

# Glenwood Community School District

Preschool Parent Handbook  
Program Policies and Procedures

2024-2025



Northeast Early Childhood Center  
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Dear Families,

Welcome to the 2024-2025 preschool school year.

The purpose of this handbook is to inform parents and students of some of the everyday procedures and general policies of the Northeast Early Childhood Center. In this way we hope to promote understanding, cooperation, and teamwork between parents and school. Your child's progress will be greatly affected by how well we work together. Parents who are involved and communicate regularly and effectively with their child's teacher usually find the child works harder, feels more confident, and does well in their school work.

Our mission in the Glenwood Community Schools is to develop in all students the knowledge and competencies required of responsible citizens in a global society. Our top priority at the early childhood center is to ensure both academic success and social development of all the children with whom we are entrusted. The faculty and staff will create and maintain a pleasant, orderly and safe, learning environment, where students can be successful.

We will make every effort to ensure that the 2024-2025 school year is an enjoyable and productive year for your child. We encourage you to share any comments or questions you might have concerning our schools. We appreciate your input!

Sincerely,

Mrs. Julie McMullen  
Northeast Assistant Principal/Preschool Administrator

Mrs. Ashlie Salazar  
Northeast Elementary Principal

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## ***Welcome to Northeast Early Childhood Center***

The Northeast Early Childhood Center, awarded the Statewide Voluntary Preschool Program Grant in 2009, offers a high-quality preschool experience for children aged three to four. Our focus is on creating a safe, respectful, and inclusive environment where every child's needs are met.

We provide a rich learning environment that fosters curiosity and supports skill development through active learning experiences. Our program welcomes children with disabilities and from diverse backgrounds, ensuring equal opportunities for all. We support children transitioning from Early Access Services into the public school system, ensuring a smooth and supportive transition for all students.

As a nationally accredited preschool by the National Association for the Education of Young Children (NAEYC) and administered by the Iowa Department of Education, we adhere to the Iowa Early Learning Standards to guide our practices.

Additionally, at the Northeast Early Childhood Center, we are dedicated to providing a nurturing and enriching preschool experience that prepares children for future success.

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## **MISSION and BELIEF STATEMENTS**

### ***Mission Statement***

The mission of Northeast Early Childhood Center is to provide all students the skills and tools necessary to be successful. We will accomplish this by valuing each individual child and providing a caring environment that promotes personal growth. We will partner with parents and the community to provide high quality education through hands-on learning, predictable routines, and a preschool curriculum that is directly aligned to the Glenwood Community Instructional Plans as well as aligned to the Iowa Early Learning Standards.

### ***Belief Statements***

The preschool program believes each child should receive quality care and be provided with a developmentally appropriate education. We believe that all children and families should be treated with respect and kindness. We will always appreciate family, cultural, and individual differences.

We believe all young children experience success through active learning opportunities within a safe, nurturing environment to meet the individual needs of the child.

We believe with the combined efforts of parents, educators, community and students, all children will succeed intellectually, physically, emotionally, and socially. To help in this effort, staff will provide support and resources for families.

We believe we must create an environment that is warm and caring, which gives our children a sense of security and belonging. We believe young children learn best through activities, exploration, and the use of their senses. Active thinking and experimenting provides children an opportunity to learn and function at their own developmental level, to find out how things work, and to learn firsthand about the world in which we live.

We believe play provides the foundation for future academic learning. Active learning through play enables us to promote the standards and benchmarks of our early childhood curriculum.

The preschool programs at the Northeast Early Childhood Center are built upon the Iowa Early Learning Standards, ensuring that our curriculum aligns with research-based practices. Our preschool team collaborates to develop Instructional Plans, drawing from quality resources such as Connect4Learning.

We firmly believe in the philosophy that young children learn best through active participation in their environment, emphasizing a hands-on approach. Our staff facilitates learning by providing open-ended materials, meaningful experiences, and active involvement from adults.

Our daily routine follows the plan-do-review process, allowing children to express their intentions, carry them out, and reflect on their actions. During small group time, children explore and experiment with materials selected by adults based on daily observations and children's interests.

In large group time, both children and adults initiate music and movement activities, re-enact stories, and engage in group discussions. Throughout the preschool session, children interact socially with peers and adults, fostering relationships and communication skills.

At the Northeast Early Childhood Center, we recognize and support children's individual developmental levels, ensuring that each child can learn and thrive at their own pace.

It is the preschool staff's responsibility to provide a safe, nurturing, and responsive setting for children and their families. The preschool staff is committed to supporting each child's development by helping children live and work cooperatively, by promoting their self-esteem, and by providing support for their families. Parent/family involvement, health and safety, medical/dental services, nutrition services, developmentally appropriate programming, and human services make up the developmental services that Glenwood Community School District will strive to provide to the children in our community.

### ***Half Day Preschool***

The preschools are open to any child in our community. The programs serve both children with disabilities and typically developing peers. The preschool follows the Glenwood Community School District's calendar year. Four year old students have two options for attending preschool: M-F for the morning session or 4 days a week for the afternoon session. Three old students have the three options: morning sessions (M-W-F) or (T-Th) or 4 days a week afternoon session. Morning sessions are from 8:00 am to 11:00 am and afternoon sessions are from 12:00 pm to 3:00 pm.

### ***Full Day Preschool (Shared Vision)***

We also offer a full-day, preschool experience for children who are four years of age on or before September 15th of the current year and ***who meet primary or secondary risk factors***. This program meets five days a week from 8:00 A.M.- 3:00 P.M **except on early out dismissal days**. Glenwood Community School District receives a grant from the Iowa Department of Education to fund this program to provide comprehensive developmental services for children and their families. Students will attend a morning preschool session and then continue their school day in the Shared Vision classroom.

Parents will receive a complete list of preschool dates at the beginning of the school year. Upcoming events and other important information can be found on the [preschool website](#).



# Enrollment

## *Eligibility*

Priority will be given to those children who are four years of age prior to September 15<sup>th</sup> of the current school year, excluding those on Individual Education Plans. If space still remains, children who are three years old by September 15<sup>th</sup> will be accepted. **Preschool admission is on a first-come, first-registered basis except for students on an individual education plan (IEP).** Pre-registration will begin in the spring of the year. Registration materials are available from the Northeast Early Childhood Center office. Registration will be ongoing until spaces are filled and balanced classrooms are maintained. All paperwork and registration requirements must be completed and submitted before your child can be considered for preschool classroom placement.

## *General Information*

Prior to participating in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

- The maximum class size in each session is based on square footage of the current location.
- Our center maintains a ratio of 1 adult to 10 children at all times. Additional staff may be provided based on the individual needs of children.
- Classroom student numbers will not exceed 16 and the number of children allowed is based on usable square footage and appropriate staffing.
- All children will be within “line of sight” of adults both indoors and outdoors unless toileting.
- When toileting, students will be monitored by sound and checked visually when necessary.
- When students enter the mudrooms to use their cubbies, an adult visually monitors and supervises the children from the classroom.
- First Aid Kits are available for use in the classroom and taken outdoors at all times.
- Adult-student ratios are maintained on field trips.
- The elementary principal will maintain a current list of available substitutes for both the teacher and associates. Should one of the teaching staff need to temporarily leave the room; arrangements will be made to cover the classroom to maintain the staff-child ratio.

## *Inclusion*

The preschool program includes all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

## *Special Education Services*

See Appendix A located at the end of the handbook.

### ***Tuition Fees for Half Day Programs***

#### **4 Year Old Fees for preschool are as follows:**

<u>4 days/ week</u>	<u>5 days/week</u>
\$36.00/month	\$90.00/month

\*4 year old tuition is reduced because of Statewide Voluntary Preschool funding from the state.

#### **3 Year Old Fees for preschool are as follows:**

<u>2 days/ week</u>	<u>3 days/ week</u>	<u>4 days/ week</u>
\$104 / month	\$156/ month	\$208/month

Preschool tuition grants ***may be*** available from Thriving Family Alliance. Determination of availability of funds will be made after state allocations are provided to the organization. Paperwork for the grant is completed at preschool screening or time of enrollment prior to the school year starting. Preschool Scholarships may be available from the Glenwood Foundation.

**Preschool tuition payments will be due on the first day of the month.** Parents or guardians will be responsible for each month's payment. Payment options include online using powerschool, paying in the office or sending a payment via mail.

The Glenwood Community School District receives partial funding from the Iowa Department of Education to assist in the funding of these programs. There is a varied scale of fees depending on the number of days and times students attend. ***Fees for four year old students are reduced due to statewide voluntary funding for four year olds.***

### ***Discharge***

A payment agreement form will be signed by all parents. If tuition becomes past due a late fee may be assessed and the child may be discharged from the program.

### **Arrival and Departure of Children**

#### ***Full Day Preschool:***

8:00 A.M. - 3:00 P.M.-Monday, Tuesday, Thursday, Friday

8:00 A.M.-12:00 P.M.-Early Out Wednesdays

8:00A.M-3:00 P.M. Full Day Wednesdays

#### ***Half Day Preschool:***

8:00 A.M. - 11:00 A.M.- Monday, Tuesday, Wednesday, Thursday, Friday

12:00 P.M. - 3:00 P.M. -Monday, Tuesday, Thursday, Friday

In order for the Glenwood Community School District to fulfill NAEYC's required adult/child ratio which is designed to provide a safe and secure environment for all children, the Northeast preschool staff will require students to enter their classrooms **only** at the designated times listed above. Please make the appropriate arrangements to help support a vital component of our program.

**Children must be accompanied by an adult to and from the preschool outside doors at the designated arrival times. Children will be met at the preschool doors by preschool staff. Doors will not open until the designated start times. Parking is available in the lower lot on Linn Street. Do not leave your car idling while dropping off or picking up. Please hold your child's hand as you walk to the preschool doors to decrease the possibility of an accident. Parents or legal guardians must accompany children to the outdoor preschool doors at the beginning of the day. At the end of the preschool session, no child will be permitted to leave the building without an adult.**

**PRESCHOOL STUDENTS CAN NOT BE DROPPED ON VINE STREET EVEN IF ACCOMPANIED BY A SIBLING. THIS IS TO ENSURE APPROPRIATE SUPERVISION FOR THE PRESCHOOL STUDENTS.**

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate and size-appropriate seat restraints.

Other than parents or legal guardians, only persons with prior written authorization (Parent Consent Form) will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

Staff will walk the children to the classroom where the preschool teacher will record attendance for the day. Throughout the day, each time children transition from one location to another, i.e. classroom to outdoor, the teacher will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

Afternoon classes will not be held on Wednesdays. This allows for parent meetings and home visits, planning time for the teaching staff, and collaboration with community agencies. The preschool will provide a yearly as well as a monthly calendar.

Making a smooth transition from home, daycare or a bus to preschool and back is important for your child's safety and wellbeing. It is the parents' responsibility to provide transportation to and from school if their child(ren) does not qualify for specialized transportation. When you register your child, you need to indicate who may or may not pick up your child. It is very important that this information of your child's records is updated regularly to ensure your child's safety. Children need to know what is happening next and where they will be going next. **It is very important that you, as a parent and/or guardian, communicate with your child and your child's teacher about his or her arrangements for getting to and from preschool.**

### ***Transportation***

Transportation will be offered to preschool students in the Glenwood Community School District for students who qualify for an Individualized Education Plan (IEP) and the student's disability requires specialized transportation to access their education. If your child rides the school transportation to school, staff will assist the students on and off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

Once an IEP team determines the need for specialized transportation, the school will submit that request on the child's behalf. The transportation department will confirm with parents once arrangements have been made.

Transportation through Southwest Iowa Transit may be available at the families' expense.

### ***Emergency School Closing: Weather***

When there is inclement weather and school is either called off, delayed or dismissed early; the announcement will be made by radio stations KMA (960), KFAB (1110), WOW (590) also TV Stations KMTV (3), WOWT (6) and KETV (7).

Cancellation or late-start announcements will be made on the above media as early in the morning as possible, and also will be recorded after 7:00 a.m. on the bus garage answering machine at 527-4116.

If school is in session and threatening weather conditions occur, an announcement will be made immediately on the above stations that school will be dismissed early.

During emergency early dismissals, the school's phone lines are often busy, making it tough for parents to reach us. Sometimes, parents are unreachable, leaving us unsure of their child's plans. It's crucial for families to know what to do. Please discuss and plan ahead with your child and your child's teacher.

### **Full Day Preschool**

This program follows Glenwood School policy. If there is a one or two hour late start, preschool will start the same time as school age children. If there is an early dismissal, the schedule will also follow that of school age children.

### **Half Day Preschool**

One-hour late start -- A.M. preschool will be held

Two-hour late start -- No A.M. preschool

One-hour early dismissal -- P.M. preschool will be held

Two-hour early dismissal -- No P.M. preschool

## **A Child's Day**

### ***Staff at the Northeast Early Childhood Center***

#### Principals

The elementary principals are designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

#### Teacher

A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an Early Childhood endorsement is assigned to the preschool classroom. The teacher will also hold current certification in CPR and First Aid.

#### Teacher Associate

A full time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher associate will have specialized training in early childhood education and be certified in CPR and First Aid.

#### School Nurse

The preschool will have the assistance of the school nurse. The certified RN is available part time on-site and is on call full time. The nurse maintains student health records by updating them quarterly, and attends to the health needs of the students while they are at school. He or she is available for parent consultation when necessary.

#### Support Staff

Green Hills Area Education Agency support staff provides resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

### ***Daily Activities***

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with small group activities, indoors with outdoors, quiet play with noisy play. The preschool team meets regularly to plan instruction and review assessment data to determine appropriate interventions or extensions for students.

Your child will have the opportunity for the following types of activities every day:

- Large and Small Group Activities
- Self-directed Play
- Learning Center Activities: Art, Science, Writing Table, Small Toys, Book Center, Blocks, Pretend Play, Computers, Sensory, Listening Center
- Story Time
- Outdoor Activities

## ***Curriculum***

The Glenwood Community School District uses a guaranteed and viable curriculum that is built on a solid foundation of essential outcomes and components based on state standards. The curriculum will be designed to require all students to stretch their capabilities, teaching critical thinking and the processing of information.

Foundational skills and concepts will be emphasized at all grade levels and will be taught using † highly effective instructional methods. When appropriate, technology will be incorporated into the curriculum as an effective instructional and learning tool. The curriculum will be regularly reviewed by a district and parent team to ensure rigor, viability, and relevance.

The curriculum should foster respect and appreciation for the cultural diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society.

If at any time parents and/or guardians have questions or concerns about the district's curriculum or school activities, please do not hesitate to contact your child's respective principal. The principal will make every effort to respond to your questions or concerns. When course content contains issues on which people hold varying opinions, Board Policy 603.6 will be followed.

The Northeast Early Childhood Center's Instructional Plans correspond directly to the Iowa Early Learning Standards (evidence based comprehensive set of standards designed for three to five year-olds). These objectives address all areas of early learning: language and literacy, math, science, physical skills, and social skills. They provide children an opportunity to learn in a variety of ways: through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum.

## ***Child Assessment***

*Guiding principles:* It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and be carried out in the natural setting by familiar and trained adults. The results will be used for planning experiences for the children and to guide instruction. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential. For non-English speaking students, an EL teacher will assess students to determine eligibility for EL services to support learning and access to classroom instruction. An EL instructor will be available for any translation needs in curriculum or assessment.

Children are assessed in the following ways:

- Teaching Strategies GOLD Objectives for Development and Learning directly align with the Iowa Early Learning Standards. This assessment system measures/records student progress in all developmental domains three times per year (fall, winter and spring).
- Four year olds will be screened using the Get Ready to Read screener. This will be given three times a year (fall, winter, and spring).
- Observational data will be collected to provide an ongoing anecdotal record of each child's progress during daily activities with direct correlation to the Instructional Plans of the district and Connect4learning.
- Child portfolios may be kept by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.

- 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.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones;
- To indicate possible areas that require additional assessment.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. Parents or guardians will be informed about progress a minimum of three times per year. Parents are encouraged to ask questions about their student's progress at any time. The preschool teacher will engage in ongoing communication regarding children's growth and developmental milestones.

If the teacher feels that there are concerns related to a developmental delay or other special need, she/he will communicate with the family and share documentation of the concern. Next steps may include the following, with the consent of the parents:

- The teacher requests assistance from the Green Hills Area Education Agency (AEA) as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available for all students and teachers in the building.
- A request made to Green Hills Area Education Agency for support and additional ideas or more formalized testing can be explored.

If a child is determined to need special accommodations by the team, those accommodations are included in the instruction and the learning environment. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom. The program can also provide families with information about programs and services from other organizations, such as Green Hills AEA, DHS, Child Care Resource and Referral, *Parents as Teachers* programs, and medical professionals, etc.

### ***Program Assessment***

The Northeast Early Childhood Center implements the National Association for the Education of Young Children Standards. The preschool program received a verification visit the 2010-2011 school year to confirm we meet these standards and had another visit in 2015-2016 and 2021-2022. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward program goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness. As part of our program assessment, in the spring of each year, families will be asked to complete a questionnaire about the early childhood center. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses. This information is used to plan professional development and program quality-improvement activities as well as to improve operations and policies.

A summary of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. This summary can be found on the preschool website.

## ***Supervision Policy***

Before children arrive at school, the preschool teacher will complete the following daily safety checklist indoor and outdoor:

- All safety plugs and electric outlets covered heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and are stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of the environment - spills, sand, etc. Other serious problems will be reported to the head custodian.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

## ***Child Guidance and Discipline***

Teaching staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect, property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Discipline is a part of teaching. It helps children better understand inner control and appropriate behaviors when interacting with others in a group setting. Our preschools support children participating in activities without disruptive behavior from others, though we know there will be conflicts. We use conflict resolution, a problem-solving approach, with our staff guiding children through these conflicts. We believe we are teaching the children the importance of mutually respectful, positive relationships through introducing valuable social skills which will stay with them throughout their lives. If a conflict has reached a high level of frustration and/or anger between two or more children, at times it is necessary to have them find an alternative area or activity to calm down. This may be a book, puzzle, or a time to lay on a pillow or blanket and relax and then return to play. With adults as models, children learn to talk through their problems with each other. Teachers help, as needed, to guide children to reach fair and mutually for children to become independent problem-solvers.

The following specific techniques may be used by staff and student:

1. Consistent expectations and guidelines appropriate for the age of the children are explained and modeled by the adults in the center.
2. Respectful communication at the child's level with eye contact will be used with students.



3. Provide quiet, individual places where children can be alone. Our concept of “time-out” is to have the child “sit apart” from the group until he or she is self-regulated and -the child wishes to rejoin the group.
4. If necessary, redirecting a child’s attention may be used. By calling attention to a more suitable activity, the adult can help the child discover how to make more appropriate choices.
5. When inappropriate behavior occurs, children are given natural consequences related to the incident. For example, if a child spits on the table, he/she needs to clean it up.
6. Large group time is an opportunity to brainstorm solutions to problems that affect the whole group. Children are invited to problem-solve with the teacher to find mutually agreeable solutions.
7. Work with families. Children benefit from a supportive home/school partnership. The goal is to work with families directly to solve concerns regarding inappropriate behaviors. Classroom goals, expectations, and guidelines are shared with families to promote a positive, respectful environment that is consistent between home and school.
8. If needed, the principal(s), Area Education Agency staff, and other professionals may be consulted if guidance and discipline issues cannot be resolved between teacher and families.

This discipline and guidance policy complies with our state licensing guidelines. Every effort is made to communicate our policy with students, staff, and families so that we are all consistent with our expectations for children.

### ***Challenging Behavior***

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, teachers promote prosocial behavior by:

- Interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- Helping children negotiate their interactions with one another and with shared materials.
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized behavior plan that supports the child’s inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

*For acts of aggression and fighting* (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

- (1) Separate the children involved;
- (2) Immediately comfort the individual who was injured;
- (3) Care for any injury suffered by the victim involved in the incident.;
- (4) Notify parents or legal guardians of children involved in the incident;
- (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.
- (6) Implement the district's Code of Conduct when these strategies are not successful.

### ***Prohibited Practices***

The program will not use any of the following disciplinary procedures:

1. Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. Physical punishment, including spanking, hitting, shaking, or grabbing.
3. Any punishment that would humiliate, frighten, or subject a child to neglect.
4. Neither withhold nor threaten to withhold food as a form of discipline.

### **Northeast and West Elementary BEHAVIOR - CODE OF CONDUCT**

Northeast and West Elementaries follow GCSB board policy. You can view this code of conduct online by following this link: [501.1 Student Conduct](#)

Parents/Guardians are responsible for their child's conduct in route to and from school.

### ***Northeast Discipline Policy***

Our schools believe in and follow the Positive Behavior Intervention and Supports. We work to create a positive climate, which will focus on the education of the whole child, which includes a balanced focus on both academic and social achievement. We believe student discipline is best achieved through instruction rather than coercion; desirable student behaviors are best taught in a planned, proactive, and systematic manner.

In situations where the guidelines have been followed, but the student's behavior has not changed or threatens the safety of oneself or others, the educational mission of Northeast, or the smooth operation of the school, the following behavior and discipline policy will be implemented. For preschool-age students, the teachers and staff will consider the development of the students as it relates to behaviors and potential consequences (see above).

#### **Glenwood Elementary Schools Minor Behavior Matrix**

##### **Teacher Managed Minor Violation**

Can be redirected quickly without significantly disrupting flow of instruction or activity; -if repeated minor behavior is infrequent, it is not considered a major. If the minor is frequent, three minor incidents within a calendar month, it is considered a major.

## Responding to Misbehavior

- Classroom problem solving initiated based on classroom management plan
- First Offense - Parent Phone Call
  - 2nd offense - Parent Preferred communication
- Teacher completes Minor referral form.
- Respond calmly and privately
- Use nonverbal cues
- Direct/remind student of desirable behavior (what they can do or should do)
- Provide clear, consistent consequences related to the misbehavior delivered with dignity and purpose

Teacher Managed Minor Violation	Possible Consequences	Restorative Repair
These consequences can be applied to any minor violations. <b>See specific behavior for additional or specific consequence.</b>		
<p><b><u>Disruptive Behavior:</u></b> Low-intensity verbal or physical actions that hinder or impair teaching and learning</p> <ul style="list-style-type: none"> <li>● Engaging in behaviors that interfere with the work of others</li> <li>● Inappropriate voice levels at designated times of listening or quiet</li> <li>● Inappropriate out of seat behaviors during times of instruction</li> </ul>	<ul style="list-style-type: none"> <li>● State expectation and redirect</li> <li>● Practice expectation and demonstrate</li> <li>● Conference with student</li> <li>● Re-teach expectations</li> <li>● Loss of privilege</li> <li>● Loss of some recess time</li> <li>● Walk &amp; think at recess</li> <li>● Follow teacher at recess</li> <li>● Student informs grown-ups at home of behavior.</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Conversation</li> <li>● Apology protocol</li> <li>● Think Sheet</li> </ul>
<p><b><u>Non-Compliance (Defiance):</u></b> Brief, purposeful, or low-intensity failure to follow directions or talks back</p> <ul style="list-style-type: none"> <li>● Failing to follow the request or direction of school personnel</li> <li>● Failing to comply with directions to be safe</li> <li>● Failing to comply with directions to stop disrupting others</li> </ul>		
<p><b><u>Inappropriate Language/Gestures:</u></b> Low intensity instances of inappropriate language or gestures; low intensity, socially rude or dismissive messages to others</p> <ul style="list-style-type: none"> <li>● Making inappropriate comments (not directed at someone)</li> <li>● Using an inappropriate gesture (not directed at someone)</li> <li>● Using profanity (not directed at someone)</li> <li>● Verbal language, written language, or actions intended to harm or disturb</li> </ul>	<ul style="list-style-type: none"> <li>● Call grown-ups at home repeating language.</li> </ul>	<ul style="list-style-type: none"> <li>● Write or discuss respectful replacement language.</li> <li>● T.H.I.N.K conversation: (True?, Helpful?, Important?, Needed?, Kind?)</li> </ul>
<p><b><u>Property Misuse:</u></b> Low intensity misuse of property</p> <ul style="list-style-type: none"> <li>● Writing on desk, breaking pencils, ripping up papers</li> </ul>	<ul style="list-style-type: none"> <li>● Supervised or limited use of property.</li> </ul>	<ul style="list-style-type: none"> <li>● Restitution/clean-up duty</li> </ul>
<p><b><u>Technology Violation:</u></b> Non-serious, but inappropriate use of electronic device</p> <ul style="list-style-type: none"> <li>● Having device on without permission</li> <li>● Modifying the work of others without permission</li> <li>● Deleting apps</li> <li>● Taking picture/videos without permission</li> <li>● Creating/sharing content on Chromebook or digital device.</li> <li>● Personal devices used in school</li> </ul>	<ul style="list-style-type: none"> <li>● Loss of Chromebook privilege.</li> <li>● Supervised or limited use of technology.</li> <li>● Follow handbook</li> </ul>	<ul style="list-style-type: none"> <li>● Restitution/clean-up duty</li> </ul>
<p><b><u>Cheating:</u></b></p> <ul style="list-style-type: none"> <li>● Copying someone else's answers</li> <li>● Using unauthorized help</li> <li>● Presenting another person's work as your own</li> </ul>	<ul style="list-style-type: none"> <li>● See above consequences</li> </ul>	
<p><b><u>Physical Contact:</u></b> non-serious, but inappropriate physical contact without intent to harm/injury.</p>		

- Poking, tapping, kicking, tripping, elbowing, shoving
- Roughhousing

## Glenwood Elementary Schools Major Behavior Matrix

### Admin Managed (Major) Problem Behaviors

Behaviors that are significantly disrupting flow of instruction or activity and/or raise concerns of safety for the student or others.

**Students remain in the classroom unless impacting the learning environment after being given the opportunity to correct behavior.**

### Responding to Misbehavior

- Referral is completed.
- Administration will arrange to meet with student and parent contact is made.

### Admin Managed (Major) Problem Behaviors

**Disruptive Behavior:** High intensity or repeated verbal or physical actions that hinder or impair teaching and learning. If the student is disrupting the learning of others after multiple reminders and redirects, please send the student to the office.

May include, but not limited to:

- **Repeatedly** engaging in behaviors **intended** to interfere with the work of others
- **Repeated** inappropriate voice levels at designated times of listening or quiet
- **Repeated** inappropriate out of seat behaviors during times of instruction

**Non-Compliance - Defiance:** Purposeful defiance of authority, refusal to obey directions of school personnel, and/or arguing.

May include, but not limited to:

- **Repeated** incidents of refusal to follow the request or direction of school personnel
- **Refusal** to comply with directions to be safe
- **Refusal** to comply with directions to stop disrupting others

**Inappropriate Language/Gestures (Disrespect):**

Verbal, physical, or written language and/or gestures directed toward others that may cause offense. To be a major, profanity **MUST** be heard by the adult.

May include, but not limited to:

- Inappropriate comments or actions of a sexual nature
- Inappropriate gesture directed at a staff member
- Inappropriate gesture directed at a student
- Profanity directed at a staff member
- Profanity directed at a student
- Verbal language, written language, or actions intended to harm or disturb

***If actions are determined by Administration to meet the criteria for bullying and/or harassment, an investigation will be conducted and district policy followed.***

**Property Damage/Vandalism:**

Student participates in an activity that results in destruction or disfigurement of property.

**Technology Violation:** Inappropriate use of electronic devices

May include, but not limited to:

- Intentionally and/or repeatedly visiting inappropriate sites
- **Repeated** issues with modifying the work of others without permission
- **Repeated** misuse of device (deleting apps, taking pictures/videos)
- Creating/sharing **inappropriate** content on Chromebook or digital device

**Threats**

May include, but not limited to:

- Intimidating others through verbal, physical, or written means

**Physical Aggression:** actions involving serious physical contact where injury may occur with intent to harm/injure.

May include, but not limited to:

- Fighting (mutual participation in an incident involving physical violence)
- Biting
- Physical contact with the intent to harm
- Striking someone with a fist
- Striking someone's head or face
- Throwing items with the intent to cause harm or damage

**Inappropriate Display of Affection:** student engages in inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student/adult  
**If actions are determined by Administration to meet the criteria for Title IX, an investigation will be conducted and district policy followed.**

Possible Consequences	Restorative Repair
<ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• Lunch/Recess Detention</li> <li>• Time in Office</li> <li>• Before or After School Detention</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Conversation</li> <li>• Apology protocol</li> <li>• <a href="#">Think Sheet</a></li> <li>• Restitution</li> </ul>

**Serious Violations**

**Student is sent to the office immediately with constant adult supervision and parent contact is made.**  
 Referred to in board policy as Level 3, 4 or 5 behaviors. [501.1 Student Conduct](#).  
**Consequences are based on Level and Frequency of Occurrence following board policy.**  
 Parents can request a printing copy of the student code of contact at the building offices.

**Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate). Additional information can be found in Board Policy 501.6 which can be accessed on the district's website at [www.glenwoodschoools.org](http://www.glenwoodschoools.org).

**Student Conduct at School Events**

Students are to conduct themselves appropriately at any event in which the school is participating. The students reflect the kind of school we have and we want everyone who visits to be impressed by the great students that attend here. Students must be supervised by their parents during an academic or athletic event. If a student chooses to misbehave at an event, then he/she will be escorted to their parents and will have to remain with them until their departure. If the parent is not in attendance they will be called and the student will be escorted to the entrance of the property to wait for a ride or walk home.

The Board of Directors of the Glenwood Community School District hereby confirms its intent to support the school discipline policy, to support school staff when they enforce the discipline policy, and to hold school staff accountable for enforcing the discipline policy.

**Other Information**

*Water activities*

In our classroom, children may have opportunities to use a water table for playful learning activities, which will be rotated with other discovery activities. During water play, kids engage with science and math concepts actively. To maintain hygiene, children with sores on their hands cannot participate, and drinking water during play is not allowed.

After each session, the table will be drained and refilled with fresh water. Outdoor water play is limited to tubs, buckets, containers, and the water table; we don't use swimming pools. Staff supervises children visually and audibly to ensure their safety around water.

### ***Meals/Snacks/Foods and Nutrition***

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Meals and snacks are at regularly scheduled times, generally two hours apart and not more than three hours apart. (See daily schedule)

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is available to children throughout the day. Snacks and meals brought from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program with an individualized care plan prepared in consultation with the family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High risk foods, often involved in choking incidents, will not be served. For children younger than four years, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

### **Full Day Preschool**

Breakfast, lunch, and an afternoon snack will be served.

## **Half Day Preschool**

A snack is provided midmorning or mid-afternoon daily. Two food groups will be represented at each snack time as outlined in USDA guidelines. The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered. Morning preschool students may eat breakfast at Northeast if the parents and/or guardian provide permission. Please read the section below regarding the food service program and paying for breakfast. Lunch is not provided for the half day programs unless included on a student's individual education plan (IEP).

## **Breakfast and Lunch**

Glenwood Community School District provides a computerized system that allows participants to deposit money into a Food Service account from which they may draw to purchase lunch, breakfast, and a la carte items using a Personal Identification Number (PIN). The Food Services Program will issue each student and school staff a PIN number to use when purchasing meals or other food items. Students are assigned a PIN when they start school, and they will keep the same PIN through graduation, unless there is a reason to change the number. Please deposit money into your student's account at registration, when the account is low, or use EZSchoolPay.com online. Money left in accounts at the end of the year will stay in your student's account unless we receive a written request for a refund from the parent or guardian.

Food Services must collect money for accounts in the early part of the school day. Due to time constraints during the lunch service time, we cannot accept money for deposit in the lunch line. Meals must be paid for in advance; therefore, money needs to be put into the account before purchasing can begin.

Reminder notes will be printed at Northeast Elementary. Please contact your student's teacher if you do not receive the reminder notes. Reminders start when an account falls to \$10.00 and continues until the -\$10.00 limit. We do not send reminders home at this age level. If it becomes necessary for an account to go negative, please call your schools food service clerk or the food service office to discuss an EMERGENCY SITUATION ONLY. Otherwise students will be expected to bring a cold lunch and to eat breakfast at home until the situation can be resolved.

We are now offering EZSchoolPay.com for parents to make pre-payments into their child's account anytime using Visa, Discover, or MasterCard (credit or debit). Parents can also monitor their child's meal account balance and transactions online, and set up a payment reminder email. If you wish to use this service, you may sign up at [www.ezschoollpay.com](http://www.ezschoollpay.com).

The Food Service Clerk at your child's school or EZSchoolPay.com can provide you with a printout of your student's account. It will show when money was deposited, when money was deducted, and what was purchased from the account. Parents need to notify the clerk if they would like to "block" a student from receiving breakfast or a la carte items. If you have additional questions about your food service account, contact the clerk between the hours of 8:30 a.m. to 10:30 a.m. and after 1:00 p.m.

We encourage family members to come share lunch with the students. We request that guests coming to eat with a student notify the kitchen before 9:00 a.m. Parents may deduct the cost of their meal from their student's account or bring correct change to pay in cash. We request that guests do not bring "outside restaurant" food to the cafeteria.

Students approved for FREE or REDUCED meals may eat both breakfast and lunch at no cost. An Iowa Eligibility Application must be filled out (renewed) each school year. You can locate this application online at [www.ezmealapp.com](http://www.ezmealapp.com) or in the Food Service packet. You can also fill out an application online at [ezmealapp.com](http://ezmealapp.com). Free, reduced, and full paying students may purchase milk for \$.50 to go with a sack lunch, but this is **not** part of the Free and Reduced meals program. There must be money in the account to purchase milk for a cold lunch. We ask that parents not send bottled/canned soda with sack lunches.

**Meal prices are as follows for the 2024-2025 school year:**

**Breakfast**

1 Day - \$2.10

Weekly - \$10.50

Monthly (20 day) - \$42.00

Adult Daily - \$2.50

**Lunch**

1 Day - \$3.20

Weekly - \$16.00

Monthly (20 day) - \$64.00

Adult Daily - \$4.85

If you have any questions regarding the Food Services Department or your child's account, you may contact the Food Services office at 712-527-5029.

At breakfast, snack and lunch time (if applicable) staff members will be seated with students while eating and engage children in conversation.

***Allergy Alert***

Several students at Northeast Early Childhood Center have life threatening allergies to peanuts and tree nuts.-Any children with serious allergies will follow a health care plan. The staff and students will follow the "Peanut and Tree Nut Reduction" plan at Northeast.

As part of our hot lunch program products containing peanuts or tree nuts will not be served. If a student brings a peanut butter sandwich in a cold lunch from home, they will be asked to wash their hands thoroughly before leaving the area and going outside. Something as simple as touching peanut residue left on a railing or on the playground equipment can cause an allergic reaction, so we would rather err on the side of caution.

We ask that children do not bring any snacks or treats (ex. birthday treats) to the classroom that have a peanut or tree nut ingredient. This also ties into the District Wellness Policy that recommends that students consider nutritious snacks as an alternative to candy.

Should you have any questions or concerns, please do not hesitate to contact the school nurse at 712-527-4875. Thank you for your understanding and assistance.

***Outside Play and Learning***

We prioritize outdoor play daily, weather permitting, ensuring children have the chance to develop their large muscle skills and stay active. We follow guidelines from Healthy Child Care Iowa to assess weather conditions, ensuring safety during outdoor play. Children are required to wear appropriate attire, including coats below 50 degrees, to stay comfortable outdoors.

In cases where outdoor play is not possible due to weather, children engage in similar indoor activities with supervision equivalent to outdoor play. For example, tumbling mats are provided for upper body activities.



It's essential for children to be dressed appropriately for outdoor play. Warm coats, mittens, hats, and labeled clothing are necessary for colder days, while lighter attire or layered clothing is recommended for warmer weather. Children are expected to participate in outdoor play unless a doctor's note indicates otherwise.

Shaded areas are available on the playground, and parents are encouraged to provide additional sun protection such as hats. With parental permission, sunscreen and insect repellent are applied to children's exposed skin as needed, following recommended guidelines.

To ensure playground safety, program staff conduct weekly maintenance checks using the National Program for Playground Safety's Suggested General Maintenance Checklist.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with your written parental permission to do so). We will also use an insect repellent containing DEET (only with your written permission) no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

Program staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist on a weekly basis.

### ***Requests to Stay Indoors at Recess***

It is our belief that fresh air and exercise are a beneficial part of our students' day. Therefore, a physician's note is needed for any child who requests to stay in from recess.

We work very hard to monitor the wind chill and make sure our students do not go outside, or stay outside, for any length of time when the conditions are unfavorable. Please make sure your child is dressed appropriately for the season. For example, in the winter please make sure your child wears a winter coat, gloves, hat and boots if needed. In addition, if your child wears boots to school, please send a pair of shoes in their bag for their school day. *PLEASE LABEL ALL ITEMS YOUR CHILD WEARS TO SCHOOL*

### ***Clothing***

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, ***we can't guarantee that spills or stains will not occur.*** Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. Families will be asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

### ***Toilet Learning***

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

1. Diapering will be done in the designated diaper area, i.e., the changing room with a changing table or the bathroom stall. Food handling will not be permitted in these diapering areas.
2. Staff will follow all diapering guidelines set forth in the NAEYC Standards: Standard 5, Criteria 7:
  - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
  - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
  - Staff checks children for signs that diapers or pull-ups are wet or contain feces when a child wakes up from a nap. Diapers or pull-ups are changed when wet or soiled.
  - Staff change children's diapers or soiled underwear in the designated changing areas including bathroom stalls as needed and not elsewhere in the facility.
  - At all times, caregivers have a hand on the child if being changed on an elevated surface.
  - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
  - Staff disposes of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.
  - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
  - Diapering and gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
  - For children who require cloth diapers, the diaper has an absorbent interlining completely contained within an outer covering made of waterproof material that prevents the escapes of feces & urine. Both the diaper and the outer covering are changed as a unit.
3. If determined by the team to be needed, a potty chair may be used. Potty chairs will be used on a very limited basis.
4. Staff clean and sanitize potty seats after each child's use.
5. Families will be asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

### ***Objects from Home***

Because the preschool program provides ample toys and learning materials for your child, we ask that you do not bring toys from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside his/her backpack or cubby. ***Please do not allow children to bring gum, candy, money, or toy guns/weapons to school. The program cannot be responsible for lost or broken toys brought from home.***

### ***Classroom Animals and Pets***

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom, you are welcome. Please note the sharing of any pets must be pre-arranged with your child's classroom

teacher and office. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal should appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking that requirements have been met.

### ***Treat Policy***

Three classroom parties are held each year for Pre-K- 5 students. These are Fall Harvest, Winter Party, and Friendship Day. We are a peanut-safe school. Please follow peanut-free guidelines.

**[Click here for a List of Peanut Free Snacks](#)**

### ***Birthday Treats***

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Students **are** allowed to bring treats to share for their birthdays. No homemade treats or snacks of any kind are allowed for food safety reasons. You may bring an individually wrapped treat for your child's classroom or order from [Glenwood School District Food Service](#). If there is a student in your child's class who has a food allergy you will be notified at the start of the school year. Homemade snacks or snacks that are not nuts safe (if in a nut-free classroom.) will be kept in the office and sent home with your child. The teacher will provide families a list of foods meeting the USDA's Child and Adult Care Food Program guidelines. Those who have summer birthdays are welcome to choose a school day to celebrate with their class.

### ***Seasonal Class Party***

Three classroom parties are held each year for Pre-K- 5 students. These are Fall Harvest, Winter Party, and Friendship Day. Holiday class-wide treats may be an individually wrapped treat for your child's classroom or ordered from [Glenwood School District Food Service](#). There are a variety of allergy-safe items at affordable prices.

### ***Glenwood Food Service Catering***

Phone: 712-527-5029

Email: [foodservice@glenwoodschool.org](mailto:foodservice@glenwoodschool.org)

### ***Invitations***

To avoid any child feeling left out, please mail party invitations directly to guests' homes if you can't invite everyone in your child's class. School staff will not be able to distribute invitations selectively or forward electronic ones. To maintain privacy, staff are not able to share email addresses or phone numbers of other students. Thank you for your cooperation.

### ***Communication with Families***

The program will promote communication between families and staff by using written notes as well as informal conversations, e-mails, and Seesaw messages. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. Staff will use these notes to inform families about the child's experiences, accomplishments, assessment results, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs including email, in person, notes, or phone calls.

### ***Open Door Policy***

Parents and legal guardians are always welcome to visit the preschool classroom. Our buildings are fully secured with locked entrance doors. During school hours, access is limited to the main office door, where visitors must sign-in using the Raptor System. After signing in, visitors receive a badge and are restricted to designated areas. Parents are welcome to visit except during the first and last two weeks of the school year. Please arrange visits in advance and limit them to one hour. Lunchtime is an ideal visiting time; call before 9:00 to order lunch. Parents visiting recess cannot join students without a background check.

### ***Northeast Monthly Newsletter***

Monthly emails will be sent to families by the principal. The monthly Newsletters are published on the school web site at the beginning of every month. Go to [www.glenwoodschoools.org](http://www.glenwoodschoools.org), go to schools, choose your building and click on the current newsletter.

### ***Apptegy/Thrillshare***

Thrillshare is a quick alert messaging service, for emergencies, weather-related closures, attendance, and general school communications like important announcements and e-news. Thrillshare allows us to communicate regularly with parents and staff in multiple languages via text messages, phone calls, and emails. You can also download the GCS D Thrillshare app on Android and Apple devices for easy access. Thrillshare is linked to our district's social media accounts, making it convenient to distribute messages through various platforms. To ensure you receive alerts, please ensure your contact information is accurate in your Parent PowerSchool account during Online Registration. Correct information in PowerSchool means automatic sign-up for Thrillshare alerts via text, phone, and email. For social media and the Thrillshare app, participation is voluntary and can be done through Facebook, Twitter, Instagram, or by downloading the app. If your contact details change outside of registration, please contact your student's building to update them in PowerSchool, which will automatically update Thrillshare.

### ***Volunteers***

Volunteers are essential in supporting teachers. You'll have scheduled days and times, so if you can't make it, please coordinate with your teacher. Tasks may include artwork, bulletin boards, working with children, typing, or cutting out letters. If you feel overwhelmed or uncomfortable, talk to your teacher.

Confidential information should be discussed only with the teacher or principal, not other volunteers. For safety, volunteers shouldn't be alone with students or handle disciplinary matters. If at recess, model good behavior for students. Sometimes it works best if the volunteers don't work in their own child's

classroom. We'll work with our volunteers to make a job match with their time and talents. All volunteers must complete a background check before starting at Northeast. If interested, please contact your child's teacher or the Northeast office at 712-527-4875

### ***Field Trips***

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. Glenwood Community School buses are used for these field trips. Parents will be informed of each field trip through a newsletter, email, Seesaw message and/or calendars well in advance. A parent or legal guardian must sign an informed consent form for trips for each child before each trip. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. A notice posting the dates, time of departure, time of return, and the destination location will be given at least 48 hours before the field trip. Each child will be assigned to an adult in a small group for every part of the trip.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted every 15 minutes while on a field trip. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult. At least one staff member on the trip will have a cell phone available at all times.

### ***Attendance***

Students who are enrolled for classes in the GCSD schools are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the Northeast Early Childhood Center office with the reason for an absence no later than 8:00 a.m for morning sessions and 11:00 a.m for afternoon sessions. For safety's sake, if a student is absent without notification, the school teaching staff or Northeast office staff will attempt to contact the family to verify the child's absence from school. Please note that any child that has reached the age of four (4) by September 15 and enrolled in the Northeast Early Child Center is attending a Statewide Voluntary Preschool program that is partially funded by the state. Therefore, the child shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program.

### ***Preschool Advisory Committee***

The Northeast Early Childhood Center Preschool has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets quarterly to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee.

## ***Grievance Policy***

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Northeast Early Childhood Center Principal.

## ***Camera Monitoring Notice to Parents***

The Glenwood Community School District Board of Directors has authorized the use of video/audio cameras or other recording equipment on school district property and buses. The recordings will be used to monitor student and staff behavior, to maintain order on the school property and school buses, and to promote and maintain a safe environment.

Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student and/or staff disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving their child. Complying with Federal Law, if you do not wish to have your son or daughter's audio used in any disciplinary incident that may arise involving them for the current school year please notify your student's school principal in writing by September 15<sup>th</sup>. Failure to notify your child's principal in writing will be considered condoning the use of audio in a disciplinary incident involving your child. Please understand that this pertains to the audio portion only of the monitoring system.

## ***Family Involvement***

The Northeast Early Childhood Center encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Program staff communicates with families-regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests.

The Northeast Early Childhood Center values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Preschool staff also use notes home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

The Northeast Early Childhood Preschool Staff invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child, allows the teacher to be more responsive to your child's needs.
2. Attend family activities
3. Return all forms and questionnaires promptly.
4. Attend Family/Teacher conferences in the Fall and Spring semesters.
5. Take time to read the classroom or preschool parent bulletin board(s).
6. Check your child's backpack each day.
7. Participate in field trip activities.
8. Share some of your talents in your child's class through activities such as: reading or storytelling, art, preparing visuals, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
9. Share any of your families' cultural traditions, celebrations, or customs.
10. Read all the material sent home with your child.
11. Help with special events or volunteer.
12. Serve on the Preschool Advisory Committee.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

### ***Home Visits***

Home visits are made prior to the start of school and are highly encouraged to facilitate a positive start for your child's school year. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. It also allows your child to become familiar and comfortable with his/her teacher and have any questions you may have answered. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

### ***Family Teacher Conferences***

The preschool program will have formal parent teacher conferences at the same time as the elementary school - fall and spring. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development. Please make every effort to attend your conference, and if you absolutely cannot, contact your child's teacher to line up another time.

### ***Family Night***

Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. With help from family volunteers, the night will be planned to meet the needs of the children and families in the classroom. The Northeast Early Childhood Center will host at least one Family Night during the school year.

### ***Transitions***

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible. In addition, the kindergarten round-up is held annually in the spring.

### ***Health and Safety***

The Northeast Early Childhood Center is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the National Association for the Education of Young Children Standards, regulatory agencies and pediatric authorities in the field. The nurse's schedule is 7:45– 3:30 daily.

### ***Health and Immunization Certificates***

Before a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the Iowa Department of Public Health.

**All students must present a birth certificate and proof of immunizations before they will be allowed to attend school.**

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.



## ***Dentist***

Each family is required to submit in writing a family dentist or dentist of their choice as per NAEYC standard requirements to ensure the family's wishes are granted if possible in the case of a dental emergency.

## ***Health and Safety Records***

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions, conditions that require regular medication or technology support; and
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implements a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

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

- All staff must be alert to the health of each child, known allergies, or special medical conditions. Parents will be required to sign a release of medical information (HIPA).
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff is to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff will use gloves, other barriers and techniques when needed to minimize contact of mucous membranes or of openings in the skin with potentially infectious body fluids.
- All staff are familiar with evacuation routes and procedures.

- All teaching staff complete “Occupational Exposure to Bloodborne Pathogens” training as required for employment orientation in the Glenwood Community School District.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.







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

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center’s established policy for an ill child’s return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage or changes.

I should stay home if ...					
I have a fever. 	I vomited. 	I have diarrhea. 	I have a rash. 	I have an eye infection. 	I have been in the hospital. 
Temp of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Redness, itching, and/or “crusty” discharge from eyes.	Hospital stay and/or ER visit.
I am ready to come back to school when I am...					

Fever free for 24 hours.	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash, itching, or fever. Has been evaluated by a doctor if needed.	No redness, itching, or "crusty" discharge and/or released by a doctor to return.	Released by a medical provider to return to school.
<ul style="list-style-type: none"> <li>● Students may also be sent home for insufficient hygiene or any health condition that is of concern to the child or others. <ul style="list-style-type: none"> <li>● Absences related to illness with a doctor's note turned in to the office are excused. <ul style="list-style-type: none"> <li>● Illnesses that result in the nurse sending students home are excused.</li> </ul> </li> </ul> </li> <li>● <b>If you have any questions regarding your child's symptoms, please contact Nicole Cherko at 712-527-4875 EXT:2450</b></li> </ul>					

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. ***For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician.*** In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then, until she or he can be picked up, the child is located where new individuals will not be exposed.

### ***Administrative Procedure for Head Lice***

- Identification of students to be examined will be made based upon observable signs and symptoms by teacher, nurse, or at the request of parent or guardian.
- Upon observation of signs and symptoms, trained school personnel will perform an exam of the student's hair.
- Identification of live head lice or nits close to the scalp (less than 1/2") is necessary before treatment can be recommended.
- Effort will be made to contact parent or guardian for immediate notification of identified head lice.
- Parent(s) or guardian(s) of affected students will be given printed instructions and specific instructions for treatment. Recommendations will be given regarding treatment of family, home environment, and other persons who may have had recent exposure to the student or home.
- If one case of head lice is found in a class, efforts will be made for the school nurse or other trained personnel to check classmates, and notes will be sent home to the parents.
- Preventative information will be sent home to parents in the form of newsletters according to need as identified by the school nurse.
- The student will be rechecked upon return to school. (Parents will be encouraged to remove all nits.)

## ***Bed Bug Protocol***

If a bed bug is suspected, we'll collect the bug and contact maintenance. Pictures won't help; only bugs can be analyzed. Once confirmed, parents will be notified, and the student will be checked. The student doesn't need to go home, but their belongings will be inspected discreetly. If bed bugs are found, we'll suggest ways to address the issue at home. Notification of other parents should only occur if a classroom infestation is identified.

## ***Other Nuisances***

For other nuisances, like fleas, please notify the school. Staff will address the issue discreetly and the nurse may provide guidance on how to prevent and manage it.

## ***Reporting Communicable Diseases***

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

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

***Policy:*** The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

***Procedure:*** The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (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. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the teaching staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school nurse to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

### ***Cleaning and Sanitization***

The 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. Staff will clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning as part of standard precautions. Staff will use ventilation and sanitation rather than sprays, air freshening chemicals, or deodorizers, to control odors in inhabited areas of the facility and in custodial closets.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys will be cleaned with soap and water then air dried. Surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least two minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher and will follow the NAEYC Cleaning and Sanitation Frequency Table found on the NAEYC website ([www.naeyc.org/torch](http://www.naeyc.org/torch)). A checklist will be completed as indicated in the table.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Non Toxic substances will be used whenever possible. Staff are trained yearly prior to the start of the school year.

### ***Hand Washing Practices***

Frequent hand washing is key to preventing the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces 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 and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that 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

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting
- After handling garbage or cleaning.

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

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

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff does not use hand-washing sinks for bathing children or removing smeared fecal material.
- In situations where sinks **are** used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.
- Hand hygiene with an alcohol-based sanitizer with 60% to 95% alcohol is an alternative to traditional hand-washing (for children over 24 months and adults) with soap and water when visible soiling is not present.

### ***Tooth Brushing Policy***

At least once daily, where children receive two or more meals, teaching staff provide an opportunity for tooth brushing and gum cleaning to remove food and plaque. (Toothpaste is not required.) Toothbrushes will be rinsed thoroughly after each use and air dried in individual, labeled containers. Toothbrushes will be replaced every six months or as needed. Oral health specialists will visit yearly and perform oral exams (with parental permission) and oral health education. In addition, preschool students may visit a local dentist's office as an introduction to the environment.

### ***First Aid Kit***

It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, contents will be inspected and needed items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

### ***Fire Safety***

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

### ***Medical Emergencies and Notification of Accidents or Incidents***

The Northeast Early Childhood Center has an "Emergency Binder" that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- 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 crisis team members and a checklist to use
- List of CPR/First Aid experienced persons in each building

This binder will be kept in the classroom where it is always accessible. It will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

If your child sustains a minor, non-life threatening injury at preschool, the teacher will assess and provide first aid. Minor cuts/scrapes will be cleaned with soap and water; bumps will be treated with ice. All incidents/injuries will be documented on an "Injury and Illness" form and a copy given to parents within 24 hours.

All staff will have immediate access to a device to summon help in emergencies. Emergency numbers for Fire, Police, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact info for each child and staff member will be readily available. This information will be taken whenever children leave the facility with staff. Emergency phone numbers will be updated at least quarterly. Fire and Tornado Drills.

Drills are held monthly so the preschool students may become familiar with the proper procedure as required by NAEYC. Fire exit plans and tornado safety locations are posted in each classroom.

### ***Building Emergency Plans***

Lockdown: As part of our ongoing process to help make our school a safer place for children, we will have lockdown practice drills periodically. Teachers and students will practice our lockdown procedures.

Tornado drills: Teachers and students will practice our lockdown procedures on a monthly basis.

### ***Protection from Hazards and Environmental Health***

Program staff protects children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping.

The preschool classroom building has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintains the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

If there was a pollution alert, staff would limit the amount of time students were outside doing physical activities.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

### ***Smoke Free Facility***

In compliance with the Iowa Smoke Free Air Act of 2008, Northeast Early Childhood Center buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the preschool classroom building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

### ***Child Protection Policies***

We prioritize the health and safety of every child in our care. All applicants or volunteers for positions involving direct interaction with children must provide a clearance affidavit for crimes against children or families. Individuals with substantiated reports of child abuse or neglect cannot have contact with children in our program.



We have clear policies and procedures for reporting child abuse and neglect, complying with all relevant laws. Staff are required to report any suspicions of abuse or neglect and are protected from retaliation for doing so. All staff undergo mandatory training, “Mandatory Reporter: Child and Dependent Adult Abuse” on reporting abuse at least every five years and within six months of employment. The school district does not tolerate employee physical or sexual abuse or harassment of students. Students should report any such incidents to parents, legal guardians, teachers, principals, or another employee. The Iowa Department of Education has a two-step procedure for investigating such allegations, with Cindy Menendez designated as the independent investigator at 712-527-3034.

### ***Substance Abuse***

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Northeast Early Childhood Center. ***At no time will children be released to a person under the influence of alcohol or drugs.***

***Northeast Early Childhood Center Staffing Requirements [available here.](#)***

### ***Student Insurance***

The Glenwood Community School District **DOES NOT** provide any type of medical insurance coverage for students who are injured while on school property. If parents/guardians want medical insurance for their child, it is their responsibility to purchase such insurance.

### **HAWK-I MEDICAL INSURANCE**

The school provides information for the Hawk-I insurance program. This program is designed for families without health insurance for their children. Information regarding this program is available in all school offices or through the school nurse. Online access [www.healthcare.gov](http://www.healthcare.gov).

### ***Telephone and Address Change***

Please notify the school **immediately** if there is a change in your address, telephone number, daycare provider, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

### ***Withdrawal of Students***

Please let the school know if you are preparing to move. We need time to transition students for a new experience. If you are moving and are withdrawing your child from school, please notify the office in advance of the withdrawal.

### ***Release of Information related to Photos***

In the Glenwood Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

If any parent or guardian of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact the building principal in writing by September 15 (or within two weeks of the student’s enrollment should it occur after this date).

## ***Weapon Policy***

Weapons, look-alikes, and other dangerous items are strictly prohibited on school property without prior written approval from the Superintendent. Anyone found in possession of such items will have them confiscated and may face disciplinary action, including suspension or expulsion. Parents/guardians will be notified, and law enforcement may be involved. If you have any questions regarding this policy, contact your building principal for clarification or more information.

## **MISCELLANEOUS INFORMATION**

### ***District Developed Instructional Services Delivery System***

Under an educational project called the "District Developed Instructional Services Delivery System," the Glenwood Community School District and Green Hills Area Education Agency, with the Iowa Department of Education's approval and support, are offering greater opportunities for teachers and students to receive assistance. This service was previously available only to students in special education.

With this procedure, Green Hills staff (school psychologists, social workers, special education consultants, speech/language pathologists, audiologists, occupational therapists), along with special education teachers working in our school, will have the opportunity to work in consultation with all teachers and provide direct help to any student, individually or in small groups.

If your child is receiving help for an extended period of time, you will be asked for your input and will be kept informed of your child's progress. This is a great opportunity for our school district to broaden the scope of potential help for all students. If you have any questions, please feel free to contact the Green Hills AEA Extension office or the guidance counselor/building principal.

### ***Ethics and Confidentiality***

Staff uphold a code of ethics that prioritizes confidentiality and respect for children and families. They receive training on ethical conduct and confidentiality, signing a commitment statement to uphold these values. It's essential to maintain professionalism by being responsive to needs while respecting confidentiality and refraining from discussing children in their presence or labeling them. Each staff person will sign a Statement of Commitment to document their willingness to hold close the values and moral obligations of the field of early childhood education.

Code of Ethical Conduct from NAEYC

***Procedures for Children's Records [available here](#).***

### ***Kids Place Daycare Programs***

The district provides a childcare program that has been organized to provide supervision for infants, toddlers, preschool age, and children in kindergarten through sixth grade. Kid's Place is meeting the needs of working families by providing quality daycare for children six weeks to sixth grade. Kid's Place may be used on snow days, etc., but your child needs to be registered. The program is funded through parent fees. If you desire more information, please call 527-5264.

## **Procedures of Action to Be Taken in Unique Situations**

### ***Child Abduction / Lost or Missing Child***

If a child is abducted, following are the steps that will be taken:

- Immediately notify the principal.
- Contact the police and give a complete description of the child
- Contact the parents.

### ***Power Failure Procedures***

#### ***Electrical Power Failure:***

- Notify the local utility company of the interruption of service and ascertain cause of outage. Follow their instructions.
- Keep everyone in one room to conserve battery-powered flashlights and radios, as well as keeping track of everyone.
- If outage is only temporary, wait until power is restored then proceed with normal duties.
- For prolonged outages, notify families to pick up children and close the facility.

#### ***Gas Power Failure:***

- Notify the utility company of the interruption of service and ascertain the cause of outage.
- If an outage is caused by the utility company, find out the duration of the outage. If temporary, keep everyone in one room to conserve heat.
- If outage will be for an extended period of time, telephone parents to pick up their children and close the facility.
- In case of facility damage causing an outage, evacuate immediately following the fire evacuation plan. ***No power outage, but smell gas:***
- Evacuate facility immediately following the fire evacuation plan. Remember to take a first aid kit and classroom list.
- Notify the utility company of the gas leak. Follow their instructions.
- Remain outside the facility until the utility company gives clearance to the principal to return to the facility.

### ***Chemical Spills***

The fire department will notify the center when evacuation is necessary. Fire Department personnel will designate the safe shelter location. Staff will have emergency contact numbers to notify families once the children and staff are in the designated shelter.

### ***Homeless Children and Youth***

The McKinney Vento Act protects the educational rights of students experiencing homelessness. [Rights of students who are homeless.](#)

### ***Equal Opportunity and Non-Discrimination, Non-Harassment, Non-Retaliation***

Glenwood Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age (for employment), marital status (for programs), sexual orientation, gender identity, or socioeconomic status. If you have questions or grievances regarding this policy, please contact Cindy Menendez, Equity Coordinator at 712-527-9034 or gesdequitycoordinator@glenwoodschoools.org.

### ***Asbesto Notification***

The Asbestos Hazard Emergency Response Act (AHERA) is part of the federal regulations which require school districts to inspect each school building for asbestos-containing building materials and to maintain an asbestos management plan. Required three-year re-inspections have been conducted by the district's asbestos consultant.

The High School, Middle School, and Northeast contain traces of asbestos and are maintained according to all federal and state guidelines. In keeping with AHERA regulations, you are being notified of this information.

### **Resources**

Resources for families are available on the Preschool [website](#).

## ***District Policies and Information***

District Policies are available at our website [Glenwood CSD Board/Policy Website](#) click on board of directors and then on board policies.

- 104.1 EQUAL OPPORTUNITY AND NON-DISCRIMINATION, NON-HARASSMENT, NON-RETALIATION
- 104.1N2 CONTINUOUS NOTICE OF NONDISCRIMINATION
- 104.2 ANTI-BULLYING AND ANTI-HARASSMENT POLICY
- 104.2P ANTI-BULLYING AND ANTI-HARASSMENT INVESTIGATION PROCEDURES
- 405.2 ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES
- 405.2R ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES REGULATIONS
- 500.3 HOMELESS YOUTH ENROLLMENT IN DISTRICT
- 500.5 OPEN ENROLLMENT PROCEDURES AS A SENDING DISTRICT
- 500.6 OPEN ENROLLMENT PROCEDURES AS A RECEIVING DISTRICT
- 500.7 OPEN ENROLLMENT PROCEDURES AS AN ALTERNATIVE RECEIVING DISTRICT
- 500.16 TRUANCY
- 501.7 SEARCH AND SEIZURE
- 503.8 STUDENT INSURANCE
- 504.1 STUDENT RECORDS ACCESS AND USE
- 504.2 STUDENT DIRECTORY INFORMATION
- 602.6 HEALTH EDUCATION
- 603 CURRICULUM DEVELOPMENT
- 604.6 TECHNOLOGY POLICY
- 701.3 MEAL CHARGES
- 902.8 TOBACCO AND NICOTINE PRODUCTS-FREE ENVIRONMENT

## **PRESCHOOL SUPPLY LIST**

- 1 backpack (labeled with child's name and LARGE enough to fit a notebook and a folder inside)
- 1 complete change of clothes appropriate for the season (VERY important)
- 1 fun art supply from the following list: stickers, ribbon, feathers, pom-poms, shaving cream, beads, glitter glue, buttons, googly eyes)
- 1 glue stick
- 1 roll of scotch tape
- 1 watercolor paint set
- Craft sticks (plain or colored, big or small)

Students in the shared vision program will also need to send a 1 towel/blanket for rest time (Towels/blankets will be sent home on Fridays for laundering)

Note: If your child has an allergic reaction to sunscreen, please have your physician indicate this allergy on his/her physical form and send your own sunscreen.

**\*PLEASE LABEL EACH ITEM WITH YOUR CHILD'S NAME**

## **APPENDIX A**

### **Early Childhood Referral Process for Children Ages 2 years nine months – 5 years**

Parents, daycare providers, doctors, or a teacher can make a referral to the Green Hills Area Education Agency.

The parent will then be contacted by a Glenwood Early Childhood Special Education Teacher to gain more information regarding the area of concern(s) for the specified student.

Parents are forwarded the Ages & Stages Questionnaire to complete and return to the Glenwood Early Childhood Special Education Teacher.

The results from the Ages and Stages Questionnaire will be analyzed and parents are provided the results.

The student will be referred onto the qualified Green Hills Area Education Agency staff (occupation therapy, physical therapy, speech and language therapy).

If the pertinent team members collectively decide the child qualifies for an Individual Education Plan, the appropriate services will be provided with the Green Hills Area Education Agency staff.