

Little Blessings Preschool

POLICY

Handbook

Welcome to Little Blessings Preschool. We believe that each child learns in a unique way. We use our classroom and materials to teach each child at their own level and the best way the child knows how to learn – through play.

Location – Little Blessings Preschool is located at Hull Christian School. The address is 1301 5<sup>th</sup> St. Hull, IA 51239. The office phone number is 712-439-2273. Our school website can be found at [www.hullchristian.com](http://www.hullchristian.com). Our Facebook page is [www.facebook.com/groups/hcs.lb.preschool/](http://www.facebook.com/groups/hcs.lb.preschool/).

Class Size – As required by the State of Iowa, class sizes will be no larger than 20 students/session.

Schedule/Calendar – Classes will meet Monday, Tuesday, Thursday, and Friday from 8:25 AM – 11:30 AM and 12:25 PM – 3:25 PM. A calendar will be established for preschool each year that is part of the master calendar of Hull Christian. A weekly schedule of events is sent home each week.

Licensing – Little Blessings Preschool operates under the authority of the Hull Christian School Board and this Board's Education Committee. Our preschool adheres to the guidelines established by the state of Iowa and the statewide Voluntary Preschool Program.

Staff – The Hull Christian Principal is responsible for the day to day operations of the school, for maintaining licensing and accreditation standards, for the staff supervision, educational advisor, and provides support for teaching staff.

Our Lead teacher is certified and licensed by the State of Iowa. Our staff to child ratio is two to a maximum of 20 children per class. Our preschool staff

participates in on-going training and education in child development, curriculum, teaching methods, technology, and also is required to hold a license for CPR, First Aid, Mandatory Reporter, and Blood Borne Pathogens.

**Our Mission** – The goal of Little Blessings Preschool is to provide a loving and secure environment where children can develop socially, emotionally, physically, intellectually, and spiritually and experience joy in learning through play-based instruction with developmentally appropriate hands-on activities with the guidance on the Creative Curriculum.

**Our Philosophy** – Little Blessings Preschool hopes to provide a stimulating and enriching experience for each child. Children at this age are learning all the time and they learn best by being active and involved. By using developmentally appropriate activities, with the help of Creative Curriculum, we will attempt to meet each child's emotional, mental, social, physical, and spiritual needs in a caring and loving classroom environment. By creating purposeful and productive play experiences we will assist parents in nurturing their children, so a love of learning will take root in each unique child.

**Statement of Nondiscrimination** – It is the policy of Hull Christian School not to discriminate on the grounds of race, color, national origin, or sex in its educational policies. Hull Christian School shall provide program activities, curriculum, and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers and roles open to both men and women in our society. One objective of our school's programs, curriculum, services, and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status, and disability. The curriculum, programs, and

services shall foster awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

## Curriculum

1. Little Blessings Preschool follows the research based Creative Curriculum series. Teachers plan the learning around the interests of the students by using studies and projects. The teacher follows the GOLD goals and objectives to plan out lessons based on areas of the students not in the widely held expectations.
2. All of the teachers involved with Little Blessings Preschool have taken – or will be required to take upon hire – Creative Curriculum and GOLD trainings. The teachers have a good understanding of the goals and objectives and apply them to the lessons each preschool day.
3. Creative Curriculum is implemented in the classroom. Studies and projects are used based on children’s interests. Each activity is based on a goal or objective from the Creative Curriculum goals and objectives.

## Assessment

1. General Assessment Goals
  - a. Children will be assessed using Creative Curriculum GOLD. The teacher will enter all the notes. The teacher and para will take observational notes in the classroom and outdoors.
  - b. The teacher will have the GOLD checkpoints finished by the Checkpoint dates assigned by Teaching Strategies.
  - c. Each child’s record will be kept confidential and stored in the school office in the filing cabinet under lock and key. Student records at Hull Christian School will keep both a permanent record and a cumulative record for each student. The cumulative record shall be kept on file until the student leaves this school. The permanent record shall be kept on files in a fire safe place.

These records will be kept confidential; open only to viewing by parents, legal guardian, record custodian, school staff, school support personnel, and any other person covered in the “Family Education Rights and Privacy Act of 1974” and the Iowa Code “Chapter 22”. Any other person who wishes to view these records must obtain written parental permission. The records of students will be available for viewing when a valid request is made to the Board of Education. The Board will set up a viewing at a time that is convenient for both those who request such a viewing and the school staff. If the staff desires, a member of the Board will be present at the viewing. Records to be transferred to another school will be done upon reception of a request for transferral.

- d. Families are involved in assessing the child through home visits and interest surveys. Parents attend parent/teacher conferences twice a year and can share suggestions at that time with the teacher as well as throughout the year by phone call or e-mail.
- e. Communicate assessments to families will be done formally at parent teacher conferences as scheduled in the school calendar. The teacher will be available for conferences at other times as requested by the parent or teacher.

## 2. Purposes of Assessment

- a. The teacher will arrange for developmental screenings with the AEA when indicated on GOLD.
- b. The teacher will identify the interests and needs of the children in her classroom. They can do this by observation and asking questions of the students.
- c. The teacher will look at the GOLD data and improve curriculum in the classroom by adapting their teaching and the environment to meet the needs of the students.
- d. The teacher will be able to describe the developmental progress children make at various developmental levels.

- e. The teacher will continue to plan improvements for the preschool program. The teacher can use educational resources online as well as advice from the AEA.
- f. The teacher will communicate with families through face to face interaction at arrival and drop off times as well as e-mails and newsletters. The teacher will update the Little Blessings Preschool Facebook page. If a parent e-mails the teacher, they will respond in a timely manner.

### 3. Assessment Methods

- a. Little Blessings Preschool offers a variety of assessment methods to assess children in the program. The assessments are sensitive to different family cultures and home languages and experiences as well as the children’s different abilities. The assessments take place during the school day in the classroom or outdoors or on field trips as well. Every part of the day is a time that assessment can take place – even transitions.
- b. Standardized and norm-referenced tests are used when a teacher suspects a disability in a child. The teacher gets in contact with AEA and together they assess the child along with the parents in a setting that is familiar to the student.
- c. Assessment Form

Assessment	Purpose	When	Where	Who will administer
Home Visit survey	Input from family about child’s needs and interests.	Home visits before school.	Child’s home	Teacher
FastBridge	Find out a child's developmental level in literacy and mathematical skills.	Three times a year.	At school	Teacher

GOLD	To guide and inform curriculum, understand student growth and development.	Ongoing all children are scored at checkpoints 3 times a year.	In the classroom and outdoor playground.	Teacher and Para
IEP Data	Meet IEP goals and guide and inform individualized instruction.	Ongoing with bimonthly monitoring.	Tracking of goals and benchmarks. Keep track and be in contact with Boyden-Hull teacher.	Teacher in cooperation with B-H teacher.
Parent Survey	Give to family on child's growth over the past year.	March of the school year.	Online or sent home with the student.	Parents
Get Ready to Read Assessment	To find out literacy skills of the child.	In the fall and in the spring.	It is done on paper.	AEA Consultant

#### 4. Parent Participation

- a. At Little Blessings Preschool, we recognize the importance of the home and school relationship. We encourage parent participation both within the classroom and in special events.
- b. SPECIAL EVENTS – Parents are encouraged to participate in special events, some of which are during class time, and others are evening events. Some of these include the beginning of the year Open House, school wide programs, Rally Day Sale, Spring Open House, field trips, and the end of the year Preschool Celebration. Notification of these events will be sent home on monthly calendars, weekly preschool sheets, e-mail, and posted on our website.

- c. Parent/School Communication – Communication between parents and staff is a vital part of how well your child does in school. We encourage you to be involved in your child’s education and meet with our preschool staff regularly. We will do our best to keep you informed of the activities and projects that your child is involved in. A weekly Hull Christian Home Bulletin will be given to your child each week, usually on Thursday. A monthly calendar of events will also be sent home, and announcements will be on the school website and e-mailed. Also check out our Facebook page with pictures and updates.
- d. Parent/Teacher Conferences – Conferences are scheduled during the first two weeks of November. Spring Conferences are usually the last week in March. Additional conference times are welcomed at any time to discuss your child’s progress. Conferences include a discussion with the teacher, a review of your child’s portfolio, and a copy of the “Child Progress and Planning Report”.
- e. Advisory Committee - Little Blessings Preschool has a preschool advisory composed of parents, school staff, and other community members interested in the preschool program. This group meets each semester to provide feedback on services that meet children and family needs. Collaborative and shared decision making is used with all participants to build trust and enthusiasm for making program changes. They also serve as a sounding board for new ideas and services. Parents are asked to inform the preschool teacher if they are interested in being part of the Preschool Advisory Committee. Please contact the principal if you are interested.
- f. Assessment is an important part of preschool! The teachers take notes about your child each day at preschool during all parts of the day. These anecdotal notes are entered into the Creative Curriculum GOLD online and are then scored. This shows the

teachers and parents what level the child is at. Teachers look at the data and plan the instruction for the coming days from the results they read on the GOLD assessment. Pictures and videos can also be used for assessment as well as check lists. As a parent/teacher team, we can work together to help your child learn the best. Some information will be gathered at the home visit and some information will be filled out by parents on the registration forms. A sheet of goals will be sent home and filled out by the parents, so they can have input as to what they want their child to learn. The GOLD assessment will be completed 3 times a year and results will be shared with parents. Observations for the GOLD assessment occur every day in preschool. Parent/Teacher Conferences will be held formally twice a year with other meetings scheduled as needed. If parents would like to see the GOLD notes, they may ask to see them at any time throughout the year.

New Teacher Orientation – New Teachers will go over:

1. The program philosophy and mission statement, value and goals.
2. Expectations for ethical conduct.
3. Health, safety, and emergency procedures.
4. Individual needs of students that will be in their care.
5. Accepted guidance and classroom management techniques.
6. Daily activities and routines of the program.
7. Child abuse and neglect reporting procedures.
8. Iowa Quality Preschool Program Standards and Criteria.
9. Regulatory requirements.

Follow up training will occur after the initial orientation. Staff will be evaluated annually by the principal of Hull Christian School.

## Policies

### Policy 1.1

Students must be four years old by September 15 to enroll in Little Blessings Preschool.

### Policy 1.2

There may be up to 20 students in each preschool class. There must be one adult for every 10 students in the room or outdoors at any time.

### Policy 1.3

For admission, the following forms are required by Iowa State Law and must be completed and given to the teacher before school starts in the fall:

1. Child's Personal History Form.
2. Pupil Physical and Healthy Record
3. Certificate of Immunization Form
  - a. Applicants approved for medical or religious exemptions shall submit to Hull Christian School a valid department certificate of immunization exemption.
4. Parental Emergency Medical Consent Form
5. Pick-Up Permission Form and other permission forms.
6. Field Trip and Photo Release Form

### Policy 1.4

There needs to be a minimum of 35 square feet of usable space per child in each of the indoor activity areas.

### Policy 1.5

The ratio of teacher to children is always 1:10. This includes any time indoors or outdoors as well as during transportation and on field trips.

### Policy 1.6

The teacher team will meet at least once a week to plan for the coming week and discuss the assessments and align the curriculum to meet the needs of the preschool students. The head teacher will use the day on Wednesday to enter notes and plan for the week ahead as well.

#### Policy 1.7

Families are allowed and welcomed into the classroom at arrival and pick up times. This time can be used for teachers relaying information to parents about their child or make any announcements that need to be brought up.

#### Policy 1.8

Any time the class is not in the classroom, whether for field trips or special activities out of school, the teacher will bring along a class list to ensure every child is accounted for. This includes fire and tornado drills.

#### Policy 1.9

Preschool students are permitted to ride the Western Christian High School buses, and transportation arrangements may be made through Hull Christian School. The bus drivers are certified drivers and have all passed background checks. The buses go through a certification process each year. Students who walk to school come directly to the preschool room, as well as students who ride the buses.

#### Policy 1.10

Students with disabilities will be accommodated to assure safety and a ride to and from school.

#### Policy 1.11

All students need to have a transportation permission form filled out before school starts. This form states who may pick up your child from preschool. A written note or a phone call is required if someone else will be picking up your child from preschool that is not the usual pick up person.

#### Policy 1.12

All transportation vehicles for Little Blessings Preschool are properly licensed and insured in the state of Iowa through Western Christian High School. Copies of these are available in the Hull Christian School office.

#### Policy 2.1

Regular attendance is important. Please call school if your child will be absent. Also, to prevent the spread of illness, keep your child home for 24 hours with any of these symptoms: Fever, diarrhea, vomiting, red or pink eyes, undiagnosed rashes, coughing or sneezing with colored mucus, sore throat or swelling around the neck.

#### Policy 2.2

Children suspected of having any communicable disease, impetigo, head lice, pink eye, or other infectious conditions will be sent home and may return with a doctor's release. If a child has been exposed to a disease such as chicken pox, please notify the teacher.

#### Policy 2.3

Parents or legal guardians will be notified immediately if the child has any sign or symptom that requires exclusion from the program.

#### Policy 2.4

If the child is suspected of having a communicable disease and parents have been notified, the child will wait in the principal's office until their guardian arrives to pick them up. The principal or secretary will be with the child until someone else comes to pick them up. The child will not be left alone at any point.

#### Policy 2.5

If the ill child remains at school, the school will ask a health professional about: A) what level and types of illness require exclusion. B) How the child who is ill but not excluded should be cared for. C) Ask when it is necessary to have a consultation and documentation from a health care provider for an ill child or staff member.

#### Policy 2.6 – See Appendix A

The school will provide parents information about any communicable disease their child may have been exposed to. This will include signs and symptoms of the disease, mode of transmission, the period of communicability, and control measures that are being taken at the school that families should also do at home.

#### Policy 2.7

Little Blessings Preschool will contact local health authorities annually to keep current with relevant health information. The preschool will also contact the local health authorities if an outbreak of a communicable disease occurs.

#### Policy 2.8 – Appendix B

Little Blessings Preschool has contact with the Community Healthy Partners of Northwest Iowa to keep current with relevant health information.

#### Policy 2.9 – Appendix G

If an accident of any kind happens at preschool, the teacher will fill out this form and keep it on file at school.

#### Policy 2.10

All preschoolers shall have a physical exam and tests before school starts in September, as required by law. Students must meet the following immunization requirements: 4DTaP; 3 polio; 1MMR; 1 Varicella; \*1,2, or 3 doses of Hib; \*1,2,3, or 4 doses of Pneumococcal vaccine. \*\*# of required

Hib and Pneumococcal vaccines depends on the age of when the first dose was given.

#### Policy 2.11

When a child is overdue for any routine health services, parents, legal guardians, or both 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 immunization for which parents are using religious exemption. **We will follow the State of Iowa procedure and timeline for all students who do not have proper immunization files.**

#### Policy 3.1 – Appendix C

When in the sun for long periods of time, children may have applied skin protection. The sunblock will have either UVB or UVA protection of SPF 15 or higher. This can only be applied with written parental permission to do so.

#### Policy 3.2 – Appendix C

When public health authorities recommend using insect repellents, only insect repellents with DEET will be used. Staff may apply the insect repellent once a day and only with written parental permission.

#### Policy 3.3

The preschoolers go outside everyday unless the temperature of wind child is below 13. Please send along warm clothes to protect your child. If you forget, extra pairs of gloves and snow boots and hats will be provided but must stay at school.

#### Policy 4.1

Students will not be turned away from preschool because they are not toilet trained. Teachers will change diapers as needed in the classroom bathroom on a mat on the floor.

#### Policy 4.2

Staff will use only commercially available disposable diapers or pull-ups unless there is a medical reason not to use them.

#### Policy 4.3

If cloth diapers are required, the diaper needs to have an absorbent lining on the inside that is completely covered by the outer layer.

#### Policy 4.4

If a cloth diaper is worn and soiled at school, the soiled diaper will be placed in a plastic bag and put in the child's backpack so that it can be laundered at home.

#### Policy 4.5 – Appendix E

If a child is wearing a diaper at school, the staff will check at least once every 2 hours to see if the diaper is still clean.

#### Policy 4.6

If the staff person notices the diaper is soiled or wet, the diaper will be changed immediately.

#### Policy 4.7

The staff will only change soiled or wet diapers in the preschool bathroom. That is the only spot in the school where diapers should be changed.

#### Policy 4.8

While changing a soiled or wet diaper, the adult must always have his or her hand on the child at all times.

#### Policy 4.9

The staff members that changed soiled or wet diapers will follow the diaper changing procedure checklist that is posted in the bathroom.

#### Policy 4.10

The mats used to change soiled or wet diapers are only used for diaper changing. They are not ever near food.

#### Policy 4.11

The soiled diapers are always placed in a hands free opener container and are never used or touched by the students.

#### Policy 4.12

The staff member who gets the snack ready will not change any soiled or wet diapers until the food preparation is finished for the day.

#### Policy 5.1

If there is communal water play in or outside of the classroom, the following rules will be enforced:

1. No child will drink the water.
2. Children who have open sores on their hands will not be permitted to put their hands in the water.
3. Fresh water is used and is changed before a new group plays the water activity.
4. After the activity period of water play, the water is drained.
5. Or, fresh water flows freely through the water table and out of a drain in the table.

#### Policy 6.1 – Appendix D

Medication is only given to students if their parents have signed a form and the pills are brought in from home and in the original container.

#### Policy 6.2

Medications are labeled with first and last names and the date the prescription was filled. Also, the name of the health care provider and

expiration date of the medication on the original prescription label will be needed in order to administer medications at school.

#### Policy 6.3

All medications will be stored in the office out of the reach of children.

#### Policy 6.4

Any surface that could come in contact with potentially infectious bodily fluids must be either disposable or made of a material that can be sanitized.

#### Policy 6.5

Staff members need to reduce the risk of infectious disease by using barriers and techniques to reduce the contact between mucus membranes or openings of skin with potentially infectious bodily fluids.

#### Policy 6.6

Bodily fluid spills will be cleaned up with detergent followed by rinsing with water. The spills will get cleaned up right away when they occur.

#### Policy 6.7

Staff will sanitize the area where the spill occurred by using the same procedure for sanitizing changing areas.

#### Policy 6.8

Rugs will be sanitized after a bodily fluid spill by blotting, spot cleaning with a detergent, and shampooing or steam cleaning.

#### Policy 6.9

Contaminated materials will be disposed of in a plastic bag that is securely tied and placed in a closed container.

#### Policy 6.10

In case of medical emergency, students will be transported to the Sioux Center Hospital in Sioux Center, IA. The address is 1101 9<sup>th</sup> St. SE. Sioux Center, IA 51250

#### Policy 6.11

All medical information including insurance information, consent forms, and transportation arrangements are available in the office in the student's file. They can be accessed in case of emergency by office personnel.

#### Policy 6.12

Students with special medical conditions, including allergies, will have care plans posted in the classroom and in their files in the office.

#### Policy 7.1

Snack time will be part of our center time activities. Parents are informed that they may donate snacks, but are **not** required to provide snacks. If your child brings their own food or drink to school, it needs to be labeled with their first and last name as well as the date.

#### Policy 7.2

Any snacks brought to school that need to be refrigerated will be put in the fridge in the teacher's lounge until they are needed.

#### Policy 7.3

The preschool always has snacks available in case food is ever forgotten.

#### Policy 7.4

Food brought from home that will be shared with the class either has to be whole fruits or commercially packaged foods in factory sealed containers.

#### Policy 7.5

Any foods or liquids that are 110 degrees or hotter need to be kept out of the reach of children.

#### Policy 7.6

All foods made available on campus adhere to food safety and security guidelines.

1. All foods made available on campus comply with the USDA, state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
2. For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

#### Policy 7.7

Little Blessings Staff will help families prepare for and manage their children's transitions between programs, including special education programs. Staff will provide information to families that can help them in communication with other programs. In helping families with their transitions to other programs, staff provides basic general information on enrollment procedures and practices, visiting opportunities and/or program options.

#### Policy 8.1

Classroom pets and any animals that visit the classroom must have documentation from a veterinarian that they have been immunized and that the animal is suitable to come in contact with children. Teaching staff must supervise all interactions between the animal and the children and instruct the children about how to be safe around animals. The staff must make sure any child that is allergic to an animal stays away from the animal. No reptiles will be allowed as classroom pets due to the risk of salmonella infection.

### Policy 9.1

Our school meets the requirements of the Americans with Disabilities Act (ADA). Accessibility includes access to the building, toilets, sinks, drinking fountains, outdoor play space, and all classroom and therapy areas.

### Policy 9.2

#### Tobacco-Free Campus

All Hull Christian School buildings, grounds and vehicles, shall be tobacco free. In the interest of the students, faculty and staff, parents and the community at large, there shall be no use of tobacco on any school property. This restriction applies at all times. This policy will be enforced at all school sponsored events and at any non-school sponsored event held on school property being rented or used free of charge. The tobacco-free environment is applicable at all events, whether indoors or outdoors. Persons failing to abide by the request shall be asked to refrain from smoking or using smokeless tobacco products including electronic cigarettes. Failure to do so will result in being asked to leave the school facility or campus immediately. This policy will be enforced by the Board and administration. Signs will be placed in strategic locations for all to be aware of our tobacco-free environment.

### Policy 9.3

The Little Blessings Preschool is free of any fees for students. All funding for Little Blessings Preschool is through agreement with Boyden-Hull Community School. Money is received monthly after receipts have been turned in to Boyden-Hull School. The Hull Christian School Board adopted this agreement on March 11, 2014 with a motion from the Education Committee to “accept Universal Pre-School, at no charge to the preschool students and will be held 4 days a week (Monday, Tuesday, Thursday, and Friday).” This statement is taken from the board minutes of March 11, 2014

### Policy 9.4

## ASBESTOS MANAGEMENT PLAN

The Board shall consult with Western Christian's custodian as our asbestos specialist. They must make all necessary inspections and file all necessary reports as required by the Environmental Protection Agency of the federal government. They shall be paid extra work required by our asbestos operations and maintenance plan.

### Policy 9.5

#### DANGEROUS WEAPONS

The Board believes weapons and other dangerous objects in school facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school. School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school or from students who are within the control of the school.

### Policy 9.6 – Appendix F

A fire extinguisher, carbon monoxide detector, and smoke detector are all located in the preschool room. They are tested monthly and are all located in the preschool room. They are tested monthly and records of those tests are kept at school. See Appendix F

### Policy 10.1

If a staff member needs a referral for wellness or prevention as well as treatment of depression or stress management, the staff member can call one of these numbers.

## Agencies to Contact for Counseling

Local and Area Pastors

Northwest AEA – 722-4378

Creative Living Center – 476-5245

Community Health Partners of Sioux County – 1-800-435-3454

Christian Learning Center (CLC) – 616-245-8388

ATLAS of Sioux Center – 722-4900