOOD SAFETY**

Each child receives a snack served within two hours of arrival. Children are introduced to a variety of foods. Children are encouraged to taste the foods served, but are not required to finish all the food. No food is ever used as a reward or punishment. Development of good food habits and attitudes is stressed.

Children under four years of age will not be offered: hotdogs (whole or sliced), grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole. Examples of snacks that can be considered include: snack crackers, strawberry Poptarts, animal crackers, wheat crisp crackers, 100 calorie Oreo, and Sun Chips-Original.

Nutrition education and related materials are available and provided throughout the year, both at the school site and as requested by parents.

MENUS

Monthly menus will be posted in the classroom. Menus are sent home monthly to parents. Four week cycle menus are used.

****NO OUTSIDE FOOD CAN BE BROUGHT INTO THE PRESCHOOL CENTER****

We know that many of you would enjoy making/bringing food for your child's classroom, but preschool centers do not allow this practice. This policy is in effect because we need to insure the safety of all our children. With the increase in food allergies, including lactose intolerance, we do not want to put our children in jeopardy. This does include birthday treats.

Here are some ideas for your child to bring to the classroom if you so desire:

- Reading or telling a story to the children
- Planning a special activity for the children
- Sharing your culture or family tradition with the children
- Donating a book to the class

Other suggestions are:

- Stickers
- Temporary tattoos
- Pencil
- Party blowers/noisemakers
- A special book for your child to share with the class
- Crayons
- Small sticky note pads
- Dinosaur type creatures
- Yo-Yo's
- Ball mazes
- Moving square puzzles
- Other types of safe party favor items appropriate for 3 and 4 year olds.

Talk to your child's teacher for additional ideas.

VOLUNTEERS:

The school welcomes adult volunteers who have time to share in helping carry out the educational program. Volunteers can provide a valuable service by supervising writing centers, typing, reading to children, listening to children read, practicing math facts with students, and many other kinds of activities. Volunteers coming into the classroom will need to sign a child abuse and communicable disease waiver. If you would like to be a volunteer, contact your child's teacher.

BUS TRANSPORTATION:

- **Use of Video Camera on Bus** - The Perry Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents/Guardians may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.
- **In Town Bus Stops** - Preschool students will be transported to the preschool site from a pickup location in one of these areas: **In Town Bus Stops- BarJac, Graceland, Perkins Park, West 8th & Willis, Southgate, 3rd Street and Estella, 10th & Otley, 18th & Iowa, Perry Child Development Center, High School, Iowa and Williams St, Highview & McKinley, 30th & McKinley, 31st Street.**
- **Rural Students** - Preschool students using school transportation will be scheduled in the morning session. Students living in rural areas will be contacted by their bus driver before the beginning of the school year as to approximate pick-up times and locations.

Parents should call the Bus Garage at 465-5513 with questions, concerns, or to obtain bus schedules.

TOBACCO USE PROHIBITED:

Smoking, or the use of other tobacco products, is prohibited in school district buildings, in school vehicles, in school facilities, and anywhere on school property.

WEAPONS:

The Perry Community School District will not permit or tolerate the possession, display, or use of weapons and/or dangerous objects by any person on school premises or vehicles. Violations of this policy will be reported to law enforcement agencies. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon.

PARENT INVOLVEMENT:

You are your child's first and most important teacher! There are many ways for you to share your child's preschool experience:

Communicating: Communication goes both ways. Teachers want to share information with you at home visits, conferences, newsletters, phone calls or notes home. Never hesitate to call or ask to visit.

Volunteering: We need you! We need volunteers to help children with coats and shoes, at snack time, to read to the children, to share a special skill or to share a cultural experience. The more parent volunteers we have, the richer the children's classroom experience. You will have many wonderful opportunities this year!

Learning at Home: You and your child have homework to do together! It is important to spend time looking at and reading books every day. By talking together and sharing household jobs with your child you are helping him or her learn. We will offer lots of ideas!

The greatest predictor of student achievement is family involvement! Research says that to help children be successful in school the family must...

1. Have HIGH EXPECTATIONS for their child's future.
2. Offer opportunities to LEARN AT HOME.
3. BECOME INVOLVED in their child's education.

