



# Little Angels Pre-K Family Handbook

**2024 - 2025**

Shelby County Catholic School  
[www.shelcocath.pvt.k12.ia.us](http://www.shelcocath.pvt.k12.ia.us)

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## I. WELCOME TO LITTLE ANGELS PRE-KINDERGARTEN

## QPPS 10.1

Welcome to the Shelby County Catholic School – Little Angels Preschool Program. Little Angels Preschool is dedicated to meeting each child’s needs, including children from diverse backgrounds. Little Angels provides a learning environment that encourages exploration, self-discovery, and embraces children’s natural curiosity. Little Angels provides an environment where children feel safe, cared for, and respected.

This handbook was prepared to provide parents with general information and to serve as a quick reference. We hope you will find it helpful. As always, you are very welcome to call the Shelby County Catholic School office at 712-755-5634 any time you have any questions about our program.

The first month of pre-kindergarten will be an adjustment period for many of our little ones as they learn a new routine. We will be extending every effort at school to provide a warm and loving atmosphere to make any adjustments as easy as possible. We offer the following suggestions as possible ways you can help your child during his/her first weeks at Little Angels Preschool.

- 1) The pace with which a young child begins the day often remains constant for much of the first hour at school. It is most helpful if you can try to encourage a relaxed and unhurried routine just prior to your child’s arrival at school.
- 2) It is also helpful if ample time is allowed for your child to eat breakfast. Young children very often exhibit physical ailments at school if they have skipped breakfast, lunch, or rushed through a meal. This experience of not feeling well away from home is very unsettling to a preschooler.
- 3) We always rely on feedback from parents, especially during the first weeks. Please let us know if your child is expressing any unhappiness about school or is expressing something he/she really likes in the school day.

## **II. MISSION, PHILOSOPHY, and GOALS**

## **QPPS 10.1**

Little Angels Preschool operates in collaboration with and under the policies of Shelby County Catholic School where our mission is to prepare students to become responsible and productive citizens.

### **MISSION STATEMENT**

**Shelby County Catholic School, growing in faith with Jesus, is a family-oriented school committed to academic excellence.**

Therefore, we believe that:

- Our school exists to teach the tradition of faith and to live the Gospel message of Jesus Christ.
- Parents are the primary educators, and that Catholic schools are partners with parents in the education of their children/adolescents.
- Each child in our school, regardless of race, cultural heritage, or gender, grows in self-esteem through the development of his/her talents, skills, and interests.
- Our school will provide a warm, caring environment where children will be challenged to learn the essential curriculum, regardless of learning rate or style.
- All children in Catholic schools learn the value of human dignity and the concepts of peace and justice to enable them to be involved participants in a global society.

### **Philosophy at Little Angels & Shelby County Catholic School**

#### **We Believe:**

- Students learn best in a safe and caring environment.
- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society
- Teaching the importance of citizenship benefits the school and the community.
- Memorable and enjoyable activities foster learning.
- Collaboration with families and community stakeholders facilitates and reinforces learning.

#### **Goals:**

- Children will show competency in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.
- Families will feel welcome in the classroom and school.
- Families will collaborate with the school in a meaningful partnership to help their children be prepared to learn.
- Families will advocate for their children

### III. ENROLLMENT

#### Eligibility:

Children must be four years of age by September 15<sup>th</sup> of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the Shelby County Catholic School office. Final on-line registration will occur in August prior to the beginning of the school year.

#### Hours:

Little Angel preschoolers attend school on Monday, Wednesday, and Friday. The preschool follows the same calendar as Shelby County Catholic School's K-5 program. As part of the Iowa Dept. of Education Universal Preschool (UP) program, we partner with Harlan Community School to offer a free morning program (10.5 hours per week). Our preschool offerings are:

\*Option 1 (UP Program): 8:00 a.m. – 11:30 a.m. – Children must be 4 yrs. old on or before Sept. 15, 2024. Under the UP program, there is no cost for attending.

\*Option 2 (Extended Day Program): 11:30 a.m. – 3:15 p.m. - Children must be 4 yrs. old on or before Sept. 15, 2024. Children may attend both the UP program in the morning and the extended day program in the afternoon.

#### Fees:

UP Program: Monday/Wednesday/Friday: From 8:00 a.m. – 11:30 a.m. – No cost and no registration fee

Monday/Wednesday/Friday Extended Day (DHS Licensed) - \$225/month. Payments can be made monthly, quarterly, or by semester. (Registration Fee – \$60)

#### Enrollment Requirements/Documents:

#### QPPS 5.1 10.4

The following documentation is required when your child begins attending Little Angels Preschool:

1. Enrollment information including, but not limited to, the child and parent/guardian name, address, telephone number, medical emergency consent, medical/dental service providers, emergency contacts (if the parent/guardian cannot be reached), and a list of individuals authorized to pick up the child from preschool.
2. Health Physical Report from a physician is required. We ask that each child have a physical dated after June 1<sup>st</sup> to be current with our school year. The school can provide a form to be taken to the doctor. Please contact the school if you need this required form.
3. Immunization Certificate indicating that the child is current on all required immunizations or a physician's waiver for immunizations not up-to-date. **Children without immunization cards on file or without required immunizations will be unable to attend Little Angels Preschool.** Only a doctor's or a public health nurse's signature is valid.
4. Health Insurance Information for current health insurance plan. Parents shall be responsible for keeping all health insurance information updated for school files. Please inform us if there are any changes during the year.

**Class Size:****QPPS 10.4**

The maximum class size is 20 children based on UP and DHS guidelines and the square footage of the classroom. A staff:child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. This meets the NAEYC class-size ratio accreditation standards.

**Attendance:**

Students who are enrolled in Little Angels Preschool are encouraged to be in school for the full session. It is important that students are not absent any more than is necessary. Irregular attendance interferes with the progress of a child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Parents and guardians are asked to call the school office with the reason for a child's absence no later than 8:05 A.M. If a student is absent without notification, the school staff will attempt to contact the family to verify the child's absence from school. This is necessary to confirm safety of the child.

We also ask that parents have their child(ren) here on time and picked up shortly after our session ends. If parents will be late, we ask that they inform the teacher as soon as possible.

**IV. A CHILD'S DAY****Arrival and Departure of Children:****QPPS 10.11**

All motor vehicle transportation provided by parents, legal guardians, or others are required by Iowa Law to include the use of age-appropriate and size-appropriate restraints.

When bringing a child to school, children should enter the east school doors by the office. Parents are welcome to walk their child in to the school.

At dismissal time, parents are asked to park on the **south** side of the building. Teachers will walk the students out to the parents. Other than parents or legal guardians, only persons with prior written authorization shall be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, may be asked to present identification before a child is released.

If a child rides the school bus to school, parents shall make sure the child is buddied up with an older sibling or other student.

**Daily Schedule:****QPPS 3.8 – 3.12**

A daily schedule of activities will be posted in the classroom. Although a schedule helps children develop a sense of a routine, our goal is to be flexible enough to take advantage of spontaneous learning opportunities. Children will have opportunities for the following types of activities every day: Large- and small-group activities, individual activities, story time, self-directed play, learning centers, outdoor activities, music activities, gym time, and snack.

Preschoolers will have the opportunity to visit the library, attend music class, and participate in physical education every week.

**Curriculum:****QPPS 2.1-2.4, 3.13**

Little Angels Preschool curriculum framework is a combination of Big Ideas in Early Math, Universal Handwriting, Creative Curriculum concepts and the Iowa Early Learning Standards. The curriculum is designed to provide children the opportunity to learn in a variety of ways through play, problem solving, movement, art, music, drawing, writing, listening, and storytelling. The skills defined in the Iowa Early Learning Standards lead to success as students enter school and later become productive adult citizens in our communities. The Iowa Early Learning Standards can be found on the Iowa Dept. of Education Website.

**Assessment of Children's Learning:****QPPS 4.1-4.9**

The Little Angels Preschool believes assessment of young children's skills, abilities, and knowledge should be purposeful, developmentally appropriate, and take place in a natural setting by familiar adults. All results of assessments are kept confidential, placed in each child's file, and stored in a secure place.

Children are assessed in a variety of ways including the following: **QPPS 4.5**

- *GOLD Assessment* – This is an observation-based assessment tool which helps the teacher determine how your child is progressing within the developmental and learning standards for early childhood. Student progress is recorded in all developmental areas at the beginning, middle, and end of the year.
- *The Ages & Stages Questionnaire* is a developmental screening tool completed by parents.
- *Observation data and checklists* provide an ongoing record of each child's progress during daily activities.
- *Families* are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

Assessment information is used to:

**QPPS 4.2**

- Provide information about children's needs, interests, and abilities
- Plan developmentally appropriate experiences for children
- Provide information to parents about their child's developmental milestones
- Indicate possible areas that require additional assessments
- Plan program improvements
- Make referrals to AEA personnel and others for further development and diagnostic testing if needed

## **Parent-Teacher Conferences**

## **QPPS 1.1**

Little Angels Preschool program will have formal family teacher conferences at the same time as Shelby County Catholic School - fall and spring. During the conferences the teacher will share results of classroom assessments and samples of the child's work. Together, parents/guardians and staff can make a plan to continue to encourage their child's growth and development.

## **Snacks/Lunch/Nutrition:**

## **QPPS 5.9-5.17**

### **Snacks**

Snack time is provided to the Little Angels Preschool mid-morning every day. Snacks will be provided by the school.

It is our goal to encourage nutritious snacks and a healthy lifestyle and to also use snack time as a learning opportunity to teach manners, portion control, counting, and measuring

Parents/Guardians may provide a treat for special days (birthdays, class parties, etc.). Due to allergies, *foods that come from home must be either fruits, vegetables, or prepared packaged foods in factory-sealed containers*. Students who have a summer birthday are welcome to choose a school day to celebrate with their class.

### **Hot Lunch**

Preschoolers attending the all-day session will be served lunch in the school cafeteria. Shelby County Catholic School participates in the USDA Hot Lunch Program and meals served at school adhere to the USDA nutritional requirements. There is an additional lunch fee for children to eat hot lunch; however, families who qualify, may apply for free and/or reduced lunches. Applications are available at the school office or on the school website.

### **Breakfast**

Preschoolers also have the option of eating breakfast in the morning. The breakfast program follows the USDA guidelines. Breakfast is served from 7:30 – 7:55 A.M.

The cost of school breakfast is \$2.00 per day and hot lunch is \$2.60 per day.

### **Allergies/Nutrition Needs**

For each child with special health care needs, food allergies, or special nutrition needs, an individualized care plan should be prepared in consultation with the parents/guardians and the health-care provider if necessary. **Parents are responsible for informing the school of any known allergies.**

Children with food allergies shall be protected from contact with such food. Kitchen personnel will be informed of any child's food allergies. Since staff and faculty from Shelby County Catholic School interact with preschoolers during various school activities and at recess times, all school staff will be informed of any preschool child's special health needs if necessary for the safety of the child. QPPS 5.13

## **Outside Play and Learning:**

## **QPPS 5.5, 5.6, 9.5-9.8**

Children have daily opportunities for outdoor play (when weather or environmental safety conditions do not pose a health risk). The time spent outside provides opportunities for various developmentally appropriate, physical experiences. Outside play is also a time when exploration of the natural environment takes place.

When outdoor opportunities for large-motor activities are not possible, the program will provide similar activities inside.

To protect against cold, heat, and sunburn:

- Children should wear clothing that is dry and layered for warmth in cold weather.
- When parents give permission, sunscreen will be applied.
- Outside play will not be used when weather advisories are in effect.

\*Helmets need to be worn by children when riding on big wheels, tricycles, etc. Parents are asked to provide helmets which will be kept at school for your child to use.

### **Water Activities:**

**QPPS 5.7, 5.9, 9.15**

Water play awakens the senses. This type of sensory play is important for the development of the young child. Precautions are taken to ensure that communal water play does not spread infectious disease. Children are not allowed to drink the water. Fresh water is used, and then water is changed before a new group of children come to participate in the water play activity. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervises all children by sight and sound in all areas with access to water in tubs and water tables.

### **Field Trips:**

Important learning opportunities can take place when children go on field trips that are relevant to what has been taught in the classroom. Parents will be informed of each field trip in advance and a signed consent form will be required before the child is allowed to attend the field trip. School policy does not allow for verbal permission from a parent; the signed consent form must be on file at the school. Transportation is provided by parent volunteers who are required to leave a copy of their driver's license and insurance card in the school office. Children must be secured in appropriate car seats. Adult family members are encouraged to volunteer to go on these trips to provide increased supervision and adult /child ratios. Each child will be assigned to an adult for every part of the trip.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group shall be taken on all trips. Children shall only use a public restroom if they are accompanied by a staff member. Children shall never be left alone in a vehicle or unsupervised by an adult.

### **Clothing:**

For children to enjoy their time at preschool, parents/guardians are advised to dress them in play clothes suitable for the weather. Since children are running, playing, and participating in physical education, tennis shoes are recommended. For safety reasons, flip-flops, jellies, crocs, or cowboy boots should not be worn. For winter weather, appropriate clothing shall include mittens, hats or hoods, snow pants, and snow boots.



**Supervision Policy:****QPPS 9.2**

The primary purpose for "supervision" is to keep all children safe. The indoor preschool classroom is designed so staff can consistently supervise children by sight and sound. The outside play area is surrounded by fencing allowing children to remain in a safe area and allowing adults the ability to see all children at all times.

**Behavior Management and Discipline:****QPPS 1.11**

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. Staff will encourage appropriate behavior through the use of clear and consistent expectations and by involving children in problem solving to foster the child's own ability to become self-disciplined. Teaching staff will help children manage their behavior by guiding and supporting children to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn how to share and take turns.

**Challenging Behaviors:****QPPS 1.2, 1.8 - 1.10**

The teaching staff evaluate and respond to children based on individual needs and the situation taking place. When children have challenging behaviors, teachers promote pro-social behavior by:

- Modeling acceptable behavior, taking turns, sharing, and caring
- Involving children in the care of the classroom and ensuring that each child has an opportunity to contribute to the group
- Encouraging children to listen to one another and helping children to be compassionate and comforting when others are sad or distressed.
- Reading and using social stories to teach appropriate behavior.

For children with persistent and serious challenging behaviors, collaboration between teachers, families, and other professionals will be used to develop and implement an individualized plan that supports the child's inclusion, learning, and success.

If a child has a difficult time following directions or treating others or equipment with respect, the staff will use developmentally appropriate behavioral guidance techniques.

These techniques may include:

- **Positive Reinforcement:** The child will be encouraged and praised when he/she is demonstrating acceptable behavior.
- **Redirection:** The child will be redirected to another activity and given an opportunity to try again at another time.
- **"When...Then" Statements:** A statement in which the child is encouraged to accomplish something before going on to something else. For example: "When you finish picking up the blocks, then you may go outside."
- **"If...Then" Statements:** A statement in which the child is encouraged to make a positive choice. For example: "If you pick up the blocks first, then you can go to another area to play."
- **Quiet Time:** The child is separated from the group for a child-regulated amount of time. The technique is used only if the child is demonstrating a "temper tantrum" type of behavior or hurting him or herself, others, or equipment. The quiet-time area is located in the classroom,

and adult supervision is provided at all times for any child in the quiet-time area. Often times a teacher will visit with the child about his/her behavior. When the child shows that he/she is ready to demonstrate acceptable behavior, he/she is encouraged to rejoin the group.

### **Biting**

Although biting is not a behavior we have ever had a problem with, it is a behavior that is considered an age-appropriate behavior in young children and must therefore be covered in our policies and procedures. While biting is a developmental behavior, please remember it is also an unacceptable behavior in a preschool environment. Children bite for a variety of reasons: sensory exploration, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. The process, if a child should ever bite someone while at Little Angels Preschool, is as follows:

- The biting child is stopped and told, "Please stop biting. Biting hurts." Teachers will remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.
- Parents of all children involved will be contacted.
- If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Accident/Incident Report which is completed and signed by a teacher. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

### **Toilet Learning:**

Learning how to use the bathroom is an important part of a child's development. It is understood preschool children may still be learning how to use the bathroom, can have toileting "accidents," or can become so involved in their play that they "forget" to go to the bathroom. Although Little Angels often has extra clothing on hand to use when accidents occur, it is recommended that an extra set of clothes be sent to school with children. When accidents do happen, clothing that is soiled shall be immediately placed in plastic bags and sent home that day.

### **Toys and Other Items from Home:**

**PLEASE do not allow a child to bring toys or costume jewelry from home** unless the child is bringing it as part of their scheduled Show & Share item. Favorite toys can become broken, misplaced or cause disagreements between the child who owns the toy and those who would like to play with the toy.

**Birthdays:**

Birthdays are an important and significant event in the life of a child. Birthdays give children the opportunity to have special recognition. Children who wish to bring treats for the class on their birthday may do so; however, due to allergies, treats should be pre-packaged with ingredients listed. Fresh fruits and vegetables are welcome and encouraged. Those with summer birthdays are welcome to choose a day during school to celebrate with their class.

**V. COMMUNICATION WITH FAMILIES &  
FAMILY INVOLVEMENT****QPPS 1.1, 7.1-7.4**

Little Angels Preschool promotes regular, on-going communication between families and staff by using written notes as well as informal conversation, phone calls, text messages, or e-mail. Parents are encouraged to send notes with important information so all the staff who work with the child are aware of the parent request, concern, etc. Parents are encouraged to maintain regular communication with the teaching staff in a manner that best meets their needs. Staff will help all parents access all information by providing services as needed including translations and reading assistance.

**Home Visits:****QPPS 1.1, 7.1**

Teachers make home visits to learn how to meet the needs of the child and family. Home visits are made prior to the start of school or shortly into the beginning of the school year. This is a great time for parents/guardians to share what makes their family unique, how they prefer to communicate with the teacher, and share their knowledge about their child's interests, approaches to learning and developmental needs. Parents/guardians can help the teacher understand what their goals are for their child and whether they have any concerns they would like addressed. Parents are encouraged to share these preferences, concerns, and inquisitions at any time with either the classroom teacher or administrator.

**Translation**

When needed, staff will take appropriate measures to provide information and documents in the language most easily understood by parents by accessing TransAct.com. Resources from Green Hills Area Education Agency will also be accessed to provide interpreter services when possible.

**Family Events/ Open House:**

Preschoolers participate in all-school music programs usually held in the winter and the spring, providing an opportunity for families to come to school.

An open house is held in August and a pancake breakfast is held in late January.

**Parent-Teacher Communication:****QPPS 7.3 – 7.5**

Parent-Teacher Conferences will be scheduled in November and April/May. Assessment information, your child's learning progress, and any concerns will be shared formally with families at this time.

Throughout the year, notes and newsletters regarding children's activities and developmental milestones will be sent home. Informal conferences are always welcome and can be requested at any time if a parent feels he/she would like more information.

When program staff suspects that a child has a developmental delay or other special need, this will be communicated to families during a conference/meeting.

With the consent of the parents/guardians, follow-up steps may include the following:

- The teacher may request assistance from the Student Assistance Team as an early intervention process.
- A request may be made to Green Hills Area Educational Agency for support and additional ideas or more formalized testing.

The preschool teacher will assist in arranging for developmental screening and referral for diagnostic assessment.

### **Parent/Family Participation-Open Door Policy:**

Little Angels Preschool invites family members to become involved in one or all of the following ways:

- Parent's support of a child's daily transition to school by sharing information about a child's interests and abilities.
- Keeping the teacher informed of changes and events that might affect their child.
- Attend open houses, family nights, and conferences.
- Participate in field trip activities.
- Share family cultural traditions, celebrations, or customs.
- Volunteer to help with special events.
- Visit the classroom.

### **Transitions:**

#### **QPPS 7.9-7.10**

The Little Angels Preschool staff will help families prepare for and manage their children's transitions between programs, including special education programs and kindergarten. When possible, staff will provide information to families to assist them in communication with other programs. To help families with their transitions to other programs or schools, general information on enrollment procedures and practices, visiting opportunities and/or program options may be provided.

### **Ethics and Confidentiality:**

Staff follow an important code of ethics to guide their involvement with children and families. The staff continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. No information about any particular child shall be shared with another child's parent.

### **Children's Records:**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may request access to their child's records during regular school hours. Parents or guardians will be asked to sign a

release of information form should they or the school request information be shared with another agency outside our educational support systems.

**Communication Policy:**

**QPPS 7.5**

Open and honest communication between families and the preschool program is an essential component of a high-quality early childhood program. The preschool staff want parents to be confident that their child is being well cared for and is having a quality experience. If there is ever a time parents have a concern regarding their child or some aspect of the program or policy, they are encouraged to address their concern with the child's teacher. If additional help is needed, either party may ask for the assistance from the principal.

**Survey:**

As part of the preschool program assessment each year, the staff will provide parents with a questionnaire to evaluate our program. This information helps the staff to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

**VI. HEALTH AND SAFETY**

To help insure the health and safety of all children, the preschool staff promotes health and safety practices and adheres to the policies and procedures set forth by the School Board.

Health records that document the dates showing the child is current for routine screening tests, health examinations, and immunizations are required.

\*When a child is overdue for any routine health services, parents/ guardians must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunizations when parents are using religious exemption.

**Health and Safety Records:**

Health and safety information collected from families shall be maintained in school files for each child. Children's files are updated as needed. The content of the file is confidential, but is immediately available to school administrators or educational staff who have the need for access to records. The child's parent or guardian and regulatory authorities shall have access as permitted by law. Shelby County Catholic School and Little Angels are annually audited by regulatory authorities to ensure children's health physicals and immunizations are up-to-date.

**Child Health and Safety Records will include:**

**QPPS 5.1**

- Current information about any health insurance coverage required for treatment in an emergency
- Results of health examination, documentation of up-to-date immunizations and screening
- Current emergency contact information for each child. Parent is responsible for keeping this up-to-date.
- 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
- Supporting evidence for cases in which a child does not have all immunizations because of medical condition or the family's beliefs.

### **Hand Washing Practices & Policy:**

The program follows these practices regarding hand washing:

- Staff members and children are taught hand washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.
- Children wash either independently or with staff assistance.

Children and adults wash their hands: (Not an all-inclusive list)

- On arrival in the classroom for the day
- After using the bathroom
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, blood or vomit)
- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- When moving from certain activities to new activities
- Before and after administering medicine
- After cleaning or handling garbage

Proper hand-washing procedures are followed by adults and children and include

- Using liquid soap and running water
- Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails
- Rinsing well
- Drying hands with a paper towel, a single-use towel, or a dryer; and using a paper towel to turn off water

### **General Health and Safety Guidelines**

### **QPPS 5.4**

Health measures that have been implemented include more frequent hand washing, temperature checks if a child does not seem to be feeling well, sending ill children home, and encouraging parents to keep children who may be feeling ill home.

Accidents and Injuries: Basic First Aid will be administered to a child needing care for an injury. Depending on the severity, accidents may be recorded on a report for the parent/guardian to sign.

The original report will then be kept in the child's file and the authorized individual who picks up the child will be given a copy to give to the parent/guardian. If, in the event of an injury, a staff member or child is suspected to have been exposed to blood of another person through an opening in the skin, etc., the source child or staff member will be required to be tested (at the Preschool's expense by the Preschool's choice of medical facility) for HIV, HCV, and/or HBV infectivity and a report will be given to the person who suffered exposure. A copy of Shelby County Catholic School's Exposure Control Plan (ECP) is available for review upon request.

Fire and Tornado Drills: Fire drills and tornado drills will be practiced monthly. Evacuation plans are posted in each classroom.

Lock Down or Evacuation: These drills will be practiced twice a year.

Hand Washing: Children will wash their hands before and after snack, after restroom use, nose blowing or wiping, after handling pets, after special projects or sand play, before and after water play, and after outside time. A staff person's hands will also be washed at these times.

Mandatory Reporting of Child Abuse: Iowa Law states that Child Care, School, and Preschool staff are required to report immediately to the Department of Human Services any suspected child abuse, neglect, or exploitation. Preschool staff have had mandatory reporting training. Staff members are not obligated to inform the parent/guardian of this report.

Toys and Equipment: Toys and equipment will be cleaned and sanitized daily, weekly or as needed after use.

Training: The preschool staff shall maintain current training in CPR, First Aid, Universal Precautions for infectious Disease Control, and as Mandatory Reporters of Child Abuse.

### **Illness Policy and Exclusion of Sick Children:**

### **QPPS 5.3**

If a child exhibits signs of illness, the severity of the symptoms will be used to determine if a child should be sent home and/or kept at home. In the event a child becomes ill at school and needs to be picked up, the parent/guardian will be contacted immediately. If a parent/guardian cannot be reached, the person listed on the emergency contact card will be contacted.

#### Some Symptoms for Exclusion:

- Fever of 100° F or higher accompanied by behavior changes or other signs of illness
- Diarrhea (Persistent incidents)
- Vomiting
- A draining or weepy rash with fever or behavior change
- Eye discharge of conjunctivitis (pink eye)
- Cough with congestion and excessive nasal discharge
- Too tired or ill to participate in normal activities; lethargy

\*Parents are asked to be diligent when their child is feeling ill.

Non-Admittance: A preschool child shall not be allowed to return to preschool unless they meet return requirements:

- **Fever and symptom free for 24 hours**
- Chicken Pox – When lesions are crusted – approximately 1 week after onset

- Strep – 24 hours after beginning medication
- Vomiting, diarrhea – 24 hours after last episode
- Conjunctivitis – 24 hours after initial medication or when drainage stops
- Serious Illness – Doctor releases the child to return to school

**Reporting Communicable Diseases:**

**QPPS 5.4**

When deemed necessary, staff and teachers shall provide information to families verbally and in writing about any unusual level or type of communicable disease to which their children have been 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.

Shelby County Catholic School works with Myrtue Medical Center and Public Health to keep current on relevant health information.

**Medical Emergencies:**

In the event of a medical emergency, it is the policy of the Little Angels Preschool to have the staff administer first aid. Every possible effort will be made to contact the parent/guardian to determine his/her wishes for treating the medical emergency. In the event of a life-threatening emergency, transportation to the closest hospital will be arranged first, then the parent will be contacted. The Little Angels Preschool assumes no financial obligation for transportation or treatment of a child unless it is a procedure required under the school's Exposure Control Plan.

**Medical Facility Used:**

Due to location, the medical facility Little Angels will utilize in the case of an emergency is

Myrtue Medical Center  
 1213 Garfield Avenue  
 Harlan, IA 51537  
 712-755-5161

Every reasonable effort will be made to utilize the parent/guardian's designated dental facility as long as that facility is located within a reasonable distance.

**Emergency Response Plan and Notification of Accidents or Incidents**

**QPPS 10.13**

Shelby County Catholic School has an Emergency Operations Plan that describes the following situations and procedures to follow:

- \* Emergency phone numbers
- \* Fire procedures
- \* Severe weather
- \* Bomb Threats
- \* Physical Threats/Armed Intruder
- \* Evacuations
- \* Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- \* Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- \* School emergency response team members



If your child receives a minor, non-life-threatening injury while at preschool, we will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water, and bumps will be treated by applying ice to the area. Any serious incident or injury will be documented on an accident form and a copy will be given to the parent within 24 hours.

All staff will have immediate access to a device that allows them to call for help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control are posted by each phone with an outside line. Emergency telephone numbers and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

### **Medication Policies and Procedures :**

### **QPPS 5.10**

Safeguards are used with all medications for children:

- Office staff administers both prescription and/or over the counter medications to a child only if there is documentation that the parent or legal guardian has given the program written permission. An official form is available from the office for this. ( See the Shelby County Catholic School Medication Policy.)
- All medications shall be kept in a locked container in the Shelby County Catholic School office
- The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child; alternatively, the licensed health provider's office may give instructions by telephone to the program staff.
- The five practices of medication administration will be followed in all cases:
  1. Verifying that the right child receives the
  2. right medication
  3. in the right dose
  4. at the right time
  5. by the right method with documentation of each right each time the medication is given.
- The person giving the medication signs documentation of items (1) through (5) above.
- Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

### **Cleaning and Sanitizing:**

### **QPPS 9.11, 5.24**

The preschool facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

A toy that a child has placed in his or her mouth or that is otherwise contaminated will be (a) washed by hand, using water and detergent; then rinsed, sanitized and air dried or (b) washed and dried in a mechanical dishwasher before it can be used by another child.

The routine frequency of cleaning and sanitization in the facility will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. A checklist shall be completed as indicated in the table.

**First Aid Kit:****QPPS 9.13**

A fully equipped first-aid kit is available and in the classroom. Following each use of the first aid kit, missing or used items shall be replaced immediately. The first aid kit shall be inspected monthly. First-aid kits shall be taken outdoors and on field trips and class outings.

**Inclement Weather:**

In case of bad weather, unsafe road conditions, or other reasons requiring a cancellation, early dismissal, or a late start, KNOD (105.3 FM) radio station will make announcements. Parents also receive messages through our student information system (JMC). A message will also be posted on the school's Facebook page. Shelby County Catholic School and Little Angels Preschool follow any weather-related decisions of the Harlan Community Schools.

**Protection from Hazards and Environmental Health:****QPPS 9.16 - 9.17**

School staff do their best to protect children and adults from hazards, including electrical shock, burns, and scalding, slipping, tripping, or falling. Floor covering are secured to keep staff and children from tripping.

The preschool classroom has been tested for lead, radon, asbestos, and other hazards that could impact children's health. Custodial staff maintains the building's heating, cooling and ventilation systems in compliance with the local standards.

**Smoke-Free Facility:****QPPS 9.19**

The building and grounds are smoke free. No smoking is permitted in the presence of children.

**Child Protection Policies:****QPPS 10.8, 10.16, 10.19**

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. Our procedures and policies insure that all employees who come in contact with children in the program or who have responsibility for children have passed a criminal-record check, are free from any history of substantiated child abuse or neglect and are at least 18 years old. Shelby County Catholic School, operating under the Diocese of Des Moines Schools, also requires all staff and regular volunteers to complete a "Protecting God's Children" training.

The school has a written school board policy for reporting child abuse and neglect, as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff, as mandatory reporters, to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, and other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" when hired and at least every three years after.

**Substance Abuse:**

Persons under the influence of drugs or alcohol will not be permitted on the premises of the school. At no time will children be released to a person under the influence of alcohol/drugs.

**Volunteers:****QPPS 10.15, 10.17**

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher, the elementary principal, or our office secretary if you would like to be a volunteer.

**VII. Staff**

**Program Administrator:** – The Shelby County Catholic School principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

**Teacher:** - A fulltime teacher licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement is assigned to the preschool classroom.

**Classroom Aide:** - A teacher assistant in the classroom carries out activities under the supervision of the teacher.

**Support Staff:** – Green Hills AEA 13 support staff provide resources and assistance to the teacher upon request to help all children be successful in the preschool setting. Such support staff may include: early childhood consultant, speech and language pathologist, school psychologist, occupational therapist, physical therapist or others.

The Shelby County Catholic School, including Little Angels Preschool, has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff. The policies outline nondiscriminatory hiring procedures and policies for staff evaluations. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. The policies are provided to each employee upon hiring.

**Health Assessment:**

The preschool program maintains current health information from documented health assessments for staff

New staff members are given an initial orientation that introduces them to aspects of program operation including:

- + Program philosophy, values, and goals
- + Expectations for ethical conduct
- + Individual needs of children they will be teaching or caring for
- + Accepted guidance and classroom management techniques
- + Daily activities, routines of the program, and program curriculum
- + Child abuse and neglect reporting procedures
- + Program policies and procedure

**Staff Professional Development:**

All staff members focus on strengthening their leadership skills and relationships with others and work to improve the conditions of children and families within our programs, the local community or region, and beyond. Teaching staff participate in local, state or regional educational awareness activities related to early childhood by joining groups, attending meetings, or sharing information and networking with others.

Teaching staff is informed of professional development activities provided by Child Care Resource and Referral, the local Empowerment areas, and the Green Hills Area Education Agency. Staff members are expected to attend all staff trainings and meetings throughout the year. Trainings focus on early childhood topics relevant to the program and community.

**COMMENTS OR CONCERNS**

Parents are important to us! Little Angels Preschool welcomes the opportunity to discuss any concerns and/or comments and ask that parents talk to their child's teacher immediately when a concern arises.