WEST HANCOCK COMMUNITY SCHOOL

Preschool Information

This booklet has been prepared to welcome you and your child into the wonderful world of preschool at West Hancock. This should answer many questions you may have during the year. Preschool is designed to provide a secure and stimulating environment to meet your child's needs. Attending preschool does not guarantee readiness for kindergarten. PLEASE FILE THIS FOR FUTURE REFERENCE.



Please feel free to contact us if you have any questions. The office phone number is 641-843-3833. You can also reach us via email at:

4 Year Old Preschool Teacher: Ms. Emily Marvin: emily.marvin@whancock.org
4 Year Old Preschool Teacher: Mrs. Sarah Kirschbaum: anne.ries@whancock.org
3 and 4 Year Old Preschool Teacher: Mrs. Allison Boss: sarah.kirschbaum@whancock.org
Elementary Principal Mrs. Michelle DeHart mdehart@whancock.org
Elementary Secretary Mrs. Erin Kammrad erin.kammrad@whancock.org
School Nurse Ms. Kim Niewald kim.niewald@whancock.org

What will my child be doing in Preschool?

Preschool Classroom Philosophy

As an Early Childhood Educator I believe....

- The preschool program should be planned to stimulate the physical, social, emotional and intellectual growth of each child.

- Each child has a unique rate of development which should not be hurried or forced. Different levels of development and ability are expected, valued and accepted.

- Play is an important part of the early childhood learning experience and should be reflected in the daily schedule. Children learn by doing, imitating, observing, exploring, examining, investigating, experimenting and questioning.

- Young children learn best through self-selected hands-on experiences and active participation with their environment. The preschool program fosters curiosity & a desire to learn by providing a variety of materials & experiences.

- Guidance in the early childhood classroom should include positive reinforcement, firm and consistent rules, and individual and group problem solving. This encourages the children to move to self-discipline, independence, and responsibility for their own actions.

- Parents and families are an important part of children's lives and should be actively involved in their children's education.

- Protection of the privacy and confidentiality of information regarding children and families, colleagues, and students is critically important.

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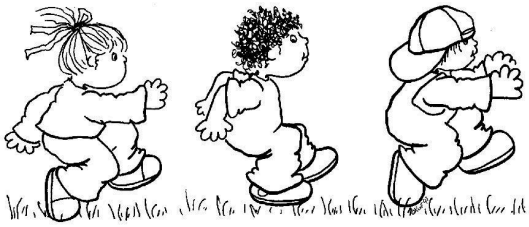


I Hear, and I Forget
I See, and I Remember
I Do, and I Understand

West Hancock Preschool Program Outcomes

- To foster in each child an awareness and understanding of the world around them.
- To aid each child in developing a positive self-concept and feeling of self-worth.
- To give each child experience interacting socially with his or her peers. To help each child develop socially acceptable means to express his/her emotions.
- To aid each child in his/her development and coordination of gross and fine motor skills.
- To promote intellectual growth through developmentally appropriate activities.
- To demonstrate respect and concern for children and families, colleagues, and others with whom we work, honoring their beliefs, values, customs, and cultures.
- To oppose any discrimination in all aspects of personnel action or service/program delivery that may be based upon race, color, national origin, gender, disability, religion, creed, age, political affiliation, marital status, sexual orientation, gender identity, or socioeconomic status.
- To begin the development of a cooperative working relationship between home and school allowing families to be active participants in their child's education and growth.

Access - Visitor and Facility

We believe that family involvement is the heartbeat of a child's early education. To keep our environment both joyful and secure, we ask all families and visitors to follow these guidelines.

Parent Access

We encourage parents to visit their child's classroom and see the wonderful things your child is doing!

- **Open Doors:** All parents and guardians are welcome to visit their child's classroom unless restricted by a court order or the sex offender registry.
- **Supervision:** To ensure the safety of all students, visitors who have not completed a formal background check must be accompanied by a staff member at all times. You will never be left alone with children other than your own.
- **The "Learning Bubble":** We ask that visitors help maintain our calm learning environment. Please avoid loud distractions, "horseplay," or inappropriate language. Our goal is for your presence to enhance the classroom experience! In order to maintain that positive learning environment, parents are asked not to bring other children from their family into the classroom when visiting.

Facility Access

Our staff is trained to be proactive and diligent in monitoring who enters our building.

- **Unrestricted Access:** Only authorized staff and cleared volunteers may have "unrestricted access" (meaning they can be alone with children or responsible for their care).
- **Checking In:** Staff members will promptly greet anyone on the property. If a visitor's purpose is unclear, building administration will be notified immediately to ensure everyone on-site is authorized to be there.
- **Sex Offender Registry**: Per Iowa Code, any individual on the sex offender registry for an offense against a minor is **strictly prohibited** from the property. This includes employment, volunteering, and transporting their own child to or from the center.

Note: If a visitor's behavior becomes a disturbance or violates our safety standards, they will be asked to leave, and a Director will follow up to discuss the incident.

Admission Policies

Parents must provide the school with the following items during **spring** Preschool Roundup:

- Birth certificate
- Immunization records
- Completed pre-registration form online, this is sent via email
- Open enrollment paperwork if the child lives outside the West Hancock district and is receiving special education services through an IEP.

Parents must provide the school with the following before **school starts** in the fall:

- Immunization record signed by physician/nurse
- Health Form-done with online registration
- Current physical signed by physician
- Lead screen date on physical or copy of results
- Online registration when it becomes available in the August

Following state requirements there will be no more than 10 students per adult in each 4 year old preschool room. No more than 20 students will be enrolled in a preschool session. The teaching staff-child ratio within group size is maintained during all hours of operation.

Assessments

West Hancock 4-year old preschool students are assessed in a variety of ways to include: teacher observation, student work, screening assessments, etc. Formal and informal formative assessments are used daily within the classroom. Formal summative assessments are used periodically, generally three times a year, to measure progress over time. Students will be assessed 3 times a year (fall, winter, and spring) using the Teaching Strategies GOLD assessment and IGDI's Early Literacy assessment. Both of these assessments assess the developmental progress of each student.

Results from formal summative assessments are used for program evaluation, curriculum changes, and fidelity of instructional practices. All formal summative assessment results are kept confidential using Teaching Strategies or MyIGDIs cloud storage services. Formative assessment results may be shared with parents as determined by the classroom teacher. Results of all types of assessments are used for the purpose of designing instruction to meet the needs of the students. The review of multiple assessments may be used to determine if developmental screening or referral for diagnostic assessment is warranted.

Information shared through progress reports and report cards are based on data collected through both formative and summative assessments throughout the school year. Report cards are sent home after each assessment period to inform parents of their child's development. Other progress reports will also be sent throughout the year. Parents are informed if a teacher feels that additional assessments are needed to determine specific support for a child.

Attendance

Regular student attendance is essential for students to gain the most from their preschool experience. While it takes time to transition from learning at home to learning in a school environment, your child will adjust to school when parents encourage regular attendance at school.

Please call the office if your student will be absent, leaving early or arriving late at 641-843-3833. You can also email our secretary at erin.kammrad@whancock.org.

Birthdays

We will acknowledge birthdays as close to the actual date as possible with the honoree hosting snacks that day. Summer birthdays will be observed as ½ birthdays.

Biting

We recognize that while biting is not a common behavior among preschool age children, there are times when our young learners turn to biting as a means of communicating their concerns or navigate social situations. Our approach is to keep children safe while helping them learn appropriate communication and social skills.

Our goal is to prevent biting incidents by having staff closely supervise all areas, particularly during high-risk times (transitions, play). However, in the event of a biting incident, we will:

- Separate the child who bit from the victim.
- Attend to the victim, providing first aid and comfort.
- Clean the bite with soap and water, and apply ice.
- Notify parents of both children (without revealing names) via an incident report .

If a child bites three times in one day, a parent conference will be scheduled. If biting persists (e.g., 15+ bites in two months), we will meet to discuss if our setting is currently suitable for the child.

Class Hours:

Students should be dropped off no earlier than 15 minutes prior to the start of your child's school day. Morning classes meet from 8:25 – 11:10. Afternoon classes will meet 12:30 – 3:20. Please ensure your child is picked up in a timely manner.

Clothing Expectations

Please dress your child in play clothes that are washable, comfortable, and easy for THEM to unfasten or manipulate for toileting needs, and shoes that they can run/play in.

Weather permitting we go to the playground for recess. Colder weather requires boots, hats, mittens, and snow pants; wet and muddy conditions require boots. It is important for children to wear clothing that is dry and layered for warmth in cold weather. Be prepared – generally we try to go out unless the wind chill is below zero.

Due to allergy and health reasons, no sunscreen or insect repellant is allowed in the classrooms or at the school.

Please send a complete change of clothes that is appropriate for any season (underwear, shirt, pants and socks) in a bag with your student on the first day of school. Please label the bag of clothing. We will store the clean clothes in your child's locker – and send home the soiled/wet clothing to be laundered. Please return the clean emergency clothing the next day. **We cannot be without!**

Backpacks: All children should carry a bag of some type back and forth to school **EACH DAY**. Please put your child's name clearly on or inside the bag. Try to find a bag that your child is able to open and shut easily and one that will hold extra clothing, a 2 pocket folder, snow pants, and shoes or boots.



Confidentiality

Our preschool staff recognizes the importance of privacy and confidentiality. We are committed to protecting the privacy of all children, families, and staff. All information, including child records, health information, and family personal details, is treated as confidential and will not be shared with third parties without express, written permission.

Only authorized staff members and the child's parents/guardians have access to a child's file. Personal family information (including address, phone number, and developmental records) will not be shared with outside agencies or individuals without signed written consent.

Staff will ensure that conversations regarding child behavior, health, or family circumstances are held in private, and not within hearing range of other parents or children.

All written child records are stored in a locked filing cabinet and/or a password-protected, secure electronic system.

Photos or videos of children will not be used for marketing, social media, or other purposes without prior written consent from parents.

Confidentiality may be broken only in situations required by law, such as mandatory reporting of suspected child abuse or neglect to the Department of Health and Human Services (HHS).

Daily Preschool Format

We use the Creative Curriculum approach in our teaching and classroom set up. We provide opportunities for students to develop in the areas of social/emotional, physical, cognitive, math,

literacy and language. Students will be assessed in these areas through observations during play, small group, large group and one on one activities.

- **Arrival/Self-Selection**
- **Calendar Time**
- **Large Group** - Teacher directed activity that includes discussion of daily helpers, literacy, math, songs, stories, and fingerplays.
- **Center Activities and Small Group** – Center Activities-Children will be able to choose activities from interest and learning centers. This may include math, art, science, language arts, blocks, dramatic play, sensory table, manipulative activities, and Small Group - Teacher directed activity focused on meeting a student's individual needs.
- **Snack**
- **Large Motor Play**
- **Dismissal**

Developmental Expectations

What to expect in children 4 - 5 years old
Children this age
- Are active and have lots of energy;
- May be aggressive in their play;
- Can show extremes from being loud and adventurous to acting shy and dependent;
- Enjoy more group activities because they have longer attention spans;
- Like making faces and being silly;
- May form cliques with friends and can be bossy;
- May change friendships quickly;
- May brag and engage in name-calling during play;
- May experiment with swear words and bathroom words;
- Can be very imaginative and like to exaggerate;
- Have better control in running, jumping, and hopping but tend to be clumsy;
- Are great talkers and questioners; and
- Love to use words in rhymes, nonsense, and jokes.

What they need
Children this age need opportunities to
- Experiment and discover within limits;
- Use blunt-tipped scissors, crayons, and put together simple jigsaw puzzles;
- Practice outdoor play activities;
- Develop their growing interest in academic things, such as science and mathematics, and activities that involve exploring and investigating;
- Group items that are similar (for example, by size);
- Stretch their imaginations and curiosity; and
- See how reading and writing are useful (for example, by listening to stories and poems, dictating stories to adults, and by talking with other children and adults.

The degree to which each child will attain these objectives differs according to each child's abilities, background, and interests.

Drop Off and Pick Up Procedures

4 year old Preschool Arrival and Dismissal: It is the parent's responsibility to make arrangements for arrival and dismissal. Here are some of the options available to parents for AM and PM sessions.

AM Arrival:

- Student may ride the bus from a location already stopped at on the regular school bus route
- Student may get on the bus at the Kanawha Middle School to go to the Elementary School
- Parents may drop off student at school no earlier than 8:10

AM Dismissal:

- Parents may pick up student at the south door of the elementary school at 11:10
- Kanawha students may ride the bus to the Kanawha Middle School for parent to pick up, time to be determined

PM Arrival:

- Student may be picked up at the same location of a Kindergarten Prep student and brought to school
- Student may get on the bus at the Kanawha Middle School to go to the Elementary School
- Parents may drop off student at the school no earlier than 12:15

PM Dismissal:

- Parents may pick up student from the south door at 3:25
- Student may ride the bus to the Kanawha Middle School to get picked up
- Student may ride the bus to a location already stopped at on the regular school bus route



Emergency Plans

The safety of your children is our highest priority. We work hard to make sure our school is a place where every child feels secure, even during the unexpected. The school district has developed emergency response plans for a wide variety of possible emergency situations. Copies of those plans are provided to all district staff so they are prepared to implement those plans in emergency situations.

Just like learning to tie shoes or wash hands, we practice how to stay safe!

- **Regular Drills:** Throughout the year, we hold "practice days" for fires, tornadoes, and other emergencies.
- **Learning the Way:** At the start of each semester, our teachers walk the children through exactly what to do. Every classroom also has colorful maps posted near the door showing our "safe paths" out of the building.
- **Quiet & Calm:** We teach the children that during a drill, we use our "listening ears" and stay quiet and orderly so everyone can hear the teacher's instructions.

To keep everyone safe, fire alarms are only for real emergencies.

- We explain to the children that alarms are important tools, not toys.

- Please note that pulling an alarm as a prank is a serious matter. In these cases, school policies will be followed, and local authorities may be notified.

In the event of a real emergency, our focus is 100% on the children. Here is how we will keep you informed:

- **The Lead Team:** Our district office works directly with first responders to manage the situation and coordinate communication.
- **Stay Updated:** We will use our mass communication tools and social media pages to send out updates and instructions regarding where and how to reunite with your child.
- **Help Us Stay Focused:** We kindly ask that you **refrain from calling the school office directly** during an emergency. This keeps our phone lines open for emergency services and allows us to focus entirely on the children's safety.
- **Belongings:** In an emergency, our priority is "People First." We will focus on getting every child to safety quickly; personal items or electronic devices will be gathered only once it is completely safe to do so.

Enrollment and Discharge Policy

Children must be three years of age on or before September 15th of the current school year to enroll in the 3-year old preschool program and four years of age on or before September 15 to enroll in the 4-year old program. Preschool signup will begin in the spring of the year prior to enrollment. Families are strongly encouraged to attend preschool roundup to initiate the registration process. Proof of birth date, legal name, and immunizations are required in order to begin the registration process and will be accepted on or after preschool roundup is held. Registration will be ongoing until all spaces are filled. Due to the limited number of students enrolled in our 3-year old preschool program, students who are not completely toilet trained will not be allowed to start school. Children on the waiting list will fill in that enrollment.

Families will need to complete final registration in late summer by completing the district's online school registration through our student management system, JMC.

A student could be unenrolled/discharged from our preschool program for the following reasons:

- Failure to pay the monthly fee (3-year old preschool)
- Excessive absenteeism
- Inability to adjust to the group environment
- Threatening other children, staff, or self

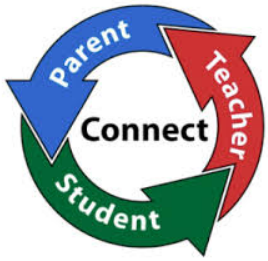
Every effort will be made to work with the child and family before steps are taken to discharge the child. Concerns occurring in the classroom will be shared with families as quickly as possible. It is important for the preschool teacher and parent(s)/guardian(s) to work together to address concerns.

Recurring instances of inappropriate behavior, excessive absenteeism, failure to pay, or difficulties adjusting to the school environment will be discussed with the program director. The preschool teacher, parent(s)/guardian(s), and building principal will meet to discuss the concerns and develop a plan to address the concerns. The plan will include specific details and timeline regarding removal from the program if behaviors of concern continue in spite of intervention.

Parent(s)/guardian(s) who disagree with the program director's decision to discharge the student may appeal the decision within three (3) school days of receiving notification of the student's removal from class. The superintendent will review the program director's decision within two (2) school days after receiving notification of the parent(s)/guardian(s) request to appeal the decision. At the conclusion of the review, the superintendent shall affirm, reverse, or modify the program director's decision. Parent(s)/guardian(s) who disagree with the decision of the superintendent may appeal in writing to the Board of Directors within two (2) school days after receiving notification of the superintendent's decision. The appeal must be submitted to the Board Secretary, who will forward the written appeal to the Board President. A hearing in front of the board will be held within ten (10) school days of the receipt of the written appeal. Within two (2) days after the hearing, the Board President shall communicate the decision of the Board in writing to the student and his/her parent(s)/guardian(s). The decision of the Board shall be to affirm, reverse, or modify the superintendent's decision.

Family Involvement

Family involvement is an important and vital part of the program. Parents will be invited to attend a Before-School Open House, a fall conference, preschool family night, and a preschool program. Home visits will be scheduled before the first day of school so that the teacher can observe each child in their own home environment. Periodically throughout the school year, teachers seek information from families regarding a variety of skills observed in the home. When appropriate information from families becomes part of the data collection for GOLD. Families can be involved in a variety of ways such as volunteering in the classroom, attending parent meetings, being involved in parent groups, and talking to and working with your child at home.



Food Allergies

It is a parents responsibility to ensure that the school is notified of any food allergies. Food allergy information is requested at the time of registration on the district health form. If a parent wishes to request a diet modification due to a food allergy, they need to fill out the district's diet modification request form. In order for the modification to be put in place, the request form must contain the name of the licensed medical provider, a signature from the license medical provider, and parent/guardian signature. A copy of this form is available at registration or by request at the school. Classroom teachers will be notified of your child's food allergy and alternative options will be available if a valid diet modification form is on file with the nurse.

Health Information

Immunization Requirements
Iowa schools require that every child must have a completed immunization record on file at the school by the **first day** of school. If immunizations are in process, the child is enrolled in school on a

provisional status. The law allows 60 days for completion. At the end of the 60 days, students will not be allowed to attend school until immunizations have been completed unless parents or legal guardians can provide evidence of an appointment to complete required immunizations or meet the exemption from immunization. All immunization records are audited by Hancock County Public Health.

Your provider may wait until age 5 or kindergarten to complete the following:

- DTap - 5 does required with one dose after age 4 if born on or after September 15, 2003
- Polio - 3 does required with one dose after age 4 if born on or after September 15, 2003
- MMR - 2 doses required with one does on or after 12 months of age and one dose between ages 4 and 6
- Hepatitis B - 3 doses required
- Varicella - 2 doses required if born on or after September 15, 2003 OR a reliable history of natural disease

Pediatric First Aid and CPR

All preschool teachers will maintain certification in pediatric first-aid training and pediatric CPR. Copies of the certificates of completion will be kept on file in the teacher's personnel file.



Health Screenings and Exams

A physical exam is required to be completed by your healthcare provider prior to the first day of school. Iowa requires all incoming 4-year old preschool students to have a lead screening completed prior to the first day of school. This date must be reported to the school nurse or on the physical exam form. The Iowa Public Health Department does recommend an eye and dental examination be completed by the appropriate health provider before starting preschool. This is a recommendation, not a requirement.

Medication Administration

Written parental permission forms are required for all regular prescriptions and over-the-counter medication to be given at school. All medication needs to be sent in the original container. Prescription medication must be in the original bottle with the current prescription label on the container. All medication is kept in a locked cabinet in the nurse's office. Medications will be administered by the school nurse or staff members who have successfully completed a medication administration course.

Health Concerns

It is important to inform the school of any health concerns regarding your child that may affect school performance. Examples of health concerns are: asthma, ADD/ADHD, allergies, diabetes, seizures, migraines, heart problems, etc. Their health records will be updated as we are notified of any health changes.

Staff will provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home.

Health Reasons for Keeping a Child from School
Parents are expected to keep their child home from school when your child:

- has vomited or had diarrhea within the past 24 hours
- has a fever of 100 degrees or higher
- has an undiagnosed rash
- has a persistent cough
- is on antibiotics for infection (the child should be home the initial 24 hours of therapy)



Health Records
A health record is maintained for every student. Basic health information is gathered during the registration process when a parent or caregiver completes the district health form. The school nurse compiles a full health record containing the district health form, medication records, and immunization records. Health records are kept confidential and remain locked in a secure location in the nurse's office. Immunization audits are completed by Hancock County Public Health.

Child health records include

- Current information about any health insurance coverage required for treatment in an emergency;
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- Current emergency contact information for each child, that is kept up to date by a specified method during the year;
- Names of individuals authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, specialized medical conditions, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);

Incident Reports

Our preschool program prioritizes the physical and emotional safety of every child. In the event of an illness, injury, or accident, staff will provide immediate care, ensure the child's safety, and notify the parents or guardians.

Documentation Requirements

Staff will formally document and file reports for any incident involving:

- Missing child.
- Physical injuries or sudden illnesses.
- Significant changes in a child's demeanor or general functioning.
- Significant behavioral incidents, including those of a physical or sexual nature.

Incident/Illness Reports

An Incident/Illness Report must be completed on the day of the occurrence by the staff member who witnessed or managed the event. Each report must include:

- The child's name, date, time, and location.
- A detailed description of the incident and any injuries sustained.
- The specific actions taken by staff.
- Signatures from all staff witnesses or responders.

In the event of a health-related emergency, documentation from emergency medical service (EMS) providers will be attached to the report. Supplemental eyewitness statements may also be included as needed.

Parent and Regulatory Notification

- **Serious Incidents:** Parents will be notified immediately of any serious injury or illness. In compliance with state licensing regulations, the Program Director will report serious incidents (e.g., serious injury, a missing child, or death) to the **Iowa Department of Health and Human Services (HHS)** licensing consultant within the required timeframe.
- **Minor Incidents:** For minor occurrences, parents will be notified at pick-up and asked to review and sign the report.

Program Evaluation and Improvement

In order to provide the highest quality services to our students and families, information is gathered from families and staff to evaluate the effectiveness of our preschool program and suggestions are sought out for ways to improve our program. We send a digital program survey to families twice during a school year, once at mid-year and a second time at the end of the school year. The classroom teachers and building administrator meet to discuss the results and use that information to make decisions for any program changes. Handbook changes are reviewed by district administration. Any program changes that result from parent suggestions will get updated in the preschool handbook for the following school year.

Sanitation Practices

Classroom Sanitation

Every effort is made to ensure a clean, safe environment in our classrooms. Staff clean classroom surfaces (table tops, sinks, refrigerator, carpets, etc.) daily with non-toxic, school approved cleaning products. Carpets are vacuumed daily. Shared toys are sanitized. Procedures for standard precautions are used and include the following:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.

- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

Handwashing
Proper handwashing is one of the most effective ways of reducing the spread of germs and illness. Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water;
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails;
- rinsing well;
- drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

All children and adults wash their hands:

- upon arrival for the day.
- after diapering or using the toilet;
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that that is shared by two or more people;
- after handling materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and,
- before and after administering medication (adults)
- after handling garbage or cleaning (adults).

Universal precautions
All staff receive training annually for protecting against blood-borne pathogens. The following protocols are in place in the event of exposure to blood-borne pathogens or other bodily fluids.

- Staff and students implement proper hand washing practices throughout the day to prevent the spread of infectious disease.
- Staff wear gloves when there is potential contamination with blood or other bodily fluids.
- Staff are provided appropriate personal protective equipment (gowns, face shields, resuscitative devices, etc.) based on the necessary task to be performed.
- All surfaces and equipment that come in contact with blood or bodily fluids are decontaminated with appropriate cleaning solution.
- The building custodial department is informed so they can help with the clean-up using the appropriate cleaner.

Snacks

Nutritious snacks and milk will be available everyday. Families may donate **store bought** nutritious snacks to be available for all students in the class. Nutritious means foods low in fats and sugars. Fresh fruits, cheese and crackers, pudding, small sandwiches, raw vegetables, granola bars, muffins, yogurt and meat slices are good examples. A refrigerator is available. Any donated snacks need to be sent as close to ready to serve as possible. . . .i.e. apples washed, cheese cut, etc.



Staff Training

Our program is committed to the continuous growth of our educators, rooted in the belief that when our teachers learn, our children thrive. To ensure the highest quality of care and education, all staff members are required to engage in ongoing professional development that aligns with both state standards and district goals.

Professional growth is a collaborative effort. The building principal will work directly with each preschool teacher to provide access to essential professional development platforms, such as **i-Power**, **AEA course registration**, and other relevant systems.

To ensure a clear path for growth, the principal and teacher will meet to:

- Review all required state and district training.
- Establish a specific timeline for completion.
- Co-develop a personalized **Professional Development Plan** tailored to the teacher's goals and the needs of the classroom.

To maintain a safe and compliant learning environment, all new hires must complete foundational training within **90 days** of their start date. These requirements include:

- **Safety & Health:** 1st Aid/CPR and Universal Precautions.
- **Legal Compliance:** Mandatory Child Abuse Reporter training.
- **Age-Specific Instruction:** Any specialized training required for the preschool developmental level.

Following the initial 90-day period, these certifications must be maintained through **annual updated training** to ensure continued compliance with district policy and Iowa state law.

Supplies

Below is a sample of typical school supplies. Donations of classroom supplies are accepted.

- 1 3 ring binder
- 2 two pocket folders
- Notebook
- Washable markers
- Dry erase markers
- Crayons
- Napkins
- Ziplock Bags- boys gallon size and girls quart size
- Glue Sticks
- Play-doh

Toileting Policies and Procedures

Toilet learning is an important time in a child’s development. For children who are unable to use the toilet consistently, the following procedures are in place:

- Diapering will only be done in the designated private diaper area. A changing table or cot with mat will be used to change children's diapers. Food handling will not be permitted in this diapering area.
- Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards
    - Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason)
    - Staff check children for signs that diapers or pull-ups are wet or contain feces
        - At least every 2 hours when children are awake and
        - When children awaken.
    - Diapers are changed when wet or soiled.
    - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility
    - For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
    - At all times, caregivers have a hand on the child if being changed on an elevated surface.
- Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.
- Potty chairs will not be used due to the risk of spreading infectious diarrhea.

Transportation

Transportation to and from school for students in our preschool programs are the responsibility of the parents or guardians to arrange. However, the school district does allow 3 and 4 year old preschool students to ride the school district's bus in the following situations:

- When a preschool student is at a pick up or drop off location that is on the school district's regular bus route for before or after school pick up or drop off locations.
- When a preschool student is at a pick up or drop off location that is on the school district's kprep mid-day bus route.
- Preschool students who attend the Hancock County Learning Center daycare may be picked up or dropped off at the daycare as part of the district's regular bus route before school and after school, as well as at mid-day providing a kprep student is being picked up or dropped off at the daycare.

Weather

Information in regard to “no school”, “late start”, or “early dismissal” because of inclement weather will be given over local TV channels and radio stations. The West Hancock web page (www.whancock.org) has information for accessing our school alert system regarding “alerts” sent on School Messenger.

If school is delayed 2 hours, there will be NO morning class!
If school is dismissed 1 hour early, there will be afternoon class!
If school is dismissed 2 hours early, there will be NO afternoon class!