

# **Holy Family Catholic Schools**

## **St. Columbkille Early Childhood Center**

### **Early Childhood Programs Parent/Guardian Handbook**

Approved by the Holy Family Board of Education June 2020

## **2020-2021**

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**6:30 a.m. – 5:30 p.m. School Year**





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## **Philosophy and Mission Statements**

### **Mission Statement of the Educational Apostolate-Archdiocese of Dubuque**

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

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

### **Holy Family Catholic Schools Philosophy Statement**

To effectively form and support families and students in understanding and living a Catholic way of life, the members of Holy Family Catholic Schools believe that:

- Families are domestic churches and the foundation of a Catholic way of life.
- Children are gifts from God and that they have the right to know the nurturing love of their Creator. Parents are the first and primary educators of their children.
- Each parish and their programs of Catholic education are an extension of the family and assist families in their mission.

To this end, the Catholic parishes and schools of the greater Dubuque area have come together to effectively support students and families in understanding and loving the Catholic way of life through Message, Community, Worship and Service.

### **Mission Statement of Holy Family Catholic Schools:**

**Forming disciples of Jesus Christ through Catholic educational excellence.  
*Achieve. Lead. Soar***

## **Admission Policies/Notice of Non-discrimination**

### **Admission**

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

### **Parent Orientation**

Families enrolling at a Holy Family Early Childhood site will be given a tour of the facility prior to or at the time of enrollment. During this time families will learn about the early childhood program, family expectations when enrolled and policies and procedures. Parents are given the opportunity to ask questions about all aspects of the early childhood program at this time.

### **Equal Opportunity/Multicultural Assurances**

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

**Non-Discrimination Statement**  
**Federal Civil Rights Statement**

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USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination 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](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](mailto:program.intake@usda.gov) .

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

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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/>.

Revised March 21, 2016

## **Program Description**

### **Curriculum**

Houghton Mifflin Pre-K is used in our Pre-K programs.

Houghton Mifflin Pre-K: *Splash* is a comprehensive integrated pre-K program that provides all children with the foundational skills they need to succeed as lifelong learners. The “hands-on, minds-on” curriculum is based on scientific research and is aligned with key critical pre-K learning goals, including those defined by Early Reading First, Head Start, NAEYC, IRA, NCTM, and state frameworks.

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

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

Creative Curriculum is used in our preschool programs.

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

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

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

These components rest on a solid foundation of research.

### **Religion curriculum**

RCL Benziger provides us with *Stories of God's Love* for our Preschool and Pre-K children. Activities focus on the development of faith through language, visual, motor and listening skills, and games.

## **Business Information**

### **Calendar**

All Holy Family Early Childhood sites will be closed on the following days for the 2020-2021 year: July 3, September 7, November 26 & 27, December 24, 25, & 31, January 1. April 2 and May 31. An early childhood calendar is located on the Holy Family website at [www.holyfamilydbq.org](http://www.holyfamilydbq.org). St. Anthony/Our Lady of Guadalupe, St. Columbkille and Resurrection Early Childhood centers follow the school calendar and do not offer childcare on days that school is not in session which includes weather cancellation related days and summer.

### **Access of Information**

If a family is unable to access information provided to them, Holy Family Catholic Schools will either provide the information verbally or have the information translated into a document that can be read. The family must notify the center if this service is required. Holy Family Early Childhood along with Holy Family Catholic Schools has resources available that can assist in translation. If we are unable to provide that service within our system, we will help families find resources to fit their needs in the community. We will introduce them to other families with similar needs in our system so that they can share resources and information.

### **Child/Staff Ratios**

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

- Infants: 1 caregiver to 4 children
- Two-year-olds: 1 caregiver to 6 children
- Three-year-olds: 1 caregiver to 8 children
- Four-year-olds: 1 caregiver to 12 children
- Five- through ten-year-olds: 1 caregiver to 15 children

St Columbkille Early Childhood center is licensed for the following:

- One three-year old preschool classroom (capacity = 16)
- Two Pre-K classrooms (capacity = 20 per room)
- One wrap-around care classroom (capacity=16)
- Two extended care classrooms for kindergarten through 5th grade (capacity=45)
- Preschool is offered for children ages 3 and 4. The 3-year old rooms have 16 students per group and the 4-year old classes have 20 students per group.

### **Non-Curricular Materials**

In alignment with our system's green vision, Holy Family will post on the eBulletinBoard website links to information on upcoming events from nonprofit community members to which approval is granted. This is in lieu of sending informational flyers home in student backpacks. New links will be posted weekly as received, and notification of new postings will go out in the first center e-newsletter of each month. Visit [www.holyfamilydbq.org/ebulletinboard](http://www.holyfamilydbq.org/ebulletinboard) any time to view postings or to review full flyer-approval guidelines.

### **Program of Activities**

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

### **Receiving Information**

It is important that families receive information. Information will be sent out in the form of newsletters, announcements and special alerts. We will send out all of our information electronically. Please advise the director and your child's teacher if you would like to receive a paper copy instead of getting your information electronically.

There is a bulletin board located in the main downstairs hallway with information for families.



## **Special Services**

Students enrolled in the preschool and child care have access to a variety of special services should the need arise. Each early childhood center may consult or invite the services of the guidance counselor associated with the center. A guidance counselor may consult with the director, staff or parents on a variety of educational and behavioral issues related to the child(ren). Additionally, each center has access to the AEA1 Keystone Early Access team, which is available for services including speech, audiology and cognitive development.

## **Staff**

Staff includes the director, lead teacher, teacher associates, cook, and student teachers/practicum students. All staff members are required to receive the following:

- First Aid, CPR, Mandatory Child Abuse, Universal Precautions, Safe Environment training, and Childcare Preservice Essentials Training
- In-service training hours each year according to DHS regulations
  - Orientation during the first week of employment to explain all policies and procedures

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

## **Contact Information**

Marcy Weidenbacher - Director, St. Columbkille Early Childhood at 563-583-1620 or [mweidenbacher@holyfamilydbq.org](mailto:mweidenbacher@holyfamilydbq.org)

Holy Family Offices - 563-582-5456

Joann O'Connell - Early Childhood Coordinator at 563-582-1246 or [joconnell@holyfamilydbq.org](mailto:joconnell@holyfamilydbq.org)

## **Catholic Dimension/Uniqueness**

### **Liturgies and Celebrations**

Preschool children will attend special liturgies and celebrations when appropriate. Each child is a unique and special child of God. Our program provides a distinct opportunity to enhance the development of the whole child, in a setting that models Christian values. We will be listening to bible stories, learning to pray, and celebrating the Christian holidays.

### **Teaching Children to Pray**

We firmly believe that the relationship of little children to God is very deep and important and influences the rest of their lives precisely because it is so simple. It is natural for little children to want to pray; as Paul says, "His Spirit speaks in our spirit." The spirits of little children are very open to contact with the Divine Spirit. All we have to do is to elicit this contact gently and freely. We would like to present a few guidelines for teaching children to pray. We believe these guidelines have implications for teaching prayer to children at home and in the classroom.

#### **Be open to recognizing God's presence in your children.**

Sometimes you can feel it just by looking into your children's eyes; sometimes you can sense it when you are finally able to look at your children from a distance, as it were, and be amazed at the mystery of their existence; sometimes it could just be the way one of your children looks at a crucifix or reacts when you say the word Jesus.

Pray affectionately and tenderly with your children.

If you are open to God's presence in your children, then the times you do choose to pray with them can be very special. Parents should not be afraid to hold their children's hands, touch their foreheads, and so on while praying with them or over them. Prayer together should be a spontaneous flow of affection for one another as you rejoice in God's presence, letting God know your concerns and needs, and praying for others you feel close to.

Be aware of the importance of ritual in a child's life.

Once you find the right time and place to pray with your children, stick with it, and you will soon find that your children will remind you, if you ever forget, because prayer can become a healthy part of their emotional security.

Formal prayers should be attempted, but not forced.

Variety in prayer is the "spice of life." Informal prayer, formal prayer, instrumental prayer, and Bible story prayer can all have their place within children's framework of ritual. Children need to be continually encouraged to pray for what is important to them.

Be open to special events in the family and to peak experiences in daily life as experiences of God for yourself and your children.

When there is an effort on the part of the parents to see in everything a sacrament of God's presence, then this attitude flows out to the children. It is this attitude that will be more important than all the formal prayers they will ever learn and more important than all the phases they will go through about going or not going to church on Sundays.

It is this attitude that more than anything else will encourage our children to "lift up their minds and hearts to God."

## **Enrollment**

### **Dual Parent Reporting**

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

### **Enrollment Classification**

**Full-time** – A child attending the center for 36 or more hours per week. All families must complete a master schedule form; families choosing not to use a master schedule must turn in a weekly schedule by the close of business on Tuesday for the following week.

**Extended Care** – A child attending an elementary school who requires before and/or after school care. All families must fill out a master schedule form if hours will remain the same each week; otherwise a schedule must be turned into the office by close of business on Tuesday for the following week.

**Part-time** – A child attending the center between 24 and 36 hours each week. All families must complete a master schedule form; families choosing not to use a master schedule must turn in a weekly schedule by the close of business on Tuesday for the following week.

**Drop-in** – A child using drop-in care is not guaranteed a space at the center. Enrollment papers filled out by

parent/guardian must be on file in the office prior to using drop-in care. Parents must contact the center prior to needing care to ensure that there is availability for the time requested.

**Preschool Wrap-around** – Families may utilize this service if the child is currently enrolled in preschool or pre-K. Families may choose to attend the center for 12 or 18 hours of wrap-around care each week. Families in a 5 hour Pre-K program can use a 5 hour wrap around program. All families must fill out a master schedule form if hours will remain the same each week; otherwise a schedule must be turned into the office by close of business on Tuesday for the following week.

**On scheduled non-school days, weather cancellation days and summer, care is available at St. Joseph the Worker and Holy Ghost Early Childhood centers. Students enrolled in preschool, Pre-K and before and after school care at any Holy Family Early Childhood site may use this service. Parents must notify the Early Childhood director in advance if this service is needed.**

### **Enrollment Guidelines**

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

1. A *Physical Form* must be completed and signed by a licensed medical doctor, doctor of osteopathy, a physician's assistant or advanced registered nurse practitioner. The physical will need to be repeated a year after the date it was signed.
2. The certificate of immunization will need to be updated as your child receives shots. Some families choose to be exempt from immunizations for religious or medical reasons. If so, you will need to follow the Department of Public Health guidelines for a waiver from immunizations. In the event of an outbreak of a reportable communicable disease, we will follow guidelines set by the Department of Public Health.
3. An *Enrollment Form* must be completed and signed by parent/guardian. This form must be filled out annually.
4. A *Payment Agreement Form* must be completed and signed by parent/guardian. Payment agreement can only be changed in the fall or the beginning of the summer. Space must be available for you to switch your child from drop-in to part-time or full-time. May only make a change once during the school year. No changes will be allowed during the summer.
5. A non-refundable registration fee of \$30 is required. The registration fee is charged annually and is due the first week of September or when registering for preschool or pre-K.
6. A *Master Schedule Form* must be completed. If schedules change each week, a parent/guardian must turn in the weekly schedule by the close of business on Tuesday of each week.
7. A *Sunscreen Permission Form* must be completed and signed by parent/guardian.
8. A *Food Program Application* will be provided to each family. If your family qualifies for free or reduced meals this application must be returned before that can go into effect. A CACFP enrollment form will also be included with the application.
9. An *Authorization for Direct Payment* must be completed and signed by the party responsible for payment.
10. A *Medical Condition Form* must be completed for all children with allergies or specific medical conditions.

### **Change of Information**

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

## **Fees**

### Rates

See attachment at the end of the handbook or visit the Holy Family website at [www.holyfamilydbq.org](http://www.holyfamilydbq.org).

### Direct Payment

Direct payment is required of all families. Families must fill out a direct deposit authorization form when enrolling in any of the center programs.

### Registration Fee

A \$30.00 per child registration fee is due upon enrollment and each year thereafter on September 1<sup>st</sup>. A maximum of \$75.00 per family.

### Key Fob Deposit

A \$10.00 deposit is required for each key fob. Each family will be allowed one per parent. The \$10.00 deposit will be credited back to your account provided your fobs are returned before final billing. No cash refunds, only credit to your account will be given. A \$10.00 additional not refundable fee will be charged for any lost or misplaced key fobs.

### Deposit for Infant Enrollment

A non-refundable deposit of \$200.00 is required to reserve a slot for all infants and toddlers. An infant and toddler registration form is also required. If a family does not attend within six weeks of their tentative start date the \$200.00 deposit will be forfeited.. The \$200.00 deposit will not apply toward the family account until they have attended for at least six months.

### Billing

Upon registration, families are required to complete a *Payment Agreement Form* that designates their choice of anticipated billing. Weekly billing charges are completed each Monday for the previous week. Billing charges are based on the minimum hours according to the payment agreement form, scheduled hours, or actual hours used whatever is greater. All non- scheduled hours will be charged at the drop-in rate. Half hour grace is given within your schedule each day before drop in is charged. Billing will not be separated out by days. If the center is closed, billing will be done on the next business day. Minimum charges apply all weeks of the year unless noted below.

The weeks of Thanksgiving, Christmas, New Years and spring break no minimums. Billing will be actual hours or scheduled hours whichever is greater.

Preschool/pre-K is billed on the first of each month and direct payment is also done at that time. No credit or refunds are given for absences for any reason in the preschool/pre-K program.

### Vacation/Personal/Sick Hours

Each child that is enrolled in a program as a full-time, part-time or wrap-around child will be given vacation/personal/sick time that equals the amount of weekly hours contracted for on the payment authorization form. All time must be taken in hourly increments. The time frame to use these hours is from September 1 to August 31.

Vacation, personal, and sick hours must be requested at the time they are used.

### Discount

Families who contract and use 36 hours or more (**preschool hours do not apply**) will be discounted as a

family each billing period:

- 1<sup>st</sup> child: Full price (infants always pay full price regardless of the number of children in that category)
- 2<sup>nd</sup> child: \$10 discount (must attend over 36 hours)
- 3<sup>rd</sup> child: \$15 discount (must attend over 36 hours)
- 4<sup>th</sup> child: \$20 discount (must attend over 36 hours)

### Minimum Time

There is a minimum one hour charge per day when your child is clocked in.

### Late Pick-up Fees

If a child is not picked up before the stated closing time, a \$1.00 per minute fee will be charged until the child is picked up.

### NSF (Non-sufficient funds)

Accounts will be charged a \$25.00 fee for failed direct payments. Restitution for the failed direct payment must be made the next business day after notification to continue to receive care.

### Activity Fee

A transportation/activity fee will be charged to cover field trips/transportation costs. This fee will vary based on the activity and the distance traveled. This amount is charged to the family account.

All children participating in the summer school age program will pay a \$25.00 supply fee that will be charged to your account the first day of summer.

### **Schedules**

All schedules are due by the close of business on Tuesday for the following week. Schedules must be submitted via email or hard copy to the director. Upon enrolling, you will receive a master schedule form to complete. Any changes to this schedule must be reported to the director before the close of business on Tuesday for the following week.

Schedule changes will be accepted through the close of business on Thursday. Any schedules submitted after the close of business on Tuesday through Thursday of that week will be subject to a late scheduling fee of \$5.00 per child. Any schedules submitted after the close of business on Thursday will be charged the drop in rate. All schedule changes in the same week are drop in rate.

Please note that the center may request earlier submission of schedules for holiday weeks or other special circumstances.

### **Summer Hold Fee (St. Joseph the Worker and Holy Ghost only)**

All families that wish not to attend in the summer but want to return in the fall will be subject to a summer hold fee of \$300.00 per child. Before the beginning of summer, families must provide the date of when care will end for the summer and the date of when care resumes in August.

### **Maternity Hold Fee**

Families may choose to pay a \$300.00 per child hold fee while you are off on maternity leave for up to 3 months' time off. Another option is to go from full time to part time. Dropping out during this time will forfeit your space.

## **Waiting Lists**

Families currently enrolled in the childcare programs of Holy Family Catholic Schools will be offered enrollment options first.

## **Childcare Assistance**

Upon enrollment in our Center it is assumed that families agree to follow all policies and procedures, this includes families that received DHS assistance or payment through another agency. Fees will be applied to any family that does not follow the policies as outlined above. There are a few additional policies that will apply to families that are not privately paying.

**DHS Scheduling:** Families will only be able to use the days/units that are approved by DHS and should only attend for hours that are approved by DHS and within the child's schedule. Families must notify the center in advance any changes to his/her child's scheduling (absences or arriving late).

**DHS Absent policy:** DHS assistance will cover up to four absences in a month. Any absences after four in a month's time will be billed to the family, to be paid out of pocket. The cancellation policy must still be followed for the first four absences.

**DHS approval cancellation:** St. Columbkille Early Childhood will track approval time periods for each child receiving assistance. It is your responsibility to turn in necessary paperwork to remain approved for DHS assistance. If DHS assistance has been cancelled, we will inform you that we will be billing you privately. As with any family, all accounts must remain current for your child to attend. If approval comes through and payments have been made, St. Columbkille Early Childhood would be happy to reimburse you for those hours.

## **Absences and Arrivals/Departures**

### **Absences for Preschool/pre-K/Childcare**

If your child will not be attending **preschool/pre-K/childcare** for any reason, we ask that you notify the center before your child's scheduled time of arrival.

### **Arrival**

Upon arrival, parents are responsible for bringing their children into the center. Parents are never to drop a child off and allow him or her to come into the center unattended. Parents should always communicate with staff when dropping off a child in the classroom. Likewise, at the end of the day, parents should personally inform the staff when taking a child home. This enhances communication between the center and the family.

### **Checking In/Checking Out**

Parents are required to use the computer management system for checking in and out.

### **Departure/Pick-up**

Children must be picked up by closing time. In the rare occasion that you will not be able to pick up on time please notify the center. The staff will let the child know so they do not become anxious. A late pick-up results in a penalty of \$1.00 per minute after the closure of the center.

In the event that a child is left in our care for more than 30 minutes after closing with no parent notification,

Child Protective Services will be called. The child can be handed over to the Department of Human Services at that time. The center will make an effort to call in order the emergency contacts on the child's enrollment form before Child Protective Services is called.

*See Discharge Policy page 10 bullet point 6.*

Only persons listed on the *Enrollment Form Pick-up Permission* section in the registration packet will be allowed to take a child from the center. Any additions or deletions must be made in writing.

## **Policies and Procedures**

### **Access Policy**

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

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

**\*“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**

**\*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

**\*“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

**\*“Monitoring”** means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their site director or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.

- b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

- i. The center director is not obligated to provide written permission and must consult with their

DHS licensing consultant first.

ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:

1. The precise location in the center where the sex offender may be present.
2. The reason for the sex offender's presence at the facility.
3. The duration of the sex offender's presence.
  4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
  5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

## **Biting**

Our program recognizes that biting is unfortunately not unexpected when children are in a group setting.

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

There are three main responses when biting occurs:

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

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

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

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

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

## **Conferences and Assessments**

Parent-teacher conferences are scheduled twice a year for all children enrolled.

Although not mandatory, we encourage you to take advantage of these opportunities to discuss your child's development and progress with the teacher.



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

### **Discharge Policy**

Situations may occur that could result in discharge from our preschool/child care environment.

Examples include:

- Failure to meet center policies
- Failure to pay fees
- Inability of child to adjust to group setting
- A child's needs cannot be met within our ratio
- A child/parent that is a threat to other children, staff, or self
- Chronic lateness in picking up child at the end of day

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

### **Discipline**

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

### **Dress (Clothing and Shoes)**

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

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

### **Electronics and Phones**

Children are expected to have the permission of the director/staff to use the telephone while attending childcare. The telephone will not be used to allow children to make arrangements after school with friends. Cellphones, iPods, personal iPads and other personal electronics are encouraged to stay home. If they must come to childcare, they must stay in the child's book bag and be turned off. Any violations will result in the device being placed in the director's office to be picked up by the parent. We will not be responsible for any lost or stolen items.

## **Emergency Closing**

In the event of school closings due to inclement weather, it is the intent that Holy Ghost and St. Joseph the Worker remain open. If your family attends St. Columbkille, St. Anthony/Our Lady of Guadalupe, or Resurrection you may attend one of the two open sites. Please notify your director in advance if you will take advantage of this service. In extreme weather conditions it may be necessary for all sites to be closed. A special announcement will be made if Holy Family early childhood centers will be closed. Please listen to area radio stations, KWWL or KCRG or refer to TH online and the Holy Family website for announcements. All families are encouraged to sign up for text or voice message alerts.

If your site is open and school is cancelled after the site opens, your child will need to be picked up. If you would like to attend one of the two (Holy Ghost or St. Joseph the Worker) open sites notify your director so that all of your information can be sent to them. We will adjust your scheduled times to reflect late arrivals, early dismissals and school closings for preschool, pre-k, and school age children.

Preschool and pre-k follow the school calendar and, as a result, follows the emergency closing procedures established by Holy Family Catholic Schools and the Dubuque Community Schools.

Morning Classes: When school is delayed because of inclement weather, preschool/pre-k will start according to the delay and will be dismissed at the regular time.

Afternoon Classes: When school is dismissed early because of inclement weather, preschool/pre-k will start at the regular time and will be dismissed at the early dismissal time.

## **Field Trips and Transportation**

In general, most field trips are offered during our summer programming. On a rare occasion we may take a field trip during the school year. Whenever a field trip is taken you will be notified in writing prior to the event.

- Permission slips will be sent out in advance and will include the following information:
  - the means of transportation
  - the time and date
  - the items a child may need to bring
  - the cost

A child will NOT be able to go without a signed permission slip. Notify the director in advance if you do not want your child to attend a field trip. Attending during that time will be determined at the time of notification. We must have room in a developmentally appropriate area.

- The director may cancel a field trip at any time.
- Siblings may not attend the field trip with a parent that volunteers.
- Parents will no longer be asked to drive because of car seat regulations from the Department of Human Services. Transportation will be provided by city bus, RTA, trolley or another means of public transportation.
- The following safety precautions will apply to all field trips:
  - A first aid kit will be available
  - Extra staff or parent volunteers will attend
  - Emergency information for each student and staff member will be available
  - Staff cell phone and contact information will be available
  - All volunteers will have a criminal record check completed prior to field trip
  - 911 will be called in case of a medical emergency

- The leader of the field trip will take a count before, during and after the trip
- The leader of the field trip will verify that all children have exited the vehicle
- Transportation Code 441IAC 109.10(12) will be followed:

As outlined in Iowa Code section 321.446, all children transported in a motor vehicle are subject to registration, except in a bus, and will be individually secured by a safety belt, safety seat, or harness in accordance with federal motor vehicle safety standards and the manufacturer's instructions.

- a. Children under the age of six shall be secured during transit in a federally approved child restraint system. Children under one year of age and weighing less than 20 pounds shall be secured during transit in a rear facing child restraint system.
- b. Children under the age of 12 shall not be located in the front seating section of the vehicle.
- c. Drivers of vehicles shall possess a valid driver's license and shall not operate while under the influence of alcohol, illegal drugs, prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.
- d. Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for the vehicle and tire maintenance and inspection.

## **Health Policies**

### Accidents/Incident Reports

Incidents or accidents resulting in injury to a child (includes medical and dental) will be reported to the parent on the day of the incident/accident. The written report will be prepared by the staff person who observed the incident or accident and shall include a general description of the incident/accident and of the action taken, if any, by the staff at the center. Parents will receive dated reports on the day of the incident/accident. If a child is seriously injured, the staff will call and notify the parent and/or call 911. Incident reports will be filled out by staff when children are using inappropriate behavior that could result in injury to another child or staff member, or that is not respectful of other children or staff at our site.

### Daily Contact

Each child must be accompanied by a parent or guardian when entering the center. Parents are never to drop off a child and allow him/her to come into the center unattended. A staff person will welcome you to the center each day. This is a great time to talk to staff about any concerns that you have. A staff member will look for any signs of illness, communicable disease or unusual condition or behavior that may adversely affect the child or the group.

### First Aid Kits

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

### Hand Washing

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

- upon arrival at the center
- immediately before eating or participating in any food service activity
- after diapering (children's hands should also be thoroughly cleaned)
- after water play

- after returning from playing outside
- before leaving the restroom
- after handling animals and cleaning cages
- before and after administering non-emergency first aid and/or medication

## **Illness**

Should a child become ill while at the center, the parent will be notified and the child isolated from the group. A child isolated at the center will be placed in his or her crib or on a cot away from the other children. In the best interest of the child, the parent will be expected to remove the child from the center as soon as possible. If your child has any of the following illnesses, we ask that they do not attend preschool, pre-k, or child care. Please keep the staff informed of any changes in your child's health status and/or eating habits (i.e., a child who develops an allergy). We use CARING FOR OUR CHILDREN as a guide to illness policy and procedure. The following are illnesses that most commonly occur in our center.

- **Diarrhea** - If the child has any diarrhea that is not contained to the diaper while at the center, he/she will be sent home. The child may return to the childcare center when he/she has stools that are contained in his/her diaper. If there is diarrhea of several days duration, a physician should be notified.
- **Eye Infection** - If a child has eyes that are mattering or draining, the child should not be brought to the center. Same for a child with mattering or draining eyes, he/she will be sent home from the childcare center. The child may return when a physician gives permission for him/her to return.
- **Fever** - A child with a temperature of 101 ° F will be sent home immediately. The child may return when fever free without medication.
- **Lice/Pediculosis** - When pediculosis is suspected in a child, the parent will be notified to pick up immediately. A checklist will be sent home of procedures that need to be completed before the child is allowed to come back to the center/preschool. All nits must be removed before a child may return. To ensure that the child is nit free you will need to stop by the office each morning for two weeks when arriving to have staff check your child's hair for nits. If nits are found they will need to be removed before the child may stay.
- **Rash** – A child with undiagnosed rash will need to have doctor permission to be in childcare.
- **Strep Throat** - A child with strep throat will be restricted from the center. The child shall be readmitted 24 hours after antibiotics started and no fever is present.
- **Vomiting** – If your child vomits while at the child care center, parents or guardians will be called to pick up as soon as possible. Your child may return when he/she has gone 24 hours without vomiting.
- **Influenza** – If we suspect your child has influenza they will be sent home and will not be able to return until after diagnosing with the doctor. They may return when fever free for 24 hours without medication and release.

## Quiet Area for Ill Children

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

## Posting of Illness and Disease

Staff will post in the center any time your child is exposed to illness or communicable diseases.

## Medication Policy

The following medications will be administered by the staff:

- Hand lotions
- Oral prescription drugs

- Non-Medicated Lip Balm
- Salves (including ointments and sunscreen)
- All prescription and over the counter medication

All medications require a permission slip signed and dated by the parent before medications can be administered to the child. The permission slip must give specific instructions on the time and dose to be given. A parent cannot instruct a staff member to give medication “as needed.”

Medications can only be used as directed on the package. Written doctor permission must be provided for any medication given other than directed on package. Medication should be given at home if at all possible.

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

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

Centers will store all medications in a locked cabinet or box. Centers may not store any medication unless there is a signed permission slip directing staff to do so.

## **Infant Care**

### **Baby Food/Cereal**

Baby food that is store-bought in a sealed container needs to have the child's first and last name marked on the container.

Homemade baby food needs to be brought in an airtight container labeled with the child's name, date and what it contains.

### **Bottles**

Parents are responsible for bringing in clean sanitized bottles each day. Bottles can be prepared at home and brought in or staff will prepare as needed. At the end of the day your bottles will be in a plastic bag in your basket to take home and clean. We recommend keeping extra bottles in your basket.

- Bottles must be marked with your child's first and last name.
- Bottles will need a date and time formula was mixed or human milk pumped.

### **Containers**

No glass containers and/or bottles.

### **Diapers/Wipes**

Parents are responsible for bringing diapers and wipes. We only use disposable diapers and wipes. **CLOTH DIAPERS** are not allowed.

### **Breast Milk/Formula**

Holy Family supports breastfeeding by: accepting, storing and serving expressed human milk for feeding. Human milk is accepted in ready to feed sanitary containers labeled with the infant's first and last name, date and time pumped. Human milk will be stored in the refrigerator for no longer than 72 hours or in the freezer at

zero degrees Fahrenheit or below for no longer than three months. A bottle of human milk that has been fed over a period that exceeds an hour from the beginning of a feeding shall be discarded. The center will provide a private space for breastfeeding.

All children under 12 months of age shall be fed on demand.

### **Lost and Found**

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

### **Lunch/Snack/Meals**

Breakfast, a mid-morning snack, lunch, and an afternoon snack are served at the center. Menus are posted at the center and on the website at [www.holyfamilydbq.org](http://www.holyfamilydbq.org). Children eating table food will follow this schedule:

- Breakfast: 7:00 – 7:30 a.m.
- Lunch: 11:30 a.m. - 12:00 p.m.

Children coming after the scheduled time should be fed at home. Children present at meal time will be served lunch. Individual bibs and washcloths are provided by the center for use at mealtime and snack time.

Each child will have an assigned meal account and that account will be charged each time the child eats breakfast and lunch. All families will be able to apply for free/reduced lunch. If your family qualifies for this government program your meals will be free or at a reduced cost of \$.30 for breakfast and \$.40 for lunch. Regular costs for breakfast and lunch are posted. A carton of milk is \$0.50.

Please note that lunches and snacks brought from home:

- Must be self-contained and temperature-controlled in their own container, labeled with your child's name.
- Must be ready to serve with no heating or preparation required.
- Must be portable.
- All beverages must be in single-serve containers, individually labeled and measured for that day.
- Must require no refrigeration.
- Must comply with nutritional standards.
- Morning and afternoon snacks are provided as a courtesy.

Milk substitutions must be from the following list of creditable milk products:

- Acidified milk (acidophilus), non-fat or fat free (skim), low fat (1%)
- Breast milk, until the child turns two years of age
- Buttermilk, cultured milk or kefir
- Cow's milk, unflavored non-fat or fat free (skim), low fat (1%)
- Goat's milk, flavored or unflavored including chocolate non-fat or fat free (skim), low fat (1%)
- Lactose-reduced milk: non-fat or fat free (skim), low fat (1%)
- Organic milk, flavored or unflavored including chocolate non-fat or fat free (skim), low fat (1%)

- UHT milk – ultra high temperature (shelf stable) cow’s milk
- Whole milk – for children 1-2 years of age only
- Soy milk – only if a parent note is on file and the nutrients are nutritionally equivalent to cow’s milk
- Milk substitutes when nutritionally equal to cow’s milk (with a written request from a parent/guardian)

For the health and safety of children in our care, food treats are not allowed. All food treats will be returned to the family. If you would like to honor your child at his/her birthday we would encourage you to buy a book for your child’s classroom.

### **Nap Time**

Our schedule provides for a quiet time after lunch, giving both children and staff a chance to “rest and regroup.” Children will lie down on individual cots or crib. Toddler and Preschool children will remain quietly on their cot or crib for a minimum of 30 minutes. If you wish for your child not to be a part of quiet/nap time please pick them up before the scheduled time of his/her quiet/nap time. Infant’s sleep routines are individualized and based on the child’s needs.

Children who fall asleep during the first 30 minutes will be allowed to sleep during the remainder of the scheduled quiet/nap time. When a child falls asleep during quiet/nap time it is because his or her body is tired and needs a nap. Children that do not fall asleep during the first 30 minutes will be allowed to get off of their cot and enjoy some quiet activities in the room.

If the parent is concerned that a child is sleeping too much, we will help the child wake up gently but only after 30 minutes of sleep and only if the child awakens to a gentle approach of awakening by the staff. Staff will not forcibly awaken a child.

### **Safe Sleep Policy**

In an effort to educate and provide the continued quality of care that you are accustomed to we are adopting a SAFE SLEEP POLICY for all children ages birth to 1 year of life.

- During your tour of our facility before enrolling your infant we will be providing your family with information about SIDS (Sudden Infant Death Syndrome) and SUID (Sudden Unexpected Infant Death.)
- Back to sleep for every sleep. To reduce the risks of SIDS and SUID, infants will be placed for sleep in a supine position (completely on the back) for every sleep by every care giver until 1 year of life.
- We will place all babies on a firm sleep surface, covered by a fitted sheet.
- Sleep clothing, such as sleepers, sleeper sacks and wearable blankets, are a good alternative for blankets. We will not allow soft objects, loose bedding, bumper pads, or any objects in an infant’s crib.
- Wedges or other devices will not be allowed since they may increase the risk of suffocation.
- When infants can easily turn over from the supine to the prone position, they will be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.
- If an infant needs to sleep in a position other than their back the parent must provide a doctor’s permission. The center also asks that you let your doctor know that they will consult with his/her office before honoring the request.

Holy Family Early Childhood programs believe that all children deserve to be in a safe environment. For that reason, if a parent insists that their baby sleep on their stomach or side, we will not be able to care for that child.

### **Nutrition Policies**

- Each site follows the guidelines of CACFP (Child/Adult Care Food Program). Guidelines of the

recommended servings will be posted for breakfast, snack and lunch.

- Parents may request a copy of the menu.
- Parents must provide proper documentation for any allergies, medical conditions, religious exemptions signed by a physician or clergy. Director will provide Allergy/Food exception statement. Food service staff will then work with the family to make sure proper nutritional needs are met.
- Centers will evaluate each medical or religious case and will work closely with the parents to make accommodations based on a staff to child ratio.
- The CACFP has specific requirements for children's meals and/or snacks. We strongly discourage packing your child's lunch because of these guidelines, but if you wish to do so, please remember that all four food groups must be represented in the lunch. If not, we are required to supplement any lunch that does not meet the requirements and you will then be charged for a child's meal. Please ask your site director for guidelines of creditable foods and portions required in a lunch. Milk may be purchased separately.
- Menus are kept on file for three years plus the current fiscal year. Any changes will be noted on the menu.
- Children bringing food from home need to provide proper storage. We are not able to microwave meals. Parents should notify staff that their child will not be eating the hot lunch served by the center.

### **Parental Participation**

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

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

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

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

### **Safety Policies/Compliance Issues**

#### Asbestos

Federal regulations and Archdiocesan Board of Education policy 7113, require us to inform you that there is asbestos in the building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was spring of 1997.

#### Road Conditions & Blizzards

If road conditions are such that driving is difficult or impossible, children, staff and any parents in the building



will remain until roads are passable. All parents will be notified of the situation and appropriate arrangements will be made.

#### Chemical Right to Know Law

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

#### Chemical Spill

If there is a minor chemical spill of a non-hazardous substance, the area would be blocked off and cleaned up immediately. However, if it is a serious or hazardous chemical spill, the children would be removed from the building and we would call 911. If there would be a chemical spill within the community, we would follow the Dubuque City Crisis Management Plan.

#### Evacuation

**In the case of an emergency evacuation, St. Columbkille Early Childhood will walk to Archdiocese of Dubuque, Phone: 563-556-2580 Address: 1229 Mount Loretta, Dubuque, IA 52003**

#### Fire/Tornado Drills

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

#### Intruders

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

#### Lead in the Drinking Water

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

#### Lead Poisoning and Lead Testing

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

#### Lock Down

Upon direction from the police department, it may be necessary to lock down the center for the safety of the children. Upon receiving this direction from the police department, children and adults will not be allowed entry or be released from the center under any circumstance until the "all clear" is directed by the police department. Lockdown procedures are practiced on a regular basis with all staff.

#### Lost or Abducted Children

In the event that a child would become lost or abducted, the parents or guardian would be notified immediately

and the police would be called. The director will be stipulated as the search person. Steps are outlined in the emergency response plan.

### Mandatory Reporting

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

In compliance with School Laws of Iowa and Archdiocesan Board of Education Policy 4116.30c, all employees of Holy Family Catholic Schools who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within 24 hours and follow the verbal report with a written report on appropriate forms. The contact number for the area Department of Human Resources is 563-557-8251.

This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102, and Archdiocesan Board of Education Policy 4116.30c. The policy for the protection of minors and standards of conduct for personnel of the educational programs of the Archdiocese of Dubuque are listed below. Additional information on the *Policy for the Protection of Minors, Archdiocese of Dubuque* can be referenced at [www.dbqarch.org/?s=protection+of+children](http://www.dbqarch.org/?s=protection+of+children).

### Parent under the Influence

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

1. Center staff will notify the director or the on-site supervisor if he/she is unavailable.
2. The director or on-site supervisor will try to contact another authorized person to pick up the child.
3. If this attempt fails and the person insists on taking the child(ren), the director or on-site supervisor will notify the pick-up person that the police will be contacted when they leave the building.
4. Director and/or site supervisor will record the make, model, and vehicle license plate number, and contact the police immediately.

### Power Failure

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

### Radon Testing

Radon concentration inside a building used for child care should be less than 4 picocuries per liter of air. In accordance with DHS regulations, all Holy Family Early Childhood centers are tested every two years for radon.

### Safety Training

School staff is regularly trained for all situations and routinely collaborate with the Dubuque Police Department.

### Security Cameras

All Holy Family early childhood sites are equipped with security cameras for the safety of all the families that are served. Cameras record the activities of children in these areas.

### Smoking / Smoke-Free and e-Cigarette-Free Building

The Iowa Smoke-free Air Act applies to the Archdiocese and Holy Family Catholic Schools. This policy applies equally to all employees, volunteers, students, or other visitors to any Holy Family site. Smoking, any tobacco use, and e-Cigarette use is prohibited on all Holy Family Catholic School properties and at all Holy Family Catholic School events.

### Structural Damage

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

### Student Privacy Act

In conformity with the Student Privacy Act, and Archdiocesan Board of Education policy 5125, Holy Family Catholic Schools and early childhood programs do not send out child/student/graduate information to any outside organizations without written authorization of the parent/guardian.

### Weapons and Dangerous Instruments

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

### **Schedule of the Day**

Each classroom has a daily schedule and lesson plan for the day posted inside the door.

### **Supplies**

Parents of children, who are not potty trained, will need to supply diapers and baby wipes. If not participating in the CACFP you will be required to supply formula and baby food for your infant. Preschool/Pre-K age children will receive a supply list upon enrollment and at the beginning of each school year.

### **Toilet Training**

Readiness for toilet training varies with each child. Please discuss your child's readiness to begin toilet training with his/her caregiver. Children need to have good communication skills as well as awareness of their body functions before considering training. Children participating in preschool programs must be fully toilet trained (no diapers and/or pull ups) and responsible for their own toileting needs.

### **Toys**

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

The center always appreciates any donated toys, strollers, high chairs, children's furniture, books and children's clothing, as well as your discarded hats, purses, thread spools, etc. Check with director for center needs.

**Withdrawal**

A written two-week notice is required to withdraw a child from the early childhood program for any reason. If no written notice is received and the child stops attending, the minimum weekly fee will continue to be charged until such notice is received. Please note that a child's space cannot be given to a child on the waiting list until the center is notified that he/she is not returning.

Holy Family Early Childhood Rate effective 1st full week of summer break

	Infant	2's	3's	4/5's	School Age (school year) 8 hours per week	School Age (Summer)
<b>Full time 36 +hrs.</b>	\$4.90	\$4.40	\$4.30	\$4.25	N/A	\$4.25
<b>Part time 24 – 36 hrs.</b>	\$6.00	\$5.10	\$4.95	\$4.85	\$4.25	\$4.85
<b>Wrap Around</b>	N/A	N/A	\$4.95 12+hrs \$4.30 18+ hrs	\$4.85 12+ hrs \$4.25 18+ hrs	N/A	N/A
<b>Drop-In</b>	\$8.75	\$8.25	\$6.80	\$6.75	\$7.00	\$7.00
<b>Breakfast</b>	Breakfast Rate TBD					
<b>Lunch</b>	Lunch Rate TBD					

## Preschool

(must be 3 years old before September 15, 2020)

Preschool and Pre-K Classes follow the Holy Family School Calendar

\*Preschool offerings may vary by Early Childhood Site. Contact the Director for details.

Days/Hours	Rate per month
Tuesday/Thursday 3 hours each day	\$180.00
Monday/Wednesday/Friday 3 hours each day	\$225.00
Monday – Friday 3 hours each day	\$255.00

## Pre-K

(must be 4 years old before September 15, 2020)

Pre-K classes follow the Holy Family School Calendar

Pre-K is free to all Iowa 4 year olds

All out of state children and 5 year olds will pay a monthly fee

\*Pre-K offerings may vary by Early Childhood Site. Contact the Director for details.

Days/Hours	Rates
Monday – Friday 3 hours each day	Free/\$360.00
Monday – Friday 5 hours each day	\$240.00/ \$560.00

## Scheduling and Rate Policies:

- **Schedules must be turned in before the close of business on Tuesday for the upcoming week. A late scheduling fee of \$5.00 per child will be charged for schedules turned in after close of business on Tuesday through Thursday of that week. All schedule changes in the same week are drop in charge.**
- All non-scheduled hours will be charged at the drop-in rate. **30 minute grace is given within your schedule each day before drop in is charged.**
- A minimum of one hour is charged each day when your child attends.
- A non-refundable registration fee of \$30.00 is charged to each child when enrolling and on September 1<sup>st</sup> of each year thereafter. Maximum of \$75.00 per family.
- Wrap around care is for 3-5 yr. olds attending a preschool or Pre-K program.
- All Preschool and Pre-K billing is done on the first of each month.
- Direct payment is required of all families.
- Weekly billing charges are completed by noon on each Monday for the previous week of service.
- Each child that is enrolled in a program as full-time, part-time, or wrap-around child will be given vacation/sick/personal hours that equals the amount of weekly hours contracted for on the payment authorization form. This will run from September 1 through August 31 on each year.
- **Please note with the covid-19 situation all vacation/sick/personal hours is suspended through August 31,2020. We will begin a new year on September 1, 2020**
- You will be billed for your minimum, scheduled or actual hours used whatever is greater each week.
- During the weeks of Thanksgiving, Christmas, New Years and Spring Break no minimums will be charged. You must make the proper adjustments to your schedule if you don't want to be charged.